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Acquisition



**AERONAUTICAL SYSTEMS CENTER RAPID
RESPONSE PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction further implements AFI 63-114 *Rapid Response Process*, and Air Force guidance regarding Combat Capability Documents (CCDs, formerly known as Combat Mission Needs Statements or 'CMNS') and rapid response acquisition. It defines the Aeronautical Systems Center (ASC) Wartime Materiel Support (WMS), also known as Acquisition Surge and provides guidance for ASC Contingency Review Council (CRC) processes. It applies to all ASC System Wings, Direct Reporting Groups, Functionals, and supporting agencies. Send recommended changes, additions, or deletions to ASC/AEPP, 1790 10th St., Bldg. 572, Wright-Patterson AFB, OH 45433. This document anticipates HQ USAF approval of the ASC Organizational Change Request regarding Wing/Group structure change. This document rescinds ASC Policy Directive 10-1, *Materiel Support to Contingency Operations*, 31 May 2001. This instruction clarifies the roles and responsibilities for ASC Acquisition Rapid Response participants and the organizational relationships within ASC and between ASC and external organizations. This document also incorporates changes resulting from AFMC and ASC restructure, as well as PEO realignment within the Air Force product centers. Documentation of specific checklists and procedures (to include SITREP and Battle Staff reporting) previously contained in PD 10-1 are now delegated by this publication to appropriate ASC Command Staff and System Wing and Group organizations.

1. Purpose.

1.1. This instruction provides guidance for the ASC implementation of AFI 63-114, *Rapid Response*. The Rapid Response Process (RRP) accelerates the fielding of critical systems to meet theater-specific wartime needs to include: support of forces in conflict or crisis situation and as an immediate need situation develops. This document delineates responsibilities and lines of communication to be employed both during rapid response operations as well as actions taken to ensure continued readiness for such events.

1.2. As most acquisition events are handled through ordinary ASC channels, this document focuses on those scenarios that dictate the use of the ASC Contingency Review Council.

1.3. Adherence to this guidance for ASC organizations is mandatory except as directed by the ASC Commander.

2. General.

2.1. **Priority.** For all response options, the acquisition surge will take first priority over all other ASC peacetime efforts.

2.2. **ASC Acquisition Surge.** For ASC to rapidly develop, acquire, modernize, and sustain the world's best aerospace systems, it must quickly respond to unexpected contingencies arising from critical operational needs or unexpected events that impact the acquisition environment. Such events include formal or informal notification of an urgent need generated by a supported MAJCOM or an acquisition issue identified by an ASC Systems Wing/Group that is deemed urgent by ASC/CC. These efforts are occasionally referred to as Wartime Materiel Support (WMS).

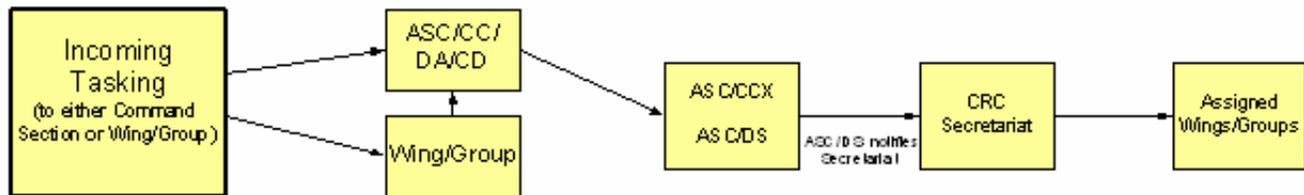
2.3. **ASC Response Options.** ASC/CC determines the response for events requiring acquisition surge effort. Options include but are not limited to:

- 2.3.1. Direct assignments to specific Systems Wings and/or Direct Reporting Groups (routine ASC channels).
- 2.3.2. Requests for additional assistance or support.
- 2.3.3. Activation of the ASC Contingency Review Council (CRC).

2.4. **Security.** It is the responsibility of all ASC members to ensure classified information is not compromised. While providing acquisition rapid response, all security procedures for facilities, personnel, handling of classified material, and other security-related items must be followed.

