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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 Command, and to Air National Guard organizations, where applicable. For this AFI, the term Major Command (MAJCOM) includes the ANG.

The purpose of this AFI is to summarize the acquisition activities associated with the Air Force Warfighter Urgent Operational Need (UON) process and establish the Rapid Response Process (RRP). It provides an overarching process used to satisfy warfighters' urgent and compelling requirements. 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 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 fielding of systems/capabilities to satisfy wartime needs.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. 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 CHANGES

This document is substantially revised and must be completely reviewed.

This revision summarizes and updates procedures, timelines and roles and responsibilities associated with the UON process and the RRP. It establishes a process for responding to warfighters’ UONs identified during conflict or crisis situations that are life threatening or combat mission essential. It empowers the Rapid Response Process Council (RRPC) to approve the acquisition of a materiel solution to an urgent warfighting deficiency. It establishes, and makes extensive use of, the RRP website on the Air Force Portal in the Acquisition Functional Area. It summarizes the rapid approval and resourcing of the Joint Urgent Operational Needs (JUONs) 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](#); and the suggested Rapid Response Process Action Officer’s Checklist at [Attachment 4](#).

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1. Responding to Warfighter Urgent Operational Needs (UON)

1.1. This section summarizes the acquisition actions to support AFI 10-601 *Capabilities-Based Requirements Development*, Attachment 3, *Responding To Warfighter Urgent Operational Needs (UON)*. Acquisition activities associated with the RRP are described in Section 2 of this AFI.

1.2. The Air Force UON process begins when a Warfighting Commander identifies a capability gap/shortfall that could result in loss of life and/or prevent mission accomplishment and requests Air Force assistance. The lead MAJCOM validates the UON and determines the most expeditious and effective solution.

1.3. UONs may be answered by the lead MAJCOM using any one of several different processes, of which Combat Capability Documents (CCD) and the RRP is only one. The MAJCOM usually documents UON requirements with an AF Form 1067, *Modification Proposal*, or a CCD; however, other requirements documents may be used. A CCD is used when the MAJCOM requires CSAF assistance with the reprogramming or identification of funds and/or PMD actions.

1.4. SAF/AQXA is the single POC on the Secretariat staff for capability-based acquisition activities associated with UONs. SAF/AQXA will monitor the UON requirements process and ensure the MAJCOM is working with the proper acquisition organizations to develop a materiel solution. SAF/AQXA will also inform HQ AFMC of any MAJCOM validated UONs. SAF/AQXA will track ongoing UONs in execution and provide updates to SAF/AQ.

1.4.1. **Operational Feedback.** Acquisition organizations will solicit feedback from the warfighter after delivering a capability. The timeframe to request this is three months after Full Operational Capability or the equivalent.

1.5. **Acquisition Support to the UON Requirements Process.** The applicable acquisition organizations should work with the lead MAJCOM to assist with identifying a Course of Action (COA) that will deliver the required capability to the warfighter. Acquisition activities include, but are not limited to: identifying a technical solution; identifying any provision of law, policy, directive, or regulation that would unnecessarily impede the rapid acquisition and deployment of the needed equipment or modification; and the acquisition strategy, to include funding and testing and evaluation. These activities will also include justifying and documenting the needed waiver requests and processing those requests for approval.

