



Monthly Acquisition Report (MAR) Guidebook

March 2016

Version 3.0

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Revision History

This section lists changes to this document.

Date	Summary	By
4 November 2009	Initial Release Version 1.0	Melissa Hatanaka
22 January 2010	Update to coincide with SMART 12.2 Version 1.1	Melissa Hatanaka
15 March 2010	Update to Reporting Overview section	Melissa Hatanaka
21 January 2011	<ul style="list-style-type: none"> • Added Contract Cost information • Changes to Cost and Schedule metric guidance • Changes to Funding Area • Disclaimer for SPO Forecast Version 1.2	Melissa Hatanaka
15 April 2011	<ul style="list-style-type: none"> • Updated CPIF and CPFF descriptions to correct erroneous information 	Melissa Hatanaka
20 April 2012	<ul style="list-style-type: none"> • Version 2.0 	Melissa Hatanaka
17 March 2016	<ul style="list-style-type: none"> • Version 3.0 	Maj Matthew Horlacher

Purpose and Control

This document provides direction for program managers and acquisition professionals responsible for creating the MAR. This document provides parameters and guidelines to ensure MARs are created with a standard look and feel and an appropriate level of detail. The document is a “living” document that will be updated as needed.

Please note: a new program has to create a new program record, map its funds, and submit the AML approval request in Comprehensive Cost and Requirement (CCaR) system before a MAR can be built in SMART. Please refer to the SAF/AQX IML User Guide (see link: <https://cs1.eis.af.mil/sites/aq/Functional/Program%20Integration/CCaR%20Guidebook/Forms/AllItems.aspx>) for more instructions on mapping a program in CCaR.

Questions about “how” to include information on the MAR are provided in the SMART online help system. Questions about “what” to include are answered in this document.

All images used in this document contain fictitious information and are for illustration purposes only.

All requests for changes, deletions, and/or additions to this document shall be processed through:

SAF/AQXE Workflow usaf.pentagon.saf-aq.mbx.saf-aqxe--enterprise-execution-wkflw@mail.mil

MAR Reporting Overview

MARs are required for AML programs with funding greater than \$30 million in RDT&E (3600) or \$50 million in procurement (30XX) over the life of the program (see AFI 63-101 for additional instructions for when MARs are required).

MARs are prepared by the Technical Project or Program Manager (PM) for review by the Program Executive Officer (PEO). PEOs review and approve each required MAR by the 10th business day of the month. ACAT I and IIs submit MARs monthly and ACAT IIIs submit MARs quarterly to SAF/AQXE (MARs submitted quarterly are due the 10th business day in February, May, August and November). Pre-MS A AML programs submit MARs on a quarterly-only basis. MAR reporting for new ACAT programs starts with the October MAR (submitted in November) the fiscal year prior to first receiving funds.

SAF/AQXE serves as a focal point for the MAR process, policy, and analysis. SAF/AQXE produces the MAR Analysis Report containing an executive summary of issues identified in the MARs, individual MAR reports, and oversight reports generated for trend analysis on a monthly basis. This report is delivered to the Air Force Service Acquisition Executive (SAF/AQ) and posted to the SAF/AQ Program Integration SharePoint site.

A program's monthly or quarterly MAR Reporting status can be found in the Project Management Resource Tool (PMRT) database. Any change in PMRT to a program's MAR status has to be accepted by SAF/AQXE.

For questions about PMRT change requests, contact SAF/AQXE through the SAF/AQXE Workflow at usaf.pentagon.saf-aq.mbx.saf-aqxe--enterprise-execution-wkflw@mail.mil.

Page 1: Program Assessment / Top Issues

The purpose of the Program Assessment/Top Issues page is to provide the Service Acquisition Executive (SAE) a current assessment of the overall program.

Description: Network satellite system designed to be strategic and deployable to mobile units worldwide						Phase: Production & Deployment	Feb 12
SPM: Mr. Holland, Otto W (SMC/MC) 613-0001		PEO: Lt Gen Smith, Ellen M (SMC/CC) 613-5201		PM: Mr. Holland, Otto W (SMC/MC) 613-0001			
Assessments							
PEO	PM	Cost	Sched	Perf	Fund		
→	→	→	→	→	→	→	
Acronyms							
CMTW: Combined Major Theater War; Gbps: Gigabytes per seconds; Mbps: Millions of bits per second; ACF: Antenna Calibration Facility; APB: Acquisition Program Baseline; ECD: Estimated Completion Date; FAB-T: Family of Advanced Beyond Line-of-Sight Terminals; FY: Fiscal Year; IC2: Interim Command & Control; IMS: Integrated Master Schedule; IOC: Initial Operational Capability; MCS: Mission Control Segment; OSD: Office of the Secretary of Defense; PEO: Program Executive Officer; TBD: To Be Determined; TBR: To Be Resolved; UFR: Unfunded Request; VPN: Virtual Private Network							
Top Issues							
ISSUE: Insufficient funds for B2, A3, IC2 and MDS; insufficient funds for VPN update. IMPACT: Unable to sustain B2, A3, MDS as well as update the VPN. 1 WAY AHEAD: ATS submitted the following UFR's: B2, A3, VPN, IC2 and MDS. FY12 UFR's have been addressed internally within execution year dollars. FY13 UFR's will be covered partially by the projected under run and the remainder in execution year adjustment. FY14 UFR's will be addressed in the POM.							
Other Information							
Unclassified FOR OFFICIAL USE ONLY							

Assessments Area

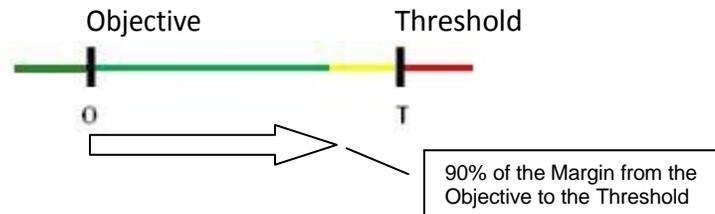
The PM and the PEO/DAO are responsible for ensuring the assessments accurately reflect the condition of the acquisition program or technical project.

