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Acquisition

RAPID RESPONSE PROCESS

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This instruction implements AFD 63-1, *Capabilities-Based Acquisition* and Department of Defense Directive 5000.1, *The Defense Acquisition System*. In case of conflict between this instruction and DOD 5000-series documents, the DOD series documents prevail. This AFI applies to all regular Air Force (AF), Air Force Reserve, and to the Air National Guard (ANG), as applicable. For this AFI, the term Major Command (MAJCOM) includes the ANG.

The purpose of this AFI is to establish a Rapid Response Process (RRP) to accelerate the fielding of critical systems to meet theater-specific wartime needs. The instruction provides the warfighter with a means of obtaining a limited number of needed systems/capabilities in a combat theater during an ongoing conflict or crisis situation to address a critical capability gap/shortfall that could result in **“loss of life”** and/or prevent mission accomplishment.

The RRP does not replace normal acquisition procedures, but rather speeds up the process of fielding systems/capabilities to satisfy wartime needs. RRP should not be confused with the Air Force Warfighter Rapid Acquisition Process (WRAP). WRAP is an Air Force Process used to accelerate the development and fielding of operational initiatives resulting from innovation. Regardless, WRAP and the RRP do utilize a similar streamlined process and some of the same decision-making bodies, but they are two distinct processes.

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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates procedures, timeline and roles and responsibilities associated with the Rapid Response Process (RRP). It establishes the distinction between RRP and WRAP guidance. It also empowers the Rapid Response Process Council (RRPC) to approve the acquisition of a materiel solution to an urgent warfighting deficiency on behalf of the Chief of Staff of the Air Force (CSAF). It makes extensive use of the Air Force Combat Capability Document (CCD) Process websites (<https://www.afreqs.hq.af.mil/ccd.htm>, (<http://www.afreqs.pentagon.smil.mil/restricted/ccd.htm>) to web-enable much of this process. It adds a listing of references, abbreviations, acronyms, and definitions at **Attachment 1**; a sample RRPC Decision Staff Summary Sheet (SSS) at **Attachment 2** (used to gain and document approval for an RRP request electronically); a format for preparing and distributing an electronic Program Management Directive (PMD) via the Defense Messaging System at **Attachment 3**; the mandatory distribution for the Message PMD at **Attachment 4**; and the suggested Rapid Response Process Action Officer’s Checklist at **Attachment 5**.

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1. Rapid Response Process (RRP) Concept:

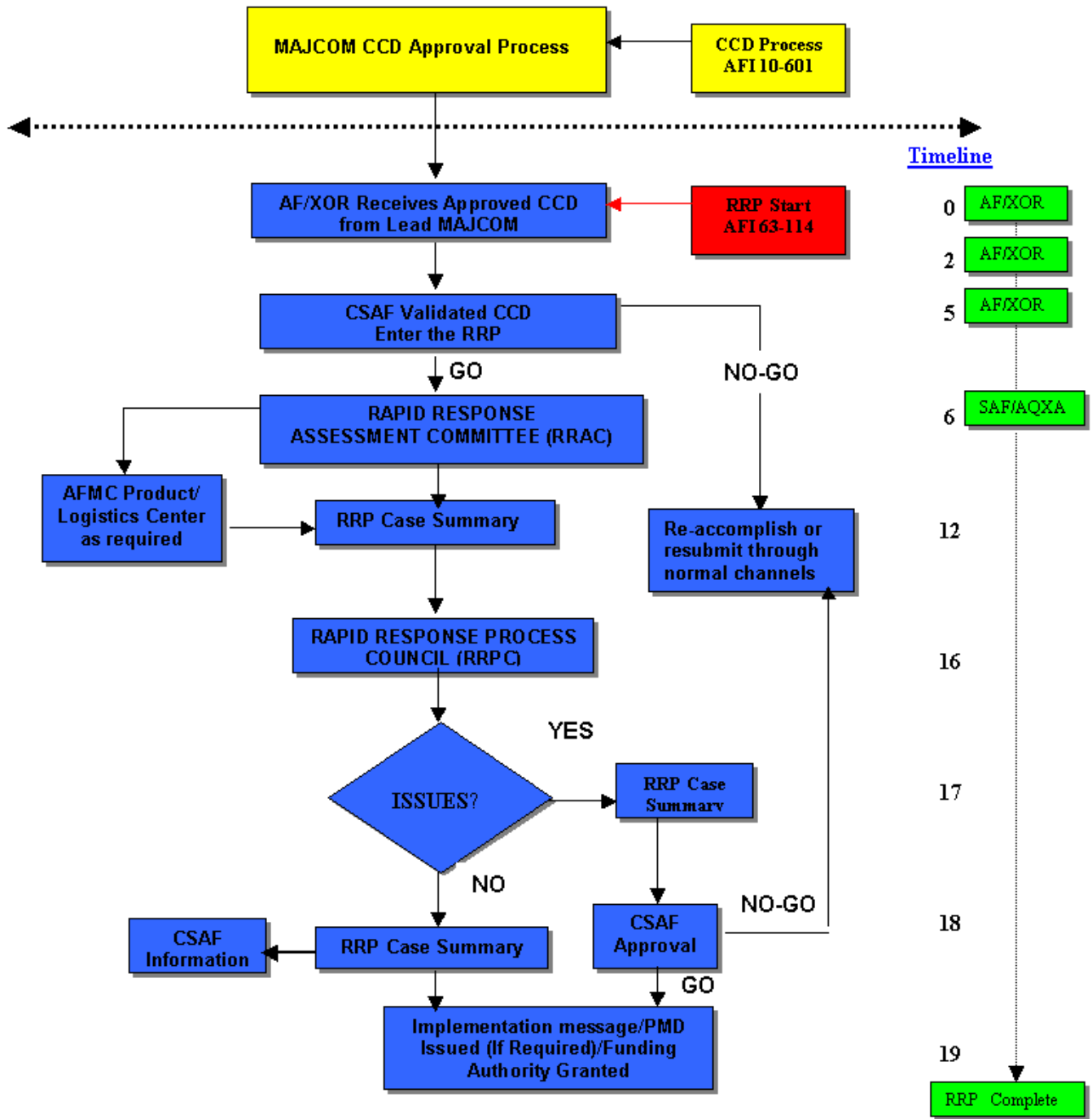
1.1. The RRP starts when the Air Force Chief of Staff (CSAF), or designee (e.g. AF/XOR), receives an urgent, time-sensitive Combat Capability Document submitted by HQ USAF, USAF Major Commands (MAJCOM) or a Combatant Command. A CCD, drafted and processed in accordance with AFI 10-601, *Capabilities Based Requirements Development*, is approved by the Air Force Lead (force providing) MAJCOM with responsibility for the weapon system or mission area affected by the short-fall (normally ACC, AFSOC, AFSPC, or AMC).