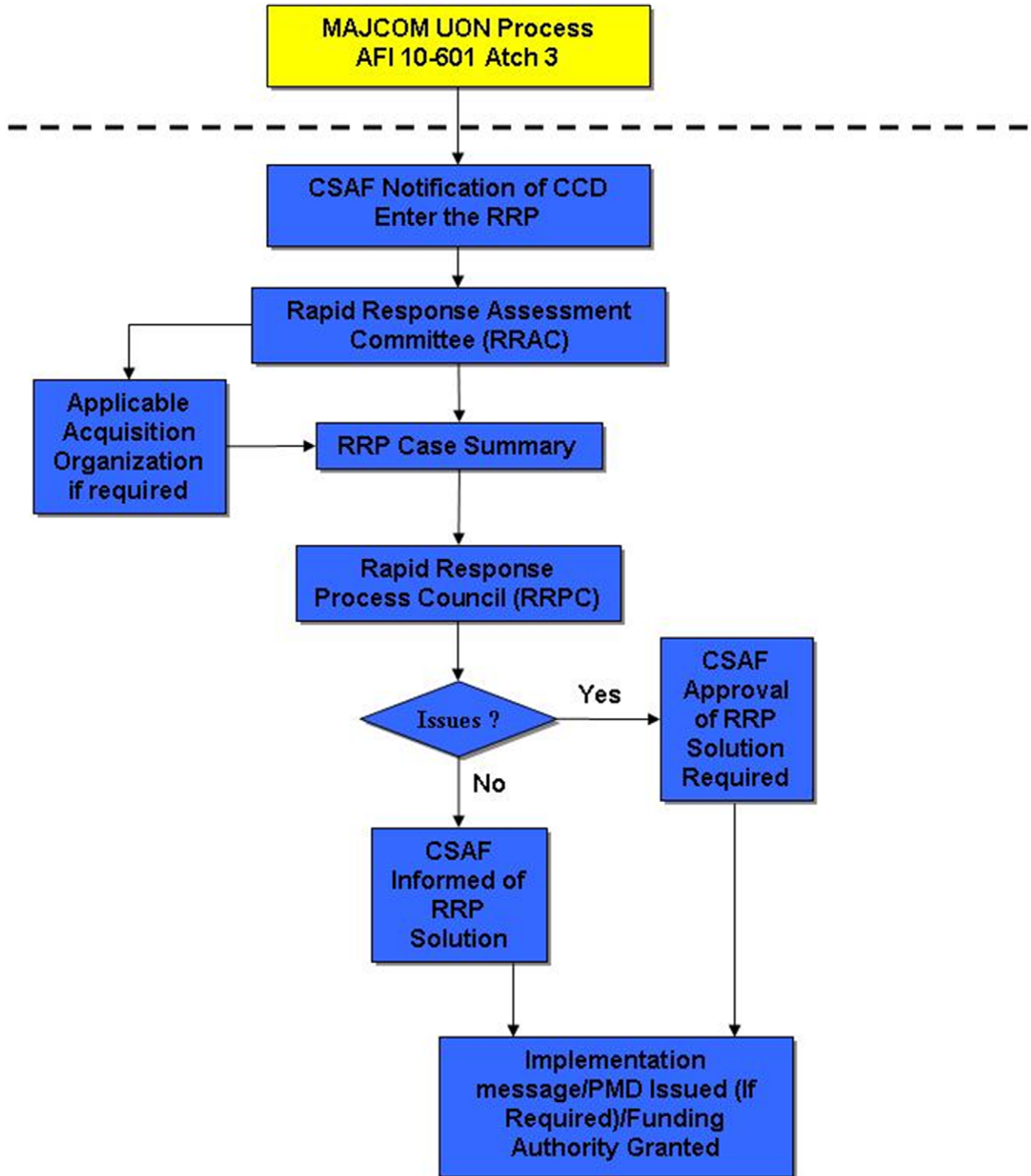
1.6. **Early Secretariat and Air Staff Involvement.** Early involvement by Secretariat and Air Staff offices may include, but is not limited to SAF/AQX, SAF/AQC, SAF/AQ Capability Directorates, SAF/USA, SAF/AQR, SAF/FMB, SAF/FML, SAF/GCQ, AF/A8, AF/A4, AF/SE, and AF/TE. This involvement should support UON and preliminary CCD meetings called by AF/A5R to identify and address problems early, to begin preliminary PMD and new start activities (if required), and to begin to determine funding sources and/or issues.

2. Rapid Response Process (RRP) Concept:

2.1. This section details the capabilities-based acquisition activities associated with addressing a CCD after the Air Force Lead (force providing) MAJCOM with responsibility for the weapon systems or mission area affected by the shortfall (normally ACC, AFSOC, AFSPC, or AMC) approves the CCD and provides it to the CSAF.