2.5. **Contingency Review Council (CRC).** The ASC CRC provides ASC the means to rapidly focus the Center's full capability on a specific crisis or need. The CRC provides a forum to senior leadership and expedites communication and problem solving among the Systems Wings, Direct Reporting Groups, and ASC Functional organizations. All CRC members are required at each CRC meeting unless excused by ASC/CC or CRC Chair. Membership of the CRC is designated by ASC/CC and generally includes:

- 2.5.1. ASC/CC or designee, serving as CRC Chair.
- 2.5.2. Systems Wings/Direct Reporting Groups Commanders or Directors.
- 2.5.3. Representatives from ASC functional organizations.
- 2.5.4. Representatives from supported MAJCOMs.
- 2.5.5. Representatives from external supporting agencies/organizations as appropriate.

Figure 1. ASC Acquisition Surge Tasking Notification Process.

3. Organizational Responsibilities.

3.1. ASC/CC (or designee) shall:

- 3.1.1. Identify the need for a CRC and direct a CRC be convened.
- 3.1.2. Serve as CRC Chair or designate alternate chair.
- 3.1.3. Direct appropriate center staff offices to provide qualified staff members to serve as ASC Secretariat.
- 3.1.4. Define initial composition/membership of the CRC as required.

3.2. CRC Chair shall:

- 3.2.1. If serving in place of the ASC/CC, act on behalf of ASC/CC.
- 3.2.2. Notify CRC Secretariat to initiate or terminate CRC operations as required.
- 3.2.3. Allocate ASC resources as required and authorized by ASC/CC.
- 3.2.4. Ensure taskings assigned to ASC CRC are appropriately validated by a Combat Capability Document (CCD), Combat Mission Statement (CMNS), or request by a General Officer or SES in the customer/requiring organization.
- 3.2.5. Direct the focus and direction of the CRC and promote horizontal and vertical integration efforts to achieve the benefits of broad capabilities-based solutions.
- 3.2.6. Identify Office(s) of Primary Responsibility (OPRs) and Office(s) of Collateral Responsibility (OCRs) for emerging tasks as necessary.
- 3.2.7. Validate all CRC responses prior to release or transmission to higher headquarters
- 3.2.8. Identify necessity, content, frequency, and recipients for Situation Reports (SITREPS) unless previously mandated by higher authority.
- 3.2.9. Modify initial composition/membership of the CRC as required.
- 3.2.10. Request participation of non-ASC members (e.g. AFRL, 88 ABW) as necessary to complete the surge mission.
- 3.2.11. Schedule, convene, or terminate additional CRC meetings as required.

3.3. ASC Command Staff shall:

- 3.3.1. Ensure ASC/CC is notified of all requests for WMS effort.
- 3.3.2. Provide qualified ASC representation to all 88 ABW Battle Staff meetings.
- 3.3.3. Serve as primary information conduit between ASC and 88 ABW Battle Staff.
- 3.3.4. Monitor and submit validated Global Command and Control System (GCCS).

3.4. CRC Secretariat shall:

- 3.4.1. Notify AFMC Battle Staff and 88 ABW Battle Staff through ASC representative of start or termination of the CRC.
- 3.4.2. Establish and maintain an Acquisition Surge Community of Practice (CoP) as a primary means of communicating CRC requirements, briefing templates, and status. The CRC Secretariat will secure a version of the CoP on the Secure Internet Protocol Router Network (SIPRNET) or other network approved for classified processing if required.
- 3.4.3. Prepare and maintain checklists and communication plans to facilitate the assembly and execution of the ASC CRC. The CRC Secretariat will record after hour contact information for CRC members external to ASC or not located at WPAFB.
- 3.4.4. Secure suitable CRC location, ensure required participants are notified, and otherwise support CRC administrative operations. The CRC Secretariat will secure the necessary equipment and facility to brief classified within the CRC, if necessary.
- 3.4.5. Ensure CRC members have appropriate security clearances. The CRC Secretariat will provide all CRC participants advance notification of any special requirements mandated by CRC classification levels.
- 3.4.6. Consolidate and track Center taskings assigned to the CRC.
- 3.4.7. If prolonged SIPRNET monitoring or additional processing is required, designate qualified personnel and resources to meet extended requirements.
- 3.4.8. Record, track, and maintain current status of action items as assigned by the CRC Chair.
- 3.4.9. Maintain a continuity binder.

