

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 33-103
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
7 JUNE 1999**

**Communications and Information
REQUIREMENTS DEVELOPMENT AND
PROCESSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-103, 18 March 1999, is supplemented as follows:

NOTE: This supplement contains guidelines and procedures for the AETC Communications and Information (C&I) Systems Requirements Process. The communications and information systems officer (CSO) at each base should publish local procedures for developing and submitting C&I systems requirements in a base supplement. Send a copy of the base supplement to the CIO Support Branch (HQ AETC/SCTI), 61 Main Circle, Suite 2, Randolph AFB TX 78150-4545, prior to publication. (Records created as a result of processes prescribed in this publication will be maintained and disposed of in accordance with AFMAN 37-139, Records Disposition Schedule.)

SUMMARY OF REVISIONS

Updates organizational elements, functional address symbols, addresses, and the AETC C&I Systems Requirements Process throughout. Emphasizes the need for C&I systems requirements to be stated in functional terms and includes guidelines on processing requirements for new or improved information processing capabilities (C&I systems) or AETC-unique software. Provides guidance on how C&I systems requirements are processed within AETC (**ATTACHMENT 7 (ADDED)**). Provides an evaluation guide for all downward-directed automated information systems (AIS) (**ATTACHMENT 8 (ADDED)**). Prescribes an AF Form 3215 (Overprint) as the systems requirements document (**ATTACHMENT 9 (ADDED)**).

1. The AETC C&I Systems Requirements Process:

1.1. This is a three-step process that identifies C&I systems requirements, develops a technical solution, and allocates resources for the requirement.

1.2. Within AETC, a C&I systems requirement must be processed through the AETC C&I Systems Requirements Process (shown in **ATTACHMENT 7 (ADDED)** [Added][AETC], this supplement) if the

system is a new requirement, an AETC systems replacement, or an upgrade that meets at least one of the following criteria (paragraphs 1.2.1. through 1.2.11.):

1.2.1. Is a downward-directed automated information system (AIS). The AETC functional program manager will work with the system developer or owner to ensure the preparation of a C&I support plan that addresses AETC needs, using the guide in **ATTACHMENT 8 (ADDED)**(AETC), this supplement. Prior to implementing the system, the plan must be submitted to the Plans Division (HQ AETC/SCX). In turn, HQ AETC/SCX will provide a copy to HQ AETC/SCTI and affected bases.

1.2.2. Is a major information system (MIS) (according to the definition in the additional terms added to this supplement) that supports an AETC mission area or the mission essential task list (METL). For information about developing METLs within AETC, see the METL section on the HQ AETC Director of Operations (HQ AETC/DO) web site.

1.2.3. Requires consideration in the program objective memorandum (POM) cycle.

1.2.4. Is developed by AETC (including subordinate units) and has the potential to be used by more than one AETC organization or will save future development costs to other requiring organizations. The functional OPR should coordinate with the Process Management Section (AETC CSS/SCIP) to help make this determination.

1.2.5. Is an AIS. All AIS requirements will follow the AETC C&I Systems Requirements Process. For further explanation, see DoD 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs*.

1.2.6. Has system costs for development and acquisition, upgrade (refreshment), or modification of more than \$1 million or an annual sustainment cost of more than \$200,000.

1.2.7. Is listed in the Air Force Automated Systems Inventory (AFASI). See paragraph 3.2.1.1. of this supplement.

1.2.8. Contains AETC requirements for long-haul circuits.

1.2.9. Contains AETC requirements for video teleconferencing and multimedia equipment in accordance with AFI 33-117, *Visual Information (VI) Management*.

1.2.10. Contains AETC requirements for video production, except those video productions for base use only.

1.2.11. Contains AETC requirements that incorporate radio frequency transmitters or receivers. **NOTE:** Be sure to obtain prior coordination with the installation spectrum (frequency) manager.

1.3. If a C&I system does *not* meet the criteria in paragraph 1.2., it will be processed by the local CSO, using procedures identified in AFI 33-103, paragraphs 1. through 3.

2.2. Each base CSO will establish procedures to manage C&I systems requirements with technical solutions created at base level. As a minimum, the base planning and implementation office (SCX) or equivalent organization will provide tracking numbers for locally generated requirements, provide proper authorization and funding guidance, ensure the technical solution conforms to the AETC architecture, and include the final action in the base's C&I systems blueprint, if applicable. Tracking numbers will be generated according to Attachment 2 of the basic AFI. Customers or contractors may submit a desired technical solution, but the CSO or designee will review that solution to ensure it is in the best interests of the Air

Force. When necessary, the local SCX will forward the requirement to higher headquarters or other agencies to resolve issues (with a courtesy copy to HQ AETC/SCTI).

3.1.2. The mission deficiency or need should describe how the C&I systems requirement will contribute to AETC core missions of recruiting, training, and education. For more information on the core mission areas for AETC refer to the METL section of the HQ AETC/DO web site.