1.2. A CCD is one of several courses of action available to the lead MAJCOM for responding to a warfighter's urgent need request. It is an operational requirements document used by the Air Force in lieu of an Initial Capabilities Document (ICD), Capability Development Document (CDD), and Capability Production Document (CPD) to support fielding an interim solution to a warfighter's urgent capability needs. The Lead MAJCOM will evaluate the deficiency to determine if it can be addressed by a non-materiel solution. The Lead MAJCOM has four possible courses of action: 1). Approve requirement and execute within existing program authority; 2). Approve requirement (MAJCOM funded) and submit a CCD to CSAF and info AF/XOR/FMB/AQX to assist with reprogramming of MAJCOM's existing funds (refer to Section 9); 3). Approve requirement (not funded) and submit to CSAF for assistance with finding funds to satisfy requirement (Option to be rarely used); or 4). Notify originator that urgent need is non-executable as a CCD. ***The RRP is used only in those instances (alternatives 2 or 3) where the CCD is forwarded to the CSAF for assistance.***

1.3. Once approved, the CCD is sent to the Deputy Chief of Staff for Air and Space Operations, Directorate of Operational Capability Requirements (HQ USAF/XOR) for action. Within 72 hours, HQ USAF/XOR logs the CCD, assigns a tracking number, and presents the CCD, with recommendation for Validation to the Air Force Chief of Staff (CSAF). This validation, certifies the CCD as a valid requirement IAW AFI 10-601, suitable for emergency expenditure of Air Force resources to acquire a materiel solution (refer to Section 1.5. below).

1.4. **Figure 1.** Describes the RRP flow and associated timeline. The RRP should take no longer than 19 working days beginning with the receipt of an approved CCD from the Lead MAJCOM/CC to the issuing of a Program Management Directive (PMD) or an amendment/revision to an existing PMD.

Figure 1. Rapid Response Process and Timeline



1.5. Upon CSAF (or designee) validation of the CCD, the Rapid Response Assessment Committee (RRAC) convenes to review the RRP Case Summary to determine whether the RRP criteria are satisfied; review alternatives and approaches to meet the capability deficiency; and prepare an abbreviated acquisition strategy in coordination with the Capability Directorate, Air Force Space Command (AFSPC) Space and Missiles Systems Center (for space systems), Air Force Materiel Command (AFMC) - Product/Logistics Centers, and the Program Executive Officers (PEO).

1.6. The RRAC presents the RRP Case Summary and abbreviated acquisition strategy to the Rapid Response Process Council (RRPC) for review and approval. Sample briefing charts are available at USAF CCD SIPRNet website <http://www.afreqs.pentagon.smil.mil/restricted/ccd.htm>.

1.7. If there are no issues beyond the scope or means for the RRPC members to address in acquiring the materiel solution to satisfy the urgent need identified in the CCD, the RRPC approves the RRP project and provides the RRP Case Summary to the CSAF for information. If such issues are identified, the RRPC forwards its recommendations and RRP Case Summary to the CSAF for review and approval.

1.8. Upon the approval of the RRP project by the RRPC or the CSAF (or designee), the Capability Directorate (action organization) shall issue a message PMD/PMD amendment (see **Attachment 3**) providing actions and responsibilities to all the appropriate activities and organizations involved. This should occur within 24 hours of the RRPC decision and must be coordinated through the CAE, USECAF (Space), or the designated MDA. The message shall be addressed to ensure the appropriate Chain of Command for these activities are apprised of their involvement.

1.9. The Air Force Component Acquisition Executive (CAE) in conjunction with the Assistant Secretary for Financial Management & Comptroller (SAF/FM) will make the decision on a congressional notification of a new start.

As a guide, if any of the following conditions are met, a congressional new start will probably be required:

1.9.1. A new weapon system is added to the inventory.

1.9.2. A new capability is added to an existing weapon system.

1.9.3. A capability, which exists on a special purpose variant of existing weapon systems, is added to the baseline weapon system.

For additional information on new start determination and guidance see AFI 65-601, Vol 1, *Budget Guidance and Procedures*, AFI 63-101, *Operations of Capabilities Based Acquisition System*,

AFI 23-205, *Managing the Procurement Materiel Programs*, and DOD 7000.14R, *Department of Defense Financial Management Regulation (FMRS)* Vol. 3, Chapter 6, paragraphs 060401 E, 060403, and 060404.

1.10. For those instances where requirements generated or solutions developed for any requirement are protected as Special Access Required (SAR), the Special Programs Review Group (SPRG)/Special Programs Oversight Committee (SPOC) review and approval process, as outlined in the SPOC Charter, will be followed.

2. If the approved RRP project directs a permanent or temporary modification to a system as described in AFI 63-1101, *Modification Management*, the processing of an *AF Form 1067, Modification Proposal*, is required but does not have to be completed prior to executing the modification. The RRPC or CSAF approval of emergency acquisition of the materiel solution described in the RRP Project fulfills AF Form 1067 parts I, II, III and V. AF Form 1067, Part IV should be documented by the Program Manager (PM) for historical and tracking purposes.

