



**MODIFICATION MANAGEMENT**

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OPR: HQ AMC/A44MP (MSgt David Rhine)  
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AFI63-1101, dated 17 July 2001 is supplemented as follows:

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 US Air Force Reserve or Air National Guard units. Send change proposals to HQ AMC/A44MP, 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.

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed. HQ AMC representatives have made major revisions to the structure of this instruction involving acquisition functions and responsibilities. Key managers dealing with modification requirements and funding processes must review Chapter 2. A bar (|) indicates a revision from the previous edition.

1.3. **Operational Safety, Suitability, & Effectiveness (OSS&E).** The AMC Action Officer (AO) presenting the AF IMT 1067, **Modification Proposal**, to the CRB will ensure that any modification configurations are coordinated with, the Single Manager responsible for the operational safety, suitability, and effectiveness of the systems and end-items prior to presenting to the CRB.

2.1.1. HQ AMC/A58 and HQ AMC/A44 are the AMC points of contact (POC's) for all requirements and modification processes. Other staff agencies within A3, A4, A5, A8, TE and SE, as well as System Program Offices (SPO's), 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/DA4. Additionally, the CRB members will include HQ AMC representatives from A3, A4, A5, A8, SE, and TE.

2.1.3.1. (Added) HQ AMC/A44MP is the single POC for receiving all AF IMTs 1067 into the command.

2.1.3.1.1. (Added) HQ AMC/A44MP will:

2.1.3.1.1.1. (Added) Assign MAJCOM control number and log each AF IMT 1067 into a centrally managed database.

2.1.3.1.1.2. (Added) Include AF IMT 1067 coversheet which identifies AMC control number, SPO action and provides funding instructions to the AO. (See attachment)

2.1.3.1.1.3. (Added) Ensure each AF IMT 1067 does not cover more than one Mission Design Series (MDS), (i.e. new radar system for C-17, C-5 and C-130). A separate AF IMT 1067 will be required for each individual weapon system.

2.1.3.1.1.4. (Added) Forward initial AF IMT 1067 to the appropriate HQ AMC weapon system manager(s) for review.

2.1.3.1.1.5. (Added) Ensure all AF IMTs 1067 for T-1 modifications have test plans (if applicable) and SPO approved paperwork prior to meeting the CRB.

2.1.3.1.1.6. (Added) Ensure TE is the point of contact for all AF IMTs 1067 involving T-2 modifications.

2.1.3.2. (Added) When the AF IMT 1067 is ready for CRB review, (after completion of paragraphs **2.1.3.1.1.1. (Added)** – **2.1.3.1.1.6. (Added)**), the AO shall return it to HQ AMC/A44MP for inclusion in the next CRB agenda. All CRB members will be provided a copy of the agenda items via e-mail, to include copies of all AF IMTs 1067, 5 duty days prior to when the CRB is scheduled to meet.

2.1.3.2.1. (Added) The CRB will meet once monthly to evaluate AF IMT 1067 submissions.

2.1.3.2.2. (Added) The HQ AMC AO representing an AF IMT 1067 proposal shall attend the CRB to brief the CRB board members.

2.1.3.3. (Added) Criteria for approval of each AF IMT 1067 is based on need, practicality, estimated life-cycle cost, return on investment, and estimated reduction in total ownership cost over the expected service life of the weapon system.

2.1.3.4. (Added) All AF IMT 1067 modifications that change the weapon system configuration baseline must be fully reviewed for applicability to associated aircrew and maintenance system training devices.

2.1.3.5. (Added) Upon completion of the monthly CRB, the AF IMTs 1067 will be updated and posted on the HQ AMC/A44 home page at: <https://amclg.scott.af.mil/cgi-bin/index.pl?dd=/a4/a44/a44b/a44m/a44mp&ti=CRB+Modifications>

2.1.3.6. (Added) An AF IMT 1067 submitted after the established cutoff date will be held until the next CRB.