General Guidance

Arrow Colors: (program status)

PMs assess their program using red, yellow, or green as an indication of risk or realized issues in execution of the technology project or acquisition program. For technology programs or acquisition programs with cost, schedule, or performance goals or baselines, the PM's current estimate may be rated red, yellow, or green, relative to where it lies: somewhere between the Objective and the Threshold or outside of this "margin" in either direction. Unbaselined program assessments should still be done and include an explanation on the benchmarks being used in the Additional Assessments page.

Ninety percent of the distance (or margin) from the Objective to the Threshold is a critical position to act as a warning indicator that the program is still meeting but nearing the Threshold value (see graphic below). If Objective equals Threshold, then a simple red or green assessment is made on meeting or not meeting criteria.



- **Green** - A green arrow indicates that this part of the program is progressing satisfactorily toward meeting desired technical maturity, demonstrated utility, project goal, fiscal execution, or program baseline. Some problems may exist, but appropriate solutions are available and generally within the control of the program office. A green assessment requires no further explanation.
- **Yellow** - A yellow arrow indicates that there is a reduced margin of success or something has occurred that has a high probability of impairing progress toward meeting the desired technical maturity, demonstrated utility, project goal, fiscal execution, or program baseline. A plan is being implemented to address the situation. Issue resolution may require assistance from outside the program office.
- **Red** - Some event occurred that has or will preclude the project or program from meeting its desired technical maturity, demonstrated utility, project goal, fiscal execution, or program baseline. As a result, a change to the project scope, technical development strategy, or approved Acquisition Program Baseline (APB) is required, and likely requires some action from the Milestone Decision Authority (MDA) and Air Staff.

Arrow Directions:

- **Up – No Issues or positive performance.** Progress towards issue resolution is ahead of plan or performance exceeding objectives.
- **Side – Steady performance.** Progress is on expected path to resolve identified issues.
- **Down – Negative performance.** Progress is not tracking to mitigate identified issues without degraded fiscal execution or increased impact to the project or program goals/baseline.

Metric Guidance

Cost Performance (Cost)

This is the PM's assessment of the technology project, technical demonstration (pre Milestone B), or program's cost performance to date against the MDA approved cost estimate (pre-Milestone B) or program's baseline cost thresholds. This assessment includes but is not limited to program cost estimates, and contract performance as

measured by Earned Value Management (EVM) data. Program unit cost and contract cost problems may be a preliminary indicator of future funding, schedule or technical problems. Some items to evaluate related to contract performance include whether contract(s) are performing within their cost projections, whether there is an uncontrolled or large unfavorable cumulative cost variance, performance following an Over Target Baseline (OTB), and Estimate at Complete (EAC) projections. Program Acquisition Unit Cost (PAUC) and Average Procurement Unit Cost (APUC) guidelines below apply to Major Defense Acquisition Programs (MDAP) and ACAT II/III programs if PAUC/APUC is included in the APB.

Note: If multiple criteria are applicable to a project/program, use the most severe criteria to determine assessment. Ultimately, project/program assessments are up to the PM's and PEO's best judgment. If assessment deviates from guidelines, rationale for deviations should be included on the additional assessment page.

Guidelines for color ratings are:

Green:

- *For unbaselined programs* – Current estimate for completion (POE, SCP, NACA, etc.) is less than 90% of the MDA approved cost estimate presented at MDD or Milestone A.
- APB Program Cost – Current estimate is under 90% of margin between the Objective and Threshold, see page 6, (Current Estimate equals President's Budget (PB) position as modified by fact-of-life changes).
- APB Unit Cost – Current estimate for PAUC and/or APUC are no more than 5% growth over current Unit Cost Report (UCR) objective values, or 10% growth over the Initial/Re-baseline UCR values.
- Contract Cost (EVM data available) –
 - Cumulative Cost Variance is positive
 - Negative cumulative cost variance has been stable for 3 months and EAC (SPO) is covered within available program budget.
- Contract Cost (no EVM data) – Contractor projected costs do not exceed contract cost.

Yellow:

- *For unbaselined programs* – Current estimate for completion is above 90% but less than MDA approved cost estimate presented at MDD or Milestone A.
- APB Program Cost – Current estimate is less than the Threshold but above the 90% point between the Objective and Threshold.
- APB Unit cost – Current Estimates for PAUC and/or APUC are between 5% and 10% growth over current UCR objective values, or between 10% and 20% growth over the Initial/Re-baseline UCR values.
- Contract Cost (EVM data available) – Negative cumulative cost variance has not stabilized for at least 3 months but EAC (SPO) is covered within available program budget.

- Contract Cost (No EVM data) – Contractor projected costs exceed contract cost by less than 10%.
- ACAT II programs current estimate is within 12% of ACAT I designation threshold.
- ACAT III Automated Information System program cost estimate is within 12% of ACAT I designated thresholds.

