[DD MM YY]

MEMORANDUM FOR AFPEO [INSERT PEO TITLE]

SUBJECT: [INSERT NAME OF PROGRAM] Materiel Development Decision Acquisition Decision Memorandum

**Purpose:** The Air Force Program Executive Officer (PEO) [INSERT PEO TITLE] seeks Materiel Development Decision to initiate the Materiel Solutions Analysis (MSA) phase *(or whatever phase the program is going into post MDD)* approval for the [INSERT NAME OF PROGRAM AND ACRONYM] effort. 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 approve the MDD and entry into the Materiel Solution Analysis phase for the [INSERT PROGRAM ACRONYM] program.
* I designate the effort a pre-Major Defense Acquisition Program. I will remain the Milestone Decision Authority.
* I approve initiation of [INSERT PROGRAM ACRONYM] Analysis of Alternatives (AoA), which will address the potential materiel solutions that can affordably satisfy the capability needs documented in the Initial Capabilities Document, which was validated by the [INSERT VALIDATION AUTHORITY] (Notional language: Chairman of the Joint Requirements Oversight Council) on [INSERT DATE].
* I assign the following affordability goal (base-year [INSERT YEAR] dollars) $[INSERT DOLLAR VALUE] million xxx costs. (“xxx” *Notional language: total funding, annual funding profiles, unit procurement and/or sustainment costs, or as appropriate)*

**Tasking/Action Items:**

* The PEO shall:
  + *(Notional language: Present me a plan within 30 days for engaging industry involvement in concept definitions to support AoA analysis.)*
  + *(Notional language: Return for an In-Process Review/Defense Acquisition Board upon completion of the AoA to review recommendations, present affordability analysis, and propose an acquisition approach with recommended Milestone entry point.)*

**Discussion:**

* *Insert any discussion items identified at the MDD that were asked to be considered or addressed during the Materiel Solution Analysis phase.*
* *Example: The Department is currently examining its Intelligence, Surveillance, and Reconnaissance requirement in contested and permissive environments under a Strategic Portfolio Review directed by the Deputy Secretary of Defense. That review should inform final JST ARS recapitalization requirements.*
* [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