



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

SEP 25 2012

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Acquisition Information Repository Implementation Guidance

The acquisition information required by the current Department of Defense (DoD) Instruction 5000.02 is not routinely stored in an accessible manner to support milestone decision making or other analytical uses across the Defense Acquisition Community. In 2012, the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics piloted and deployed the Acquisition Information Repository (AIR), a searchable document repository for the systematic consolidation of this information.

The UNCLASSIFIED AIR reached initial operational capability in February. A SIPRNet AIR capability should reach initial operating capability later this year. The AIR will store final milestone documents for Pre-Major Defense Acquisition Programs, Unbaselined Major Automated Information Systems, Acquisition Category (ACAT) ID, ACAT IAM, and Special Interest Programs with potential to expand to include ACAT IC and IAC programs later.

The attached matrix identifies the Office of Primary Responsibility (OPR) for each document and the document types each OPR will initially upload into the AIR. This list will be updated as necessary on my direction. OPRs are responsible for loading documents, appropriately marking documents, setting document permissions, and managing access to their documents. It is important that OPRs load documents in a timely fashion and with appropriate accessibility. Effective immediately, OPRs will upload into AIR all UNCLASSIFIED milestone documents approved after the date of this memorandum within 5 business days of their formal approval. The AIR will provide the capability to generate a standard report of loaded (approved) documents for a program to facilitate assessment of program planning and statutory compliance in support of milestone decisions.

A DoD Common Access Card/Public Key Infrastructure is required for access to the AIR. The AIR can be accessed online at: <https://www.dodtechipedia.mil/AIR>. For registration, user status, and other user issues, please contact the AIR Help Desk at 703-882-5184 or airhelpdesk@osd.mil. My point of contact is Mr. Jeffrey Tucker, ARA/EI&OS, at 703-693-7954 or Jeffrey.Tucker@osd.mil.

A handwritten signature in black ink, appearing to be 'FK' with a flourish, positioned above the name 'Frank Kendall'.

Frank Kendall

Attachments:
As stated

AIR Documents and OPRs

<u>Information/Document</u>	<u>Originator</u>	<u>OSD OPR</u>	<u>Notes</u>
2366a Certification	ARA/AM	ARA/AM*	prior to MS A decision
2366a Certification Recommendation	ARA/AM	ARA/AM*	prior to MS A decision
2366b Certification	ARA/AM	ARA/AM*	prior to MS B decision
2366b Certification Recommendation	ARA/AM	ARA/AM*	prior to MS B decision
Acquisition Strategy	Component	ARA/AM*	prior to RFP release
Full Funding Commitment Memorandum	Component*	ARA/AM	Prior to Phase entry
Technology Development Strategy	Component	ARA/AM*	prior to RFP release
Acquisition Program Baseline	Component	ARA/AM*	prior to Phase entry
Acquisition Decision Memorandum (ADM)	ARA/AM & OIPT Lead	ARA/AM* & OIPT Lead	
Independent Technology Readiness Assessment (as applicable)	ASD(R&E)	ASD(R&E)*	By exception
Analysis of Alternatives Guidance	CAPE	CAPE*	Prior to AoA Plan
Analysis of Alternatives Plan	Component*	CAPE	Based on AoA Guidance
Analysis of Alternatives Report	Component*	CAPE	
Analysis of Alternatives Sufficiency Memorandum	CAPE	CAPE*	Prior to MS A decision
Assessment of Operational Test Readiness (AOTR)	DASD(DT&E)	DASD(DT&E)*	Prior to OTRR and IOT&E. OSD DT&E oversight Programs only
Beyond Low Rate Initial Production Report (or equivalent MAIS or Section 231 Early Fielding Report)	DOT&E	DOT&E*	For those programs under DOT&E oversight
DASD(DT&E) Pre-DAB Assessment Memorandum	DASD(DT&E)	DASD(DT&E)*	By exception, prior to DABs. OD DT&E oversight programs only.
Component Cost Estimate	Component*	CAPE	Input to ICE and affordability assessment
Cost Analysis Requirements Description		CAPE	Input to ICE; target 180 days prior to desired MS decision

* Organization Responsible for Uploading the Document

<u>Information/Document</u>	<u>Originator</u>	<u>OSD OPR</u>	<u>Notes</u>
Independent Cost Estimate	CAPE	CAPE*	
CCA Compliance Confirmation	Component CIO*	DoD CIO	
Information Support Plan	Component CIO*	DoD CIO	
IT and NSS Joint Interoperability Test Certification	Component CIO*	DoD CIO	
Post Implementation Review	Component CIO*	DoD CIO	MAIS programs only
Spectrum Support Certification (Submission of DD Form 1494)	Component CIO*	DoD CIO	
Corrosion Prevention Control Plan	Component*	Corrosion office	Required link in SEP shall be a link to AIR document
Technology Readiness Assessment	Component	ASD(R&E)*	
Post-Critical Design Review Assessment	DASD(SE)	DASD(SE)*	Brief assessment of the program's design maturity and technical risks
Preliminary Design Review Report	Component*	DASD(SE)	
Post-Preliminary Design Review Assessment	DASD(SE)	DASD(SE)*	
Program Protection Plan	Component	DASD(SE)*	SIPR AIR
Systems Engineering Plan	Component	DASD(SE)*	
Reliability, Availability, Maintainability and Cost Rationale Report	Component*	DASD(SE) & L&MR	Required link in SEP shall be a link to AIR document
LFT&E or Alternate LFT&E Plan	Component*	DOT&E	
LFT&E Report	DOT&E	DOT&E*	
LFT&E Waiver (if applicable)	Component	DOT&E*	
Operational Test Plan	Component	DOT&E*	OSD OT&E oversight programs only
Operational Test Agency Report of OT&E Results	Component*	DOT&E	Only for those programs not under DOT&E oversight
Test & Evaluation Master Plan (TEMP or TES as appropriate)	Component	DOT&E* & DASD(DT&E)	

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<u>Information/Document</u>	<u>Originator</u>	<u>OSD OPR</u>	<u>Notes</u>
IUID Implementation Plan	Component*	DPAP & L&MR	Required link in SEP shall be a link to AIR document
Program Environ. Safety & Occ. Health Evaluation (Incl. NEPA Schedule)	Component*	I&E	Required link in SEP shall be a link to AIR document
Life-Cycle Sustainment Plan	Component*	L&MR*	L&MR upload for ACAT ID and special interest only. MAIS/ACAT IAM LCSPs are approved by components and shall be uploaded by components.
Replaced System Sustainment Plan	Component*	L&MR	With reference in LCSP
Life-Cycle Signature Support Plan	Component*	USD(I), DIA	SIPR AIR
System Threat Assessment Report (with critical intelligence parameters)	Component	USD(I), DIA*	SIPR AIR
Manpower Estimate	Component*	USD(P&R)	

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