3.2.1. The AETC Chief Information Officer (CIO), AETC/CV, is the requirements authorizing official for all requirements impacting more than one AETC base or location (that is, a multibase requirement). If an AETC headquarters directorate or office of special staff defines a requirement for an AETC base, the requirement will be treated as a multibase requirement and must meet the criteria outlined in the corporate structure and program management review (PMR) process. (Refer to the CIO web page, which is located on the HQ AETC/SCT web site.) Requirements for new AETC-unique software will be sent to HQ AETC/SCTI for processing with an information copy to the Software Services Flight (AETC CSS/SCI). Before deriving a technical solution for new AETC-unique software, AETC CSS/SCI will ensure the following actions have been accomplished:

3.2.1.1. Research the AFASI for a similar system to be considered for that particular function. The AFASI OPR (Resource Management Section [AETC CSS/SCIR]) will assist with and (or) accomplish the research. AETC CSS/SCIR will also help submit newly approved AETC-unique software solutions for AFASI registration, if applicable. (Refer to paragraph 5.2.4 of AFI 33-101, *Communications and Information Management Guidance Responsibilities*.)

3.2.1.2. Check to see if there is a commercial off-the-shelf (COTS) or government-owned off-the-shelf (GOTS) software solution to satisfy the requirement. If so, the software must comply with the Defense Information Infrastructure (DII) Common Operating Environment (COE) and Joint Technical Architecture–Air Force (JTA-AF). Contact the MAJCOM Technical Services Center Section (AETC CSS/SCYT) for assistance. Also, see AFI 33-110/AETC Supplement 1, *Data Administration Program*, to determine if the use of standard data is required in GOTS, COTS, or other new systems development or another major modification.

3.2.2. Contact the wing information assurance office (WIAO) when the C&I systems requirement involves a system that will process classified data.

3.2.4. (Added) When requesting contractual support, C&I systems security awareness training must be included for contractor personnel who will be using C&I systems belonging to the federal government. This training will include generating, processing, storing, communicating, or transferring information. The format may be either the Air Force C&I Systems Security Awareness Training and Education (SATE) Program or a security training program developed at base level. Ensure security awareness issues, identified in AFI 33-104, *Base-Level Planning and Implementation*, are documented in the requirements document (AF Form 3215 [Overprint]) along with the completion date of security awareness training.

3.2.5. (Added) Personnel using an AIS who have access to sensitive information must possess, at a minimum, a National Agency Check (DoD 5200.2-R, *Personnel Security Program*, and AFI 33-119, *Electronic Mail (E-Mail) Management and Use*).

3.2.6. (Added) Other contract vehicles (for example, GSA schedules and local blanket purchase agreements) may be used to meet C&I systems requirements if one of the following occurs: the technical requirements exceed the capabilities of the infrastructure contracts, the critical time constraints prevent the use of the preferred contracts, or a significant cost savings can be identified. Contact HQ AETC/SCTA for additional current information on preferred contracts.

3.3. Requirements being forwarded to HQ AETC/SCTI for approval by the MAJCOM CSO (HQ AETC/SC) will use AF Form 3215 (Overprint), **C4 Systems Requirements Document**. (This form is electronically available *only* on <http://www.aetc.af.mil/im/>.) **NOTE:** Follow the instructions in Attachment 4 of the basic AFI for completing the *front* of AF Form 3215; **ATTACHMENT 9 (ADDED)**(AETC), this supplement, provides instruction on completing the *back* of AF Form 3215 (Overprint).

4.3. For technical solutions, the following additional C&I systems requirements apply (paragraphs **4.3.1.** through **4.3.13.**):

4.3.1. The technical solution must be compliant with mandated standards listed in the JTA-AF. For architecture considerations, see the JTA-AF home page on the Headquarters, Air Force Communications Agency (HQ AFCA) web site. An information technology standards profile (JTA-standards profile) will be developed and documented for each systems requirement submitted for the AETC C&I System Requirements Process.

4.3.2. Desktop and laptop C&I systems acquired from noninfrastructure sources must be Year 2000 (Y2K) and Energy Star compliant and be able to support two Type II Personal Computer Memory Card International Association card (PC card) expansion slots.

4.3.3. The C&I system's life cycle support (including warranty, maintenance, and software and hardware upgrades) must be addressed and documented on AF Form 3215 (Overprint) to ensure accurate and balanced cost comparisons.

4.3.4. When significant cost savings are identified as the primary rationale for using noninfrastructure contracts to acquire desktop or laptop C&I systems, an economic analysis of the total cost of systems ownership will be documented in the requirements package. See block 5 of **ATTACHMENT 7 (ADDED)**(AETC), this supplement.

4.3.5. Some infrastructure contracts may be identified as mandatory-use contracts, or they may contain mandatory-purchase items. When infrastructure contracts contain mandatory-use items, HQ AETC/SC may grant waivers. Each waiver request must demonstrate why the user requirement could not be satisfied by the mandatory-use items on the contract. When a waiver request is deemed appropriate, the base CSO will forward the completed requirements package to HQ AETC/SCTI for command review and (or) approval.

4.3.6. Base network and off-base connectivity requirements will be coordinated with the network control center (NCC). In those instances where a request for service is necessary, comply with AFI 33-116, *Long-Haul Telecommunications Management*.