Red:

- *For unbaselined programs* – current estimate for completion is above MDA approved cost estimate presented at MDD or Milestone A.
- APB Program Cost – Current estimate breaches the Threshold value.
- APB Unit Cost – Current estimates for PAUC and/or APUC exceeds, or is projected to exceed, 10% growth over Current UCR objective values, or 20% growth over the Initial/Re-baseline UCR values.
- Contract Cost (EVM data available) – Negative cumulative cost variance has not stabilized for at least 3 months and EAC (SPO) exceeds available Program budget.
- Contract Performance as measured by the cumulative CPI < .9
- Contract Cost (no EVM data) – Contractor projected costs exceed contract target cost by more than 10%.
- ACAT II programs current estimate is within 10% of ACAT I designation threshold
- ACAT III Automated Information System program cost estimate is within 10% of ACAT I designated thresholds

Schedule Assessment (Sched)

This is the PM's assessment on whether the technology project or acquisition program is able to meet schedule goals for completion of technical maturation, capability demonstration, MDD MDA approved Technology Development Strategy (TDS) schedule/exit criteria, or APB milestones. This assessment should be based on the project/program Integrated Master Schedule (IMS), and all contract IMSs. Critical path should be established, maintained, and understood.

Guidelines for color ratings are as follows:

Green:

- Slight variance may occur, but is not projected to affect the overall completion project schedule goal or TDS exit criteria date.
- Estimate for APB milestones meet objective date or has slipped less than 90% from Objective to Threshold date (Current Estimate equals PM estimate).

Yellow:

- *For unbaselined programs* – Latest estimate suggests the ability to achieve project schedule goal or TDS exit criteria dates will slip more than 5, but

less than 20 business days

- Estimate for APB milestones has slipped more than 90% from Objective to Threshold date.
- *For MDAP programs* – 4 month slip for any listed APB milestone from the Current Estimate date reported to Congress in the latest Selected Acquisition Report (SAR).
- *For MAIS programs* – Latest estimate projects Full Deployment Decision (FDD) within 6 months of 5 year Funds First Obligated date threshold.

Red:

- *For unbaselined programs* – Latest estimate suggests the ability to achieve project schedule goal or TDS exit criteria dates will slip greater than 20 business days
- Estimate for APB milestones has slipped beyond Threshold date -- an APB breach has occurred or is projected to occur.
- *For MDAP programs* – 6 or more month slip for any listed APB milestone from the Current Estimate date reported to Congress in the latest Selected Acquisition Report (SAR).
- *For MAIS programs* – Latest estimate projects FDD exceeding 5 year Funds First Obligated date threshold.

Technical Performance Assessment (Perf)

This is the PM's assessment on whether the project/program is currently on track to meet its technical performance goals, TDS exit criteria, or APB performance parameters. This current assessment should identify any significant unplanned performance issue (including integration) increasing risk in any of the assessment areas or operational suitability and effectiveness (e.g. engine failures, test failures, or software failures).

Guidelines for color ratings are as follows:

Green:

- Expected to meet or exceed TDS technical maturity exit criteria or technology demonstration performance goal.
- Current estimate meets Objective or is within 90% of the margin from Objective to Threshold value. (Current estimate equals PM estimate).

Yellow:

- Current estimate is over 90% of the margin from Objective to Threshold value.
- Integration of software, hardware, COTS, sub-systems, or systems has technical issues or increased risk to cost or schedule goals/baseline.

Red:

- Expected to fall below TDS technical maturity exit criteria or technology demonstration performance goal.
- Current estimate does not meet the Threshold value - an APB breach has occurred or is projected to occur.
- Integration of software, hardware, COTS, sub-systems, systems technical issues has caused a slip to schedule goals/baseline or increased cost over contract target cost.

Funding Assessment (Fund)

This is the PM's assessment on whether the program office has the fiscal resources to execute the currently approved strategy and can execute the current-year budget program. For pre-Milestone B/C programs, this assessment should be based on the fiscal resources to execute the pre-program initiation phase efforts as directed in the MDD ADM (as applicable) and execution of the current-year budget program. This includes current-year funding and execution, prior year execution, and future-year programming and budgeting. For issues, identify specific years and appropriation(s). Guidelines for color ratings include:

Green:

- Execution Year - Funding sufficient to meet current year requirements.
- Obligation and Expenditure rates meet OSD goals and/or SPO Forecast -- no risk of losing funds due to poor execution.
- Future Year - Budget/Programming sufficient to execute the directed program.

Yellow:

- Funding/Budget shortfalls exist - program is executable, but with increased risk.
- Funding not sufficient to meet current year, expired year, or cancelled year requirements, will most likely require below threshold reprogramming.
- Obligation and Expenditure rates within 10% of the OSD goals for appropriated TOA and adjusted by reprogramming, realignments and rescissions. Program faces risk of losing funds due to poor execution.
- Future Year – Shortfall in excess of below threshold reprogramming limit in budget/programming but a Core Functional Lead (CFL) plans to address the shortfalls during next POM.

Red:

- Funding/Budget shortfalls in current year, future years, or for the total makes the program unexecutable.
- Funding shortfalls require above threshold reprogramming.
- Obligation and Expenditure rates below 10% of OSD goals for appropriated TOA as adjusted by reprogramming and rescissions, or the program office is unlikely to achieve OSD goals by year-end.

- Future Year – Funding shortfalls exceed the below threshold reprogramming thresholds, the shortfalls have significant impact to program, and CFL will not address the shortfalls during next POM.

Overall Assessment

Green:

- Technology Project/Acquisition Program is executable, minor issues in cost, schedule, performance, or funding can be mitigated by PM or PEO.

Yellow:

- Technology Project/Acquisition Program is executable with moderate risk, major issues in cost, schedule, performance, or funding requiring PEO and/or SAE/HAF engagement.
- Program is near breaching APB, and will breach if current trend continues.

