

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 33-103**

15 SEPTEMBER 1997



Communications and Information

***INFORMATION RESOURCES (IR) STRATEGIC PLANNING AND
REQUIREMENTS PROCESSING***

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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OPR: AFIT/SCX (Major Bruce W. Benson)	Certified by: AFIT/SC (Lt Col Logan M. Lewis)
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The purpose of this instruction is to establish policy and procedures for planning, identifying, and processing materiel Information Resource (IR) requirements at AFIT. The strategic planning, requirements processing, and purchasing procedures identify IR requirements, develop approved technical solutions, and obtain information resources with an expected life-cycle cost of less than \$5 million. This instruction implements AFI 33-102, *Command, Control, Communications, Computers and Intelligence (C⁴I) Capabilities Planning Process*, and AFI 33-103, *Requirements Development and Processing*. This instruction applies to all AFIT organizations, tenants and other activities in possession of Automatic Data Processing Equipment (ADPE).

SUMMARY OF REVISIONS

This instruction broadens the Communications-Computer Systems Requirements Board (CSRB) responsibilities to encompass the management of all information resources. The CSRB has been changed to an Information Resources Management Board (IRMB). A Chief Information Officer (CIO) is prescribed to establish management policies which ensure information technology and services are effectively and efficiently employed to meet the corporate needs of AFIT. The communications-computer systems requirements processing procedures are revised to include strategic planning and funding issues. This instruction also mandates the use of AFIT Form 10, Communications - Computer Systems Requirements Document (CSRD), to document AFIT's IR requirements.

1. General: References:

- 1.1.1. AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*.
- 1.1.2. AFI 33-102, *Command, Control, Communications, Computers and Intelligence(C⁴I) Capabilities Planning Process*.
- 1.1.3. AFI 33-103, *Requirements Development and Processing*.
- 1.1.4. AFI 33-104, *Base Level Planning and Implementation*.
- 1.1.5. AFITI 33-101, *Automatic Data Processing Equipment (ADPE) Accountability*.
- 1.1.6. *Federal Acquisition Regulation (FAR)*.
- 1.1.7. *DoD Federal Acquisition Regulation Supplement (DFARS)*.
- 1.1.8. *Air Force Federal Acquisition Regulation Supplement (AFFARS)*.
- 1.1.9. *Charter for Information Resources Management Board (IRMB)*.
- 1.1.10. *The Layman's Guide to Planning For and Acquiring Education Technology*.

2. Responsibilities and Authorities:

2.1. The IRMB Chairperson presides over all IRMB meetings, and has the authority to approve or disapprove technical solutions to customer requirements whenever the projected life-cycle cost is \$500 thousand or less, regardless of funding source. The IRMB Chairperson delegates approval authority to the Chief Information Officer (CIO) for those technical solutions costing \$150 thousand or less. The IRMB Chairperson recommends approval or disapproval of technical solutions having projected life-cycle costs in excess of his or her authority.

2.2. Deans and Directors must appoint a Department Information Officer (DIO), and a minimum of one alternate DIO who will act as the DIO in his/her absence. See Attachment 7 for a sample DIO appointment letter. Deans and Directors are responsible for providing a list of their unfunded Information Resource requirements to the IRMB, via AFIT/SCX. The list shall include infrastructure requirements and a prioritized list of non-infrastructure requirements. Deans and Directors shall provide updated lists NLT the first Wednesday of each January, April, June, July, and August. See Attachment 9 for a sample of this document.

2.3. The DIO serves as a member of the IRMB, representing his or her department at IRMB meetings, and advising the IRMB Chairperson on the priority of unfunded requirements. DIOs consolidate strategic planning inputs for their 2-letter and forward their 2-letter's response to the CIO for inclusion in the AFIT Information Resource Strategic Plan. DIOs assist the CIO in establishing information management policies. The DIO validates

requirements by signing the CSRD in the REQUESTER APPROVAL AUTHORITY block. The DIO should mark either the FUNDED block or the UNFUNDED block, as appropriate, for each validated requirement. If funded, the DIO should indicate the expiration date of the funds.

2.4. The IRMB is responsible for prioritizing funded and unfunded infrastructure as well as unfunded non-infrastructure Information Resource requirements, and attempting to obtain Financial Management Board (FMB) funds needed to satisfy those requirements. The IRMB also approves the AFIT Information Resource Strategic Plan, and reviews the information management policies established by the CIO.