4.3.7. All new or upgraded C&I systems requirements will be coordinated with the WIAO and base records management office. See AFPD 33-2, *Information Protection*. In accordance with federal laws and DoD and Air Force directives, technical solution developers must ensure systems configurations integrate DoD and Air Force communications security (COMSEC), computer security (COMPUSEC), emission security (EMSEC), Federal Records Act, electronic records management, Privacy Act (PA), and Freedom of Information Act (FOIA) requirements.

4.3.8. C&I systems requirements containing C&I equipment will be coordinated with the base equipment control officer and NCC. See AFI 33-112, *Computer Systems Management*.

4.3.9. C&I systems requirements containing visual information hardware or software will be coordinated with the base visual information manager (AFI 33-117).

4.3.10. C&I systems for tenant units will be developed according to tasking outlined in the support agreement. If requirements are not addressed in the support agreement, the tenant will send the requirement to the parent MAJCOM. When the tenant receives the technical solution for the C&I system, he or she will coordinate the solution with the base level CSO to determine its impact on the base's infrastructure and how the requirement will integrate into the infrastructure.

4.3.11. Air University (AU), Wilford Hall Medical Center (WHMC), and Air Force Recruiting Service (AFRS) are delegated as C&I systems technical solution development and authorization authorities except where a base's infrastructure is impacted. Requirements must be coordinated with the host-base CSO. All funding restrictions and other procedures outlined in this supplement apply to this authority.

4.3.12. HQ AETC and numbered Air Force C&I systems requirements will be processed through the respective host-base CSO. C&I systems requirements with a multibase or command-wide impact will be processed via HQ AETC/SCTI. Courtesy copies of the requirement will be sent to the appropriate host base organization.

4.3.13. The base CSO will coordinate technical solutions involving AIS maintenance and development (excluding infrastructure hardware components and accompanying software) with the AETC Data Administrator (located in AETC CSS/SCI) to ensure accurate cost estimates are provided for standard data elements. See AFI 33-110 and its AETC Supplement 1.

6. The base CSO will coordinate with the local comptroller function regarding policy concerning the tracking of funding threshold limits as outlined in applicable directives. AFI 65-601, Volume 1, *Budget Guidance and Procedures*, Chapter 4 and Figure 4.3, provides Air Force-level guidance on the 3080 process. The ultimate responsibility for managing funds rests with the requesting organization. **NOTE: ATTACHMENT 7 (ADDED)**(AETC), this supplement, shows the AETC C&I Systems Requirements Process based on AETCI 16-501, *AETC Corporate Structure*.

8. AETC Form Prescribed. AF Form 3215 (Overprint).

ATTACHMENT 1 (ADDED)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

The following references are added to those in the basic instruction:

DoD 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs*

DoD 5015.2-STD, *Design Criteria Standard for Electronic Records Management Software Applications*
DoD 5200.2-R, *Personnel Security Program*

AFSSI 5027, *Network Security Policy*

AFI 33-101, *Communications and Information Management Guidance Responsibilities*

AFI 33-110, *Data Administration Program*

AFI 33-112, *Computer Systems Management*

AFI 33-119, *Electronic Mail (E-Mail) Management and Use*

AFI 37-123, *Management of Records*

AETCI 16-501, *AETC Corporate Structure*

Abbreviations and Acronyms

—The following abbreviations and acronyms are added to those in the basic instruction:

AFASI—Air Force Automated Systems Inventory

ADPE—automated data processing equipment

BAC—budget activity code

BPAC—budget program activity code

CCB—Configuration Control Board

C&I—communications and information

CONOPS—concept of operations

CSD—C&I systems directive

CSPP—C&I systems programming plan

ILSP—integrated support plan

ITC—(AETC) Information Technology Committee

METL—mission essential task list

MNS—mission needs statement

NSS—National Security Systems

ORD—operational requirements document

PEC—program element code

POM—program objective memorandum

PMR—program management review

ROE—rules of engagement

SLA—service level agreement—

SPO—system program office

O&M—operating and maintenance (funds)

WIAO—wing information assurance office

Terms

—The following terms are added to those in the basic instruction:

Automated information system (AIS)—Any equipment or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data (including software, firmware, and hardware). Also included are computers, word processing systems, networks, other electronic information handling systems, and associated equipment.

Commercial off-the-shelf (COTS) software—Software developed, tested, and sold by commercial companies to the general public. Examples are word processing, graphics, communications, and training software.

Communications security (COMSEC)—The protection resulting from all measures designed to deny unauthorized persons information of value which might be derived from the possession and study of telecommunications or to mislead unauthorized persons in their interpretation of the results of such possession and study.

Computer security (COMPUSEC)—The protection of the information and physical assets of a computer system.

CSO certification—Signature by the MAJCOM or base CSO or designee, certifying that the C&I systems technical solution complies with current DoD and AF standards and architecture. The CSO is the communications squadron commander (the SC equivalent of an activity) or delegated individual.

Emission security (EMSEC)—Protection resulting from all measures taken to deny unauthorized persons information of value that might be derived from intercept and analysis of compromising emanations from crypto equipment, AIS, and telecommunication systems.

Government-owned off-the-shelf (GOTS) software—(1) An item of hardware or software that has been produced by or for the government and is available for reuse. (2) Products for which the government owns the data rights, are authorized to be transferred to other DoD or US government customers, and require no unique modifications or maintenance over the life cycle of the product.

