



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

SEP 15 2010

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR: MAJCOMS, FOAs, DRUs
DISTRIBUTION C

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

SUBJECT: Air Force Guidance Memorandum to AFI 63-101: Acquisition and Sustainment Life Cycle Management

This Guidance Memorandum immediately implements changes to the Acquisition Program Master List (APML) process and related reporting and governance. These changes will be incorporated into the next update to 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*.

This guidance clarifies acquisition program determination, establishes criteria an acquisition program or technology project must meet for inclusion and removal from the Acquisition Master List (AML), and associated reporting and governance direction. Acquisition special access programs and technology efforts managed in accordance with DODD 5205.07, *Special Access Program (SAP) Policy*, AFD 16-7, *Special Access Programs*, and AFI 16-701, *Special Access Programs*, are exempt from posting to the AML. Implementation of the direction in this Guidance Memorandum will be tailored for Acquisition Special Access Programs. SAF/AQX is responsible for development and maintenance of the AML.

As defined in DoDD 5000.01, *The Defense Acquisition System*, an acquisition program is a directed, funded effort that provides a new, improved, or continuing materiel, weapon or information system, or service capability in response to an approved need. A key principle of the defense acquisition system is the use of acquisition categories (ACATs), where programs of increasing investment funding dollar value and management interest are subject to increasing levels of oversight. Acquisition categories are identified in DoDI 5000.02, Enclosure 3, Table 1. ACAT III has no funding floor and encompasses all acquisition programs not included within ACAT I, IA or II.

Accordingly, AFI 63-101 Paragraph 3.10 and sub paragraphs are replaced with the following:

3.10. Program Determination, Delegation, and Air Force Acquisition Master List (AML).

3.10.1. SAF/AQ will make program determination and assignment to Program Executive Officer (PEO)/Designated Acquisition Officials (DAO) portfolios based on acquisition category (defined in DoDI 5000.02, Enclosure 3, Table 1). ACAT

III has no funding floor and encompasses all acquisition programs not included within ACAT I, IA or II. 2

3.10.2 The AML shall contain all Research, Development, Test and Evaluation (RDT&E) 3600 (Budget Activity (BA) 4 thru BA7), Procurement (30XX) programs and technology projects (as defined in DoDI 5000.02, Enclosure 3) meeting any of the following criteria:

3.10.2.1. ACAT I, ACAT IA, ACAT II, ACAT III program, or newly identified materiel solution responding to a Joint Requirements Oversight Council, Air Force Requirements Oversight Council, Air Force 1067 validated requirement, or top down directed activity as identified in AFI 10-601, *Capabilities-Based Requirements Development*.

3.10.2.2. Technology project funded with RDT&E 3600 (BA4 through BA7) appropriations in excess of \$10M in total funding.

3.10.2.3. Potential materiel solution that has entered into the acquisition framework by a Materiel Development Decision Acquisition Decision Memorandum.

3.10.2.4. Any effort designated as "Special Interest" by the Service Acquisition Executive or the Office of the Secretary of Defense.

3.10.3. Immediately following determination a program meets criteria in paragraph 3.10.2 above, PEOs/DAOs will coordinate with the Capability Directorates and submit to SAF/AQX any new programs and technology efforts, proposed updates, or recommended changes to the AML.

3.10.4. Removal may occur upon disposal, termination, program completion, system/program transfer to a sustainment portfolio, or as directed by the Service Acquisition Executive. PEOs/DAOs/Capability Directorates will submit requests for removal from the AML to SAF/AQX.

3.10.5. Inclusion on the AML does not constitute program new start approval and does not constitute authority to commit, obligate, or expend funds.

3.10.6. Replenishment spare procurements, spares procurements and commodity buys that replace existing stock are exempt from inclusion on the AML.

3.10.7. Acquisition special access programs and technology efforts managed in accordance with DODD 5205.07, *Special Access Program (SAP) Policy*, AFPD 16-7, *Special Access Programs*, and AFI 16-701, *Special Access Programs*, are exempt from posting to the AML.

AFI 63-101 Paragraph 3.13.1. is replaced with the following:

3.13.1. All programs listed on the AML shall initiate and maintain program data 3 within the System Metric and Reporting Tool (SMART) acquisition management system. Program data requirements are identified in sections 3.13.1.1. and 3.13.1.2.

3.13.1.1. All programs listed on the AML are required to use the Comprehensive Cost and Requirement (CCaR) system. The CCaR system will update SMART and Executive CCaR on a monthly basis.