2.5. The Chief Information Officer (CIO):

2.5.1. The Chief Information Officer (CIO) establishes management policies which ensure information technology and services are effectively and efficiently employed to meet the corporate needs of AFIT and AFIT’s individual customers whenever possible.

2.5.2. The CIO and his or her staff assists customers in identifying information resource requirements and develops or obtains approved technical solutions for customer requirements. The CIO delegates approval authority for re-use of existing information resource items to the Chief, Plans Division (AFIT/SCX). Approval thresholds for new items are shown in Table 2.1.

Threshold	CIO	IRMB Chair	Air University
\$0 - \$150,000	Approves		
\$150,001 - \$500,000	Recommends	Approves	
> \$500,000	Recommends	Recommends	Approves

2.5.3. The CIO is a member of the IRMB, advises the IRMB Chairperson on the priority of unfunded requirements, and has the authority to approve or disapprove technical solutions to requirements whenever the projected life-cycle cost is \$150 thousand or less. The CIO recommends approval or disapproval of technical solutions having projected life-cycle costs in excess of \$150 thousand, and seeks Air University (AU) approval of proposed technical solutions having projected life-cycle costs in excess of the AFIT IRMB Chairperson’s authority or containing non-standard equipment.

2.5.4. The CIO and his or her staff assist departments in identifying long-range information resource requirements and update the AFIT information resource Strategic Plan annually.

2.6. Requesting Department:

2.6.1. The requesting department identifies and documents information resource requirements on an AFIT Form 10. Requirements should be documented without regard to availability of funding. Unfunded requirements should be validated and their technical solutions approved, allowing a timely acquisition effort when funding becomes available. See Attachment 2 for the required elements of this document and Attachment 3 for a sample form.

2.6.2. The technical solution may contain certain elements which would require the customer to prepare Lists of Salient Characteristics, Sole Source Justifications, Brand Name Specific Make and Model Justifications, Justification and Approval for Other than Full and Open Competition documents, and Requests for Waiver to Acquire Non-Standard Equipment. Refer to the definitions of these items in Attachment 1.

2.6.3. After a technical solution has been approved and funding has been identified, the requesting department may either send an AF Form 9, Request for Purchase, to SC for processing, or initiate the use of the International Merchant Purchase Authorization Card (IMPAC), if IMPAC is appropriate for the type of purchase being considered. Customers should contact their resource advisor for assistance in both of these matters. The requesting department is responsible for obtaining AFIT/RP and ASC/FM coordination on the AF Form 9 and for delivering the AF Form 9 to ASC/PK for processing.

2.6.4. The requesting department is responsible for installation of non-infrastructure computer equipment and software, unless they have made other arrangements.

2.6.5. If existing information resource items are being replaced, the excess items must be reported IAW AFITI 33-101. If those items will instead be re-used, the requirement to re-use those items must be established and approved, either on the same CSRD as the new items, or on a separate CSRD.

3. Requirements Processing Procedure:

3.1. Requesting Department Activities: The customer, with the assistance of the SC staff, initiates the requirements processing procedure by documenting a requirement on a CSRD. Customers may attach a proposed technical solution. The customer's DIO then validates the requirement by signing the REQUESTER APPROVAL AUTHORITY block of the CSRD. The DIO should mark either the FUNDED block or the UNFUNDED block, as appropriate, for each validated requirement. If funded, the DIO should indicate the expiration date of the funds. Requesting departments then forward the CSRD, and any supporting documentation required for the proposed technical solution, to the SC staff. See Attachment 2 for the required elements of this document and Attachment 3 for a sample form.

3.2. SC Staff Activities: The SC staff obtains an approved technical solution, whenever possible, and forwards a copy of the approved or disapproved CSRD to the customer. If the requirement is approved but unfunded, the SC staff initially determines if the requirement is an infrastructure requirement or not, using the definitions found in Attachment 1, paragraph A1.15.

3.3. IRMB Activities: The IRMB makes a final determination of whether an unfunded requirement is an infrastructure requirement or not on a case-by-case basis, when warranted, as explained in paragraph 4.3

4. Unfunded Requirements Processing Procedure:

4.1. Dean and Director Activities: Deans and Directors provide a list of their unfunded information resource requirements to the IRMB, via AFIT/SCX. The list shall include infrastructure requirements, and a prioritized list of non-infrastructure requirements. For each requirement, identify the CSRD number and the total funding required. Each requirement on the list shall have either an approved CSRD, a CSRD currently being worked by the SC staff, or a new CSRD attached as part of the unfunded requirement submission. Deans and Directors shall provide updated lists NLT the first Wednesday of each January, April, June, July, and August. See Attachment 9 for a sample of this document.