Major information system—A system that requires special management attention for the following reasons: its importance to an agency mission, its high development operating or maintenance cost (that is, with a projected sustainment cost of more than \$200,000 per year), its development and acquisition cost of more than \$1 million, or its significant role in the administration of agency programs, finances,

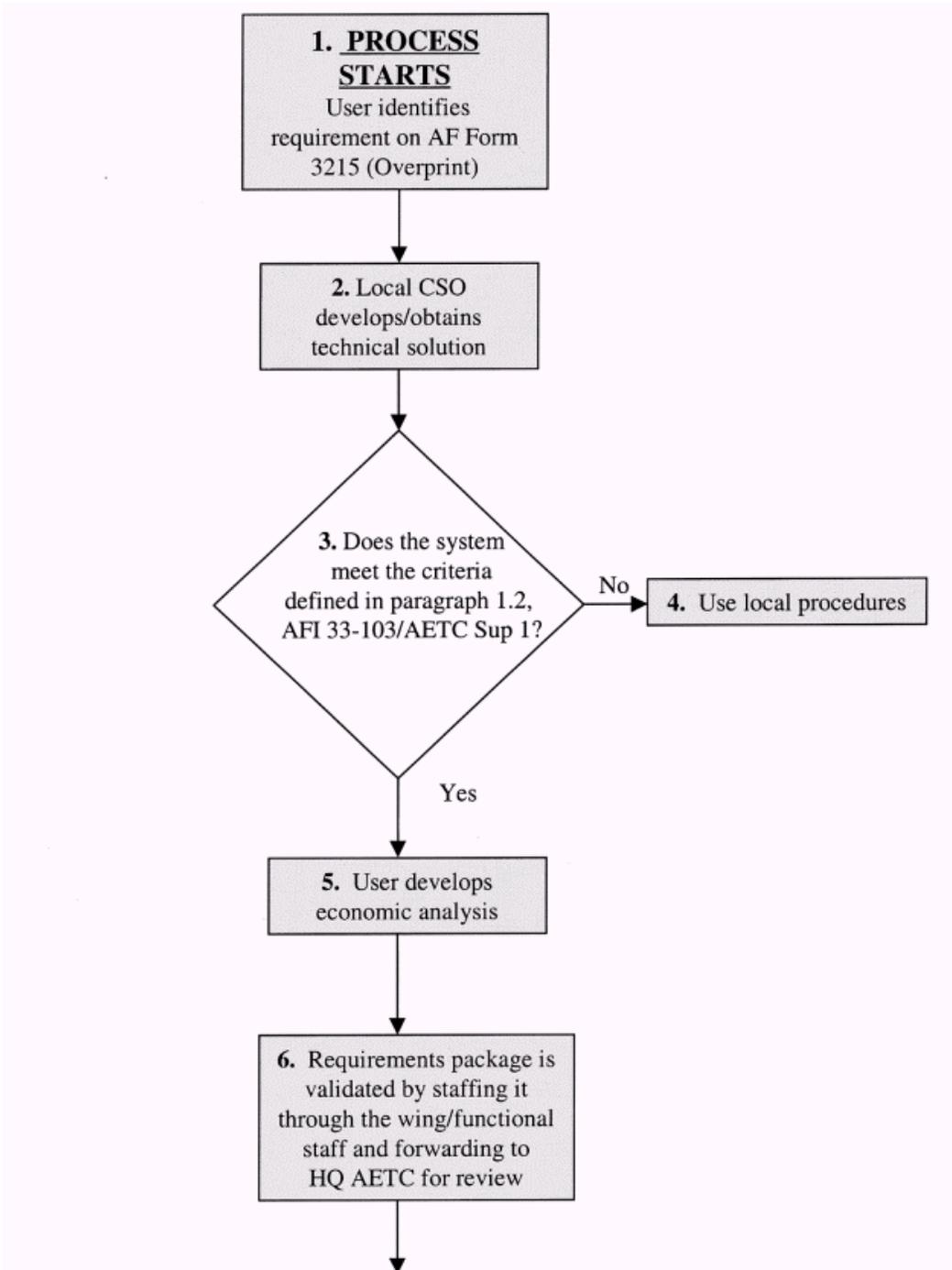
property, or other resources. Large infrastructures (for example, major purchases of area network improvements) should also be evaluated against these criteria.

