



Operations

MISSION NEEDS AND OPERATIONAL REQUIREMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Reserve Command Instruction 10-601, *Mission Needs and Operational Requirements*. This supplement describes Headquarters Fourth Air Force procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the standalone Air Force Reserve Command basic. This supplement applies to the 4 AF subordinate units, wings and GSUs.

2.1. (Added) Unit submissions will be submitted to 604 RSG/XPX. The 604 RSG/XPX will initiate the filter process to determine if submissions meet the criteria's for 0350 funding. 604 RSG/XPX will coordinate closely with NAF Functional Area Managers (FAM's), HQ AFRC FAM's and other entities as appropriate to exploit all aspects of submission validation. 604 RSG/XPX will forward validated submissions to begin the HQ AFRC Research Development Team (RDT) staffing process, or return the submission to the originator with a recommendation for another funding source.

3.1. (Added) Unit and Wing level submissions will be forwarded to 604 RSG/XPX to begin the initial validation process. NAF Mission Needs and Operational Requirements Planning Councils will be incorporated into every NAF division level sponsored symposium (e.g. Fourth Air Force sponsored Tanker/Airlift Summit, LG/DO/XP/SG/MG Conference, Weapons/Tactics Conference, and other events as deemed appropriate). NAF symposium host will ensure agenda and forum time for requirements planning. 604 RSG/XPX will initiate the NAF validation and staffing process with applicable NAF FAM's.

3.5.4. (Added) The RROC meets every February to validate and prioritize approved requirements for the following Fiscal Year (FY) 0350 allocation (e.g. The February 1999 council rack-n-stacked the requirements for FY00 money). The RROC meets again in August to finalize next year's listing (as it ultimately goes before Congress), and to consider any emergency/short notice requirements that may have surfaced.

3.5.4.1. (Added) Units and Wings are highly encouraged to submit requirements at any time, as the NAF staffing process is constant. In order for a submission to be validated and forwarded for the following Fiscal Year (FY) 0350 funding consideration, they need to be submitted to 604

RSG/XPX before November of the previous year. Emergency/Short-Notice submissions will be considered on a case by case cases.

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Commander