- 2.1.1. The RRP starts after the Air Force Chief of Staff (CSAF), or designee (e.g. AF/A5R), forwards an urgent, time-sensitive CCD to SAF/AQ.
- 2.1.2. **Figure 1.** Describes the RRP flow after submittal of a CCD. This process should take no longer than 19 calendar days beginning with the receipt of an approved CCD from the lead MAJCOM/CC to issuance of a PMD or a PMD amendment/revision.
- 2.1.3. Upon CSAF notification of the CCD, the Rapid Response Assessment Committee (RRAC) convenes to review the MAJCOM recommended solution to determine whether the RRP criteria are satisfied. The RRAC considers alternatives to meet the capability deficiency from a total Air Force perspective and prepares an abbreviated acquisition strategy in coordination with the applicable acquisition organizations. Acquisition organizations could include the appropriate Capability Directorate, Air Force Space Command (AFSPC) Space and Missiles Systems Center (for space systems), Air Force Materiel Command (AFMC) Product/Logistics Centers, Air Force Research Laboratory, or the Program Executive Officers (PEO). SAF/AQXA forwards a copy of the CCD to HQ AFMC.
- 2.1.4. The RRAC presents the MAJCOM recommended solution and abbreviated acquisition strategy to the Rapid Response Process Council (RRPC) for review and approval. Sample briefing charts are available on the AF/A5R CCD SIPRNet website <http://www.afreqs.pentagon.smil.mil>.
- 2.1.5. If there are no issues beyond the scope or means for the RRPC members to address in acquiring the materiel solution to satisfy the UON identified in the CCD, the RRPC approves the RRP project and provides the RRP Case Summary to the CSAF for information. If issues beyond the scope or means of the RRPC are identified, the RRPC forwards its recommendations and RRP Case Summary to the CSAF for review and approval.

Figure 1. Rapid Response Process



2.1.6. Upon the approval of the RRP project by the RRPC or the CSAF, 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 PMD approval authority. The message shall be addressed to ensure the appropriate Chain of Command for these activities are apprised of their involvement.

2.1.7. The SAE in conjunction with SAF/FM, SAF/GC and SAF/LL will make a decision on a congressional notification of a new start.

2.1.7.1. **New Start Parallel Process.** In order to accelerate the new start process, the responsible Capability Directorate shall begin creating a new start package following the pre-CCD meeting. After the required information becomes available from the RRAC/RRPC, the package may enter new start coordination in order to be ready to deliver to Congress when/if the RRPC approves the proposed solution to the CCD.

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.

2.2. 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 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).

2.3. RRP Criteria:

2.3.1. RRAC criteria are as follows:

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

2.3.1.2. 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.

2.3.1.3. Capability must be operationally safe, suitable and effective; supportable; sustainable; and affordable with the support infrastructure already in-place. (All support requirements fully resourced for RRPC consideration.). The RRP does not bypass the requirement for certification for operational use of new or modified munitions and related equipment in accordance with AFI 91-205, Non-nuclear Munitions Safety Board.

2.3.1.4. Envisioned capability must be technically and technologically feasible (at a minimum Technology Readiness Level of 6).

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

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

2.3.1.7. Commands must identify hazards, evaluate risk, and ensure appropriate level of risk acceptance for all RRP in accordance with AFI 91-202, Mishap Prevention Program.

2.3.2. The RRP is intended to provide or modify a limited number of systems needed for in-theater operations and is not intended to modify all platforms or systems. If modifying all platforms or systems is a CCD requirement, it must be clearly demonstrated that all will be deployed in support of an immediate ongoing conflict or crisis, or there are compelling cost savings or fleet management impacts to justify outfitting the entire fleet.

2.3.3. If modifications to in-theater weapon systems are performed, these modifications shall be done as mission kits to the maximum extent possible. This allows the modification of replacement weapons systems as they rotate in and out of the combat theater of operations.

2.3.4. 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 are provided to the RRPC for final disposition.

2.3.5. 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.

2.4. Responsibilities. The Office of the Assistant Secretary for Acquisition (SAF/AQ) is responsible for implementing the RRP. Participating organizations will appoint members and alternate members of the RRAC and RRPC. The RRAC members should be colonels or civilians of equivalent grades. The RRPC members should be brigadier or major generals or civilians of equivalent grades. 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. Participating organizations have the following roles and responsibilities.

