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The purpose of this supplement is to provide further guidance to the Air Mobility Command (AMC) Configuration Review Board (CRB) process. This supplement applies to all AMC units. It does not apply to Air National Guard units or US Air Force Reserve. Send change proposals to AMC Phoenix STAR Section, HQ AMC/LGQP, 402 Scott Dr, Unit 2A2, Scott AFB IL 62225. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.3. The AMC Action Officer (AO) that presents the AF Form 1067, **Modification Proposal**, to the CRB will ensure that any new or modification configurations are coordinated with, and approved by, the Single Manager responsible for the operational safety, suitability, and effectiveness of the systems and end-items prior to implementation.

2.1.1. XPR and LGQ are the AMC points of contact (POC) for all requirements and modification processes. Other staff agencies within TE, LG, DO, XP, and SE, as well as various System Program Offices (SPO), will provide specialized expertise and will be the office of primary responsibility for selected specialized processes.

2.1.3. The CRB is chaired by HQ AMC/DLG. Additionally, the CRB includes HQ AMC representatives from DO, FM, SE, TE, and XP.

2.1.3.1. (Added) HQ AMC/LGQP is the single POC for receiving all AF Forms 1067 into the command. HQ AMC/LGQP will assign a MAJCOM control number and log the AF Form 1067 in the database. HQ AMC/LGQP will forward the AF Form 1067 to the appropriate division to process the AF Form 1067.

2.1.3.2. (Added) The applicable AO will review the submitted AF Form 1067 and should (if applicable) route it through the applicable Mission Area Team (MAT) chairperson to ensure solutions for deficiencies identified in the strategic plan are reviewed and the mission need is validated by the appropriate MAT. The AO, in coordination with the appropriate MAT, prepares their recommendation for presentation to the CRB (i.e. should this be approved or disapproved and preliminary MAT prioritization assigned).

2.1.3.3. (Added) When an AF Form 1067 is ready for CRB review, it is returned to HQ AMC/LGQP for inclusion on the next CRB agenda. All CRB members will be provided a copy of the agenda items (via e-mail), to include copies of all mod proposals, 7 days prior to the CRB meeting. The CRB meets approximately once a month to evaluate submissions, with the designated AO present to advocate their proposals. Criteria for approval are need, practicality, estimated life-cycle cost and return on investment, and estimated reduction in total ownership cost over the expected service life of the aircraft. Modifications that change the aircraft configuration baseline must be fully reviewed for applicability to associated weapon system training devices.

2.1.3.4. (Added) A list of the last AF Forms 1067 that have been evaluated by the CRB is available on the HQ AMC/LG home page under the Phoenix STAR Section at <https://amclg.scott.af.mil/lgq/lgqp/index.html>.

2.1.3.5. (Added) Out-of-cycle AF Forms 1067 will only be accomplished under urgent, emergency, or safety conditions, when time does not permit waiting for the next CRB to meet. Permission to “walk through” an AF Form 1067 must be granted by the Deputy LG prior to beginning the walk-through process. TDY or leave is not justification for walking through an AF Form 1067.

2.1.4.1. (Added) If the modification request is approved by the CRB, the AO forwards the original AF Form 1067 to the applicable SPO for evaluation and proper coordination. The applicable SPO will then forward the AF Form 1067 back to AMC for command certification. If the AF Form 1067 is disapproved, the AO reworks the AF Form 1067, with the originator, to answer any questions posed by the CRB or returns the AF Form 1067 to the originator justifying disapproval.

2.1.4.2. (Added) If the SPO finds the modification feasible, the AF Form 1067 and supporting documentation are forwarded to HQ AMC/LGQP. HQ AMC/LGQP forwards the AF Form 1067 and supporting documentation to the AO. If the AF Form 1067 is not feasible, it is returned to the AO with justification or rework recommendations.

2.1.4.3. (Added) After reviewing the SPO engineering study, the AO forwards the recommendation on modification strategy (cost, schedule, priority, etc.) to the appropriate MAT for their review. The AO, in coordination with the appropriate MAT, prepares their recommendation for presentation to the CRB for command certification (i.e. should this be approved or disapproved and final MAT prioritization).

2.1.4.4. (Added) The CRB reviews and certifies the modification package as received from the SPO. If the CRB certifies a modification package, it is returned to the applicable AO. The AO forwards a copy of the approved proposal to the submitting unit and the original to the SPO. If disapproved for certification, the modification is returned to the AO for rework. The AO forwards results to the applicable SPO.

2.1.6.1. (Added) If the CRB validates the modification as a minor program (less than \$10M for aircraft), the modification is forwarded to the appropriate AO for program responsibility. The AO will be responsible to advocate to the MAT for prioritization and POMing for all minor modifications.

2.1.6.2. (Added) If the CRB validates the modification as a major program (over \$10M for aircraft), the modification proposal is forwarded to XPR for program responsibility. An XPR AO will be assigned to prepare the appropriate requirements documentation (Mission Need Statement (MNS) or Requirements Correlation Matrix) in accordance with AFI 10-601. In all cases involving radio frequency (RF) devices, the AO will make sure the statement, “All RF devices must be certified for spectrum supportability in the operational environment before the aircraft is returned to AMC for mission deployment” is included in the AF Form 1067, MNS, and Operational Requirement Document. The SPO is responsible to submit requests for frequency allocation and approval no later than the critical design review of the item.

2.1.6.3. (Added) XPR initiates the acquisition process for requirements over \$65M. A Draft Need Statement (DNS) is prepared and briefed to the MAF Requirements Review Group and Requirements Review Board (RRB) for approval, recommendation, and prioritization. After DNS approval by the RRB, the XPR AO, with assistance from the appropriate subject matter experts, will prepare a MNS and/or brief the need to the Air Force Requirements Oversight Council IAW AFI 10-601. Further actions for requirements definition and documentation are completed IAW AFI 10-601.

3.6. Contract logistics supported aircraft are maintained in accordance with Federal Aviation Administration (FAA) requirements and all modifications must be approved through an authorized FAA facility. Aircraft modification proposals (AF Forms 1067) for these aircraft, which have been reviewed by the original equipment manufacturer or an authorized FAA repair facility and the SPO and contain both engineering approval and funding requirements, may be boarded for new proposal and command certification at the same time. This will expedite modification installation and eliminate redundant review process by the CRB.

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