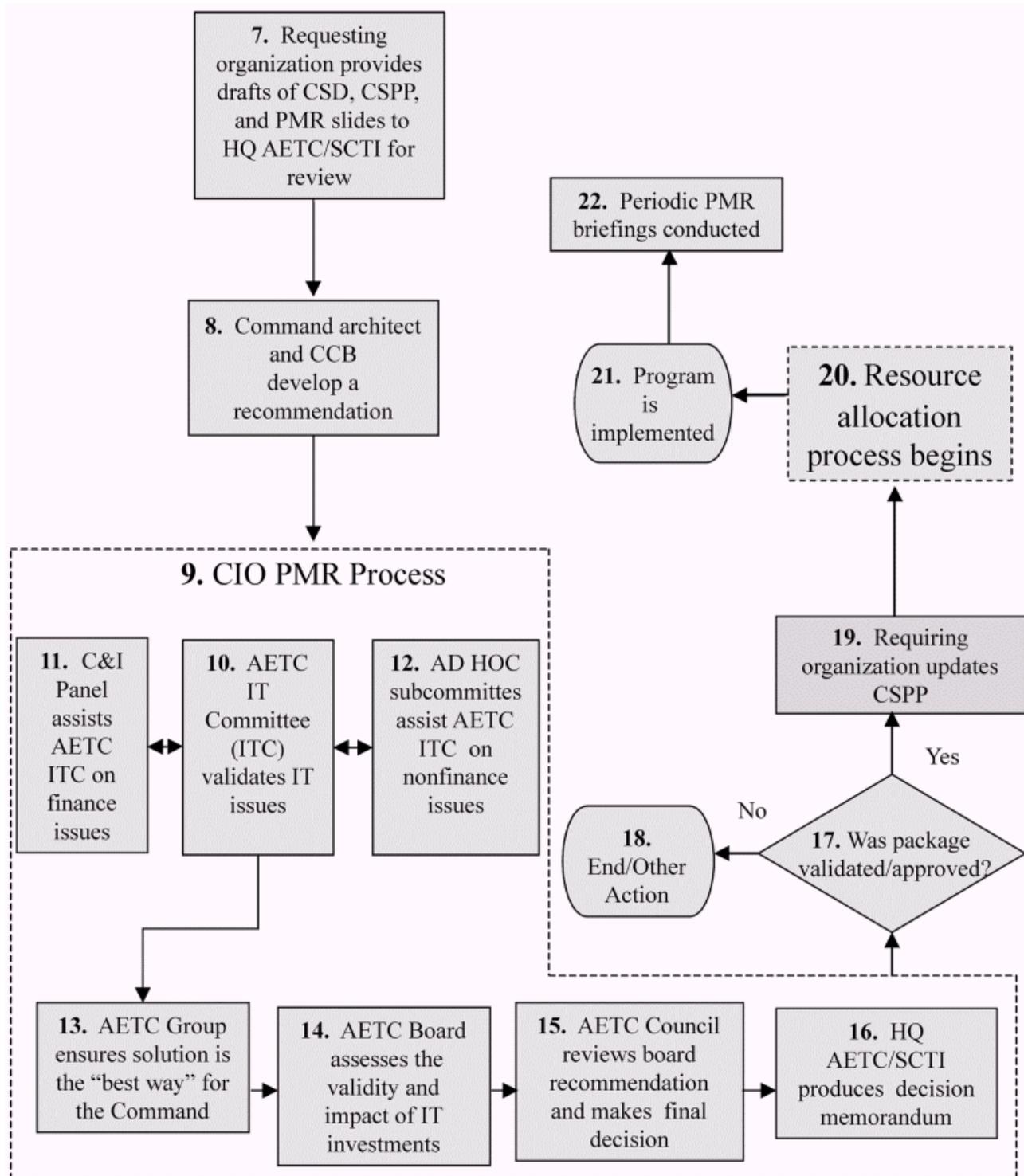
ATTACHMENT 7 (ADDED)**AETC C&I SYSTEMS REQUIREMENTS PROCESS (WITH EXPLANATION)**

NOTE: See paragraphs **A7.1.** through **A7.2.2.** for an explanation of the items in this flowchart (**Figure A7.1. (Added)**).

A7.1. Block 1. The process starts when an organization within AETC identifies a mission need that requires an IT solution. Then a requirement document (AF Form 3215 [Overprint]) will be prepared. If the mission need cannot be satisfied with a nonmaterial solution (for example, a change in doctrine, operational concepts, tactics, training, or organization), the requiring organization will define the need in functional terms and provide a complete justification for why a solution is necessary. The requirement document will provide information to be used to develop a technical solution. See AFI 33-103, paragraphs 4 and 5.

Figure A7.1. (Added) AETC C&I Systems Requirements Process.





NOTE: The blocks below refer to the numbers on [Figure A7.1. \(Added\)](#)

A7.2. Block 2:

A7.2.1. The base CSO is the single focal point and accountable individual for a base's C&I systems. The base CSO is responsible for the technical solutions to all IT mission needs. For example, an AETC organization that is a tenant on a base will go to the base CSO for a technical solution. However, if the C&I systems requirement has a multibase or command-wide impact, the organization will submit the requirement to HQ AETC/SCTI for processing.

A7.2.2. The CSO uses many outside activities to help develop a technical solution that follows the appropriate standards and codes required by the Air Force (AFI 33-101). For example, the systems telecommunications engineering manager (STEM) can be a major source of assistance to the CSO. The STEM is an activity of the 38th Engineering Installation Wing. A STEM's primary duty is to clarify IT requirements. There are two levels of STEMs. The first level gives a broad estimate of the solution's cost, thus providing the requiring organization with enough information to decide whether the solution should be implemented. The second level is a more indepth analysis of potential costs and will require funding from the requiring organization. The format to request a technical solution is found in Attachment 2 of AFI 33-103.

A7.2.3. The technical solution must be in sufficient detail that the requiring organization can make an informed decision regarding implementation. The solution will include all appropriate items as follows:

A7.2.3.1. Recommended course of action.