4.2. SC Staff Activities: The SC staff will consolidate the inputs from each 2-letter and forward the consolidated list to the IRMB members NLT the Friday after the first Wednesday of January, April, June, July, and August.

4.3. IRMB Activities: The IRMB shall review the lists provided by the Deans and Directors and after discussion may move items between the infrastructure and non-infrastructure sections of the list. If an item is moved from the infrastructure section to the non-infrastructure section, the DIO for the affected 2-letter will establish the relative priority of the non-infrastructure requirement. The IRMB then integrates the two sections into a single prioritized list. The relative priority assigned by the Deans and Directors to their non-infrastructure items must be maintained when the IRMB integrates the two sections into a single list. If there are numerous unfunded information resource requirements, the IRMB may choose to prioritize requirements only to an anticipated level of funding. The IRMB may agree to seek partial funding for a requirement, if appropriate. The IRMB will attempt to obtain funding for unfunded information resource requirements by forwarding the list to the Financial Management Board.

5. Purchase Processing Procedure:

5.1. Requesting Department Activities: Once a customer has obtained an approved technical solution and identified funding, the requesting department initiates the purchase process by either sending an AF Form 9 to SC for processing, or initiating an IMPAC purchase, if IMPAC is appropriate for the type of purchase being considered. When items ordered using the IMPAC card arrive, the customer shall annotate the packing slip and/or invoice with the date received and the CSRD control number or SC-provided IMPAC control number and forward a copy of the annotated document to AFIT/SCX.

5.2. SC Staff Activities: The SC staff ensures the item being purchased matches the approved technical solution and ensures the items being ordered using an AF Form 9 are marked for shipment to AFIT/SC for inclusion in the appropriate ADPE inventory account before being delivered to the customer.

6. Strategic Planning Procedure:

6.1. SC Staff Activities: The SC staff initiates the strategic planning process annually by issuing a data call to the DIOs. The data call will be issued approximately 90-120 days before the next anticipated Air University call for AFIT's Five-Year Organizational Plan (FYOP). The FYOP is usually due to AU on or about 1 November and the AFIT Information Resource Strategic Planning call will therefore usually be in July or August. Inputs are due back to SC NLT 30 days from the data call. The SC staff will consolidate DIO inputs into a draft Information Resource Strategic Plan for IRMB review, finalize the plan based on IRMB activities, and generate CSRDs as required based on the final plan.

6.2. IRMB Activities: DIOs consolidate inputs from their departments in response to the data call, and provide those inputs to the SC staff. The IRMB then meets to review and finalize the Information Resource Strategic Plan, which, after approval by the Commandant, becomes the basis for AFIT's information resource POM inputs.

7. **Prescribed Form.** AFIT Form 10, Communications - Computer Systems Requirements Document.

JOHN H. RUSSELL, Colonel, USAF
Commandant
Air Force Institute of Technology

Attachments

1. Glossary of Terms
2. AFIT Form 10 (CSRSD) Documentation Requirements
3. Sample CSRSD
4. Sample List of Salient Characteristics
5. Required Elements of a Sole Source Justification (SSJ)
6. Required Elements of a Justification & Approval (J&A) for Other than Full and Open Competition
7. Required Elements of a Request for Waiver
8. Sample Department Information Officer (DIO) Appointment Letter
9. Typical Contracting Deadlines
10. Sample List Of Unfunded Information Resource RequirementsGlossary of Terms

Attachment 1**GLOSSARY OF TERMS**

A1. Explanation of Terms:

A1.1. **Approved Technical Solution:** An approved solution satisfies a validated requirement. The solution must (1) be consistent with Air Force standards and the AFIT architecture; (2) optimize systems integration and inter-operability to the extent allowed by the mission; (3) increase mission effectiveness or efficiency of operation; and (4) comply with the Institute, Air University, Air Education and Training Command, Air Force, and DoD plans, guidelines, and directives.

A1.2. **Automatic Data Processing Equipment (ADPE):** All automatic data processing resources and most telecommunications resources, excluding radar, sonar, radio, and television equipment. This includes, but is not limited to, computers, printers, scanners, modems, and facsimile machines.

A1.3. **Brand Name or Equal:** A term used to describe an item identified as part of a technical solution, which may be satisfied by more than one make and model (as opposed to a Brand Name Specific). A List of Salient Characteristics is required for each Brand Name or Equal item identified in a technical solution.