Red:

- Technology Project/Acquisition Program is not executable or is executable with high risk, major issues in cost, schedule, performance, or funding requiring PEO and/or SAE/HAF or AT&L engagement.
- MDAP program is in Nunn-McCurdy or Critical Change breach.
- Program is in breach of APB.

Note: If the Overall Assessment is not in accordance with the individual Metric Assessments, provide rationale on the Additional Assessments page.

Acronyms Area

Use of acronyms can assist in conveying the message in an efficient manner. Include all frequently used acronyms in the Acronyms Area. Rarely used acronyms can be spelled out within the MAR section.

Issues Area

The Issues Area is used to provide details about important program issues. Descriptions of issues support the assessments made in the Assessments Area. The focus should be on the issues, impacts, and resolution plans. The PM/SPM and PEO will ensure the issue text is clear, concise, and understandable to those outside the program office. Issue summaries should explain how and when issues will be resolved. These issues should be updated with each MAR review.

Issue Text (Internal Summary)

The issue text comes from a field in SMART called the *Internal Summary*. The Internal Summary is a free form text box. The suggested format for each issue includes the

following three sections as space allows:

- **Issue:** For each issue, provide a description of what is causing a yellow or red rating in no more than two lines. The focus is on “the why”, and if applicable, “the who” associated with the problem.
- **Impact:** For each issue, succinctly identify the specific programmatic impact. The focus is on what is or will be the result of the issue. If a technical or schedule issue causes an APB breach or a breach is projected, include the phrases “APB Technical Performance Breach” or “APB Schedule Breach” respectively.
- **Way Ahead:** For each issue, list actions being taken or planned as preventative or get-well measures. Identify overall get-well strategy and some near-term planning and achievement. Include original and current expected recovery dates (identify changes from last MAR in the way ahead plan/status using **bold** text).

Note: Remove information that is outdated or no longer applicable to issues area. When a program resolves an issue, report the issue as closed in the MAR once more prior to deleting it.

Example:

Issue: Flight test uncovered aileron flutter problem.

Impact: An additional 3-month schedule slip - APB Schedule Breach.

Way Ahead: Engr review underway, expect report by Jan 13. **APB change package in draft.** Cost of delay unknown - estimate due Jan 13.

Assessment Area

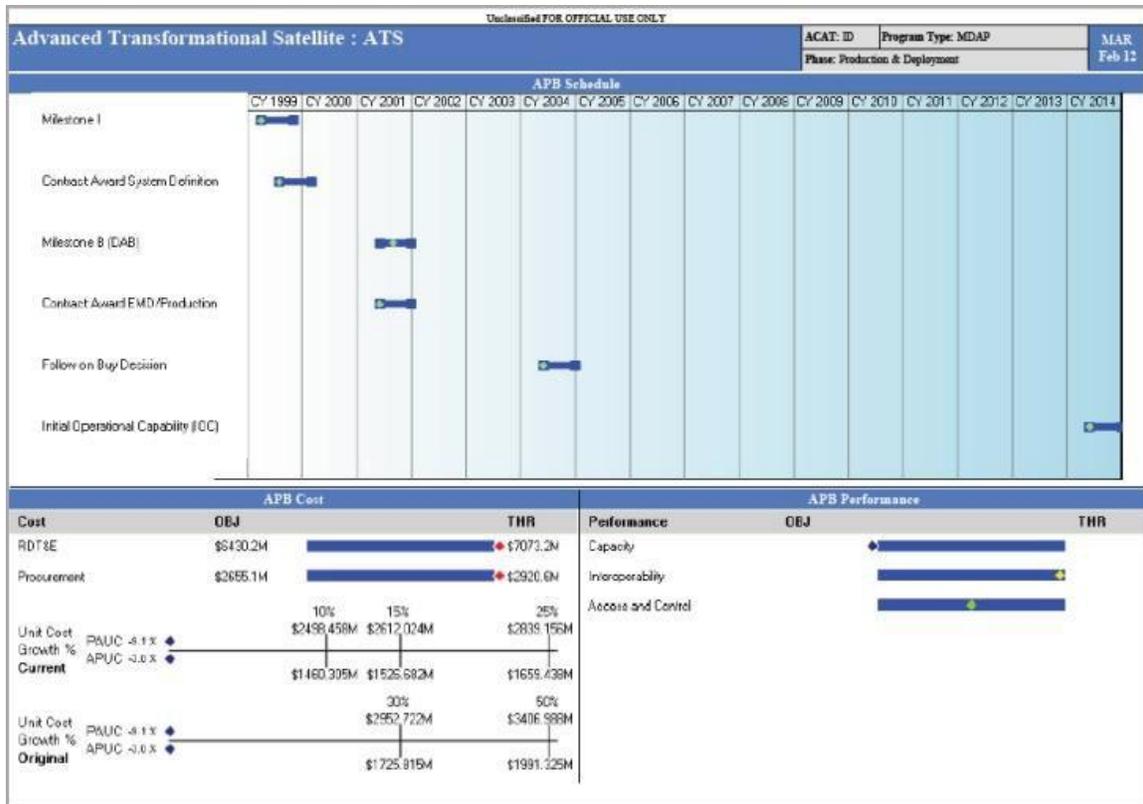
Issues can be associated with one or more metric assessment areas (i.e. cost, schedule, performance, funding). If there are impacts to more than one assessment area, ensure the area column within the Issues area accurately reflects all affected areas. Within the Issue text, identify the primary assessment area and secondary impacts to other assessment areas.

