

APPENDIX B – TEMPLATE FOR CBA STUDY INITIATION NOTICE

----- Utilize the appropriate Organizational or Tongue & Quill Memorandum format-----

1. Summary/Overview: Per JCIDS and AF direction, The Study Initiation Notice must contain the following elements:

- Title of study, executive summary/purpose
- Participating organizations and intended completion date
- Study Sponsor/Lead POC contact information
- Tier 1-3 JCAs, or lowest JCA tier related to primary focus of study

2. Justification: Answer the question - Why it is important to conduct this CBA/study now?

- Discuss why this specific mission area or bounded set of activities needs to be assessed at this time. Reference Capability Development Plan(s), Requirement Roadmap(s), SAF/SA risk assessments, or other authoritative document (CSAF-signed planning document, presidential/Congressional direction, Air Force Strategic Master Plan, etc.). If this CBA/study does not link to documented sources, then provide a discussion of why this effort benefits the Air Force. The AF is short of analytic resources and the intent is to show why this is a GO/SES-appropriate piece of work that needs to be done now.
- Identify key dependencies with other efforts. Does/will other work answer some of the key questions? Does previous analysis scope out some aspects of the problem? Will this effort in turn defer part of the problem to subsequent studies that this effort will feed?
- Identify the expected next step(s), i.e. key decisions the CBA/study is intended to support.

3. Scope: Answer the question - What is the proposed scope of the CBA/study?

- Identify what specific mission area or bounded set of activities will be addressed by the assessment and/or analysis, and why that scope is appropriate.
- Identify the timeframe(s) (near, mid, or far) in which this capability is anticipated to deliver, and if known, the operational scenarios and missions that will be examined.
- Identify the questions to be answered by the assessments and/or analysis, and what major questions will remain after this study is completed. These are very important pieces of the Study Initiation Notice and the questions should link back to the decision(s) identified above: what will the CBA/study answer that will inform those decisions?

4. Study Execution

- Provide a short synopsis (1-2 paragraphs) of the analytic approach/methodology. Literature search? Statistical analysis of past data? Campaign modeling? Basic physics first principles? SME voting? Major data sources: actual data, Defense Intelligence Agency projections, data call from industry, etc.? Typically there will be several approaches and data sources.

- Expected schedule (when will it start, when is it expected to be finished), and what resources (money and manpower) will be used to conduct the assessments and/or analysis.
- Identify key precursor products: Joint Concepts, JCAs related to primary focus of study, Service CONOPS, baseline architectures, threats and how they affect the schedule / resources needed.
- Which organizations are proposed to be on the core team executing the CBA/study?
- Identify any key challenges to meeting the timeline. This is especially true if the HAF, Strategic Development Planning and Experimentation (SDP&E), or CD Summit leadership/structures may be able to facilitate getting past the challenge.
- Identify the anticipated classification level of the assessment/analysis and study report.