A1.4. **Brand Name Specific (BNS) Justification & Authorization:** A document generated by a customer whose requirement can only be satisfied by a brand name specific make and model of hardware or software which is available from multiple sources (manufacturer and/or resellers), when the cost of that item is over \$100 thousand. A separate BNS justification is required for each item in the proposed technical solution meeting this definition. See Attachment 4 for the required elements of this document.

A1.5. **Chief Information Officer (CIO):** The single focal point and accountable officer for establishing management policies which ensure information technology and services are effectively and efficiently employed to meet the corporate needs of AFIT and AFIT's individual customers whenever possible. The Communications and Information Director (AFIT/SC) serves as AFIT's CIO. The Deputy Communications and Information Director serves as CIO whenever the Director is unavailable.

A1.6. **C⁴ Systems Officer (CSO):** The single focal point and accountable officer for AFIT's Information Resource activities. The Communications and Information Director (AFIT/SC) serves as AFIT's CSO. The Deputy Communications and Information Director serves as CSO whenever the Director is unavailable. The CSO also serves as AFIT's Chief Information Officer (CIO).

A1.7. **Communications - Computer Systems Requirements Document (CSR/D):** The AFIT Form 10, Communications - Computer Systems Requirements Document, is used to document and validate an Information Resource requirement, identify the technical solution, record projected life-cycle costs, and record approval of the technical solution.

A1.8. Department: For purposes of this instruction, a department is an AFIT school or directorate, also referred to as a “2-letter.”

A1.9. Department Information Officer (DIO): The individual who serves as their department’s representative on the IRMB responsible for establishing management policies which ensure information technology and services are effectively and efficiently employed to meet the corporate needs of AFIT and AFIT’s individual customers whenever possible. This individual also validates Information Resource requirements for their department.

A1.10. Financial Management Board (FMB): A management group consisting of the Deans and the Directors. The FMB is chaired by the Commandant.

A1.11. Five-Year Organizational Plan (FYOP): The FYOP is a document which describes a transition strategy for updating and expanding an organization’s current technology to support its mission. This document is sometimes referred to as a Strategic Architecture Plan.

A1.12. Information Resource (IR): Includes information itself and related resources, such as personnel, funds, and hardware and software used in connection with information processing, regardless of the technology involved, whether computers, telecommunications, micrographics, office automation, or others.

A1.13. Information Resource Requirement: A stated information resource need or requested service that can be met with a materiel solution. Requirements arise from a deficiency in an existing operational capability, from a need for a new capability, or from an opportunity to replace or modernize an existing system with improved technology when operationally and economically practical.

A1.14. Information Resources Management Board (IRMB): A management group consisting of a Department Information Officer (DIO) from each department and the CIO. The IRMB is chaired by the Vice Commandant (AFIT/CV).

A1.15. Infrastructure Requirement: An information resource requirement which initially satisfies one of the conditions listed in paragraph A1.15.1 or A1.15.2. The Communications and Information Directorate (SC) staff initially determines if a requirement is an infrastructure requirement or not. The IRMB makes a final determination on a case-by-case basis, when warranted. The final determination may deviate from the following conditions:

A1.15.1. The information resource item is a mission requirement for two or more 2-letter organizations.

A1.15.2. The technical solution to the requirement establishes an Institute standard.

A1.16. Institute-Funded: An item funded from AFIT’s Operations and Maintenance (O&M) budget. Examples of non-Institute funds include, but are not limited to, Acquisition Professional Development Program (APDP) funds, Defense Acquisition University (DAU) funds, and research sponsor funds.

A1.17. Justification and Approval (J&A) for Other than Full and Open Competition document: A document generated by a customer whose requirement can only be satisfied by hardware or software available only from a single source (manufacturer or reseller), or by a brand name specific make and model of hardware or software which is available from multiple sources (manufacturer and/or resellers), when the cost of that item is over \$100 thousand. A separate J&A is required for each item in the proposed technical solution meeting this definition. See Attachment 5 for the required elements of this document.

A1.18. List of Salient Characteristics: A list of specific requirements which a piece of hardware or software must possess in order to meet a customer's requirement, whenever more than one brand name item will meet the customer's requirement. See Attachment 3 for a sample list.