3. RRP Criteria:

3.1. RRP Project selection criteria are as follows:

3.1.1. Capability must be fielded in time to impact an ongoing conflict or a crisis situation (nominally within 60 days of RRPC or CSAF approval). RRPC may, upon recommendation from the RRAC, adjust fielding time as necessary and practical, pending feasibility of the solution.

3.1.2. Capability is needed by a warfighting commander to address a critical capability gap/shortfall that could result in loss of life and/or prevent mission accomplishment.

3.1.3. Capability must be supportable, sustainable, and affordable with the support infrastructure already in-place. (All support requirements fully resourced for RRPC consideration).

3.1.4. Envisioned capability must be technically and technologically feasible.

3.1.5. Commands must have a viable concept of operations to field, provide training, employ, support and sustain the required capability

3.1.6. Capabilities that require extensive RDT&E do not normally qualify.

3.1.7. CCDs result in materiel solutions and are not a source of increased manpower/ personnel.

3.2. The RRP is intended to provide a limited number of needed systems for in-theater operations and is not intended to outfit the entire fleet. If outfitting the entire fleet becomes a requirement, it must be clearly demonstrated that the entire fleet is being or will be deployed in support of an immediate ongoing conflict or crisis. Otherwise, outfitting the entire fleet will be considered a requirement based on performance of the needed system and shall be done in accordance with the normal acquisition process.

3.3. If modifications to in-theater weapon systems are performed, these modifications shall be done as mission kits so that when weapons systems are rotated in and out of the combat theater of operations, the replacement weapons systems can be upgraded with the needed system capability.

3.4. The RRAC conducts the feasibility assessment and determines if the project meets these initial criteria. All results from the RRAC feasibility assessment and their recommendations (RRP Case Summary) are provided to the RRPC for final disposition.

3.5. If the capabilities required by a CCD cannot be fulfilled through the RRP or is disapproved by the RRPC, the Lead MAJCOM may pursue these capabilities through the normal acquisition process and submit appropriate Joint Capabilities Integration and Development System (JCIDS) documents and analysis as described in CJCSI 3170.01 and AFI 10-601.

4. Responsibilities. The Office of the Assistant Secretary for Acquisition (SAF/AQ) is responsible for executing the RRP. Appointment of RRAC and RRPC members or alternates will be made by the participating organizations. The RRAC members should be colonels or civilian grade equivalents. The RRPC members should be brigadier or major generals or civilian grade equivalents. The RRAC members must know systems acquisition procedures, understand the capabilities and limitations of a wide spectrum of combat related equipment, and be authorized to make real-time decisions at RRAC meetings concerning the viability of RRAC-proposed CCD implementation strategies. RRAC members must have enough experience to balance the urgency of the combat user's need against the requirements of the normal acquisition process. Organizations have the following roles and responsibilities.

4.1. Assistant Secretary of the Air Force for Acquisition (SAF/AQ):

4.1.1. Appoints:

4.1.1.1. Deputy Assistant Secretary for Acquisition Integration (SAF/AQX) to chair the RRAC and RRPC.

4.1.1.2. Deputy Assistant Secretary for Contracting (SAF/AQC) to the RRAC and RRPC.

4.1.2. Processes reprogramming actions as required. Works with the Assistant Secretary for Financial Management and Comptroller (SAF/FM) to identify and track the requisite funding for all CCDs approved by RRPC.

4.1.3. Issues the PMD (or an amendment/revision to an existing PMD) within 24 hours of RRPC decision. (Directorate of Space Systems (SAF/USA) issues PMDs for space systems).

4.1.4. Executes the appropriate acquisition direction to meet the CCD requirement.

4.2. Deputy Assistant Secretary for Acquisition Integration (SAF/AQX).

4.2.1. Chairs the RRPC. (For space programs, co-chairs the RRPC with SAF/USA)

4.2.2. Appoints the Deputy Assistant Secretary for Acquisition Integration, Acquisition Management Policy Division (SAF/AQXA) to:

4.2.2.1. Serve as the Executive Secretary for the RRPC.

4.2.2.2. Chair the RRAC.

4.2.2.3. Convene RRAC and RRPC meetings.

4.2.2.4. Distribute minutes of RRAC and RRPC meetings.

4.2.2.5. Maintain the official files on each RRP project.

4.2.2.6. Inform the responsible Capability Directorate and appropriate PEO of an approved CCD upon notification from AF/XORD.

4.2.2.7. Coordinate AFMC and PEO inputs to the RRAC and RRPC, which are forwarded through the Capability Directorates.

4.2.2.8. Seek CSAF approval on RRPC-approved recommendations on an active CCD.

4.2.2.9. Inform fellow RRAC members, RRPC chairperson/members, and CCD action officers of CSAF action on RRPC recommendations.

4.2.3. Appoints the Deputy Assistant Secretary for Acquisition Integration, Program Integration Division (SAF/AQXR) to the RRAC and ad hoc to the RRPC.

4.3. Deputy Assistant Secretary for Acquisition Programs - Capability Directorates (AQP, AQQ, AQL, USA):

4.3.1. Designates a primary and alternate member to support the RRAC and RRPC as needed.

4.3.2. Ensures Lead MAJCOM and affected Combatant Commands are notified of RRP status throughout the process.

4.3.3. Processes reprogramming actions as required. Works with SAF/FM to identify and track the requisite funding for all CCDs approved by RRPC.