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

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

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

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

2.4.3. Deputy Assistant Secretary for Acquisition Integration, Program Integration Division (SAF/AQXR) :

2.4.3.1. Member of the RRAC and ad hoc member of the RRPC.

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

2.4.4. The Deputy Assistant Secretary for Acquisition Integration, Acquisition Management Policy Division (SAF/AQXA):

2.4.4.1. Serves as the Executive Secretary for the RRPC.

- 2.4.4.2. Chairs the RRAC (Co-chaired by SAF/USA(D) for space programs).
- 2.4.4.3. Convenes RRAC and RRPC meetings.
- 2.4.4.4. Distributes minutes of RRAC and RRPC meetings.
- 2.4.4.5. Maintains the official files on each RRP project.
- 2.4.4.6. Informs the responsible Capability Directorate and appropriate PEO of an approved CCD upon notification from AF/A5RD.
- 2.4.4.7. Seeks CSAF approval on RRPC-approved recommendations on an active CCD when required.
- 2.4.4.8. Informs fellow RRAC members, RRPC chairperson/members, and CCD action officers of CSAF action on RRPC recommendations.
- 2.4.4.9. Informs HQ AFMC of activities concerning potential materiel acquisition activities.

2.4.5. Deputy Assistant Secretary for Acquisition Programs – Capability Directorates (AQP, AQQ, AQI, AQL, USA):

- 2.4.5.1. Appoints members and alternates to the RRPC and RRAC.
- 2.4.5.2. Ensures lead MAJCOM and affected Combatant Commands are notified of RRP status throughout the process.
- 2.4.5.3. Processes reprogramming actions as required. Works with SAF/FM and the program office (where applicable) to identify and track the requisite funding for all CCDs approved by RRPC.
- 2.4.5.4. Coordinates AFMC, AFSPC, and PEO inputs to the RRAC and RRPC.
- 2.4.5.5. Coordinates with SAF/AQXR, AF/FMBI, SAF/LL, and SAF/GC on potential new start notification requirements.
- 2.4.5.6. Seeks appropriate waivers (e.g. Joint Tactical Radio System) relative to capability solution.
- 2.4.5.7. 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).
- 2.4.5.8. Coordinates any requirements clarifications required with A5R & the MAJCOM.
- 2.4.5.9. Develops potential technical solutions and acquisition strategies with the program office.
- 2.4.5.10. Presents the feasibility assessment and acquisition strategy to the RRAC and RRPC.

2.4.6. Deputy Assistant Secretary for Contracting (SAF/AQC):

- 2.4.6.1. Appoints members and alternates to the RRPC and RRAC.
- 2.4.6.2. Works with RRAC and RRPC members, primarily Capability Directorates, to ensure the most viable contracting vehicles are utilized within the acquisition strategy.
- 2.4.6.3. Ensures Federal Acquisition Regulation compliance.

2.4.7. Deputy Assistant Secretary for Science, Technology & Engineering (SAF/AQR):

2.4.7.1. Appoints members and alternates to the RRPC and RRAC.

2.4.7.2. Advises on technological feasibility of proposed systems providing the needed capability.

2.4.7.3. Identifies readily available technologies that can meet time constraints and warfighter needs.

2.4.7.4. Coordinates AFRL inputs to the RRAC and RRPC.

2.4.8. Deputy Chief of Staff for Air and Space Operations, Plans and Requirements (HQ USAF/A3/5):

2.4.8.1. Appoints a member and alternate to the RRPC.

2.4.9. Directorate of Operational Capability Requirements (HQ USAF/A5R):

2.4.9.1. Processes the CCD for CSAF notification within 72 hours of receipt.

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

2.4.10. Directorate of Operational Capability Requirements, Chief of Requirements Policy and Process Division (HQ USAF/A5RD):

2.4.10.1. On receiving a CCD, immediately notifies SAF/AQXA.

2.4.10.2. Distributes copies of the CCD within 24 hours to RRAC and RRPC members and the Air Force Materiel Command, Director of Requirements (HQ AFMC/A2/5) and Director of Operations (HQ AFMC/A3), as well as AFSPC A3/A5 for space programs.

2.4.10.3. Briefs the CCD, requirements summary, and the requirements portion of the feasibility assessment to the RRAC and RRPC.