A1.19. Materiel Requirement: A requirement for a physical entity (hardware or software). Examples of non-materiel requirements include requests for ADPE maintenance, hardware or software installation, relocation of devices connected to the network, and computer or network account generation and deletion. Other non-materiel solutions may include changes in training, tactics, doctrine, strategy, etc. After considering all non-materiel options, customers then consider a materiel requirement and develop a requirements document.

A1.20. Mission Critical Requirement: An Information Resource requirement which, if not satisfied, prevents a new operation from being started or results in stopping current operations. These requirements are color-coded RED.

A1.21. Mission Enhancement Requirement: An Information Resource requirement which has a minor impact on mission accomplishment or improves the quality of life. These requirements are color-coded GREEN.

A1.22. Mission Essential Requirement: An Information Resource requirement which, if not satisfied, does not result in stopping current operations, but significantly reduces the quality of the mission. These requirements are color-coded YELLOW.

A1.23. Non-Infrastructure Requirement: A requirement which does not satisfy the definition of an infrastructure requirement. These requirements typically serve to improve or maintain operations within a single school or directorate

A1.24. Request for Waiver to Acquire Non-Standard Equipment: Air University (AU) approval is required before attempting to acquire non-standard equipment. A non-standard item is an item obtained from other than a federal contract when similar items are available on a federal contract. For example, personal computers are available on federal contracts. If a personal computer were ordered from a source other than the federal contract, that computer would be non-standard equipment. See Attachment 6 for the required elements of this request.

A1.25. Sole Source Justification (SSJ): A document generated by a customer whose requirement can only be satisfied by hardware or software available only from a single open market source (manufacturer or reseller), when the cost of that item is over \$2500 but less than \$100 thousand.

This justification is not required for items obtained from standard contracts or from General Services Administration (GSA) Schedules. A separate SSJ is required for each item in the proposed technical solution meeting this definition. See Attachment 5 for the required elements of this document.

A1.26. Standard Equipment: Information resources obtained from a federal contract, when available.

A1.27. Validated Requirement: Indicates that a stated need or requested service is a true need and provides an improvement in mission capability. Validation does not necessarily lead to the expenditure of resources. The DIO validates a requirement by signing the CSRD in the REQUESTER APPROVAL AUTHORITY block. The DIO should mark either the FUNDED block or the UNFUNDED block, as appropriate, for each validated requirement. If funded, the DIO should indicate the expiration date of the funds.

Attachment 2**AFIT FORM 10 (CSRD) DOCUMENTATION REQUIREMENTS**

A2.1. DATE SUBMITTED: Enter the date you fill out the form.

A2.2. SC CONTROL NUMBER: Leave blank. SC will assign an identification number.

A2.3. REQUIREMENT TITLE: Use a title meaningful to you, but somewhat unique, which supports meaningful requirements database searching.

A2.4. REQUESTING AGENCY POINT OF CONTACT: Name, Grade, Organization, Office, Phone Number, and E-Mail Address of the person to be contacted if the SC staff has technical questions. This is not necessarily the person filling in the form.

A2.5. DATE NEEDED: The required operational date.

A2.6. REQUIREMENT: State the need in functional terms. Tell what capabilities you need, don't just state what specific equipment you need. Recommend equipment if necessary. If specific equipment is recommended, state why. If you choose to do so, you should document your recommendation on a separate sheet and attach it to the CSRD. The focus of the requirement should be on describing the **capabilities** you need. Identify any security handling requirements and indicate when a secure capability is required. When necessary, include special requirements, such as accommodations for handicapped customers, special operating conditions, manpower, training, and maintenance. Customers frequently state solutions (i.e. "A 200 MHz Pentium with 64 MB of RAM, PCI 64-bit Graphics w/2 MB SGRAM, 2.1 GB hard drive and a 21" monitor is required") instead of requirements. If this were a requirement, each of the following details would need justification: 200 MHz Pentium vs. 133 MHz Pentium, 64 vs. 32 MB of RAM, 2 vs. 1 MB SGRAM, 2.1 vs. 1.2 GB hard drive and 21" vs. 17" monitor. An example of a requirement would be: "A high-end network ready workstation with increased memory, enhanced graphics capabilities, the AFIT standard office automation suite, and a 21" monitor is needed to run this software as well as several graphics intensive software packages". Consider the following when submitting your requirements:

A2.6.1. Base requirements on mission needs expressed in the form of opportunities for increased economy and efficiency, new or changed program requirements, or deficiencies in existing capabilities.

A2.6.2. Describe requirements in terms of functions to be performed and performance to be achieved, unless a more restrictive statement of requirements is necessary to satisfy the needs of the agency.

