[DD MM YY]

MEMORANDUM FOR AFPEO [INSERT PEO TITLE]

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

**Purpose:** Air Force Program Executive Officer (PEO) [INSERT PEO TITLE] seeks Milestone (MS) C approval for the [INSERT NAME OF PROGRAM AND ACRONYM] program to enter into the Production and Deployment 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 Milestone C and entry into the Production and Deployment phase for the [INSERT PROGRAM ACRONYM] program.
* I approve a total Low Rate Initial Production quantity of [INSERT XX WIDGETS].
* [INSERT PROGRAM ACRONYM] will fully fund the program to the Service Cost Position at Attachment 1 in the FY [INSERT YEAR] President’s Budget and Future Years Defense Program.
* I assign the following affordability caps for [INSERT NAME OF PROGRAM] [BASE YEAR 20xx DOLLARS]
* 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 Full-Rate Production Entrance Criteria at Attachment 2.

**Tasking/Action Items:**

* The PEO is requested to:
  + *(Notional language: Update and submit the acquisition program baseline for my approval to reflect the Milestone C decision date and any other fact of life changes within 60 days.).*
  + *(Notional language: Provide updates on overall program status in advance of the Lot 3 and Lot 4 awards.)*
  + *(Notional language: Provide a revised mid-tier radio and waveform plan to me by January xx, xxxx).*

**Discussion:**

* *(Notional language: An LRIP quantity of 19 was approved at Milestone B. An increase to 49 reflects the additional conversion of Lot 3 (15 aircraft) and Lot 4 (15 aircraft) to LRIP. This quantity permits an orderly increase in the production rate for the system sufficient to lead to Full-Rate Production upon the completion of operational testing. The delay in operational testing stems from the correction of design and manufacturing issues and additional time needed to complete performance verification and hardware certification in advance of the Initial Operational Test and Evaluation phase..)*
* *(Notional language: While some program documents (TEMP, LCSP, affordability analysis) have not achieved final approval, mature drafts have provided adequate assurance that the plan to complete the program is sufficient for this decision..)*
* [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