MEMORANDUM FOR AFPEO [INSERT PEO TITLE]

SUBJECT: [INSERT NAME OF PROGRAM] Request for Proposal Release Acquisition Decision Memorandum

**Purpose:** Air Force Program Executive Officer (PEO) [INSERT PEO TITLE] seeks authorization to proceed with release of the Request for Proposal (RFP) for the [INSERT NAME OF PROGRAM AND ACRONYM] program Engineering and Manufacturing Development (EMD) phase. The Program Manager is [INSERT NAME OF PM], the PEO is [INSERT NAME OF PEO], and the Milestone Decision Authority is the Air Force Service Acquisition Executive.

**Decisions:**

* I authorize release of the final RFP for the [INSERT PROGRAM ACRONYM] EMD contract.
* I approve a preliminary Low Rate Initial Production (LRIP) quantity of [INSERT QUANTITY] [INSERT PROGRAM ACRONYM] systems. The final LRIP quantity will be determined at Milestone B.
* I assign the following affordability caps (Base Year 20[INSERT YEAR] dollars).
  + Average Procurement Unit Cost of $[INSERT DOLLAR CAP] million.
  + $[INSERT DOLLAR CAP] million per aircraft per year average Operating and Support cost or $[INSERT DOLLAR CAP] million annual steady state cost for the [INSERT NUMBER CAP]-aircraft operational fleet.
* I approve continuing with the Radar Risk Reduction (RRR) and the RRR Exit Criteria at Attachment 1, to be assessed at the Radar Design Maturity Review.
* I approve the Milestone C Entrance Criteria at Attachment 2, to be updated at Milestone B.

**Tasking/Action Items:**

* The PEO shall :
  + *(Notional language: Preserve its ability to extend the RRR or award a contract for the EMO phase depending on progress achieved by the radar manufacturers participating in RRR during the period following release of the xxx EMO RFP and prior to entry of the program into Milestone B.)*
  + *(Notional language: Consult with operational users and Service leadership during execution of RRR activities and as part of the Radar Maturity Design Review to discern the impact of radar design maturity on the planned competitive award of the xxx EMO contract.)*
  + *(Notional language: Provide me the results of the Radar Maturity Design Review not later than 60 days prior to the Milestone B Air Force Review Board meeting*
  + *(Notional language: Complete the following prior to my approval to exercise the LRIP advance procurement long-lead contract option*
    - *(Notional language: Present the results of the Critical Design Review (CDR)*
    - *(Notional language: Complete System Verification Test Readiness Review and achieve entrance into Government-led Developmental Testing*

**Discussion:**

* *(Notional language: An LRIP quantity of xx xxx Systems is the minimum needed to establish an initial production base for the system, provide efficient ramp up to full­ rate production, and to maintain continuity in production pending completion of operational testing. This quantity is also the minimum needed of xxx missionized systems (xxx retrofitted from EMD) to meet Required Assets Available for Initial Operational Capability declaration.*
* [INSERT ADDITIONAL DISCUSSION ITEMS AS NEEDED]

**Points of Contact:** [INSERT PEM POCs – RANK FIRST LAST NAME, DUTY TITLE, PHONE, EMAIL].

William B. Roper, Jr.

Assistant Secretary of the Air Force

(Acquisition, Technology & Logistics)

cc:

AFRB Principals

AFRB Advisors