A7.2.3.2. Alternatives considered.

A7.2.3.3. Recommendations for hardware and software.

A7.2.3.4. Software data standardization costs (AFI 33-110 and its AETC Supplement).

A7.2.3.5. Lease vs purchase comparisons.

A7.2.3.6. Training requirements and costs.

A7.2.3.7. Assurance that the solution complies with the AETC architecture (that is compliant with the JTA-AF, Defense information infrastructure, and common operating environment requirements).

A7.2.3.8. Assurance that initial operational capability logistical costs such as spares, training, manpower, and interoperability interfaces have been adequately planned and programmed so AETC does not have to fund shortfalls out of O&M resources.

A7.2.4. The technical solution will be entered on AF Form 3215 (Overprint).

A7.3. Block 3. Does the system meet the criteria defined in paragraph 1. of this supplement? If No, go to Block 4; if Yes, go to Block 5.

A7.4. Block 4. If the AF Form 3215 (Overprint) does not require corporate review, the requiring organization continues the process toward implementation. If funding is available, the requiring organization will continue with the planning and implementation in accordance with AFI 33-104. If funding is not available, the requiring organization will submit the necessary budget information for the local base budget process.

A7.5. Block 5. When costs for the technical solution exceed the thresholds quoted in AFI 33-103, paragraph 4.1, the requiring organization, with the assistance of the CSO, will perform an economic analysis. The economic analysis must be forwarded with the AF Form 3215 (Overprint) as a package to help ensure the technical solution is also the most cost-effective one. The economic analysis will systematically examine and summarize costs, benefits, and risks of various alternatives. This systematic approach should reduce the risk of critical omissions or the introduction of bias while ensuring the most efficient use of

resources. When COTS software is the recommended option, ensure the risk of customized COTS software is included in the economic analysis (for example, lack of vendor support when mandatory upgrades are directed). Also ensure the impact on all agencies interfacing with the systems is addressed. For further information, see AFI 65-501, Economic Analysis, for details on an economic analysis.

A7.6. Block 6. The fully assembled C&I systems requirements package includes a completed AF Form 3215 (Overprint) containing information about the functional requirement (Block 1) and technical solution including cost data (Block 2). The package also includes the economic analysis (Block 5). The package will be coordinated through the wing and functional staff for validation. It will also be reviewed by activities that could be affected by the solution including those that might facilitate local funding. For example, a proposal to purchase two-way radios should be reviewed by the frequency management office; a proposal to purchase audiovisual equipment should be reviewed by the audiovisual management office on the host base.

A7.7. Block 7. When the corporate review process is required, the requesting organization will provide drafts of the C&I CSD, the C&I CSPP, and PMR slides along with the completed AF Form 3215 (Overprint) to HQ AETC/SCTI. The PMR guide and sample slides are available from HQ AETC/SCTI or can be downloaded from the AETC/SCT/CIO web site. Information on CSD preparation can be found in AFI 33-104, Attachment 6.

A7.8. Block 8. HQ AETC/SCTA and HQ AETC/SCTI review the C&I systems requirements package and ensure the C&I systems technical solution is in accordance with the command architecture and command strategic plan. After reviewing the package, the CCB creates a recommendation which follows the package through the corporate review process.

A7.9. Block 9. HQ AETC/SCTI is the entry point into the CIO PMR process for IT proposals that meet the criteria outlined in paragraphs 1. through 1.2.11. of this supplement. Blocks 10 through 16 detail the CIO PMR Process. Responsibilities of the requiring organization during the PMR process are available on the AETC/SCT/CIO web site.

A7.10. Block 10. The ITC serves as the initial corporate-level review. Its primary role is to provide technical assistance to the requiring organization. The ITC ensures the proposal is in compliance with Air Force and AETC directives and is complete for processing through the corporate review structure. The chairperson for this committee is the Chief, HQ AETC/SCTI, unless otherwise designated by the Deputy CIO. (The CIO Program and Process Charter details ITC responsibilities.)

A7.11. Block 11. The C&I Panel was established to review and screen resource allocation issues for C&I areas. The C&I Panel reviews and develops options for the AETC Group. Refer to AETCI 16-501 for membership and responsibilities of the C&I Panel.

A7.12. Block 12. Ad hoc subcommittees are established to review and screen nonresource issues for C&I areas. HQ AETC/SCTI provides the chairperson and committee coordinator for the ad hoc subcommittees. Committee membership is comprised of representatives from HQ AETC/SC, AETC CSS, and other organizations as appropriate. The ad hoc subcommittees are responsible for analyzing the issue, defining needs and deficiencies, and recommending solutions to the AETC ITC.

A7.13. Block 13. The AETC Group consists of directorate (three-letter level) representatives from each AETC organization who represent the views of their respective directors on IT issues. The AETC Group is focused on finding better ways for AETC to use and manage information and IT. Its focus is also on business processes and systems that use information. HQ AETC/SCT will chair the AETC Group. (The CIO Program and Process Charter details AETC Group responsibilities.)