3.5. ASC Systems Wings and Direct Reporting Groups shall:

- 3.5.1. Immediately forward all notifications of critical needs, deficiencies, or initiatives affecting ASC programs or WMS to ASC/CC staff via chain of command.
- 3.5.2. Pursue urgent initiatives associated with WMS for no more than 24 hours without customer/supported organization General Officer/SES approval.
- 3.5.3. Provide qualified representatives for each CRC meeting as directed by the CRC Chair. The representatives shall be familiar with the use of the Acquisition Surge CoP and possess the appropriate security clearances.
- 3.5.4. Identify a single, primary focal point for each supported MAJCOM.
- 3.5.5. Make all initial MAJCOM contacts through primary MAJCOM focal points.
- 3.5.6. Represent subordinate organizations at the ASC CRC.
- 3.5.7. Reallocate subordinate unit assets to accommodate shifting workload.

3.5.8. Seek, direct, and promote solutions that achieve the benefits of horizontal and vertical integration. Capitalize on synergies that will improve efficiencies within subordinate organizations and across ASC.

3.5.9. Consolidate information on Systems Wing/Group activity status. Provide this in accordance with CRC direction. This includes status briefings, SITREP, and other externally requested reports.

3.5.10. Prepare and maintain internal organizational guidance to facilitate and standardize wing and subordinate group support of the ASC CRC.

3.5.11. If deploying personnel to support the surge, contact the Unit Deployment Manager.

3.5.12. Maintain a continuity binder to log message traffic and document lessons.

3.6. ASC Support Staff/Functional Organizations shall:

3.6.1. Provide qualified representatives for each CRC meeting as directed by the CRC Chair. The representatives shall be familiar with the use of the Acquisition Surge CoP and possess the appropriate security clearances.

3.6.2. Facilitate horizontal and vertical integration by identifying common areas that yield broad capabilities-based solutions.

3.6.3. If directed, provide subject matter experts in their functional area to assist in CRC action items and direct support to specific System Wings and Direct Reporting Groups.

3.6.4. Prepare internal guidance as necessary to facilitate CRC and acquisition surge support.

3.6.5. Maintain a continuity binder.

3.7. CRC Members external to ASC shall:

3.7.1. Provide qualified representatives for each CRC meeting as directed by the CRC Chair. The representatives shall be familiar with the use of the Acquisition Surge CoP and possess the appropriate security clearance.

3.7.2. Provide subject matter experts in their functional area to assist in CRC action items and direct support to specific System Wings and Direct Reporting Groups.

3.7.3. Facilitate horizontal integration by identifying common areas that yield broad capabilities-based solutions.

3.8. Geographically Separated Units (GSU):

3.8.1. In addition to other assigned responsibilities, GSUs are responsible for security measures at their location.

3.8.2. GSU representatives called for the CRC must be available via telephone or VTC when the CRC is convened.

4. Lines of Communication and Information Management.

4.1. **General.** Proper communication lines are critical to ensure prompt, efficient, and coordinated acquisition surge responses. Communication lines are also a prerequisite to achieving the synergistic benefits of horizontal and vertical integration. In addition to the standard communication channels

normally used by ASC, the following procedures are directed in the event of an CRC or response to WMS:

4.1.1. The CRC Secretariat will notify all participants of CRC activation via the CRC communications plan (e.g. Automated Notification System, Acquisition Surge CoP, or messenger).

4.1.2. Systems Wings and Direct Reporting Groups are responsible for notifying subordinate organizations of CRC activation as required.

4.1.3. For reporting purposes, Systems Wings and Direct Reporting Groups will consolidate information from their subordinate component organizations and submit information to the CRC Secretariat in the designated format.

4.1.4. ASC organizations serving as the OPR for specific efforts are responsible for keeping OCRs informed of meetings where their participation may be required.

4.2. Acquisition Surge Community of Practice (Acquisition Surge CoP). The Acquisition Surge CoP will be used as a primary means of communication and information management among CRC members. Prior to the first CRC meeting, the CRC Secretariat will establish the Acquisition Surge CoP. The purpose of the CoP is to provide an unclassified, electronic, community workspace to exchange information related to the acquisition surge effort.

4.2.1. All CRC participants will obtain and maintain Knowledge Now accounts (<https://afkm.wpafb.af.mil>) and access the Acquisition Surge CoP to monitor and post acquisition surge information.

4.2.2. Commanders and directors may designate additional members of their wing or group for Acquisition Surge CoP access. Names should be submitted via email to the CRC Secretariat or designated Acquisition Surge CoP Administrator.