- 4.3.4. Coordinates AFMC, AFSPC, and PEO inputs to the RRAC and RRPC.
- 4.3.5. Coordinates with SAF/AQXR and AF/FMBI on potential new start notification requirements.
- 4.3.6. Seeks appropriate waivers (e.g. Joint Tactical Radio System) relative to capability solution.
- 4.4. Deputy Assistant Secretary for Contracting (SAF/AQC)**
 - 4.4.1. Appoints members and alternates to the RRPC and RRAC.
 - 4.4.2. Works with RRAC and RRPC members, primarily Capability Directorates, to ensure the most viable contracting vehicles are utilized within the acquisition strategy.
 - 4.4.3. Ensures Federal Acquisition Regulation compliance.
- 4.5. Deputy Chief of Staff for Air and Space Operations (HQ USAF/XO)**
 - 4.5.1. Appoints a member and alternate to the RRPC.
- 4.6. Deputy Chief of Staff for Air and Space Operations, Directorate of Operational Capability Requirements (HQ USAF/XOR).**
 - 4.6.1. Processes the CCD for CSAF validation within 72 hours.
 - 4.6.2. Informs fellow RRAC members, RRPC chairperson/members, and CCD action officers of CSAF action on RRPC recommendations.
 - 4.6.3. Director of Operational Capability Requirements, Chief of Requirements Policy and Process Division (HQ USAF/XORD).
 - 4.6.3.1. On receiving a CCD, immediately notifies SAF/AQXA.
 - 4.6.3.2. Distributes copies of the CCD within 24 hours to RRAC and RRPC members and the Air Force Materiel Command, Director of Requirements (HQ AFMC/DR) and Director of Operations (HQ AFMC/DO).
 - 4.6.3.3. Briefs the CCD to the RRAC within 72 hours.
- 4.7. Deputy Chief of Staff for Air and Space Operations, Directorate for Intelligence, Surveillance, and Reconnaissance (HQ USAF/XOI):**
 - 4.7.1. Appoints members and alternates to the RRPC and RRAC.
 - 4.7.2. Participates in the RRPC and RRAC as required.
- 4.8. Deputy Chief of Staff for Installations and Logistics (HQ USAF/IL):**
 - 4.8.1. Appoints members and alternates to the RRPC and RRAC.
 - 4.8.2. Assesses product support feasibility inputs to the RRAC in accordance with AFI 63-107, *Integrated Product Support Planning and Assessment*.
 - 4.8.3. Assesses long-term training issues inputs to the RRAC on product support.
 - 4.8.4. Processes reprogramming actions as required.
- 4.9. Office of the Assistant Secretary for Financial Management and Comptroller (SAF/FM):**
 - 4.9.1. Appoints members and alternates to the RRPC and RRAC.

- 4.9.2. Works with RRAC members, primarily SAF/AQXR, to process reprogramming actions and ensure compliance with new start policies, as required.
- 4.9.3. Advises on financial policies and guidelines, as required, in consultation with other RRAC members.
- 4.9.4. Works with SAF/AQ to track the requisite funding for all CCDs approved by RRPC.
- 4.10. Directorate of Test and Evaluation (HQ USAF/TE):**
 - 4.10.1. Appoints members and alternates to the RRPC and RRAC.
 - 4.10.2. Coordinates with the Air Force Operational Test and Evaluation Center (AFOTEC), HQ AFMC/DO, and the test centers on T&E inputs to the RRAC feasibility study.
- 4.11. Chief for Warfighting Integration and Chief Information Officer (CIO)/(SAF/XC):**
 - 4.11.1. Appoints members and alternates to the RRPC and RRAC.
 - 4.11.2. Participates in the RRPC and RRAC as required.
- 4.12. Office of the General Counsel (SAF/GC):**
 - 4.12.1. Appoints members and alternates to the RRPC and RRAC.
 - 4.12.2. Participates in all RRAC meetings and RRPC meetings as required.
- 4.13. Deputy Chief of Staff, Plans and Programs (HQ USAF/XP):**
 - 4.13.1. Appoints members and alternates to the RRPC and RRAC.
 - 4.13.2. Participates in all RRPC and RRAC meetings.
 - 4.13.3. Processes reprogramming actions as required.

5. Rapid Response Assessment Committee (RRAC). SAF/AQXA Chairs the RRAC with members (and alternates) from HQ USAF/XORD, SAF/AQC/AQXR, SAF/FM, SAF/GCQ, HQ USAF/XP, HQ USAF/IL, and HQ USAF/TE. The AFMC POC is invited to participate in all RRAC meetings on an informational basis. The purpose of the RRAC is to ensure that the validated CCD requirement is addressed as rapidly as possible. Depending on the solutions being evaluated, the RRAC may be augmented by personnel with the appropriate technical and operational expertise. The RRAC ensures that feasibility assessments are comprehensive and that proposed solutions satisfy the CCD and meet RRP criteria. The RRAC also prepares abbreviated acquisition strategies and program plans to execute RRP projects. Results and recommendations are briefed to the RRPC as soon as possible. At the RRPC decision briefing, the RRAC presents the urgent warfighting capability required, the acquisition strategy to acquire this capability, the coordinated PMD (or an amendment/revision to an existing PMD), and funding documents for review and approval.

6. Feasibility Assessment. The feasibility assessment ensures that the RRP criteria are met. In it, the RRAC addresses alternatives (domestic and foreign) to satisfy the CCD. The RRAC conducts the feasibility assessment with support from the appropriate AFMC Product and/or Logistic Centers and the cognizant Capability Directorate. The results of the feasibility assessment, RRP Case Summary, are presented to the RRPC. RRAC and RRPC Briefing templates are available on the CCD SIPRNet website: <http://www.afreqs.pentagon.smil.mil/restricted/ccd.htm> .

7. Rapid Response Process Council (RRPC). SAF/AQX chairs the RRPC with members (and alternates) from HQ USAF/XO, HQ USAF/XP, HQ USAF/IL, HQ USAF/TE, and SAF/FM. SAF/GC, HQ USAF/XOI, and HQ USAF/XC participate, as necessary. The purpose of the RRPC is to review and approve the results of the feasibility assessment, the abbreviated acquisition strategy, the draft PMD (or an amendment/revision to an existing PMD), and funding documents. If there are no issues in satisfying the CCD, the RRPC approves the RRP project and provides the RRP Case Summary to the CSAF for information. If issues are identified, the RRPC forwards their recommendations and RRP Case Summary to the CSAF for review and approval.

