BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AFMC POLICY DIRECTIVE 63-4

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Acquisition

SOFTWARE REQUIREMENTS REVIEW
PROCESS

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This policy directs the use of the Software Requirements Review Process (SRRP) for the documentation and approval of mission critical software maintenance requirements on weapon systems. It also requires the use of the Software Requirements Application (SRA) for inputting the required information and generating the AFMC Form 230 computer generated (CG), **Software Support Requirements Documentation**, and AFMC Form 231 (CG), **Software Task Detail Description**. The policy also requires that a methodology be used to convert software requirements into man hours and that the methodology be documented and retained by the single manager (SM) for a period of one year after completion of the task. This policy applies to organizations having SM responsibilities and to software support organizations (SSO) at the Air Logistics Centers (ALC) funded by Element of Expense/Investment Code (EEIC) 540, Software Maintenance, Depot Purchased Equipment Maintenance (DPEM). This policy also applies to software requirements to be placed on contract and funded by EEIC 56000, Contract Depot Maintenance (CDM) Purchase of Software Maintenance. All other types of funds (i.e.; contractor logistics support (CLS); interim contractor support (ICS), and Research, Development, Test and Evaluation (RDT&E) (3600)) are excluded.

SUMMARY OF REVISIONS

This document has been revised to require the SM to input data into the SRA which generates the AFMC Form 230 (CG) and AFMC 231 (CG), identify and document the methodology used to indicate the relationship between the software requirements and man hours, and to retain the cost estimation documentation for a period of one year after completion of the task. The methodology to be used is left to the discretion of the SM and SSO. In compliance with AFPD 63-12, AFI 63-1201 and AFMCI 63-1201, *Assurance of Operational Safety, Suitability and Effectiveness (OSS&E),* the chief engineer or lead engineer of the weapon system or end item, or as delegated, will coordinate on the AFMC Form 230 (CG). The requirement to have the chairperson of the Software Configuration Control Sub-Board (SCCSB) sign the AFMC Form 230 (CG) has been eliminated. This revision also provides for recommending changes to this policy.

1. This policy directs the use of the Software Requirements Review Process (SRRP) for the documentation and approval of mission critical software maintenance requirements. This policy directive defines AFMC policy for the documentation and approval of mission critical software maintenance requirements on weapon systems to be performed by SSOs at the ALCs funded by Element of Expense/Investment Code (EEIC) 540, Software Maintenance, and by contractors funded by EEIC 56000, Contract Depot Maintenance (CDM) Purchase of Software Maintenance. The SRRP will be used by AFMC SSOs as the formal process to coordinate and document MAJCOM requests for software maintenance. The SRRP is designed to tie together MAJCOM operational requirements, maintenance action resource requests, and MAJCOM requests for software maintenance funding.

2. This process will enable AFMC to trace workload requirements for EEIC 540 and EEIC 560 funding necessary to accomplish software maintenance. As a result, a concrete and agreed upon set of software maintenance requirements between the user, SM, SSO, and budget reviewers will be achieved. The SM and SSO will ensure that there is a methodology for converting software requirements into man hours and that this methodology is documented. The SM shall retain the documentation for a period of one year after completion of the task. In support of long term planning, the SRRP will also capture out-year requirements during the requirements cycle. Once requirements have been identified and validated per the Logistics Support Review (LSR), the man hour and dollar requirement data will be maintained in the MP&E (Maintenance Planning and Execution) database.

3. The SM will initiate the entry of required data into the SRA and will ensure all mission critical software maintenance requests from the user are included. The SM may delegate the entry of data in the SRA to the SSO or other organizations as deemed necessary. The SRA is available at **https://wwwmil.robins.af.mil/logistics/DPEM/DPEM_Software_Rqmts_App.htm.** In compliance with AFPD 63-12, AFI 63-1201 and AFMCI 63-1201, Assurance of Operational Safety, Suitability and Effectiveness, the chief engineer or lead engineer of the weapon system or end item, or as delegated, will coordinate on the AFMC Form 230 (CG). The SM, as the chairperson of the Configuration Control Board (CCB), is responsible for approval of all configuration changes to the software. This responsibility can be delegated to the chairperson of the Software Configuration Control Sub-Board (SCCSB). The AFMC Form 230 (CG) may be used as the approving document for SCCSB actions; if used as the approving document, the SM or the chairperson of the SCCSB will sign the AFMC Form 230 (CG) approving the software configuration change request.

4. Recommended changes to this policy should be sent to HQ AFMC/ENP, BLDG 262, RM N145, 4375 Chidlaw Road; Wright-Patterson AFB, OH 45433-5006, for review. Proposed changes should include: proposed rewrite of the paragraph and an explanation of why the change should be made.

JAMES A. PAPA, SES
Director, Engineering and Technical Management