A2.6.3. Describe requirements in a manner that will attain full and open competition when contracting for FIP resources unless other than full and open competition is justified in accordance with Subpart 201-39.6 and FAR Part 6.

A2.6.4. Document in the requirements analysis the quantitative or qualitative requirements that must be met and why those requirements are necessary to meet the mission needs.

A2.6.5. Consider aggregating requirements on organizational or functional bases and conducting a requirements analysis on the basis of the aggregated requirements.

2.11. ACTUAL COST DATA: Leave blank. The SC staff uses this section to document the official solution. It is not necessary for customers to propose solutions, sources, or cost estimates, but it is certainly helpful and recommended. If you choose to propose a solution, you must use a separate sheet to document your proposed solutions, sources, and cost estimates, such as: "Acquire a Micron ClientPro MTA P200 from the Desktop V standard contract, approximate cost is \$2500". If a brand name is specified, and the words "or equal" are not used, you will be required to submit a sole source justification or a justification and authorization, as determined by the anticipated amount of the purchase.

A2.7. JUSTIFICATION: Each unique aspect of the requirement shall be justified. Continuing the example from above, the customer should justify **why** the computer must be high-end workstation, **why** the computer should have increased memory, **why** it must have enhanced graphics capabilities, **why** the AFIT standard office automation software is required, and **why** you need a 21" monitor. For example: "The Graphics Support Branch performs various services for AFIT students, staff, and faculty. One such service is creating graphic rich presentations and publications. To accomplish this tremendous need, memory intensive programs are used, which require 64MB RAM to operate effectively. These programs will not run on our current systems. A minimum 21" monitor is required to allow proper editing of high resolution graphic images without causing eye strain. Without this needed equipment, we would be unable to provide our customers, from the Commandant down, with quality products." Processor class (Pentium, Pentium Pro etc.) and speed (133 MHz, 200 MHz, etc.) should be justified, as well as amounts of RAM, cache, storage devices, and any other unique aspect. Speed requirements could be justified using performance criteria, if appropriate. If the performance criteria is based on a particular software package, state which software package is required to perform within a certain criteria.

A2.8. IMPACT IF DISAPPROVED: State, in simplified terms, the specific impact this requirement would have on the mission if NOT approved. Mark one of the ensuing blocks: MISSION FAILURE, SERIOUS MISSION DEGRADATION, or MISSION IMPACT.

A2.9. SUBMITTOR PROPOSED SOLUTION ATTACHED: Self-explanatory.

A2.10. DATE RECEIVED: Leave blank. The SC staff uses this block to annotate the date of receipt.

A2.12. REQUESTER APPROVAL AUTHORITY: Input the NAME, TITLE, and ORGANIZATION of your Department Information Officer (DIO). The DIO signs this block to signify the requirement is valid. The DIO should mark either the FUNDS AVAILABLE block or the UNFUNDED block. This block must be signed and dated by your 2-letter's DIO before sending the form to SCX for further processing.

A2.13. FOR SCX USE ONLY: Self-explanatory.

A2.14. AFIT APPROVAL AUTHORITY: Leave blank. The SC staff uses this section.

A2.15. ADDITIONAL APPROVAL AUTHORITY: Leave blank. The SC staff uses this section.

A2.16. COORDINATION SECTION: Leave blank. The SC staff uses this section.