8. Approval and Execution. When the RRP project is approved, the CAE, USecAF, MDA or designated authority such as the PEO or appropriate Air Staff office determines the need for and issues or amends a PMD for funded programs or projects via message within 24 hours of RRPC decision. Upon the issuance of PMD (or an amendment/revision to an existing PMD), the implementing commands are authorized to use "urgent and compelling needs" in accordance with Federal Acquisition Regulation, Part 6 - *Competition Requirements*, Subpart 6.3 - *Other Than Full and Open Competition*, Section 6.302-2 - *Unusual and Compelling Urgency* to execute the PMD (or an amendment/revision to an existing PMD) for the RRP project. Use of message PMDs is authorized.

9. RRP Project Funding. The Lead (force providing) MAJCOM (ACC, AMC, AFSOC, AFSPC, etc.) shall identify a potential source of funding when submitting the CCD. The Lead MAJCOM shall work with SAF/AQ (3010, 3020, and 3600 funding), HQ USAF/IL and SAF/FM (3080 funding), SAF/FM (3400 funding), and HQ USAF/XO to find a funding source within the same Lead MAJCOM appropriation. The following information is provided to explain how funding source determinations are made for CCDs:

9.1. No separate or special source of funding is established for CCD requirements.

9.2. For a CCD that can be funded by 3400 dollars, the responsible Lead MAJCOM will fund CCD requirements with its existing 3400 dollars and code it "Emergency and Special Program" (ESP) so it can be tracked by SAF/FM. All other CCD funding requirements will come from existing programs. For CCD that require other than 3400 dollars the possibility exists that the Air Force will have to reallocate funds from other programs to fund them.

9.3. When a CCD is submitted by an organization, Headquarters Air Force considers it to be that organization's number one and most important wartime priority and will act accordingly. When the submitting organization's CCD does not offer up a source of funding for the proposed CCD, the Air Staff will review and re-evaluate the responsible Lead MAJCOMs, Capability Directorate's, or the Program Executive Officer (PEO)'s program portfolio priorities. The portfolio will then be reprioritized with the proposed CCD as the portfolio's number one priority/requirement. As a consequence, that portfolio's lowest priority will then become the probable funding source to satisfy the proposed CCD funding requirement.

9.4. If the organization submitting the CCD disagrees with the Headquarters Air Force funding decision, there are two courses of action the submitting organization can take: 1) provide an alternate funding source or 2) withdraw the CCD from consideration since it is no longer deemed to be the organization's highest wartime priority.

9.5. SAF/AQ and SAF/FM will track the requisite funding for all CCDs processed through the RRP. Commands using Emergency and Special Program (ESP) Coded 3400 dollars or non-3400 dollars that

impact programs to fund CCD's, will be the first to receive dollars that become available as a result of supplemental funding appropriated by Congress. However, there is no guarantee that a supplemental budget will be forthcoming or that funds (3400 or otherwise) taken from existing programs will be reimbursed.

10. RRP Project Duration. The RRP satisfies a near-term, urgent, time-sensitive CCD. The PMD or the amendment/revision to the existing PMD implementing the RRP project should be revised as soon as practical after the crisis or combat operation has ended so that deferred acquisition and testing activities can be accomplished if still needed. If appropriate, the RRP project should be converted into the normal acquisition cycle by identifying funding in the President's Budget (PB) and Future Years Defense Program (FYDP).

10.1. The responsible Lead MAJCOM shall POM the funds to convert the RRP project into a normal acquisition program.

11. Security. All records created as a result of this AFI are maintained or disposed of according to AFPD 31-4, *Information Security*, and AFI 31-401, *Information Security Program Management*.

12. Forms prescribed. AF Form 1067, Modification Proposal and AF Form 1768, Staff Summary Sheet.

Michael L. Dominguez
Acting Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

10 U.S.C. §2430, Major defense acquisition program defined. Note: The dollar requirements are established by statute in FY 1990 dollars. The dollar amounts have been updated in accordance with procedures identified in the statute.

10 U.S.C. §2302d, Major system: definitional threshold amounts. Note: The dollar requirements are established by statute in FY 1990 dollars. The dollar amounts have been updated in accordance with procedures identified in the statute.

10 U.S.C. §1701 et. seq., Defense Acquisition Workforce

40 U.S.C. §1401 et. seq. *Clinger-Cohen Act of 1996*

Executive Order 12958, *Classified National Security Information*

OMB Circular A-11, Part 3, July 1999 and Supplement Capital Programming Guide: *Planning, Budgeting, and Acquisition of Capital Assets*, July 16, 2004

DODD 4650.1, *Policy for Management and Use of the Electromagnetic Spectrum*

DODD 5000.1, *The Defense Acquisition System*

DODI 5000.2, *Operation of the Defense Acquisition System*

DODD 5200.39, *Security, Intelligence, and Counterintelligence Support to Acquisition Programs*

DOD 7000.14-R, *Department of Defense Financial Management Regulation (FMRS)*

CJCSI 3170.01, *Joint Capabilities Integration and Development System*

AFFARS Part 5307, *Acquisition Planning*

AFPD 10-9, *Lead Operating Command Weapon Systems Management*

AFI 10-601, *Capabilities Based Requirements Development*

AFI 10-602, *Determining Mission Capability and Supportability Requirements*

AFPD 16-7, *Special Access Programs*

AFI 16-701, *Special Access Programs*

AFPD 20-5, *Air Force Product Support Planning and Management*

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 23-205, *Managing the Procurement Materiel Programs*

AFPD 31-4, *Information Security*

AFI 31-401, *Information Security Program Management*

AFI 33-118, *Radio Frequency Spectrum Management*

AFPD 37-1, *Air Force Information Management*

AFMAN 37-123, Management of Records

AFI 37-138, Record Disposition Procedures and Responsibilities

AFPD 51-12, Alternative Dispute Resolution

AFPD 62-4, Standards of Air Worthiness for Passenger Carrying Commercial Derivative Transport Aircraft

