

Attachment 1. Recommended Format for AF UON Submission**Recommended UON Submission Format**

This is a recommended format. The distribution addressees are mandatory. Requests should focus on identifying a capability gap or shortfall and any constraints that might impact selection of a solution. This format is provided to help the submitter communicate the need. To ensure full understanding of the need and realistic expectations, the submitter should contact the AF/A5D, SAF/AQX, and a proposed MAJCOM/Agency OPR as early as possible when considering submission of a UON.

****SIPRNET e-mail is the required method for submitting all collateral secret and below submissions. Submissions above collateral secret will use an appropriate network****

Include proper classification markings on all paragraphs and SUBJECT line (even if UNCLASS). If classified, include classification source and declassification instructions. CAREFULLY CONSIDER THE PROPER CLASSIFICATION FOR EACH PARAGRAPH. DO NOT OVERCLASSIFY!!

DISTRIBUTION LIST: At a minimum the UON request must be sent to the following email addresses:

AF/A5D at (SIPRNET: usaf.pentagon.af-a5-8.mbx.a5r-workflow@mail.smil.mil)

SAF/AQX at (SIPRNET: usaf.pentagon.saf-aq.mbx.saf-aqx-wkflw@mail.smil.mil)

AFMC/A5R at (SIPRNET: usaf.wright-patt.afmc-a5-8-9.mbx.afmc-a5r-workflow@mail.smil.mil)

** For submission above collateral Secret, contact the AF/A5DR UON coordinator for a recommended distribution list**

Additionally include appropriate Combatant Command agencies: e.g., CENTCOM/J3
MEMORANDUM FOR AF/A5D, SAF/AQX, AFMC/A5R, MAJCOM/Agency OPR (as applicable)

DATE:

FROM: [Submitter]

SUBJECT: Urgent Operational Need For [title of deficiency. If possible. use an unclassified title]

MISSION DESCRIPTION. Identify the operation and theater being supported. Identify the general mission area where the urgent operational deficiency exists (e.g., electronic combat, aircrew chemical defense, command and control, precision strike). If applicable, identify the specific system or platform (e.g., B-52, F-15, JDAM) associated with the request.

REQUIRED CAPABILITY. Describe in broad terms the relevant capability or capabilities needed to address the mission area identified in the previous paragraph. This should include desired effects and outcomes as well as the tasks and functions that must be performed.

URGENT OPERATIONAL NEED. Describe the capability shortfall or gap as specifically as possible to include the tasks or functions that cannot be accomplished or that are unacceptably limited. Identify whether the gap is due to no existing capability, deficiency in a fielded capability, or an effective capability fielded in insufficient quantities.

KEY CHARACTERISTICS: If applicable, describe any key characteristics required for the solution

and the minimum level of performance for these characteristics. Speed, range, payload, accuracy, reliability, interoperability, and mission availability are examples of characteristics. If multiple characteristics are provided, they should be prioritized based on their value to the warfighter.

PRIORITY: Describe how this urgent need ranks in priority compared to other urgent needs identified by the commander that have not yet been delivered.

REQUIRED QUANTITIES: Identify quantities required. Include expected quantities required for spares and/or training activities.

IMPACT IF CAPABILITY NOT PROVIDED: Discuss the risks to human life and mission success and how these risks will be mitigated if the capability is not provided.

CONSTRAINTS. Identify constraints, qualifications, or circumstances that could impact the design or selection of a solution.

THREAT AND OPERATIONAL ENVIRONMENT. Describe in general terms the operational environment in which the capability will be used and how it will be employed including any biological, chemical, electromagnetic, or climatological considerations.

INTEROPERABILITY. Identify and discuss any interoperability considerations for the solution such as systems and interfaces through which it will exchange information. Availability or limitations on command, control, communications, and intelligence support; mission planning data: weather, oceanographic and astrogeophysical support should be discussed. Identify any other systems with which the solution must interact.

TIMEFRAME. Identify the required initial operational capability date. Avoid using terms such as ASAP. If known, identify how long the capability will be needed.

OTHER CONSTRAINTS. Discuss any other constraints including (but not limited to) arms control treaties; logistics support; life cycle sustainment issues; transportation availability; manpower; training; human factors; environmental; safety; occupational health hazards; technology protection; system security engineering; and non-military sensitivities.

RECOMMENDATIONS. Briefly discuss any materiel or non-materiel solutions considered by the submitter. If the submitter has identified a preferred or recommended solution, it should be provided in this paragraph.

POINTS OF CONTACT (POCs). Identify the approving commander and one or more POCs that can be contacted regarding this urgent need. Provide name, grade, office symbol, phone number (DSN and/or Commercial) and email address (NIPRNET and SIPRNET).