

Communications and Information

***REQUIREMENTS DEVELOPMENT AND
PROCESSING***

AFI 33-103, 1 July 1996, Requirements Development and Processing, is supplemented as follows:

2.3. A technical solution provides options to satisfy a requirement. If the technical solution deals with a relatively simple need, the technical solution may be all that is required to form a resolution plan. If the technical solution deals with a complex need, the CF may determine if an ANG/STEM-B technical solution is required. For both local and ANG/STEM-B technical solutions the following will apply:

2.3.1. (Added) (ANG) Technical solutions will be coordinated with ANG/SCXP and ANG/STEM-B to meet all applicable ANG, AF, and DOD architectures and standards.

2.3.2. (Added) (ANG) If the local unit can fulfill the requirement from local resources, e.g., manpower, funding, supplies, etc., they may implement the resolution to meet the requirement after coordination with the ANG/STEM-B.

3.0 The requesting organization identifies a C4 need to the local CF. This need may generate a C4 requirement. Documentation of local (on-installation) C4 requirements is required, but the method is at the option of the local CSO. Once a requirement is determined, the CF will initiate a technical solution.

3.2.1. The Wing/Group Commander is designated as the base authorizing official. The Wing/Group Commander may delegate this authority to the Base CSO. A letter identifying the Base CSO as the authorizing official must be on file at ANG/SCXP.

3.3.1. (Added)(ANG) Requirements will be submitted to ANG/SCXP via e-mail. Attachment 1 contains instructions for the completion of the ANG Electronic Requirements Document (ANG-ERD) and Attachment 2 is an example. The requirements e-mail must be from the base authorizing official's e-mail address only. Attachment 3 provides a flow chart of how the process works.

5.2. For the ANG the unit CSO is responsible for the completion of the technical solution in coordinating with ANG/SCXP and the supporting ANG/STEM-B. The requirement to complete a technical solution within 30 days is not applicable to the ANG.

5.2.1. (Added) (ANG) Once validated by the ANG/STEM-B and/or ANG/SCXP, the technical solution can be implemented at the local level if local resources are available and total investment costs are within the current fiscal year investment threshold.

5.2.2. (Added) (ANG) If the technical solution exceeds local resources or the current fiscal year's investment threshold, funding will be included in the base level budget or unfunded requirements process. If current year funding is denied through the normal budget process, then submit the requirement and technical solution to ANG/SCXP with a cover letter indicating that the request was submitted during the budget process but remains unfunded. ANG/SCXP will review the request for possible inclusions into the POM Funding process. Funds for newly identified requirements will normally not be available in the same fiscal year that they are submitted unless reprogramming action frees formerly programmed funds. If funding does become available, it will be transferred to the base level communications unit to satisfy the requirement.

PAUL A. WEAVER, JR.
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

- 3 Attachments**
- 5. Instructions for Completing ANG Electronic Requirements Document (Added) (ANG)**
 - 6. Sample E-Mail (Added) (ANG)**
 - 7. Process Flow Chart (Added) (ANG)**

Attachment 5 (Added) (ANG)

INSTRUCTIONS FOR COMPLETING ANG ELECTRONIC REQUIREMENTS DOCUMENT

Subject line of e-mail:

The following categories are the only authorized requirements titles:

- COMPUTER - Includes Desktops, Notebooks.
- LAN – Includes servers, routers, hubs, etc.
- TELECOM – Includes switches, circuits, instruments, etc.
- INFRASTRUCTURE – Includes cables, manholes, ducts, etc.
- VIDEO – Includes CCTV, Warrior Network, VTC, etc.
- AIR TRAFFIC CONTROL – Includes ATC circuits, etc.
- RADIOS – Includes LMRs, antennas, cell phones, etc.
- MILITARY CONSTRUCTION PROJECTS (MCP)
- TACTICAL COMM

Enter one of the above on the subject line followed by the standard ANG numbering system:

UNIT-FY-SEQUENTIAL number, i.e. 101CF-99-0011

The following format will be used for all requirement submission regardless of need:

- 1. Requirement (detailed description)
- 2. Justification and mission impact (why it's needed and what is the impact if disapproved)
- 3. Technical Solution (locally developed or request ANG/STEM-B input)
- 4. Date required (the absolute drop dead date needed, be realistic)
- 5. Dollar Amount/funded or unfunded if known (either known at time of submission or ANG/STEM-B will provide with technical solution)
- 6. POC and phone number

Attachment 6 (Added)(ANG)**SAMPLE E-MAIL**

From: PLANS CHIEF
Sent: Wednesday, February 10, 1999 6:33 AM
To: STEM
Subject: RE: TELECOM 101CF-99-0011

Request concurrence with provided technical solution and forward to ANG/SCXP.

John Doe
Plans Superintendent

-----Original Message-----

From: CSO
Sent: Wednesday, February 10, 1999 6:33 AM
To: Plans Chief
Subject: RE: TELECOM 101CF-99-0011

Request is approved at CSO level.

JANE K. JONES
BASE CSO

-----Original Message-----

From: Plans Chief
Sent: Wednesday, February 10, 1999 6:31 AM
To: Base CSO
Subject: TELECOM 101CF-99-0011

1. Requirement: Purchase 5 digital line cards and 25 digital phones for NTI Meridian 1 PBX
2. Justification/Mission Impact: The base hospital is preparing to move into a new building and requires 25 digital sets. At this time the PBX does not have enough digital cards nor phones for this expansion./Denial of this request will delay the moving of personnel.
3. Technical Solution: See attached proposal and quote.

4. Date Required: 1 APR 99

5. Dollar Amount/Funded or Unfunded: \$10,250.00/Unfunded

6. JOHN W. DOE, MSgt, MEANG
Plans Superintendent
101CF/SCX
1010 East St.
Bangor, ME 55555-1212
Voice: (DSN) 278-8757 (Comm) 301-836-8757
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Attachment 7 (Added) (ANG)

PROCESS FLOWCHART