AFPD 62-5, Standards of Airworthiness for Commercial Derivative Hybrid Aircraft

AFPD 63-1, Capability-Based Acquisition System

AFPD 63-11, Modification System

AFPD 63-12, Assurance of Operational Safety, Suitability & Effectiveness

AFPD 63-17, Technology and Acquisition Systems Security Program Protection

AFI 63-104, The SEEK EAGLE Program

AFI 63-107, Integrated Product Support Planning and Assessment

AFI 63-1101, Modification Management

AFI 63-1201, Assurance of Operational Safety, Suitability & Effectiveness

AFPD 65-5, Cost and Economics

AFPD 65-6, Budget

AFI 65-601, Vol. 1, Budget Guidance and Procedures

AFI 91-103, Air Force Nuclear Safety Certification Program

AFI 91-204, Safety Investigations and Reports

HOI 63-1, Headquarters Air Force Guidance for Preparing Program Management Directives (PMD)

National Security Space Acquisition Policy 03-01

Life Cycle Management Plan (LCMP) Guide

Special Programs Oversight Committee (SPOC) Charter, November 2, 2000

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFOTEC—Air Force Operational Test and Evaluation Command

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command
ANG—Air National Guard
CAE—Component Acquisition Executive
CCD—Combat Capability Document
CDD—Capability Development Document
CPD—Capability Production Document
CSAF—Chief of Staff, United States Air Force
ESP—Emergency and Special Program
FAR—Federal Acquisition Regulation
FYDP—Future Years’ Defense Program
ICD—Initial Capabilities Document
JCIDS—Joint Capabilities Integration and Development System
MAJCOM—Major Command
OSD—Office of Secretary of Defense
OT&E—Operational Test and Evaluation
PB—President’s Budget
PE—Program Element
PEO—Program Executive Officer
POC—Point Of Contacts
POM—Program Objective Memorandum
PM—Program Manager
PMD—Program Management Directive
RRAC—Rapid Response Assessment Committee
RRPC—Rapid Response Process Council
RRP—Rapid Response Process
SAR—Special Access Required
SECAF—Secretary of the Air Force
SPOC—Special Program Oversight Committee
SPRG—Special Program Review Group
SSS—Staff Summary Sheet
T&E—Test and Evaluation
VCSAF—Vice Chief of Staff, United States Air Force

WRAP—Warfighter Rapid Acquisition Process

Terms (For additional Acquisition Terminology see Defense Acquisition Guidebook and <http://www.dau.mil/pubs/gdbks/acqulogguide.asp>).

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 that support operational requirements. Acquisition programs are designated by the Acquisition Executive to fall within categories (ACAT) that are established to facilitate decentralized decision-making, execution, and compliance with statutory requirements. Technology projects, service contracts or supply contracts that have not been designated as ACATs are not acquisition programs.

Air Force Component Acquisition Executive (CAE)—The Assistant Secretary of the Air Force (Acquisition), ASAF(A), is designated by the Secretary of the Air Force Order 101.1, Authority and Responsibilities of the Assistant Secretary of the Air Force (Acquisition), June 5, 1999, as the CAE and is accountable to the Secretary of the Air Force (SECAF) for all domestic and international Air Force acquisition functions, including Foreign Military Sales programs, sometimes referred to as the Service Acquisition Executive (SAE). The Under Secretary of the Air Force (USecAF) is the CAE for Space Systems.

Capability—The ability to execute a special course of action. It is identified by an operational user and expressed in broad operational terms in the format of an initial capabilities document or a DOTMLPF change recommendation. In the case of materiel proposals, the definition will progressively evolve to DOTMLPF performance attributes identified in the CDD and the CPD.

Combat Capability Document (CCD)—A document to support fielding an interim solution to a warfighter's urgent capability needs.

Capability Director (CD)—Secretariat three-letter directorate with specific mission or functional area oversight that is authorized to sign the PMD for the Secretary of the Air Force.

Capability Development Document (CDD)—A document that captures the information necessary to develop a proposed program(s), normally using an evolutionary acquisition strategy. The CDD outlines an affordable increment of military useful, logistically supportable, and technically mature capability.

Capability Production Document (CPD)—A document that addresses the production elements specific to a single increment of an acquisition program.

Initial Capabilities Document (ICD)—A document that addresses the need for a material solution to a specific capability gap/shortfall derived from an initial analysis of alternatives executed by the operational user and, as required, an independent analysis of alternatives.

Lead (force providing) Command—The command that serves as operator's interface with the PM for a system as defined by AFD 10-9, not to be confused with the MAJCOM designation by HQ USAF/XOR as OPR for authorizing a capabilities based requirements document.

Matériel Solution—A defense acquisition program (Non-developmental, modification of existing systems, or new program) that satisfies identified operator capabilities.

Milestone Decision Authority (MDA)—The individual designated, in accordance with criteria established by USD(AT&L), by the ASD(C3I) for Automated Information Systems acquisition programs or by the USecAF(Space) for space programs to approve entry of an acquisition program into the next phase.

Modification—An alteration to a configuration item applicable to aircraft, missiles, support equipment, ground stations software (imbedded), trainers, etc. As a minimum, the alteration changes the form, fit, function or interface of the item. A weapon is defined as a combination of elements that function together to produce the capabilities required to fulfill a mission need, including hardware, equipment, software, and all Integrated Logistics Support elements, but excluding construction or other improvements to real property.

Program Executive Officer (PEO)—PEOs are general officers or members of the senior executive services responsible to the CAE for the execution of major programs. Program management authority and responsibility flow directly from CAE to PEO to PM.

Program Manager (PM)—The designated individual with responsibility for and authority to accomplish program objectives for development, production and sustainment to meet the users' operational needs. The PM's responsibility integrates system acquisition and sustainment into a cohesive logistics support function from development through the complete life cycle of the weapon system.

Program Management Directive (PMD)—The official Air Force document used to direct acquisition or modification responsibilities to appropriate Air Force MAJCOMs and FOAs for the development, acquisition, modification or sustainment of a specific weapon system, subsystem, or piece of equipment. It is used throughout the acquisition cycle to terminate, initiate, or direct research for development, production, or modification for which sufficient resources have been identified. States program unique requirements, goals, and objectives, especially those to be met at acquisition Milestone B or later, or other program review.

