

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



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 33-14**

**1 SEPTEMBER 2004**

**Communications and Information**

**COMMUNICATIONS AND INFORMATION  
(C&I) REQUIREMENTS DEVELOPMENT AND  
PROCESSING (MAJCOM/UNIT)**

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This checklist reflects Command general guidance and responsibilities for effective and efficient requirements development and processing for C&I systems. This checklist incorporates information previously found in AFSPCCL33-0014.

### ***SUMMARY OF REVISIONS***

This checklist has been revised to update checklist requirements. An Asterisk (\*) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment.
2. This publication establishes a baseline checklist. The Command IG will use the checklist during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. **See Attachment 1.**

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Director, Logistics and Communications

ATTACHMENT 1

COMMUNICATIONS AND INFORMATION REQUIREMENTS DEVELOPMENT AND PROCESSING (MAJCOM/UNIT)

Table A1.1. Checklist.

<p><b>SECTION 1: MAJCOM</b>  <b>MISSION STATEMENT:</b> Ensure communications and information requirements development and processing result in effective response to customer requests for new/changed systems or services and compliance with AF policy.  <b>NOTE:</b> All references are from AFI33-103, <i>Requirements Development and Processing</i>, unless otherwise noted.</p>			
<b>1.1. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Are command supplements consistent with USAF C4 policies and no less restrictive? (AFI33-360V1, <i>Air Force Content Management Program—Publications</i> , para 3.5.)			
1.1.2. Are customers assisted with the identification and evaluation of requirements as part of the command process? (paras 1. and 2.2.)			
*1.1.3. Does AFSPC/CSS coordinate MAJCOM staff generated C&I requirements with concerned Wings/DRUs? (AFI33-103, AFSPCSUP1, para 2.3.1. (Added))			
<p><b>SECTION 2: UNIT</b>  <b>MISSION STATEMENT:</b> Ensure communications and information requirements development and processing result in effective response to customer requests for new/changed systems or services and are consistent with AF and AFSPC policy.  <b>NOTE:</b> All references are from AFI33-103, unless otherwise noted.</p>			
<b>2.1. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
*2.1.1. Are processes in place to use the Project, Workflow, Requirements, and Resources (PWRR) Manager system to process and track all communication requirements? (HQ AFSPC Policy Ltr, <i>AFSPC Policy for Use and Application of Project, Workflow, Requirement, and Resource (PWRR) Manager to Process Communication Requirements PDM No: LC-2003-04</i> and AFI33-103_AFSPCSUP1, para 1.1. (Added))			
2.1.2. Are local C&I requirement processing procedures published and information available to all customers? (paras 1 and 2.3.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
2.1.3. Do technical solutions contain required information to enable requester to adequately assess life-cycle costs for new requirements? (para 4)			
2.1.4. Are Economic Analysis, or waivers thereto, prepared on all requirements with total investment costs exceeding \$1M and/or with annual recurring costs of more than \$200,000? (para 4.1. and AFI33-103_AFSPCSUP1, para 4.1.)			
2.1.5. Are local supplements consistent with USAF and AFSPC C4 policies and not less restrictive? (AFI33-360V1, para 3.5.)			
2.1.6. Are modifications that increase costs by 20% referred back to customer and funding activity for approval? (para 4.2.)			
2.1.7. Are local procedures in place to expedite developing technical solutions for routine requirements? (para 5.1.)			
*2.1.8. Does the STEM B review all requirements and update the base blueprint? (AFI33-103_AFSPCSUP1, paras 2.1.2. (Added) and 3.3.2. (Added))			