MEMORANDUM FOR AFPEO [INSERT PEO TITLE]

SUBJECT: [INSERT NAME OF PROGRAM] Milestone A Acquisition Decision Memorandum

**Purpose:** Air Force Program Executive Officer (PEO) [INSERT PEO TITLE] seeks Milestone (MS) A approval for the [INSERT NAME OF PROGRAM AND ACRONYM] program and authority to enter into the Technology Maturation and Risk Reduction (TMRR) phase. The Program Manager is [INSERT NAME OF PM], the PEO is [INSERT NAME OF PEO], and the Milestone Decision Authority is Air Force Service Acquisition Executive.

**Decisions:**

* I approve MS A for the [INSERT PROGRAM ACRONYM] program and entry into the TMRR phase.
* I approve the attached [INSERT PROGRAM ACRONYM] *(Notional language:* *Entrance Criteria for the Development RFP Release Decision Point and MS B (Attachment X)*.
* The Air Force will fully fund the program to the *(Notional language: Air Force Cost Analysis Agency (AFCAA) Service Cost Position (SCP) (Attachment X) in the FY 20XX President's Budget)*.
* The Air Force shall manage the program to remain within the following affordability goals (base-year [INSERT YEAR] dollars):
  + Average Procurement Unit Cost of $[INSERT DOLLAR VALUE] million for a total quantity of [INSERT NUMBER] units.
  + Average annual steady state operating and support costs of $ [INSERT DOLLAR VALUE] million (for the period FY [INSERT YEAR(S)]), which does not include indirect costs (Installation Support, Personnel Support, and General Training and Education).

**Tasking/Action Items:**

* *(Notional language: AFCAA is requested* *to conduct an updated SCP once additional work has been completed to define the final product and program, but not later than March 20XX, to inform the FY 20 Air Force Program Objective Memorandum)*.
* The PEO shall :
  + *(Notional language: Work with the AFCAA and Office of the Under Secretary of Defense (Comptroller) during the FY 20XX Program Budget Review to fully fund the program to the low end of the SCP cost range).*
  + *(Notional language: Return for an In-Process Review after the TMRR phase design trade analyses have been completed, but not later than March 20XX).*
  + *(Notional language: Return for a Development Request for Proposals Release Decision Point review, currently planned for the* [INSERT TIME FRAME])*.*

**Discussion:**

* *(Notional language containing any pertinent discussion that took place during the milestone review: At this stage of the program*, *there is significant uncertainty about program costs. The historical data is limited and there has been a long gap since the last Intercontinental Ballistic Missile (ICBM) development program. The ICE establishes a cost range for the program, reflecting incompleteness and significant age of data for comparable ICBM and Submarine Launched Ballistic Missile programs dating back to the 1960s through the early 1990s. Even the CAPE’s low estimate, however, is significantly higher than the Service's Cost Position (SCP), an unusual occurrence. Inflation assumptions needed to project current year costs from the historical data are one major source of uncertainty. Industrial base capacity changes since the last development and production effort of this type create additional uncertainty. After due consideration of these factors and in consultation with AFCAA, I have directed the PEO to fund the program to the low end of the SCP cost range as the most reasonable estimate of program cost at this point. TMRR will result in more current and directly applicable information to support higher confidence cost estimates, and I have requested AFCAA to provide an update to the SCP when more information is available).*
* [INSERT ADDITIONAL DISCUSSION ITEMS AS NEEDED]

By a separate memorandum, I have determined that the [INSERT PROGRAM ACRONYM] program has met the criteria of title 10, U.S.C, section 2366a.

**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