2.4.11. Deputy Chief of Staff Logistics, Installations & Mission Support (HQ USAF/A4/7):

2.4.11.1. Appoints members and alternates to the RRPC and RRAC.

2.4.11.2. Assesses feasibility of product support inputs to RRAC in accordance with AFI 63-107, *Integrated Product Support Planning and Assessment*.

2.4.11.3. Assesses long-term training inputs to the RRAC for potential impact on product support.

2.4.11.4. Processes reprogramming actions as required.

2.4.12. Office of the Assistant Secretary for Financial Management and Comptroller (SAF/FM):

2.4.12.1. Appoints members and alternates to the RRPC and RRAC.

2.4.12.2. Works with RRAC members, primarily SAF/AQXR, to process reprogramming actions and ensure compliance with new start policies, as required.

2.4.12.3. Advises on financial policies and guidelines, as required, in consultation with other RRAC members.

2.4.12.4. Works with SAF/AQ to identify the requisite funding for all CCDs approved by RRPC.

2.4.13. Directorate of Test and Evaluation (HQ USAF/TE):

2.4.13.1. Appoints members and alternates to the RRPC and RRAC.

2.4.13.2. Coordinates with the Air Force Operational Test and Evaluation Center (AFOTEC), HQ AFMC/A3, and the test centers on T&E inputs to the RRAC feasibility study.

2.4.14. Chief for Warfighting Integration and Chief Information Officer (CIO)/(SAF/XC):

2.4.14.1. Appoints members and alternates to the RRPC and RRAC.

2.4.14.2. Participates in the RRPC and RRAC as required.

2.4.15. Office of the General Counsel (SAF/GC):

2.4.15.1. Appoints members and alternates to the RRPC and RRAC.

2.4.15.2. Participates in all RRAC meetings and RRPC meetings as required.

2.4.16. Deputy Chief of Staff, Strategic Plans and Programs (HQ USAF/A8):

2.4.16.1. Appoints members and alternates to the RRPC and RRAC.

2.4.16.2. Participates in RRPC and RRAC meetings as required.

2.4.17. Deputy Chief of Safety (HQ USAF/SE):

2.4.17.1. Appoints members and alternates to the RRPC and RRAC.

2.4.17.2. Participates in RRPC and RRAC meetings as required.

2.5. Rapid Response Assessment Committee (RRAC). SAF/AQXA chairs the RRAC (co-chair with SAF/USA(D) for space programs) with members (or alternates) from HQ AF/A5RD, SAF/AQC, SAF/AQR, SAF/AQXR, SAF/FM, SAF/GCQ, AF/A8, AF/A4, AF/TE, SAF/XC, AF/SE, and the appropriate Capability Directorate. A HQ 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, personnel with the appropriate technical and operational expertise may augment the RRAC. 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.

2.6. 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, the cognizant Capability Directorate, and the responsible MAJCOM. The results of the feasibility assessment are presented to the RRPC by AF/A5RD and the Capability Directorate. RRAC and RRPC Briefing templates are available on the AF/A5R CCD SIPRNet website: <http://www.afreqs.pentagon.smil.mil>.

2.7. Rapid Response Process Council (RRPC). SAF/AQX chairs the RRPC (co-chair with SAF/USA for space programs) with members (or alternates) from AF/A3/5, AF/A4, AF/TE, SAF/FM, SAF/AQC, and the appropriate Capability Directorate. SAF/GC, SAF/XC, AF/A8, AF/SE, and SAF/

AQR 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.

2.8. Approval and Execution. When the RRP project is approved, the appropriate Capability Directorate 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. Further guidance can be found at Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information (PGI) 206.302.2. Use of message PMDs is authorized.

2.9. RRP Project Funding. MAJCOMs shall identify a potential source of funding when submitting the CCD. If a source cannot be identified, the MAJCOM should request Headquarters Air Force assistance in identifying a source. A funding strategy must include sustainment of the proposed capability until it is terminated or transitions to a program of record.

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

2.9.2. If Operations and Maintenance funds are required, MAJCOMs shall internally fund the follow-on support of the system acquired, Emergency and Special Program (ESP) code it and work with FMB to resolve funding issues.

