

CHANGE REQUEST COVER SHEET

Change Request Number: 14-03

Date Received: 12/3/2013

Title: Harmonization of Signature Authorities on the Program Requirements Document

Name: David Woodson

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Policy OR Guidance: Policy

Section/Text Location Affected: 1.2.15 AMS Lifecycle Management Documentation Table; Program Requirements Document signature page

Summary of Change: Administrative modification to harmonize wording and signature authority identifiers for the program requirements document; also corrects two spelling errors in Table 1.2.15-1

Reason for Change: There are minor differences in the signature authority identifiers in appendix b, table 1.2.15-1, and the PRD signature page; spelling errors in table 1.2.15-1

Development, Review, and/or Concurrence: Internal AAP-130 coordination and review

Target Audience: Acquisition management workforce

Potential Links within FAST for the Change: None

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: None

Links for New/Modified Forms (or) Documents (LINK 1)

Links for New/Modified Forms (or) Documents (LINK 2)

Links for New/Modified Forms (or) Documents (LINK 3)

SECTIONS EDITED:

Acquisition Management Policy:

Section 1.2.15 : AMS Lifecycle Management Documentation [[Old Content](#)] [[New Content](#)] [[RedLine Content](#)]

SECTIONS EDITED:

Section 1.2.15 : AMS Lifecycle Management Documentation

Old Content: Acquisition Management Policy:

Section 1.2.15 : AMS Lifecycle Management Documentation

Table 1.2.15-1 summarizes the purpose, requirement, responsible organization, and approving official for required AMS lifecycle management planning and control documents. Appendix B contains detailed policy for investment program documents. Complete instructions and templates are in FAST. Click here to [view tailoring guidelines by acquisition category](#).

Click here to [view the official storage location of investment-related program documentation](#).

Table 1.2.15-1 AMS Lifecycle Acquisition Management Policy Planning and Control Documents

Agency-Level Strategic Planning Documents

Document	Purpose	Requirement	Responsible Organization(s)	Approving Official or Body
FAA Strategic Plan (currently Destination 2025)	Defines long-range vision and goals for the FAA	Reviewed and updated annually	Strategy, Budget, and Planning Committee	Administrator
	Establishes top-level performance measures and multi-year performance targets for the FAA			
NAS Concept of Operations (ConOps)	Defines target operational capabilities of the National Airspace System	Reviewed annually and updated as needed	Advanced Concepts & Technology Development Office	NextGen Management Board
NAS Operational Requirements Document (ORD)	Specifies FAA operational services consistent with the NAS ConOps	Updated annually or as necessary to remain consistent with the NAS ConOps	Advanced Concepts & Technology Development Office ATO Operational Concepts and	NextGen Management Board Concept Steering Group endorses

			Requirements	
			Lines of business	
NAS Requirements Document	Specifies NAS functional and performance requirements derived from the NAS ORD	Updated annually or as necessary to remain consistent with the NAS ConOps and ORD	NAS Systems Engineering Services Advanced Concepts & Technology Development Office NAS Lifecycle Integration Office ATO Operational Concepts and Requirements Lines of business	NextGen Management Board NAS Systems Engineering Services endorses
FAA Enterprise Architecture	Defines the FAA target architecture and the transition strategy to reach the target Establishes the basis for service organization planning Defines the strategic investment plan for the FAA	Reviewed annually and updated as needed	Chief Information Officer Assistant Administrator for NextGen	Joint Resources Council

Portfolio-Level Documents

Document	Purpose	Requirement	Responsible Organization(s)	Approving Official or Body
Operational Capability Business Case (NAS)	Defines the rough costs and benefits of an operational capability	Required as the basis for establishing a new operational capability	Advanced Concepts and Technology Development Office ATO Program Management Office	NextGen Systems Engineering & Modeling

			Investment Analysis & Planning	
			Service organizations	
Operational Capability Integration Plan (NAS)	Defines the relationships, responsibilities, and agreements between all organizations contributing to the achievement of an operational capability	<p>Preliminary plan required upon formation of a capture team</p> <p>Final plan required when all capability elements have entered concept and requirements definition</p>	<p>Portfolio manager</p> <p>Capture team</p>	NextGen Management Board

Program-Level Documents

Document	Purpose	Requirement	Responsible Organization(s)	Approving Official or Body
Acquisition Program Baseline	Establishes the performance, cost, and schedule baselines for an investment program segment	Required for the final investment decision	Investment analysis team headed by the service organization with the mission need	<p>Chair of the Joint Resources Council</p> <p>Designated ACAT reviewers</p>
Program Requirements Document	Defines the operational framework and performance requirements an investment program must achieve	<p>Preliminary document at the investment analysis readiness decision</p> <p>Revised document at the initial investment decision</p> <p>Final document at the final investment decision</p>	<p>Implementing service organization</p> <p>Operating service organization</p>	<p>ATO: Vice Presidents of the executing service unit during solution implementation and the operating service organization</p> <p>Non-ATO: Second-level executive of the executing service organization during solution implementation</p>
Business Case	Provides the analytical and quantitative basis for investment decisions	<p>Initial business case at the initial investment decision</p> <p>Final business case at the final investment</p>	Investment analysis team, headed by the service organization with the mission need	<p>ATO: Vice President of the implementing service organization</p> <p>Non-ATO: Director of the implementing service</p>

		decision.		organization Designated ACAT reviewers
Implementation Strategy and Planning Document	Defines overall implementation strategy and planning for an investment program	For the initial investment decision, alternatives analyzed and summarized comparatively for factors in select sections of the ISPD Complete ISPD is required for the final investment decision Reviewed annually	Implementing service organization Operating service organization	Chair of the Joint Resources Council ATO: Chief Operating Officer / Deputy Chief Operating Officer Non-ATO: Second-level executive of the organization executing during solution implementation Stakeholder organizations approve specific sections per the ISPD template Updates approved at the same level
OMB Exhibit 300	Budgetary document required by OMB for designated investment programs	Preliminary document at the initial investment decision Final document at the final investment decision	Investment analysis team Implementing service organization	ATO: Chief Operating Officer Non-ATO: Associate or Assistant Administrator of the line of business or staff office Acquisition Executive Chief Financial Officer Chief Information Officer Deputy Administrator concurs

New Content: Acquisition Management Policy:
Section 1.2.15 : AMS Lifecycle Management Documentation

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Red Line Content: Acquisition Management Policy:
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Program-Level Documents

Document	Purpose	Requirement	Responsible Organization(s)	Approving Official or Body
Acquisition Program	Establishes the performance, cost,	Required for the final investment decision	Investment analysis team headed by the	Chair of the Joint

Baseline	and schedule baselines for an investment program segment		service organization with the mission need	Resources Council Designated ACAT reviewers
Program Requirements Document	Defines the operational framework and performance requirements an investment program must achieve	Preliminary document at the investment analysis readiness decision Revised document at the initial investment decision Final document at the final investment decision	Implementing service organization Operating service organization	ATO: Vice Presidents of the executing service unit organization during solution implementation and the operating service organization Non-ATO: Second-level executive of the executing service organization during solution implementation
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				Acquisition Executive
				Chief Financial Officer
				Chief Information Officer
				Deputy Administrator concurs