RRP Case Summary—Consists of CCD, CCD Briefing, Lead MAJCOM supporting documents, etc.

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.

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

Attachment 2

SAMPLE STAFF SUMMARY SHEET CLASSIFICATION IF REQUIRED

Staff Summary Sheet						
To	Action	Signature (Surname), Grade, Date	To	Action	Signature (Surname), Grade, Date	
1	AF/XO	COORD	5	AF/IL	COORD	
2	SAF/AQ	COORD	6	AF/CVA	COORD	
3	AF/XP	COORD	7	AF/CV	COORD	
4	SAF/FM	COORD	8	SAF/US(D)	COORD	(For Space Systems)
			9	AF/CC	APPR	
Grade and Surname of Action Officer <i>(See note 1)</i>		Symbol <i>(See note 1.)</i> HQ USAF/XORD		Phone		Suspense Date
Subject <i>(SSS for RRPC solutions going the CSAF for approval)</i> Title of the (CCD) (include #)					SSS Date	
Summary						
<p>1. Purpose. (Classification) To obtain Air Force Chief of Staff approval of the Rapid Response Council (RRPC) decision to proceed with the acquisition of <i>(RRPS approved Solution Title)</i></p> <p>2. Background. (Classification) <i>(Discussion of what the system, which is being addressed by the CCD, does.)</i></p> <p>3. Discussion. (Classification) Requirement: <i>(Brief discussion of the problem defined in the CCD. The CCD, which is referenced should be identified)</i> (Tab 1). Solution: <i>(Brief discussion of the solution presented to the RRPC for their consideration).</i></p> <p>4. Views of Others. (U) CCD was approved for submission to the Air Chief of Staff by the Rapid Response Process Council (RRPC) on DD Month, YYYY. Brief to the RRPC at Tab 2.</p> <p>5. Recommendation. (U) Air Force Chief of Staff approve the solution identified by the RRPC <i>(add pending the approval of New Start Notification to Congress if required).</i></p> <p><i>(Note 1. PMD normally prepared by a SAF/AQ Action Officer. SAF/AQXA is designated as the Action Officer on this SSS for tracking and control purposes, as part of the Rapid Response Process. SAF/USA normally prepares PMDs for space programs.)</i></p> <p><i>(SAF/AQX -RRPC Chairman), SES ??, DAF Deputy Assistant Secretary (Management, Policy and Program Integration) Assistant Secretary (Acquisition)</i></p>						
<p>Tabs</p> <p>1. (Classification) (CCD)</p> <p>2. (Classification) RRPC Briefing</p> <p>cc:</p> <p>AF/IL</p> <p>SAF/XC</p> <p>AF/TE</p> <p>AF/XOR</p>						
Classification If Required - AF FORM 1768, 19840901 (EF-V5)						

Attachment 3**MESSAGE PMD INFORMATION RAPID RESPONSE PROCESS (RRP) PMD**

1. The release authority notification for the RRP should include the following information.
 - a. Executive Summary: Provide a summary of the program.
 - b. Identify the funding source for the effort.
 - c. Identify whether or not this is a new start effort requiring Congressional Notification.
 - d. Identify the Milestone Decision Authority
 - e. Identify the Implementing, Participating and Operating Commands/organizations and their responsibilities to support the RRP effort.
 - f. Points of contacts (POCs)
 - i. PMD focal point
 - ii. Program Element Monitor (PEM)
 - iii. PEO
 - iv. Program Manager
2. It is recommended that the Defense Message System (DMS) be used as the method of conveying authorization and direction for program efforts as the RRP. DMS has the capability of disseminating both unclassified and classified information. All military organizations have the ability to receive military messages via DMS. Use of electronic message has the added security benefit of confirming the authenticity of the authority and direction being conveyed. It is further recommended that should DMS become the preferred method of conveying program authorization and direction that an Action Indicator Group (AIG) message be created. Action Indicator Group messages utilize a predetermined listing of addressees to transmit information and direction. Use of an AIG can help expedite the process of getting the program effort underway to support the warfighter.
3. PMDs supporting the Rapid Response Process will only be coordinated by, **SAF/AQX, SAF/AQC, USAF\XOR, USAF/ILM, SAF/FMBI, USAF/TE, USAF/XOI, SAF/GCQ, SAF/XC, and USAF/XPP** (members of the RRPC) to expedite timely communication of responsibilities and actions to affected organizations.