2.9.3. If Research, Development, Test and Evaluation and/or Procurement Funds are required, MAJCOMs should work with AQ Capability Directorates to reprogram funds internally or to identify potential funding sources.

2.9.4. Headquarters Air Force and the MAJCOM will assess potential funding solutions and balance their impact against the criticality of the CCD. If reprogramming is warranted, above or below threshold reprogramming requests will be expedited.

2.10. RRP Project Duration. The RRP supports processing 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 required, 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) IAW AFI 16-501.

2.10.1. The responsible lead MAJCOM shall submit the budget requirement for converting the RRP project into a normal acquisition program to the appropriate Air Force Corporate Structure Panel for consideration in the next POM or APOM.

2.11. Joint Urgent Operational Needs (JUONs). JUONs are needs that require synchronization across multiple Service/Agency providers to ensure complete and timely combat capability is provided to the Joint Warfighter.

2.11.1. **Scope.** The rapid validation and resourcing of JUONs is a time-sensitive process in support of a combatant commander involved in a combat-related ongoing operation. The main purpose of the process is to rapidly validate, resource and field urgent operational solutions that fall outside of the established Air Force processes. It should not involve the development of a new technology or capability but could act as a catalyst in those cases where insufficient solutions exist. Acceleration of a Joint Concept Technology Demonstration (JCTD) or minor modification of an existing system to adapt to a new or similar mission is also within the scope for the JUON validation and resourcing process.

2.11.2. **Combatant Commander Role.** A combatant commander will identify, certify, and establish a relative priority for JUONs within their AOR and forward those that are “urgent and compelling” to the Joint Staff for action as necessary. The combatant commander will also direct urgent operational needs more appropriately satisfied through a single Service to the already existing Service process.

2.11.3. **Joint Staff.** The Joint Staff will implement and support the JUON process by providing oversight and guidance to this process. The Joint Staff / J-8 will provide the primary direct communications with the combatant commands for receipt of JUONs. Additionally, J-8 will allocate JUONs for lead Service responsibility.

2.11.4. **Joint Rapid Acquisition Cell (JRAC).** The JRAC will be responsible for resolution of combatant commander-validated Immediate Warfighter Needs (IWNs) within the Department of Defense and for providing a single point of contact and accountability on the OSD staff for JUON progression. JUONs may be further classified as IWNs that require timely (120 days or less) materiel or logistics solutions that, if left unfilled, could result in loss of life and/or prevent the successful completion of near-term military missions. The JRAC will take into the account the advice, assistance, and validation by the Joint Staff in the designation and resolution of IWNs, their relative priorities and recommendations on operational risk. SAF/AQX is a member of the JRAC and represents the Air Force in JUON resolution. If an IWN is assigned to the Air Force, the RRP may be used to determine and approve an Air Force solution.

2.11.5. **Rapid Acquisition Authority (RAA).** The JRAC is responsible for receiving and reviewing cases requiring the use of the RAA. The RAA provides the authority to waive laws and regulations dealing with testing and procurement to acquire critically required equipment to eliminate a combat capability deficiency that has resulted in combat fatalities. This authority is limited to an aggregated amount of not more than \$100 million during any fiscal year.

2.11.6. **Services’ Role.** Lead Services will recommend proposed solutions and funding strategies as requested by J-8 or directed by the JRAC Director. They will execute JUON/IWN solutions, budget, and program in the case of a transitioned JUON/IWN.

For additional information on JUON guidance see CJCSI 3470.01A, *Rapid Validation and Resourcing of Joint Urgent Operational Needs (JUONs) in the Year of Execution*.

2.12. **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*.

2.13. **Forms Adopted.** AF IMT 847, Recommendation for Change of Publication, AF Form 1067, Modification Proposal and AF Form 1768, Staff Summary Sheet.