Other Information Area

The Other Information area is optional. The primary purpose is to communicate significant accomplishments/milestones/events (e.g. PDR, CDR, test events, deliveries, etc.).

Page 2: Baselined Program Data (Post Milestone B ACAT programs)

The purpose of the Program Data page is to provide the SAE sufficient key program data to evaluate overall program status against the acquisition program baseline.



Schedule Area

The Schedule area should include all milestones reported on the APB. If the number of milestones exceeds the space allowed, only include events focused on prior year and current year plus one year in the future.

The diamond on each milestone identifies the actual or estimated date. The colors represent:

- Green = Estimated date is before Threshold date
- Black = Actual date is before Threshold date
- Red = Actual or Estimated date is after Threshold date

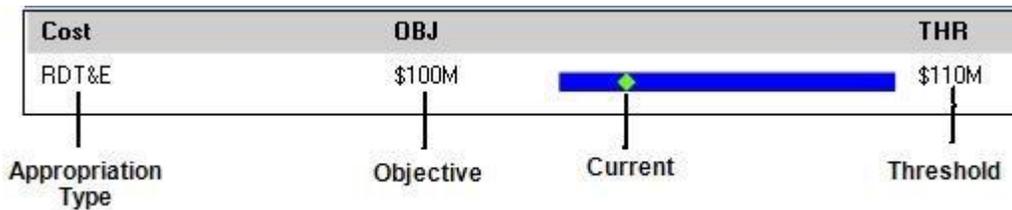
Cost Area

The Cost area is divided into two sections: Cost by Appropriation Type and Unit Cost.

Cost by Appropriation Type

Each appropriation type is totaled and represented by a single line. The objective and threshold are from the APB.

The image below represents a single appropriation type.



The current estimate color is established using the following values:

- Blue = better than objective
- Green = less than 90% of the margin from objective to threshold
- Yellow = over 90% of the margin between objective to threshold
- Red = breaches threshold

Unit Cost

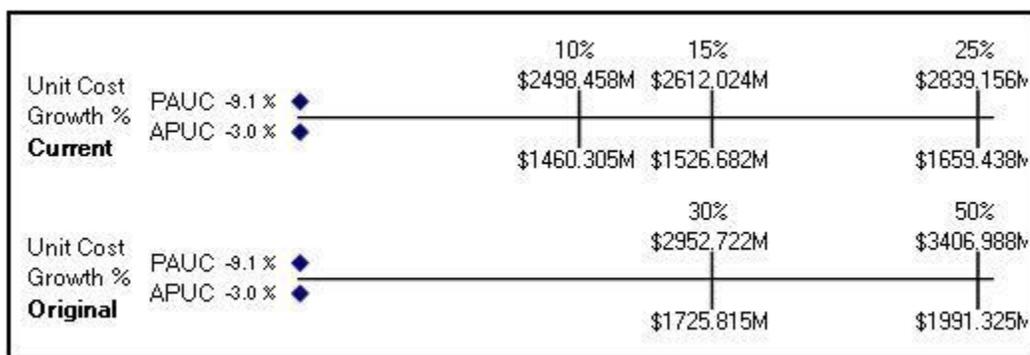
Unit Cost is displayed in two different formats depending on ACAT designation.

ACAT II and ACAT III

Unit Cost Growth % Current	OBJ	THR
PAUC 5.0 %	\$50M	\$55M
APUC 5.0 %	\$50M	\$55M

The diamonds represent the current PAUC and APUC.

ACAT I (MDAP Only)



The diamonds represent the % of cost growth for PAUC and APUC.

Current Line (see ACAT I chart above)

The values displayed on the top current line represent significant and critical cost growth beyond the estimate for the current unit cost. These are APB breach points.

Original Line (see ACAT I chart on page 14)

The values displayed on the second line represent significant and critical cost growth beyond the estimate for the original unit cost. These are Nunn-McCurdy breach points.

Performance Area

The Performance area should include all KPPs and KSAs as reported on the APB. If the number of KPPs/KSAs exceeds the space allowed, include KPPs first and prioritize KSAs based on risk or impact to successful demonstration of military utility (validated or demonstrated performance above objective values would be the lowest priority to include).

The estimate color is established using the following values:

- Blue = better than objective
- Green = less than 90% of the margin from objective to threshold
- Yellow = over 90% of the margin, but meeting threshold
- Red = breaches threshold

Page 3: Funding Data

This data is used to assess the risk of external organizations such as OSD or Congress reducing Air Force resources due to under execution. This data is also used to assess the risk in the execution of plans to utilize resources for delivery of products and services.

The Funding chart focuses on both funds status and funds execution (obligations and expenditures) data. The data is imported from the CCaR database and should be as of the end of the month. Funds will be based on dollars in millions.

Funding shown should only be associated with a technology project or acquisition program as defined by the Implementation Directive or MDA approved ADM or APB. Funds shown should not be confused with funding for sustainment of an end item (e.g. aircraft weapon system, missile, information or cyber defense system, commodity).

Advanced Transformational Satellite : ATS					ACAT: ID	Program Type: MDAP	MAR	
					Phase: Production & Deployment			
APPN	FY	APPROVED PRGM	BA Rel'd	TOTAL RQRD	OBLIGATIONS (%)		EXPENDITURES (%)	
					Feb Goal	DFAS Act'l	Feb Goal	DFAS Act'l
3600 PED603430F	12	276.7	81.0	302.7	37.5%	18.7%	22.9%	2.8%
	11	378.6	378.6	378.6	94.2%	93.3%	69.6%	71.3%
3020 BPAC 23AEHF	12	551.5	426.8	551.5	33.3%	0.7%		
	11	256.9	256.9	256.9	84.2%	83.1%		
	10	1719.7	1719.7	1719.7	94.2%	93.0%		

Under-obligation or under-expenditure significant enough to cause a yellow or red rating should be explained on the Additional Assessments page (see Additional Assessments on page 24). Identify the cause and the get-well plan.

