Dear Mr. Chairman:

Thank you very much for your January 7, 2008 letter requesting an update of the Air Force’s efforts to revise internal processes on tracking and documentation of changes to Key Performance Parameters and other requirements prior to formal approval by the Joint Requirements Oversight Council.

Air Force Requirements Division viewed existing documentation procedures and identified a number of strengths and weaknesses in our process. The attached policy letter outlines new procedures that have been promulgated throughout the organization.

I again wish to thank you for your continued support and we look forward to working with you in the future. A similar letter has been sent to the Ranking Minority Member of your Subcommittee and to the Chairman and Ranking Minority Member of the Air and Land Forces Subcommittee.

Sincerely,

KENNETH E. MILLER
Special Assistant to the
Secretary of the Air Force for
Acquisition Governance and Transparency

Attachment:
MEMORANDUM FOR SEE DISTRIBUTION

FROM: AF/A5R
1480 AF Pentagon
Washington DC 20330-1480

SUBJECT: Tracking Changes to Key Performance Parameters (KPPs)

As Director of Operational Capability Requirements, I am committed to ensuring that the Air Force's operational requirements development process is executed as efficiently and effectively as possible. Recent correspondence from the House Committee on Armed Services identified shortfalls in how the Air Force tracks and documents changes to KPPs once they have been validated by the Air Force Requirements for Operational Capabilities Council (AFROCC).

In response, AF/A5R reviewed existing documentation procedures and identified a number of strengths and weaknesses. AF/A5R is implementing policy that will address shortfalls in documentation of changes to key performance parameters following AFROCC validation. Effective immediately:

- During presentation at the AFROCC, an AF/A5R-J FCB representative will attend for any requirements document requiring FCB/JCB/JROC approval
- Future AFROCC Memoranda (AFROCCM) documenting validation of KPPs will include a requirement for any KPP changes be presented to the AFROCC for information and validation
- Document sponsors are responsible for document control & informing the AFROCC of changes
- Associated Air Staff Subject Matter Experts are responsible for informing AF/A5RD of changes
- Changes to KPPs with justifying rationale will be documented and maintained in the Information and Resource Support System (IRSS) record for future reference

AFI 10-601 and the AFROCC Charter will incorporate these changes in their next scheduled revision. This policy memorandum will be maintained on the AF/A5RD website as a reference. For any questions, concerns or issues, please contact my POC for this effort, Maj John Duda, johnf.duda@pentagon.af.mil, DSN 224-0768.

MARSHALL K. SABOL
Director, Operational Capability Requirements
DCS, Operations, Plans & Requirements

Attachment
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