SUE C. PAYTON
Assistant Secretary of the Air Force
(Acquisition)

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

AFFARS, *Air Force Federal Acquisition Regulation Supplement*

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*

AFPD 16-7, *Special Access Programs*

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

AFPD 31-4, *Information Security*

AFPD 33-3, *Information Management*

AFPD 51-12, *Alternative Dispute Resolution*

AFPD 62-4, *Standards of Airworthiness 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* (delete when superseded by AFPD 63/20-1)

AFPD 63-12, *Assurance of Operational Safety, Suitability & Effectiveness* (delete when superseded by AFPD 63/20-1)

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

AFPD 65-5, *Cost and Economics*

AFPD 65-6, *Budget*

AFI 10-601, *Capabilities Based Requirements Development*

AFI 10-602, *Determining Mission Capability and Supportability Requirements* (delete when superseded by AFI 63-101)

AFI 16-701, *Special Access Programs*

AFI 21-101, *Aircraft and Equipment Maintenance Management*

AFI 23-205, *Managing the Procurement Materiel Programs* (delete when superseded by AFI 63-101)

AFI 31-401, *Information Security Program Management*

AFI 33-118, *Electromagnetic Spectrum Management*

AFI 33-364, *Records Disposition – Procedures and Responsibilities*

AFI 63-104, *The SEEK EAGLE Program*

AFI 63-107, *Integrated Product Support Planning and Assessment* (delete when superseded by AFI 63-101)

AFI 63-1101, *Modification Management*

AFI 63-1201, *Life Cycle Systems Engineering*

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

AFI 91-103, *Air Force Nuclear Safety Design Certification Program*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-205, *Nonnuclear Munitions Safety Board*

AFMAN 33-363, *Management of Records*

CJCSI 3170.01, *Joint Capabilities Integration and Development System*

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

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 Program Protection*

EO 12958, *Classified National Security Information*

NSS 03.01, *National Security Space (NSS) Acquisition Policy 03-01*

Life Cycle Management Plan Guide, 4 Mar 2005 (delete when superseded by AFPAM 63-128)

Office of Management and Budget, Circular A-11, *Preparation, Submission and Execution of the Budget*

Secretary of Defense Memorandum, *Fiscal Year 2005 Rapid Acquisition Authority (RAA)*, 25 January 2005

Secretary of the Air Force Memorandum, *Air Force Acquisition Authorities and Responsibilities*, August 21, 2006

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

Title 10, United States Code, §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.

Title 10, United States Code, §2302d, *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.

Title 10, United States Code, §1701 et. seq., *Defense Acquisition Workforce*

Title 40, United States Code, §139 et. seq. *Clinger-Cohen Act of 1996*

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 Center
AFRC—Air Force Reserve Command
AFSOC—Air Force Special Operations Command
AFSPC—Air Force Space Command
ANG—Air National Guard
SAE—Service 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
IWN—Immediate Warfighter Need
JCIDS—Joint Capabilities Integration and Development System
JRAC—Joint Rapid Acquisition Cell
JUON—Joint Urgent Operational Need
MAJCOM—Major Command
OSD—Office of Secretary of Defense
OT—&EOperational 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
RAA—Rapid Acquisition Authority

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
UON—Urgent Operational Need
VCSAF—Vice Chief of Staff, United States Air Force

Terms

(For additional Acquisition Terminology see—[Defense Acquisition Guidebook](http://www.dau.mil/pubs/gdbks/acqlogguide.asp) and <http://www.dau.mil/pubs/gdbks/acqlogguide.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.

Capability—The ability to achieve a desired effect under specified standards and conditions through combinations of ways and means to perform a set of tasks. It is defined by an operational user and expressed in broad operational terms in the format of a Joint or Initial Capabilities Document (ICD) or a joint Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, and Facilities (DOTMLPF) change recommendation. In the case of materiel proposals, the definition will progressively evolve to DOTMLPF performance attributes identified in the Capability Development Document (CDD) and the Capability Production Document (CPD) 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 AFPD 10-9, not to be confused with the MAJCOM designation by HQ USAF/A5R as OPR for authorizing a capabilities based requirements document.

Materiel 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(NII) for Automated Information Systems acquisition programs or by the USECAF (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. For this document, a modification is a permanent or temporary change to the form, fit, function, or interface (F3I) of an Air Force managed configured item.

Program Executive Officer (PEO)—The individual dedicated to executive management and supervision of a portfolio of mission-related ACAT and selected programs. The PEO shall be chartered by and is accountable to the SAE.