The format focuses only on appropriations being executed and does not require program funds for all years. Include all appropriations affecting program execution. The Funding Area is focused primarily on AF funding and is not limited to just the appropriations listed.

The FY column should include the current execution year and all active years of the appropriations listed in the APPN column. For appropriations that are active in excess of three years or “no-year” appropriations which do not have limitations on the active years, the years of appropriation will be limited to the current year through the current year minus two.

Funds Status Area

The Funds Status area includes the following columns:

- **Approved Program** - based on President’s Budget submissions as modified by the Appropriations law, Reprogramming Actions, realignments or other formal budget actions.
- **BA Rels’d** - based on the budget authority released to the program office to date. The field in the Funding module in SMART that correlates to BA Rels’d is *Authorized Total*.
- **Total Rqrd** - the judgment of the SPM of the total funding required by appropriation to execute the AF-directed program. The field in the Funding module in SMART that correlates to Total Rqrd is *Total Required*.

Obligations Area

The Obligations columns are expressed in cumulative percentage using Approved Program as the base. The Obligations heading is broken into two columns. For O&M appropriations or programs receiving BA in portions (such as quarterly increments) throughout the year, use anticipated annual BA as a base.

- **Goal** - represents an estimated monthly cumulative goal to support OSD end of FY obligation goals.
- **DFAS Act’l** – obligations based on actual postings in the official accounting system.

Note: If the MAR is created under Continuing Resolution, current budget year obligation percentages are calculated using BA released as the basis.

Expenditures Area

The Expenditures columns are expressed in cumulative percentages using Approved Program as the base. The Expenditures heading is broken into two columns. These columns apply to RTD&E appropriations only.

- **Goal** – represents an estimated monthly cumulative goal to support OSD end of

- FY expenditure goals.
- **DFAS Act'1** – expenditures based on actual postings in the official accounting system.

Note: If the MAR is created under Continuing Resolution, current budget year expenditures are calculated using BA released as the basis.

Funding Execution Colors

The obligation and expenditure areas include color coding as follows:

- Green: 100% or better of goals
- Yellow: 90% to <100% of goals
- Red: <90% of goals

If the MAR was created under Continuing Resolution, the values for the color coding are slightly different for obligated funds in the current budget year only:

- Green: 90% or better on BA released
- Yellow: 80% to <90% on BA released
- Red: <80% of goals on BA released

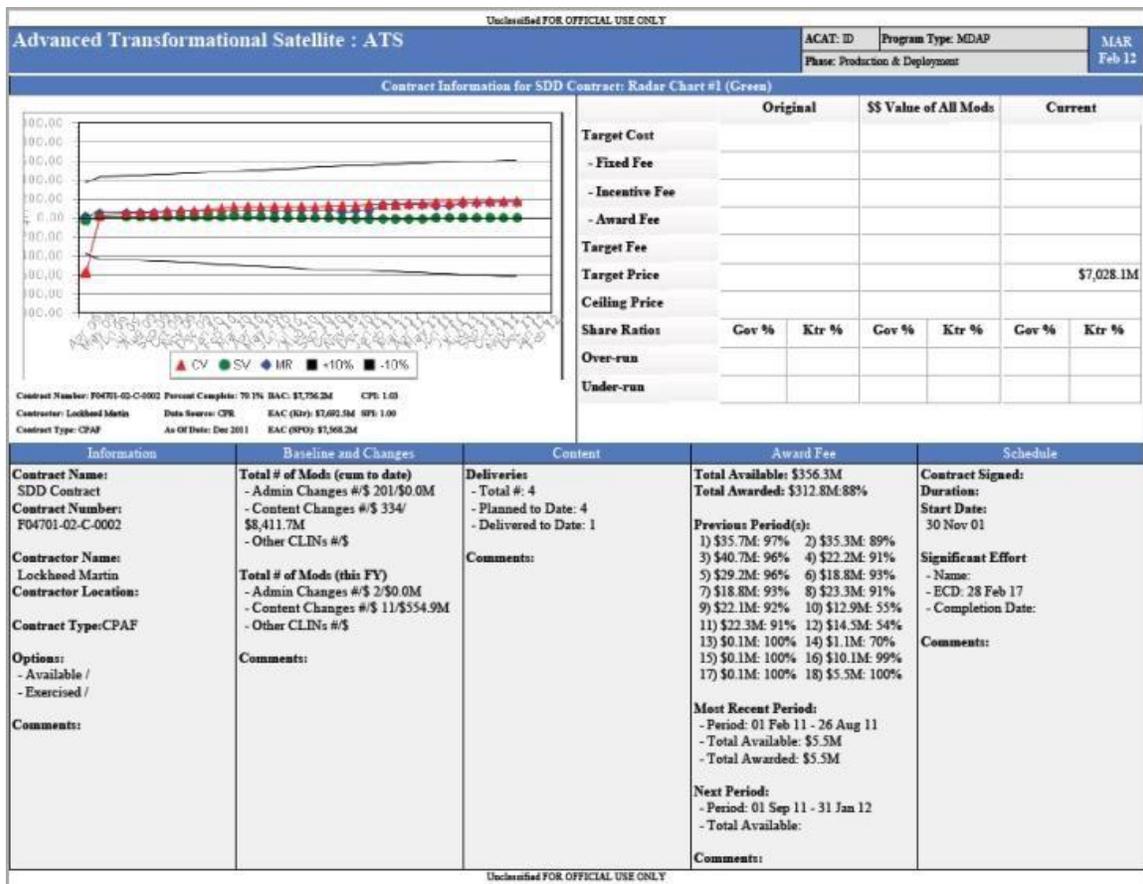
Note: Below the Funding chart, provide comments to explain any red or yellow obligations or expenditures. These comments should appear in the same APPN & FY order as the funding table. They should also have a get-well-date (GWD) along with the explanation.

