[DD MM YY]

MEMORANDUM FOR AFPEO [INSERT PEO TITLE]

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

**Purpose:** Air Force Program Executive Officer (PEO) [INSERT PEO TITLE] seeks Milestone (MS) B approval and authority to enter the 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 approve MS B for the [INSERT NAME OF PROGRAM] program and entry into the EMD phase.
* I designate the [INSERT NAME OF PROGRAM] program as Acquisition Category IC Major Defense Acquisition Program.
* I authorize the AFPEO to proceed with the award of the EMD contract.
* I approve an LRIP quantity of up to XX widgets.
* I amend the previously assigned affordability caps and assign the following affordability cap for [INSERT NAME OF PROGRAM]
* Average Procurement Unit Cost of $[INSERT DOLLAR CAP] million.
* $[INSERT DOLLAR CAP] million per widget per year average Operating and Support cost or $[INSERT DOLLAR CAP] million annual steady state cost for the [INSERT NUMBER CAP] overall program.
* I approve the Milestone C Entrance Criteria at Attachment 1.
* I direct the Air Force to fully fund the [INSERT NAME OF PROGRAM] program to an updated Service Cost Position (SCP) in the Program Objectives Memorandum for Fiscal Years 20XX-20YY.

By a separate memorandum, I have made the certifications and determinations set forth in 10 U.S.C. 2366b*. (Notional language: I have reviewed the program and the business case analysis and have made the certifications as required by section 2366b of title 10, United States Code, except as waived for subsection (a)(3)(L). The PM shall notify me immediately of any changes to the program that alter the substantive basis for the ce1iification relating to any component of such ce1iification, or otherwise cause the program to deviate significantly from the material provided to me in support of such certification.)*

**Tasking/Action Items:**

* The PEO shall :
	+ *(Notional language: Fund the program to the level of the August xx, 20xx, Service Cost Position Addendum for the Fiscal Year (FY) 20xx President's Budget submission and the FY 20xx-20xx Future Years Defense Program).*
	+ *(Notional language: Within 60 days, in collaboration with the White House Military Office and the Office of the Secretary of Defense (OSD), and under the supervision of the PAR Executive Steering Group (ESG), conduct an in-depth scrub of all PAR requirements to aggressively identify options for cost reduction).*
	+ *(Notional language: Request basic pricing information for a third commercial aircraft, which would be modified for the PAR fleet, and report its findings to the ESG prior to the establishment of the Acquisition Program Baseline (A PB)).*
	+ *(Notional language: Return in 2017 after the PAR System Requirements Review for an In-Progress Review (IPR) and approval of the APB, which should be submitted to me for review 45 days prior to the IPR.)*
	+ *(Notional language: Within 30 days, submit for my approval a forecast of obligations that will need to be made before an APB is approved.)*

**Discussion:**

* (Notional language: The current fleet of xxx aircraft is experiencing significant, age-related problems and must be recapitalized. The Air Force had previously issued an RFP for the procurement of the xx commercial aircraft and is ready to execute this contract action after the program enters MS B and funding is obtained.)
* (Notional language: The Air Force is currently conducting risk reduction activities to inform decisions on requirements trades and reduce overall program cost. To drive greater program affordability as the risk reduction study results become available, the Air Force intends to work with appropriate Joint Staff, White House Military Office, and OSD organizations to further refine the xxx program's requirements and present recommendations to the xxx ESG. Changes to the current requirements may require an update to the PAR Capability Development Document, approved in November 20xx. If *adequate cost savings are achieved the addition of a xx aircraft to the xxx fleet would be highly desirable.)*
* [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)

Attachments:

1. [INSERT ATTACHMENT DESCRIPTION, DATE]
2. [INSERT ATTACHMENT DESCRIPTION, DATE]

cc:

AFRB Principals

AFRB Advisors