

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



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AIR FORCE SPACE COMMAND

Supplement 1

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Communications and Information

**REQUIREMENTS DEVELOPMENT AND
PROCESSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFSPC/LCXX (Connie Armstrong). This supplement supersedes AFI 33-103_AFSPCSUP 1, 1 Apr 98. This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-103, **Requirements Development and Processing**, 18 March 1999. The AFI is published word-for-word without editorial review. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters AFSPC and subordinate units. This supplement does not apply to the Air Force Reserve Command nor Air National Guard units. Forward unit supplements to HQ AFSPC/LCXX, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4340.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision replaces previous supplement in its entirety. It prescribes policy, procedures, and responsibilities for identifying, documenting and processing requests for Command, Control, Communications and Computer (C4) systems and/or services. Some required format changes have been made to allow for the conversion process into Project, Workflow, Requirement, and Resources (PWRR) Manager.

1.1. (Added) AFSPC policy dictates that PWRR Manager is the command's official tool used to initiate, maintain, and track the lifecycle progress of requirements. It replaces the AF Form 3215, **IT/NSS Requirements Document**. The organization (user) requesting C4 equipment, services, or systems will identify their mission need by submitting a requirement on the web-based PWRR system. The requirement will automatically be routed to the appropriate office for validation. C4 capabilities cannot be purchased unless an approved requirement has been submitted and a valid technical solution has been developed.

2.1. Consult the local financial analysis office for help when assisting users to develop an economic analysis.

2.1.1. (Added) The requesting organization will be required to create an account in PWRR before a requirement can be submitted. Requirements can only be submitted by individual personal accounts, not organizational accounts.

2.1.2. (Added) The base PWRR Administrator will track and monitor all communication requirements through the system and ensure customers receive a response to their requests in a timely and effective manner. Requirements will be routed to the appropriate work center for a technical solution. Requirements outside the scope of the base's organic capabilities will be forwarded to the STEM B for technical review and blueprint updates before sending to the MAJCOM via PWRR.

2.2.1. (Added) The CSO coordinates all C4 system facility/infrastructure requirements with the civil engineer to ensure proper timing and support for C4 system installation.

2.2.2. (Added) DRUs follow the guidance of host base activities and this supplement when referring C4 requirements to the MAJCOM.

3.3. AF Form 3215, **C4 Systems Requirements Document**: PWRR replaces the AF Form 3215. This web-based application will require the same type of information to be filled out, in addition to funding and infrastructure description. This processing includes full tracking, auditing, and reporting of both base- and command-level requirements. Integration with the existing email system provides instantaneous status updates and eliminates all paperwork while still providing a complete audit trail.

3.3.1. (Added) **Access PWRR Manager**: Anyone who has .mil, .gov, and certain .com addresses can create an account in PWRR; however, they will not be able to access or use it until it has been authenticated by the Base Administrator (located in the SCX office). Newly created PWRR accounts are automatically defaulted to the Base Administrator for authentication and cannot be changed by anyone but the AFSPC Program Manager. Email addresses are used to uniquely identify all users of the application.

3.3.2. (Added) **STEM Involvement**: Base Communications Plans Flights must work with their STEM B to ensure all short- and long-term requirements are documented in the base blueprints using C4ISR Infrastructure Planning System (CIPS)/Requirements Tracking Module (RTM).

4.1. Attach the required economic analysis to your PWRR requirements meeting these criteria. Total investment costs (life-cycle costs) include acquisition and ownership (support and O&M) resource needs over the system's useful life. See AFI 33-103, Attachment 3, paragraph A3.2.2.

6.1. (Added) Refer requirements to AFSPC CSS/CC for evaluation, MAJCOM Communications and Information Systems Officer (CSO) approval, or other required actions, when:

6.1.1. (Added) Integrated Tactical Warning/Attack Assessment (ITW/AA) service is needed within 6 months.

6.1.2. (Added) Initiatives cross NAF/Wing/Independent Group boundaries. The MAJCOM accomplishes cross-organization coordination and implementation authority for all upward generated requirements.

6.1.3. (Added) Implementation of the requirement will influence or change a configured AFSPC Lead Command C4 System (see AFI 10-901, **Lead Operating Command—Communications and Information Systems Management**).

6.2. (Added) The MAJCOM CSO refers requirements with acquisition costs of more than \$5M to HQ AFSPC/DRR for designation of a command-lead and development of a Mission Need Statement IAW AFI10-601, *Mission Needs and Operational Requirements Guidance and Procedures*.

THOMAS F. DEPPE, Brig Gen, USAF
Director, Logistics and Communications