Attachment 3

SAMPLE CSR

COMMUNICATIONS - COMPUTER SYSTEMS REQUIREMENTS DOCUMENT		DATE 24 Feb 97	SC CONTROL NUMBER	
REQUIREMENT TITLE Workstation for Graphics Support		REQUESTING AGENCY POINT OF CONTACT <i>(Name, Grade, Organization, Office, Phone, E-Mail Address)</i> Mae B. Knot, E-1, AFIT/SCBY 255-6565 Ext 1234, mknot@afit.af.mil	DATE NEEDED 16 Jul 97	
REQUIREMENT <i>(Stated in Functional Terms)</i> A high-end network-ready workstation with increased memory (expandable), enhanced graphics capabilities, the AFIT standard office automation suite, and a 21" monitor is needed to run this software as well as several graphics intensive software packages.				
JUSTIFICATION <i>(State Program, System and/or Curriculum Supported)</i> The Graphics Support Branch performs various services for AFIT students, staff, and faculty. One such service is creating graphic rich presentations and publications. To accomplish this tremendous need, memory intensive programs are used, which require 64MB RAM to operate effectively. These programs will not run on our current systems. A minimum 21" monitor is required to allow proper editing of high resolution graphic images without causing eye strain.				
IMPACT IF DISAPPROVED <i>(State Reason)</i> <input type="checkbox"/> MISSION FAILURE <input checked="" type="checkbox"/> SERIOUS MISSION DEGRADATION <input type="checkbox"/> MISSION IMPACT Without this needed equipment, we would be unable to provide our customers, from the Commandant down, with quality products.				
<input type="checkbox"/> PROPOSED SOLUTION ATTACHED		DATE RECEIVED		
ACTUAL COST DATA				
CATEGORY	ONE TIME	ANNUAL RECURRING	EST SYSTEM LIFE	ACTUAL COST
TECHNICAL SOLUTION				
PROVIDED BY		DATE	PAGES ATTACHED	NUMBER QUOTES
APPROVING AUTHORITY			SCX USE ONLY	
REQUESTER APPROVAL AUTHORITY <i>(Name, Title, Organization)</i> DATE		X	FUNDED <i>(Expiration Date)</i>	(1)
Marty Graw, Chief of Operations AFIT/SC			UNFUNDED	(2)
AFIT APPROVAL AUTHORITY <i>(Name, Title, Organization)</i> DATE		X	IRMB FUNDED <i>(Expiration Date)</i>	(3)
			APPROVED	(4)
			DISAPPROVED	(5)
				(6)
ADDITIONAL APPROVAL AUTHORITY <i>(Name, Title, Organization)</i> DATE		X	FUNDED <i>(Expiration Date)</i>	(7)
			UNFUNDED	(8)
			APPROVED	(9)
			DISAPPROVED	(10)
		X		COORDINATION SECTION
				SCX DATE

Attachment 4

SAMPLE LIST OF SALIENT CHARACTERISTICS

Salient Characteristics for Printer Network Interface

The HP JetDirect Card (part number J2372A) or equivalent is required to connect printers to the Novell network. The device must have the following capabilities:

- must be compatible with Hewlett-Packard LaserJet IIID laser printers
- must connect from the printer's I/O slot to anywhere in the network without requiring a direct connection to a PC or file/print server
- must allow the printer to be addressed by any anyone on the network
- must support PostScript and PostScript 2 languages
- must be compatible with the Novell Netware network operating system
- must be able to connect to an Ethernet LAN with thin coaxial cable (BNC connector)

Attachment 5**REQUIRED ELEMENTS OF A SOLE SOURCE JUSTIFICATION (SSJ)**

SOLE SOURCE JUSTIFICATION

Purchase Request Number(s):

I. Brief, non-technical description of the product to be acquired. Include in this paragraph an estimate of the cost and how that estimate was calculated.

II. Clear, concise statement of the facts justifying the use of a specific make and model and/or a sole source.

(For example):

A. If the justification is the unique capabilities possessed by only one product, clearly state all the capabilities required which no other product provides. Also state why those capabilities are required.

B. If the justification is urgency, then explain the time constraint and the reason why only one contractor can meet the requirement. (What harm will the Government experience from the delay caused by following competitive procedures?)

III. Statement that the proposed sole source is the only known source able to satisfy the Government's requirement(s). Statements such as "No other sources are considered qualified" shall not be considered a basis for sole source justification.

IV. Statement of actions to be taken by the requiring activity to preclude the necessity for future sole source acquisition of the same product (e.g., conducting a market survey to determine potential future sources). This means, if the item was acquired before, then such actions need to have been taken between the time of the last acquisition and the time the current justification is being written. Actions which have been taken are described in this paragraph of the justification, as are the results of those actions. If actions were not taken, a defensible reason why the actions were not taken will be described in this paragraph of the justification.

Signature

Date

Signature Block of Program/Project Manager or requirement initiator
Unit/Office Symbol/Phone Number

CERTIFICATION: I certify that this data supporting the recommended use of other than full and open competition for the acquisition of these information systems resources is complete and accurate. I approve the recommendation for the use of other than full and open competition.

LOGAN M. LEWIS, Lt Col, USAF
Director, Communications and Information
AFIT/SC, 5-8000

Date

Attachment 6**REQUIRED ELEMENTS OF A JUSTIFICATION & APPROVAL (J&A) FOR OTHER THAN FULL AND OPEN COMPETITION**

The following elements are required by ASC/PKW Interim Policy Letter 93-006. A copy of this policy is available for review in AFIT/SCX. Please refer to pages 8-17 of that policy for the detailed requirements.