4.2.3. The CRC Secretariat will post unclassified CRC briefings, taskings, documentation, briefing and reporting templates to the Acquisition Surge CoP. The CRC members will use the CoP to:

4.2.3.1. Review CRC taskings, agenda, and meeting presentations/minutes.

4.2.3.2. Receive additional notification of CRC meeting schedules and issues.

4.2.3.3. Upload/update consolidated status reports for specific CRC directed taskings.

4.2.3.4. Provide configuration control and enable collaborative effort in document/briefing review or construction.

4.3. External Communications. The CRC Chair will validate all ASC formal message traffic reporting the status of ASC CRC efforts.

4.3.1. ASC/DS acts as ASC's bi-directional communication link to the 88 ABW Battle Staff.

4.3.2. ASC/DS provides Global Control and Command System (GCCS) and SIPRNET monitoring as required to support initial contingency operations. If prolonged SIPRNET monitoring or additional processing is required, the CRC Secretariat will assume the responsibility.

4.4. Classified Information Processing. All ASC organizations and CRC participants will take necessary precautions to ensure classified information is not compromised and proper OPSEC procedures are maintained. In the event classified processing within the CRC is required, participants posting to

the CoP will review all documents prior to posting to ensure classified or sensitive unclassified are not uploaded.

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Deputy for Acquisition

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AE-IPT—Aeronautical Enterprise Integrated Product Team
AF—Air Force
AFAE—Air Force Acquisition Executive
AFI—Air Force Instruction
AFMC—Air Force Materiel Command
ANS—Automated Notification System
ASC—Aeronautical Systems Center
ASC/CC—Commander, Aeronautical Systems Center
CCD—Combat Capability Document
C-MNS—Combat Mission Need Statement
CoCOM—Combatant Commanders
CoP—Community of Practice
CRC—Contingency Review Council
CSAF—Chief of Staff of the Air Force
DoD—Department of Defense
GCCS—Global Command and Control System
GSU—Geographically Separated Unit
IOI—Item of Interest
MAJCOM—Major Command
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
OPSEC—Operational Security
OSD—Office of Secretary of Defense
POC—Point Of Contact
RRP—Rapid Response Process
SAE—Service Acquisition Executive
SAF/AQ—Assistant Secretary of the Air Force (Acquisition)
SES—Senior Executive Service
SIPRNET—Secure Internet Protocol Router Network

SITREP—Situation Report

VTC—Video Teleconference

WMS—Wartime Materiel Support

Terms

Acquisition Process—Discrete, logical phases separated by major decisions called milestones. The acquisition process begins when identifying broad mission needs that cannot be satisfied by using non-materiel solutions. The process includes identifying and assessing potential opportunities for international cooperation.

Acquisition Program—A directed, funded effort designed to provide a new, improved, or continuing materiel, weapon, or information system or service capability in response to a validated operational or business need. Acquisition programs are divided into different categories that are established to facilitate decentralized decision-making, execution, and compliance with statutory requirements. Technology projects are not acquisition programs.

Air Force Acquisition Executive (AFAE)—The senior corporate operating official for non-space USAF acquisition and the Senior Procurement Executive for overseeing non-space Air Force acquisition activities. The AFAE is accountable to the Secretary of the Air Force for all non-space domestic and international Service acquisition functions, including FMS programs that require USAF acquisition oversight. The Assistant Secretary of the Air Force (Acquisition) (SAF/AQ) is the AFAE.

Community of Practice (CoP)—An electronic community workspace used to exchange and manage information related to the acquisition surge effort.

Horizontal Integration—Collaborative effort among Systems Wings, Direct Reporting Groups, or other organizations to achieve synergistic benefits and ‘economy of effort.’

Item of Interest (IOI)—Process by which ASC/CC is informed of critical events in Program Offices or System Wing Groups.

Specialized Management—A term applied to tailored procedures used by the Air Force to ensure responsiveness, flexibility and efficiency for designated programs. These deviations from normal practices must be consistent with statutory authority and executive orders.

Vertical Integration—Collaborative effort through the organization’s chain of command to insure project success, facilitate completion and avoid redundant effort.

Weapon System—An item or set of items that can be used directly by warfighters to carry out combat or combat support missions.