A7.14. Block 14. The AETC Board provides a management forum for senior AETC leaders (O-6 or civilian equivalent) to apply their collective judgment and experiences to major programs, objectives, initiatives, and issues. The board helps the CIO assess the validity of IT investments and impacts on functional business areas through periodic program reviews of developmental systems, selected existing systems, and downward-directed systems. HQ AETC/SC, who is also the AETC Deputy CIO, chairs the board. (The CIO Program and Process Charter details the board's responsibilities.)

A7.15. Block 15. The AETC Council reviews recommendations of the AETC Board and establishes priority and rankings of issues. The AETC/CV is the council chairperson and approves council decisions. AETCI 16-501 details the AETC Council's responsibilities.

A7.16. Block 16. HQ AETC/SCTI produces and disseminates a memorandum that reflects the AETC Council's decision for approval/disapproval or recommendation for further action.

A7.17. Block 17. If the requirements package is disapproved, go to Block 18). If the requirements package was approved and validated, go to Block 19.

A7.18. Block 18. The package is returned to the requiring organization for action recommended by the corporate structure.

A7.19. Block 19. The requiring organization continues the implementation process and updates the CSPP, which is the central plan that drives and controls management of the project (AFI 33-104).

A7.20. Block 20. The C&I systems requirement follows the resource allocation process prescribed in AETCI 16-501.

A7.21. Block 21. Once the program is approved at the proper level and funding is available, the program is implemented by following the appropriate directives (AFPD 16-5, *Planning, Programming, and Budgeting System*, and AFI 16-501, *Control and Documentation of Air Force Programs*).

A7.22. Block 22. If the program is selected for periodic PMR during the implementation phase, the review process will follow AETCI 16-501. For periodic review criteria, see the AETC CIO PMR Rules of Engagement on the AETC CIO web site.

ATTACHMENT 8 (ADDED)**GUIDE FOR DEVELOPING A C&I SUPPORT PLAN FOR A DOWNWARD-DIRECTED AIS**

INSTRUCTIONS: Submit a cover memorandum signed by the program manager to HQ AETC/SCX with a copy to HQ AETC/SCTI. As an attachment to the memorandum, include the following information as it pertains to your AIS.

A8.1. Program Information:

A8.1.1. Identify program name with description.

A8.1.2. Identify the applicable mission needs statement (MNS) and operational requirements document (ORD). Provide copies of these documents.

A8.1.3. Is this system Y2K compliant? If not, when will it be?

A8.1.4. Identify the functional user community this system is designed to support.

A8.1.5. Is this system a new DoD or Air Force system? If not, does this system replace an existing DoD or Air Force system? (If so, provide name of replacement system.) Does this system modify an existing DoD or Air Force system? (If so, provide the name of the system.)

A8.1.6. Identify which Air Staff office is the program advocate for this system.

A8.1.7. Identify program office responsibilities for fielding the system.

A8.1.8. Identify MAJCOM and or base responsibilities for fielding the system.

A8.1.9. Did the system program office (SPO) or systems OPR coordinate with the base or MAJCOM records manager to ensure records management requirements are met as prescribed in DoD-STD-5015.2, *Design Criteria Standard for Electronic Records Management Software Applications*, and AFMAN 37-123, *Management Records*?

A8.1.10. Have program requirements been approved by the applicable joint, Air Force, or AETC technical architectures, as applicable?

A8.1.11. Describe Air Force benefits derived from implementing this system.

A8.1.12. Are there quantifiable savings associated with this system? If so, identify areas and amounts and provide the methodology used in determining these savings.

A8.1.13. Has a manpower impact assessment been done? If an assessment has not been done, indicate why not. If there are impacts on manning requirements, identify areas and number of people.

A8.1.14. Have STEM-Bs and STEM-Cs been advised of program requirements and tasked to include them in the C&I blueprint upon program approval?

A8.1.15. Provide a copy of the program's current funding profile, showing out-year allocations by 3080 and 3400 funds.

A8.1.16. What areas of the system life cycle sustainment have been identified and funded through the program?

A8.1.17. Have all system interface requirements been identified? If so, what are the systems and have formal agreements (that is, interface control documents) been established? Are these systems Y2K compliant?

A8.2. Systems Testing:

A8.2.1. Describe method of operational and technical testing. Provide the results of testing or a justification for lack of testing.

A8.2.2. Provide available test analysis reports performed on the program. Identify any problems with specific firewalls, software applications, network operating systems, or network infrastructures. Also identify any particular guidance for the management and technical effort necessary to implement this program.

A8.2.3. Is the system compatible with the base network firewall? If so, identify the ports and protocols required by the system. Identify firewall products the system has been tested against.

A8.2.4. What impact assessment has been done to integrate this system with the base networks, including the methodology used in the assessment? If no assessment has been done, indicate why not.

A8.2.5. If applicable, what considerations have been made on bandwidth requirements and impact to the base backbone and off-base connectivity?

A8.2.6. What considerations have been made for surge capability on the system and on the networks?

A8.3. Logistics Support:

A8.3.1. Has an integrated logistic support plan (ILSP) been accomplished and coordinated with AETC? If not, when will this be done? Provide a copy of the ILSP to HQ AETC/SCX.

A8.3.2. What are the logistics support requirements for this system?

A8.3.3. What service level agreements (SLA) with the base communications squadron are required?