- I. Organization
- II. Description of Action
- III. Description of Supplies/Services
- IV. Authority
- V. Applicability of Authority
- VI. Efforts to Obtain Competition
- VII. Market Survey
- VIII. Other Facts
- IX. Steps to Foster Competition
- X. Technical/Requirements Personnel's Certification
- XI. Review/Coordination
 - A. Competition Monitor
 - B. CSO
- XII. Contracting Officer's Approval

Attachment 7

REQUIRED ELEMENTS OF A REQUEST FOR WAIVER

Date

MEMORANDUM FOR HQ AU/RPC

FROM:

SUBJECT: Request for Waiver to Acquire Non-Standard Equipment

1. Brief background: Describe the functional requirement, who will use the resource, state if the system/resource will be used in a research, academic, or production environment, and if it will interface with any other system/resource.
2. What is needed: State the necessary features or specifications that are required, identify several suggested brands and vendors or the sole source of the resource that meets the specifications.
3. State why the requirement cannot be satisfied with resources from the standard requirements contracts.
4. Describe the proposed life-cycle logistics support, including the maintenance concept (on-call, mail-back, competitive or sole-source contract, etc.).
5. Economic factors: Sunk costs, software investment costs, economic impact, and funding source for the resource.
6. Other comments: Any other support which further explains the need for the resource.

Signature Block of
Division Chief or Higher

Attachment 8**SAMPLE DEPARTMENT INFORMATION OFFICER (DIO) APPOINTMENT LETTER**

Date

MEMORANDUM FOR AFIT/SC

FROM: AFIT/EN

SUBJECT: Department Information Officer (DIO) Appointment

1. The following individual is the primary DIO for the School of Engineering:

Lt Col John Smith, ENA, x1234

2. The following individuals are alternate DIOs for the School of Engineering:

Col Angelia Jones, ENB, x1235

Capt Ricky Reed, ENC, x1236

3. All DIOs are aware of their responsibilities as outlined in AFIT Instruction 33-103.

David Schussler, AD-25, USAF
Dean, School of Engineering

Attachment 9

TYPICAL CONTRACTING DEADLINES

A9.1. The base contracting office (ASC/PK) traditionally publishes deadlines for receipt of AF Form 9s for ADPE. The deadlines below are typical, however, actual deadlines for each fiscal year may be different. Watch for the deadlines to be published in the base bulletin at appropriate times throughout the year. These deadlines do not include the time required by SC to obtain an approved technical solution. **CSRDs should be forwarded to SC at least 30 days prior to these contracting deadlines.**

A9.2. The following terms apply:

A9.2.1. New Contract - used to acquire items costing in excess of \$50 thousand when the item is not already available on an existing contract or a GSA Schedule.

A9.2.2. Purchase Order - used to acquire items costing \$50 thousand or less when the item is not already available on an existing contract or a GSA Schedule.

A9.2.3. Delivery Order - used to acquire items on an existing requirements contract, such as Desktop IV.

A9.3. Purchase requests must be submitted to ASC/PK NLT the following dates to help ensure the request can be processed before the end of the fiscal year:

Item	15 Apr	1 Jun	1 Aug
New Contract (over \$50 thousand)	x		
Exercising an option on an existing contract		x	
GSA Schedule ADPE Order (over \$50 thousand)		x	
GSA Schedule ADPE Order (\$50 thousand or less)			x
Purchase Order (over \$25 thousand)		x	
Purchase Order (\$25 thousand or less)			x
Delivery Order (Requirements Contracts)			x

Attachment 10

SAMPLE LIST OF UNFUNDED INFORMATION RESOURCE REQUIREMENTS

Date

MEMORANDUM FOR AFIT/SCX

FROM: AFIT/EN

SUBJECT: Unfunded Information Resource Requirements

1. The following are our unfunded infrastructure requirements:

Requirement	Total Funding Required
CSRD 96-112, Portable Parallel Tape Backup Systems	\$10,000
CSRD 97-123, Flowcharting Software	\$5,000

2. The following are our prioritized non-infrastructure requirements:

Priority	Requirement	Total Funding Required
1	CSRD 97-033, Symbolic Mathematics Software	\$5,000
2	CSRD 96-105, Physics Laboratory Workstation Replacement	\$25,000
3	CSRD 97-044, Laptop Computers for TDY Faculty Members	\$33,000

David Schussler, AD-25, USAF
Dean, School of Engineering