Contract Information

The purpose of the Contract Information page is to provide details about the health of contracts important to the success of the program.

The program office should include each active System Development & Demonstration (SDD), Engineering Manufacturing and Development (EMD), and/or Production & Deployment (P&D) contract until all major deliverables are accepted by the Government.

PMs shall report EV data for all contracts with EV reporting requirements as defined IAW AFI 63-101.



The contract information page is displayed for each contract of the following type:

- CPAF (Cost Plus Award Fee)
- CPFF (Cost Plus Fixed Fee)
- CPIF (Cost Plus Incentive Fee)
- FPIF (Fixed Price Incentive - Firm Target)
- FPIS (Fixed Price Incentive - Successive Targets)

EVM Area

The EVM area is automatically generated using EVM data stored in the Contracts/EVM module. The EVM data is assumed to be associated with the program identified. If the data is inclusive of other program efforts this must be noted in the Contract Information Comments.

Contract Cost Area

This area identifies the resources allocated to the contracted effort at signing, plus any modifications, and lastly what current resources are needed for the effort. Please note that the table below has generic rows that do not apply to every type of contract. Therefore, data is only required as applicable to the contract type.

Columns ↓

	Original		\$\$ Value of All Mods		Current	
Target Cost	\$10.0M		\$50.5M		\$60.5M	
- Fixed Fee			\$3.0M		\$3.0M	
- Incentive Fee			\$0.5M		\$0.5M	
- Award Fee						
Target Fee			\$3.5M		\$3.5M	
Target Price	\$10.0M		\$54.0M		\$64.0M	
Ceiling Price						
Share Ratios	Gov %	Ktr %	Gov %	Ktr %	Gov %	Ktr %
Over-run	75	25	75	25	75	25
Under-run						

← Rows

Original Column

The Original column represents the contract at original incorporation (date is shown in the Schedule section of the Contract Information Area). For contracts authorized based on Not-To-Exceed prior to negotiation and incorporation, the original column represents the original authorization. It should reflect the Original Target Cost and Target Fees/Profit at signing. Once completed, these values should not change.

\$\$ Value of all Mods Column

The \$\$ Value of all Mods column should reflect any contract change orders or options authorized/exercised by the Government. Over-Target Baselines are not included in the Contract Cost Data.

Current Column

The Current column should reflect the latest contracted amount to include original, exercised options, plus contract changes. For example, the Original Target Cost, plus Exercised Options, plus the total of contract content changes (from the Baseline and Changes section of the Contract Information Area), and Other CLINs should be the Current Target Cost. The sum of the Current Target Cost plus the Current Target Fee should be the Current Target Price.

Target Cost Row

Target Cost should be the Target Price minus fees. Fees (i.e. fixed, incentive, and award) should be represented individually in their respective fields and totaled in Target Fee. Include target or estimated cost as appropriate based on contract type.

- Fixed Fee – This fee type is only applicable to CPFF type contract.
- Incentive Fee - Any cost incentive which is typical of CPIF or FPI contracts.
- Award Fee - Any award fee on a CPAF contract.

Example of Fees

Cost Plus Award Fee (CPAF) – Estimated cost is put in the “Target Cost Field” and the planned Award Fee is placed in the “Award Fee Field”. As fee is unearned and not rolled to future periods, this amount is reduced if no longer contractually available.

Cost Plus Fixed Fee (CPFF) – Target cost is placed in the “Target Cost Field” and the fixed fee in the “Fixed Fee Field”. If applicable, this type of contract needs to populate the ceiling price.

Cost Plus Incentive Fee (CPIF) – Estimated cost is placed in the “Target Cost Field” and the planned fee is placed in the “Incentive Fee Field”. This type of contract also needs to populate the ceiling price and share ratio information as applicable.

Firm Fixed Price (FFP) – Input the full FFP value in the “Ceiling Price Field”.

Fixed Price plus Incentive – Target Cost is put in the “Target Cost Field” and the incentive fee is placed in the “Incentive Fee Field”. This type of contract also needs to populate the ceiling price and share ratio information as applicable.

Other contractual notes:

Certain contracts have both target and estimated costs. For contracts with only estimated cost (e.g. CPAF, CPFF) there may be a contract change due to cost growth to be able to fund the overrun. This type of change is typically without fee and is therefore omitted from the contract cost area and is more typically addressed as an OTB.

The Total Fee is the sum of the fixed, incentive and award fees.

Ceiling Price Row

For Fixed Price contracts, enter the Ceiling Price. If the original contract was an Undefined Contract Action (UCA), enter the Not to Exceed (NTE) value.

Share Ratio Rows

For CPIF/FPIF contracts, include the Government/contractor share ratio for overruns and under-runs.

Contract Information Area

The Contract Information Area is divided into five sections.

Information

This section identifies basic contract information such as name, contract number, location, contract type, number of options available and options exercised.

Baseline and Changes

Provide the quantity of changes. This will be the number of ECPs and/or options exercised in the \$\$ of Mods area of the Contract Cost area.