Program Manager (PM)—The DODD 5000.1 designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. PM of sub-systems shall support overall system objectives as required by the System Program Manager (SPM). The PM for acquisition programs shall be accountable for credible cost, schedule, performance, and materiel readiness to the MDA. ACAT I and ACAT II PM shall be chartered by the SAE and the PEO. Delegated ACAT II and III PM shall be chartered by the PEO. The PM for sustainment programs shall be accountable for credible cost, schedule, performance, and materiel readiness to the AFMC/CC or designee.

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.

Rapid Acquisition Authority (RAA)—Authority granted to the Secretary of Defense by 806 (c) of the Bob Stump National Defense Authorization Act for Fiscal Year 2003 (Pub. L. No. 107-314), as amended by section 811 of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005 (Pub. L. No. 108-375). This legislation gives the Secretary of Defense the authority to waive laws and regulations dealing with testing and procurement to acquire critically required equipment to eliminate a

combat capability deficiency that has resulted in combat fatalities. This authority is limited to an aggregated amount of not more than \$100 million during any fiscal year. The JRAC was designated to be the administrator of the RAA in a Secretary of Defense Memorandum, *Fiscal Year 2005 Rapid Acquisition Authority (RAA)*, 25 Jan 2005.

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

Service Acquisition Executive (SAE)—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 SAE and is accountable to the Secretary of the Air Force (SECAF) for all domestic and international Air Force acquisition functions, including Foreign Military Sales (FMS) programs (but not including space programs). The SAE is also referred to as the Component Acquisition Executive (CAE).

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—A combination of elements that function together to produce the capabilities required for fulfilling a mission need, including hardware, equipment, software, and all other performance based logistics (PBL) sustainment elements, but excluding construction or other improvements to real property.

Attachment 2

SAMPLE STAFF SUMMARY SHEET

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	AF/A3/5	COORD		6	SAF/AQ	COORD	
2	AF/A4/7	COORD		7	AF/CVA	COORD	
3	AF/A8	COORD		8	AF/CV	COORD	
4	SAF/FM	COORD		9	SAF/US(D)	COORD	(For Space Systems)
5	SAF/GCQ	COORD		10	AF/CC	APPR	
Surname of Action Officer AND GRADE			SYMBOL	PHONE		TYPISTS INITIALS	SUSPENSE DATE
<i>(See note 1)</i>			SAF/AQXA				
SUBJECT							Date
Title of the (CCD) (include #)							
<p>Summary</p> <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 <u><i>(RRPC approved Solution Title)</i></u></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) (Tab 1). Solution:</i> <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 notification/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> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>(SAF/AQX -RRPC Chairman)</i></p> <p>Deputy Assistant Secretary</p> <p>(Acquisition Integration)</p> <p>Assistant Secretary (Acquisition)</p> </div> <div style="width: 45%;"> <p>Tabs</p> <p>1. (Classification) (CCD)</p> <p>2. (Classification) RRPC Briefing</p> <p>cc:</p> <p>AF/TE</p> <p>SAF/XC</p> </div> </div>							

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

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, SAF/AQR, USAF/A5R, USAF/A4M, SAF/FMBI, USAF/TE, USAF/A2, SAF/GCQ, SAF/XC, USAF/A8P, and the PMD approval authority to expedite timely communication of responsibilities and actions to affected organizations.

Attachment 4

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			
Safety			
Hazards identified			
Risks evaluated			
Residual risk accepted			
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?)			

	Applicable	OPR	Complete
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?			
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			

	Applicable	OPR	Complete
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			
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			

	Applicable	OPR	Complete
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			
Test & Evaluation			
Developmental Testing 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			
Operational Testing Requirements			
AFOTEC involvement			
MAJCOM Testing			
DOT&E Testing/Reporting Requirements			
Oversight List			
Live Fire Testing Requirements			

	Applicable	OPR	Complete
Joint Testing Requirements			
Joint Interoperability Test Center Involvement			
Interoperability Testing Requirements			
EMI assessed			
Frequency Management			
M&S Testing			
Security requirements			
Interoperability/Frequency Management			
EMI assessed			
Freq Mgmt deconflicted			
Havenote Testing			
Modifications Required			
Aircraft			
OFP out-of-cycle update required			
Physical modification			
Other			