



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

JAN 27 2010

OFFICE OF THE ASSISTANT SECRETARY

AFI63-101_AFGM02

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/AQ
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Guidance Memorandum: Coordination of Requirements Document Used in
Conjunction with Request for Proposal (RFP) with Requiring Lead Command

This is an Air Force Guidance Memorandum immediately changing AFI 63-101, *Acquisition and Sustainment Life Cycle Management*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The Air Force is committed to recapturing acquisition excellence by rebuilding an Air Force acquisition culture that delivers products and services as promised—on time, within budget and in compliance with all laws, policies and regulations. The SECAF and CSAF developed an Acquisition Improvement Plan (AIP) which outlined several areas for action in order to achieve acquisition excellence. One of the key areas identified by the SECAF and CSAF was Improving the Requirements Generation Process.

The following coordination process is established to ensure there is a common understanding between the requirements and acquisition communities regarding capability requirements and the requirements document used with solicitations. All acquisition programs will coordinate the requirements document (Systems Requirements Document (SRD), Technical Requirements Document (TRD), specification, etc.) used in conjunction with a Request for Proposal (RFP) with the requiring Lead Command prior to the release of the final RFP. The level of coordination will be based on the program's Acquisition Category (ACAT) as follows: (Note: Commander may delegate coordination no lower than one level below designated level):

- ACAT I, IA – PEO to Commander
- ACAT II – PEO to Vice Commander
- ACAT III – SPM/PM to Director of Requirements

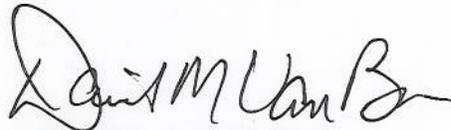
The attached memorandum template should be used to accomplish coordination.

In addition to providing the Lead Command the requirements document for coordination, the program will provide any supporting documentation needed to aid in understanding the

traceability of requirements from the approved JCIDs document to the requirements document used in conjunction with the RFP.

This coordination step is the culmination of a long and collaborative process between the requirements and acquisition communities to develop both operational and system requirements that will help deliver affordable capability when needed.

The guidance in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon incorporation by interim change to, or a rewrite of AFI 63-101, whichever is earlier.



DAVID M. VAN BUREN
Acting Assistant Secretary of the Air Force
(Acquisition)

Attachment:
Coordination Memo Template

DISTRIBUTION LIST:

SAF/AQL
AFPEO/AC
AFPEO/WP
AFPEO/C2&CS
AFPEO/CM
AFPEO/SP
AFPEO/ISR
AFPEO/KC-X
AFPEO/ECSS
SAF/AQI
SAF/AQQ
SAF/AQC
SAF/AQL
SAF/AQP
SAF/AQR
SAF/AQX
SAF/US
AFMC/CC
ACC/CC
AFGSC/CC
AMC/CC
AFSOC/CC
AFSPC/CC
AETC/CC
WR-ALC/DAO
OO-ALC/DAO
OC-ALC/DAO
AFNWC/DAO

CC:

SAF/AA
SAF/AG
SAF/FM
SAF/IE
SAF/LL
SAF/MR
SAF/PA
SAF/SB
SAF/RE
SAF/XC
SAF/GC
SAF/RCO
SAF/IA
PEO/JSF
AF/A1

AF/A2
AF/A3/5
AF/A4/7
AF/A8
AF/A9
AF/A10
AF/JA
AF/SB
AF/SE
AF/ST
AF/TE
AFOTEC
PACAF/CC
USAFE/CC
AFRC
AFSAC
NGB
PM&AE
SAF/FM
SAF/XC
SAF/GC
SAF/RCO
SAF/IA
PEO/JSF
AF/A2
AF/A3/5
AF/A4/7
AF/A8
AF/A9
AF/A10
AF/TE
PACAF/CC
USAFE/CC
AFRC/CC
AFSAC/CC