Content

The intent of this section is to capture how many units have been delivered to date, how many are planned for delivery, and the total number expected over the period of performance on the contract.

Award Fee

The intent of this section is to address the quality of contractor performance as documented by the Government's award fee plan.

For contracts with award fee incentives, include all past award fees.

For more information on how award fees are presented in this section, see the SMART online help topic titled *About Award Fee Reporting (MAR)*.

Schedule

The intent of this section is to describe the period of the contracted effort and the expected completion dates for that effort.

Note: Provide comments below these five sections addressing information, issues or changes significant to decision makers.

Other Contracts Page

The Other Contracts page shows a subset of contract information displayed in table format.

Unclassified FOR OFFICIAL USE ONLY				ACAT: N/A	Program Type: -	MAR
Fiasco : F1				Phase: EMD		Jan 10
Contract Information and Baseline Changes		Total # of Mods(cum to date)	Total # of Mods(this FY)	Options		
Large Active (Procurement)	FFP	Admin:	3/53.0M	Admin:	#/5	Available:
AAI Corporation Logistics and Technical Services	AAAAAA-01-A-AAAA	Content:	#/5	Content:	#/5	Exercised:
		Other CLINs:	#/5	Other CLINs:	#/5	
Large Active (RDT&E)	FFP	Admin:	#/5	Admin:	#/5	Available:
AAI Corporation Logistics and Technical Services	AAAAAA-01-A-AAAA	Content:	#/5	Content:	#/5	Exercised:
		Other CLINs:	#/5	Other CLINs:	#/5	
AFSN Support	T&M	Admin:	#/5	Admin:	#/5	Available:
Northrop Grumman	AAAAAA-12-B-0001	Content:	#/5	Content:	#/5	Exercised:
		Other CLINs:	#/5	Other CLINs:	#/5	

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The following contract types use the condensed table format:

- FFP (Firm Fixed Price)
- FFPOE (Firm Fixed Price Level of Effort Term)
- FPEPA (Fixed Price with Economic Price Adjustment)
- FPRP (Fixed Price with Prospective Price Redetermination)
- FPRR ((Fixed Ceiling Price with Retroactive Price Redetermination)
- T&M (Time and Materials)

Additional Assessments

The purpose of the Additional Assessments page is to provide key personnel an opportunity to explain, in more detail, their overall rating. Ensure the Additional Assessments area includes an explanation for the following two conditions if applicable:

1. The Overall Assessment made by the PM or PEO is not in accordance with the individual Metric Assessments
2. The Overall Assessment made by the PM is different than the Overall Assessment made by the PEO

The Additional Assessments area is free form and can also include accomplishments or other good news.

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Advanced Transformational Satellite : ATS	<table border="1"> <tr> <td>ACAT: ID</td> <td>Program Type: MDAP</td> <td style="background-color: #0056b3; color: white;">MAR</td> </tr> <tr> <td colspan="2">Phase: Production & Deployment</td> <td style="background-color: #0056b3; color: white;">Feb 12</td> </tr> </table>	ACAT: ID	Program Type: MDAP	MAR	Phase: Production & Deployment		Feb 12
ACAT: ID	Program Type: MDAP	MAR					
Phase: Production & Deployment		Feb 12					
Contractors							
Lockheed Martin (Space Systems)							
PEO:							
PM:							
<p>ATS 1 – On-orbit testing continued with great progress. Reported in the Dec 11 MAR, the small number of issues (classified) found during test have been closed. Operational workarounds are in place and supported by PEO.</p> <p>ATS 2 – The Program Office completed the Mission Readiness Review with the SPM and the Consent to Ship Review with the PEO on 26 Jan 12. Contractor has successfully completed all factory development/test activity, and the satellite is scheduled to be placed in its transportation container on 07 Feb 12.</p> <p>ATS 3 – Currently in storage at the contractor’s facility. The batteries are tested every 10 days and the vehicle undergoes a power-on health check every 45 days. Next one is scheduled for mid-Mar 12). ATS 3 will remain in its current configuration until the contractor starts final launch prep, approximately 6 months before launch. AEHF 4 – No New Status to Report.</p> <p>The ATS program is experiencing program execution issues in the areas of interim contractor sustainment, crypto sustainment and laboratory activities. We will work internally to address these short falls and/or they will be addressed in the FY14 POM.</p>							
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Prime Contractor Listing

The program’s prime contractor should be listed at the top of the Additional Assessments page. If there’s no prime contractor shown contact the SMART Help Desk (phone # 888-925-4561) who can make the update to SMART. Adding the Prime Contractor to the MAR allows SAF/AQX to track prime contractor performance for acquisition programs Air Force wide.

Supplemental Charts

Two supplemental charts are required for ACAT I and II programs, the Program Schedule and Unconstrained 1537. These charts are optional for ACAT III programs.

Program Schedule

The purpose of the Program Schedule chart is to present a graphical view of a program's schedule milestones.

This chart is created outside of SMART and uploaded, together with the Unconstrained 1537, as a PowerPoint presentation into SMART. For information on how to upload charts, see the SMART online help topic titled *Uploading Supplemental MAR Charts*.

All ACAT I and II programs must create a program schedule in PowerPoint. Each schedule should contain the following sections:

- **Requirements**
- **Program Milestones (MS)** - Show all MS as documented or expected to be documented in the program Acquisition Program Baseline (APB)
- **Major Contracts** - Depict major events for all contracts reported on the MAR (see Contract Information on page 19).
- **Test and Evaluation**
- **Logistics**