2.1.3.7. (Added) Out-of-cycle AF IMTs 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 IMT 1067 must be granted by the Deputy A4 prior to beginning the process. A projected TDY or leave by the HQ AMC AO representing an AF IMT 1067 is not justification for walking through an AF IMT 1067.

2.1.4.1. (Added) If the modification request is validated by the CRB, the AF IMT 1067 cover sheet (see Attachment 1) is marked with either “Proceed as required”, or “Hold for R&PC guidance to proceed”. If marked “Hold for R&PC guidance to proceed” the requirement requires POM funding. The validated AF IMT 1067 must then compete with other requirements in AMC’s Requirements & Planning Council (R&PC) process. To ensure a validated AF IMT 1067 competes during the next CORT/SORT/PRRT, it is

the lead command Action Officer's (AF IMT 1067, Block 13) responsibility to enter the requirement into the applicable database.

2.1.4.2. (Added) If the validated AF IMT 1067 cover sheet is marked "Proceed as required" or receives funding approval from the respective R&PC authority, HQ AMC/A44MP forwards the original AF IMT 1067 to the applicable C-5, C-130, C-130J, C-17, KC-135 or KC-10 SPO for evaluation and proper project plan development. All other validated modification requests are forwarded for evaluation and proper coordination by their respective A.O.

2.1.4.2.1. (Added) Upon completion of SPO evaluation/project plan development, the AF IMT 1067 and supporting documentation is returned to HQ AMC/A44MP for final review and resubmission to the CRB for final command certification. Command certification is approval to execute the recommended plan.

2.1.4.2.2. (Added) HQ AMC/A44MP will provide each CRB board member with a copy of the AF IMT 1067 and SPO approved data via e-mail, no later than (NLT) 5 duty days prior to the next scheduled CRB.

2.1.4.2.3. (Added) If the AF IMT 1067 is disapproved, the AO reworks the AF IMT 1067, with the originator, to answer any questions posed by the CRB or returns the AF IMT 1067 to the originator with disapproval explanation.

2.1.4.3. (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 Lead Command AO. HQ AMC/A44MP forwards a copy of the certified proposal to the submitting unit, the SPO, and HQ AMC/A58 for funding prioritization and program oversight. If disapproved for certification, the modification is returned to the AO for rework.

2.1.6.1. (Added) HQ AMC/A58 will determine if further requirements documentation is needed, notify the Using Command HQ POC (Block 3, AF IMT 1067), and forward the AF IMT 1067 to AF/XOR if required IAW AFI 10-601. HQ AMC/A58 will notify the sponsoring organization if a Requirements Strategy Review (RSR) is required IAW AFI 10-601 and assist in the preparation of an RSR briefing for the Mobility Air Forces Requirements for Operational Capabilities Council (MAFROCC) and AF/XORD. AMC/A58, with assistance from the appropriate subject matter experts, will prepare the appropriate requirements documents IAW AFI 10-601. In all cases involving radio frequency (RF) devices, AMC/A58 will ensure 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 IMT 1067 and all further requirements documents IAW AFI 10-601. The SPO is responsible for submitting requests for frequency allocation and approval no later than the critical design review of the item.

2.1.6.2. (Added) The office of the Using Command HQ POC (Block 3, AF IMT 1067), when notified further documentation is required, will provide the threshold and objective for all attributes of the requirement with supporting rationale and analysis. If an RSR is required, the Using Command HQ POC will prepare the RSR and brief the MAFROCC and AF/XORD. After the RSR is approved, the Using Command HQ POC will support AMC/A58 in preparation of the appropriate requirements documents.

**3.6. Modifications to Federal Aviation Administration (FAA) Certified Aircraft.** Commercial derivative 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 IMTs 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. These actions will expedite modification installation and eliminate redundant review process by the CRB.

DANNY STEELE, Col, USAF  
Deputy Director of Logistics