3.13.1.2. All programs listed on the AML are required to enter basic program data into SMART. This data shall be entered with initial entry onto the AML, and reviewed and updated at least annually prior to 1 March. The data shall be updated prior to every major program milestone and/or following any significant program change. The minimal data entry into SMART will consist of the following:

3.13.1.2.1. Name and attributes (acronym, full name, type, acquisition phase, ACAT, AML, base year (for funding) .

3.13.1.2.2. Key Personnel (at a minimum PEO/DAO, System Program Manager/Program Manager, Product Support Manager, Program Element Monitor, Chief Engineer, and the SMART POC).

3.13.1.2.3. Background (short description of effort).

3.13.1.2.4. Schedule module (minimally MDD, MS-A, PDR, MS-B, CDR, MS-C, FRP, RAA/FDD, IOC, FD, FOC and any other Acquisition Program Baseline (APB) events).

3.13.1.2.5. Performance (minimally Key Performance Parameters and any other APB parameters).

3.13.1.2.6. Contract Data (minimally contract(s) name, number, contractor, location).

3.13.1.3. MARs are required for all ACAT programs and technology projects with then-year funding greater than \$30 million in RDT&E (3600) or \$50 million in procurement (30XX) over the life of the program. MAR reporting will begin the month following placement on the AML. ACAT I and II program MARs will consist of all charts referenced in the sub-paragraphs below. ACAT III program and technology project MARs will consist of all charts below with the exception of the Program Schedule and One –Year Critical Path Schedule. Programs entered on the AML as a result of a Materiel Development Decision Acquisition Decision Memorandum should contact SAF/AQXR for guidance.

3.13.1.3.2. Program Data: Contract Performance, Schedule, Funding and Technical Performance.

3.13.1.3.3. Contract Information.

3.13.1.3.4. Additional Assessments.

3.13.1.3.5. Probability of Program Success (PoPS) Windshield.

3.13.1.3.6. Cost Reduction and Small Business Initiatives.

3.13.1.3.7. Program Schedule.

3.13.1.3.8. One Year Critical Path Schedule.

3.13.1.4. MAR reporting is not required for programs and technology projects with then-year funding less than \$30 million in RDT&E (3600) or \$50 million in procurement (30XX) over the life of the program.

3.13.1.5. With the approval of SAF/AQX, System Program Managers may roll up a Weapon System's multiple AML programs into a single MAR. Programs should submit roll up requests to SAF/AQXR.

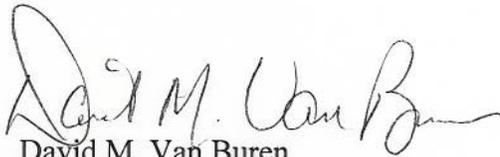
3.13.1.6. The program decision authority will review and approve each MAR in their portfolio by the 8th working day of each month.

3.13.1.7. Programs may only terminate MAR reporting with the approval of SAF/AQX. Programs can submit a request for termination through SAF/AQXR when all contracts are 90% complete and/or all program investment funds (RDT&E and Procurement) are 90% expended.

The Air Force Service Acquisition Executive (SAE) may delegate program decision authority for ACAT II and ACAT III programs to a Program Executive Officer (PEO) and, with the concurrence of AFMC/CC, to a Designated Acquisition Official (DAO). On an exception basis, the SAE, with the concurrence of AFMC/CC, may delegate program decision authority to an ALC/CC based on an evaluation of a program's risk, technology maturity, and a preponderance of production activity and funding.

For existing efforts newly identified as an ACAT II or ACAT III program, milestone decision authority may remain at the current level. All programs and technology projects having SMART and/or MAR reporting requirements established as a result this policy must complete the necessary entries not later than 120 days following implementation of this guidance.

The latest AML will be posted on the SAF/AQXRR Community of Practice (CoP) located at: <https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-AQ-AF-73>. For further information on AML management contact SAF/AQXR at safaqxr.workflow@pentagon.af.mil. For further information on acquisition policy, contact SAF/AQXA at safaqxa.workflow@pentagon.af.mil. For further information on CCaR system, reference the MAR Guidebook on the SAF/AQXRR CoP or contact SAF/AQXI at safaqxi.workflow@pentagon.af.mil. 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 rewrite of AFI 63-101, *Acquisition and Sustainment Life Cycle Management*, whichever is earlier.



David M. Van Buren
Air Force Service Acquisition Executive