A8.3.4. Identify logistics support requirements for spare parts, training, maintenance, manpower, test equipment, etc.

A8.4. System Criticality:

A8.4.1. Define system criticality. Rate how critical the system is to the accomplishment of the missions it supports by indicating one of the following codes:

A8.4.1.1. Criticality-1. Unable to accomplish mission without the system.

A8.4.1.2. Criticality-2. Significantly impedes mission.

A8.4.1.3. Criticality-3. Is inconvenient to operators and users.

A8.4.2. Define system availability. As follows, indicate the code for the period of nonavailability that could be accepted if the system fails:

A8.4.2.1. Availability-1. System is required 100 percent of the time.

A8.4.2.2. Availability-2. System outage must be restored within 4 hours.

A8.4.2.3. Availability-3. System outage must be restored by the next day plus 4 hours.

A8.4.2.4. Availability-4. System outage must be restored by the next duty day plus 4 hours.

A8.4.2.5. Availability-5. System outage can be restored beyond the next duty day.

A8.4.3. Define system outage reporting procedures.

A8.5. Security:

A8.5.1. What security or risk assessment and acceptance document (for a in-place system) have been accomplished? Include the highest classification level of information-transiting systems and any restrictions on where or how the material can be transmitted or retained.

A8.5.2. Identify the agency and office symbol responsible for being the designated approval authority for the system.

A8.5.3. Have considerations been made for the system to support access requirements for users (such as nonappropriated fund employees, contractors, foreign nationals, and summer hires)?

A8.5.4. Is the system compliant with AFSSI 5027, *Network Security Policy*?

A8.6. Implementation:

A8.6.1. Provide an implementation and migration plan from current systems or networks to new systems or networks. This implementation plan must address connectivity and infrastructure requirements to support this new workload to the base infrastructure. Is any additional equipment required for the base?

A8.6.2. Identify schedules for site surveys and installations.

A8.6.3. Provide fielding and O&M support plans to include resources and funding.

A8.6.4. Provide a training plan for operators and maintainers.

A8.6.5. Provide description of daily operations procedures including management process and management resources required according to concept of operations (CONOPS).

A8.6.6. Provide a diagram of the system and functional topology.

ATTACHMENT 9 (ADDED)**INSTRUCTIONS FOR COMPLETING AF FORM 3215 (OVERPRINT), C4 SYSTEMS REQUIREMENTS DOCUMENT**

NOTE: The following instructions apply to specific blocks on the reverse side of AF Form 3215 (Overprint). All blocks are required to be filled in unless otherwise specified in these instructions.

A9.1. Acquisition Data :

A9.1.1. Acquisition Method. Identify the applicable acquisition method (purchase or other). If "other," state the specific method of acquisition (such as lease, reutilization, or reallocation).

A9.1.2. Acquisition Strategy. Identify whether the request will be fulfilled through other than full and open competition. If so, provide a justification and approval document (if the cost is greater than or equal to \$100,000) or sole source justification (if the cost is less than \$100,000). See the local contracting officer for assistance.

A9.1.3. NSS IT Designation. The National Security Systems (NSS) information technology (IT) designation applies to the entire IT system, not just to an individual NSS IT acquisition. A copy of the NSS IT determination should be attached to the requirements document and a copy should be maintained in the contract file.

A9.1.4. Local Funding Available. Check "Yes" if local funds are available for the proposed acquisition.

A9.2. Cost Data:

A9.2.1. Category. Select the appropriate IT resource categories.

A9.2.2. Current Requirement by Fiscal Year. Enter money needed to get started (for current fiscal year) along with the budget activity code (BAC) and program element code (PEC).

A9.2.3. Additional Requirement by Fiscal Year. Enter additional money needed in future fiscal years to continue developing and deploying the system. Identify money by fiscal year along with the BAC and PEC. Use the Additional Comments block, if necessary.

A9.2.4. Annual Recurring Lifecycle Sustainment by Fiscal Year. Enter all recurring costs, by category along with the BAC and PEC, and fiscal year to satisfy the requirement for lifecycle sustainment once part or all of the system is developed.

A9.2.5. Estimated Systems Life (Years). Enter the estimated life of the system in years (for example, 5).

A9.2.6. Total Cost. Total each column.

A9.3. Totals. This section includes blocks on Schedule of Events (Major Milestones), Start Date, Stop Date, and OPR/OCR. Major milestones will be determined by the program project manager to include, as a minimum, an initial operating capability and a full operational capability. For an acquisition category III system or higher, the standard acquisition milestones apply.

A9.4. Certification/Authorization:

A9.4.1. Wing or Functional Staff Validation of Requirement. Enter the typed name, title, and organization of the individual authorized to validate the need as essential to wing or functional staff METL. A signature is required.

A9.4.2. Received by HQ AETC/SCTI. Self-explanatory.

A9.4.3. Standard Systems Manager Authorization. (Conditional) HQ AETC/SCTI will forward the form to the standard systems manager for coordination and signature. The manager will sign in this block.

A9.4.4. PMR Process Completion. Self-explanatory.

A9.4.5. Memorandum of Action/Decision Forwarded to Requester. Self-explanatory.

THOMAS L. HICKERSON, Colonel, USAF
Deputy Director of Communications and Information