Attachment 4

(REF HOI 63-1) MANDATORY DISTRIBUTION FOR MESSAGE PMDS

Office	Address	State	Zip	Dist
AFSPA/SPS	8201 'H' Ave. S.E., Kirtland AFB	NM	87117-5664	1
AFFTC/CAS	195 East Popson Avenue, Edwards AFB,	CA	93524-6842	1
AFSA/SES	9700 Ave. 'G' S.E., Suite 252, Kirtland AFB	NM	87117-5670	1
Defense Technical Information Center	DTIC-BCS; 8725 J Kingman Rd, suite 0944, Ft Belvoir	VA	22060-6218	SANITIZED 1
AF Information for Industry Office, WL/DORT	WL/DOA, Bldg 22, 2690 'C' St., Suite 4, Wright-Patterson AFB	OH	45433-7411	SANITIZED 1
AUL/LSE	Bldg. 1405 - 600 Chennault Circle, Maxwell AFB	AL	36112-6424	1
ESC/AS	3 Chennault St., Hanscom AFB	MA	01731-1633	1
ESC/CCZ	9 Eglin St., Hanscom AFB	MA	01731-2109	1
HQ ACC/DRP	204 Dodd Blvd, Suite 226 Langley AFB	VA	23665-2777	1
HQ AFMC/XPXM	4375 Chidlaw Road, Suite 6, Wright-Patterson AFB	OH	45433-5006	1
HQ AFMC/XRC	4375 Chidlaw Road, Suite 6, Wright-Patterson AFB	OH	45433-5006	1
HQ AFOSI/XOM	Bolling AFB, Washington	DC	20332-6001	1
HQ AFOTEC/XRP	8500 Gibson Blvd., Kirtland AFB	NM	87117-5558	1
HQ AFRES/XPR	155 2nd Street Robins AFB	GA	31098-1635	1
HQ AFSPC/DRR	150 Vandenberg Street, Suite 1105, Peterson AFB	CO	80914-4660	1
HQ AMC/XPRL	402 Scott Drive, Unit 3L3 Scott AFB	IL	62225-5307	1
2d AF/LG	721 Hangar Road. Suite 101, Keesler AFB	MS	39534-2329	1
HQ AETC/TTRA	244 F Street East, Suite 2 Randolph AFB	TX	78150-4321	1
HQ AFC4A	203 West Losey St., Room 1065, Scott AFB	IL	62225-5219	1
HQ USAFE/DOQR	Unit 3050, Box 15	APO AE	09094-5001	1
OC-ALC/FMPSS	3001 Staff Dr., Suite AG73A, Tinker AFB	OK	73145-5990	1
SA-ALC/FMP	204 Luke Dr., Kelly AFB	TX	78241-5635	1
SMC/CC (AFPEO/SP)	2420 Vela Way STE 1467, El Segundo	CA	90245	1
WR ALC/FMP	480 Second Street STE 200, Robins AFB	GA	31098-1640	1
HQ PACAF/DOQ	25 'E' Street, Suite I-232, Hickam AFB	HI	96853-5426	1
HQ AIA/XRPF	2 Hall Blvd., Suite 210, San Antonio	TX	78243-7010	1
HQ AIA/XRO	2 Hall Blvd. Suite 210, San Antonio	TX	78243-7010	1
National Imagery and Mapping Agency (NIMA)	NIMA/COTF, Mailstop P-33 12310 Sunrise Valley Drive Reston	VA	20191-3449	1
602 TSS/PEB	118 S Wolfe Ave., Edwards AFB	CA	93524-6545	1
OO-ALC/FMPB	6009 Wardley Rd, Bldg 1209, Hill AFB	UT	84056-5838	1
DCMDE-GYC**	1940 Allbrook Dr, Ste 3, WPAFB	OH	45433-5309	1
Joint Spectrum Center (JSC/J8F) Attn: Ed Heath	120 Worthington Basin; Annapolis e-mail: heath@jsc.mil , fax: DSN:281-2631, voice: DSN:281-2681	MD	21402-5064	1
AFSOC/XPQ	100 Bartley Street, Suite 240, Hurlburt Field,	FL	32544-5273	1

Attachment 5

CHECKLIST RAPID RESPONSE PROCESS ACTION OFFICERS CHECKLIST

	Applicable	OPR	Complete
TYPE of Effort			
New			
Modifications			
Same Resources, new employment scenario			
Accelerating fielding a system before IOC			
Prototype			
One-of-a-kind			
Change in doctrine/CONOPS only			
Change in doctrine/CONOPS and new/modified equipment			
For Items in Inventory			
Is there surplus inventory?			
Will this requirement cause a shortage? Impact?			
Funding			
Source:			
Supplemental Appropriation			
From existing program(s)			
MAJCOM (Lead Command) Identified priority			
Type:			
3010; 3020; 3080, 3400, 3600			
Year(s) available			
Opportunity Cost (I.e. If this effort is funded, what won't get funded? Impact?)			
Contractual vehicle			
Use existing contract, no changes required			
Modify existing contract			
Divert deliveries from other customers			
Accelerate delivery			
Increase quantities			
Change scope			
New start			
J&A			
Letter contract			
Waivers: Will statutory or regulatory waivers be required?			

	Applicable	OPR	Complete
TYPE of Effort			
Logistics Support			
Contractor Logistics Support			
Depot Repair			
Location			
Repair turn-around time			
Spares			
Quantity needed vs quantity available			
Where are spares currently stored			
How/when will spares be placed in theater			
Maintenance			
Tech orders			
Support Equipment			
Test equipment			
Special tools			
GFE/GFP			
Organic Logistics Support			
Depot Repair			
Location			
Repair turn-around time			
Spares			
Quantity needed vs quantity available			
Where are spares currently stored			
How/when will spares be placed in theater			
Maintenance			
Tech orders			
Support Equipment			
Test equipment			
Special tools			
GFE/GFP			
C4I Support			
C4I Support Analysis			
Intel Support Requirements			
Documentation required/available			
Products required/available			
Expertise required/available			

	Applicable	OPR	Complete
TYPE of Effort			
Mission Planning Impacts			
Training			
Operator Training			
Location			
Time required			
Resources required			
AFSCs required/available			
Training conducted by _____			
Training needs to be completed by _____			
Maintenance Training			
Location			
Time required			
Resources required			
AFSCs required/available			
Training conducted by _____			
Training needs to be completed by _____			
Transportation Requirements			
Airlift			
# and type of aircraft required			
Lead time required to secure airlift			
Handling equipment required			
Ground			
# and type of ground vehicles required			
Lead time required to secure ground transportation			
Handling equipment required			
Sea			
# and type of ships required			
Lead time required to secure sealift			
Handling equipment required			
Storage Requirements			
Special security requirements			
Special environmental requirements			

	Applicable	OPR	Complete
TYPE of Effort			
Test & Evaluation			
Security requirements			
T&E Centers			
Range and assets required			
Test assets required			
Aircraft			
Test Articles			
Satellites			
Munitions			
Test support assets			
Special transportation needs			
Seek Eagle Testing/Certification			
Captive Carry			
Stores separation			
AFOTEC involvement			
Interoperability/Frequency Management			
EMI assessed			
Freq Mgmt deconflicted			
Havenote Testing			
Modifications Required			
Aircraft			
OFP out-of-cycle update required			
Physical modification			
Other			