**MEMORANDUM FOR** Click here to enter text.

SUBJECT: (Program Name) Acquisition Decision Memorandum (ADM)

Acquisition Board Meeting:

Click here to enter text.

Guidance: Description of the Acquisition Board meeting for which the ADM is written. The Acquisition Board is the Defense Acquisition Board (DAB) or Air Force Review Board (AFRB), or other. Include the date, name of the Acquisition Board, name of the program, and milestone/decision point. Paragraphs are out dented and not numbered.

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# Approvals from Acquisition Board Meeting:

Click here to enter text.

Guidance: This paragraph describes the approvals that resulted from the meeting. Typically, this is authorization for the addressee organization to proceed with an acquisition phase or activity. Include the following content;

* *If the program is entering the acquisition decision framework at MS C, per DoDI 5000.02 the ADM must include acknowledgement of the Milestone Decision Authority’s completion of a review patterned after the one described in section* [*2366b of title 10, United States Code*](http://www.law.cornell.edu/uscode/text/10/2366a)*.*
* *Approval for MS C and authorization for entry into the Low Rate Initial Production phase.*
* *Approval of the APB.*
* *Approval of the Full Rate Production Exit Criteria (attachment to ADM).*
* *Direction for program full funding. Identify the required funding level (based on CAPE Independent Cost Estimate (ICE), Service Cost Position (SCP), or other) and attach funding profile to ADM.*
* *Other Defense Acquisition Executive (DAE) direction, as necessary.*
* *The ADM also might include MDA approval of items such as acquisition strategies and risk mitigations.*

References:

[Memorandum; Recording and Tracking Affordability Constraints and 10 USC 2366a Milestone A Parameters in the OUSD(AT&L) Acquisition Visibility Environment](http://afacpo.com/AQDocs/trackingaffordability_5aug13.pdf)

# Affordability Constraints from MDA:

Milestone Pre-B and Beyond – MDAP

This memorandum establishes the Affordability Caps of [$xxx.xM (BYxxxx)] Average Procurement Unit Cost [or other unit procurement measure] and [$xx.xM] (BYxxxx)] lifetime average Operating and Support Cost per [unit] per year.

Milestone Pre-B and Beyond – MAIS

This memorandum establishes the Affordability Caps of [$xxx.xM (BYxxxx)] Total Acquisition Cost and [$xx.xM BYxxxx)] Total Operating and Support Cost for the 10 years after declaration of Full Deployment.

Guidance: Provide statement with the affordability constraints to be established as part of this ADM. All ADMs must include a hook for “Should-cost.”

References:

1. Defense Acquisition Guidebook (DAG), Chapter 3, “Affordability & Life Cycle Resource Estimates.” 5/15/2013. <https://acc.dau.mil/CommunityBrowser.aspx?id=488329&lang=en-US>
2. Memorandum for Acquisition Professionals: “Better Buying Power: Guidance for Obtaining Greater Efficiency and Productivity in Defense Spending.” 14 Sep 2010. <http://www.acq.osd.mil/fo/docs/USD_ATL_Guidance_Memo_September_14_2010_FINAL.PDF>
3. Memorandum for Secretaries of the Military Departments Directors of the Defense Agencies: "Implementation Directive for Better Buying Power - Obtaining Greater Efficiency and Productivity in Defense Spending." 03 Nov 2010. <http://www.acq.osd.mil/fo/docs/USD(AT&L)_Implementation_Directive_Better_Buying_Power_110310.pdf>
4. Memorandum for Service Acquisition Executives: "Recording and Tracking Affordability Constraints and 10 USC 2366a Milestone A Parameters in the OUSD(AT&L) Acquistion Visibility Environment." 05 Aug 2013. <http://afacpo.com/AQDocs/trackingaffordability_5aug13.pdf>
5. Documented Program Cost Targets (as referenced in 10 USC 2366a). <https://www.law.cornell.edu/uscode/text/10/2366a>

# Milestone Decision Authority Certification:

I have reviewed the program and have made the certifications [with waiver(s)] required by section 2366b of title 10, United States Code.” (Any criteria waived at this time in order to meet critical national security objectives must be stated.)

Guidance: This paragraph provides the acknowledgment of completion of the Milestone Decision Authority certification required by [10 USC 2366a](http://www.law.cornell.edu/uscode/text/10/2366a)

# MDA Point of Contact:

Click here to enter text.

Guidance: This paragraph lists the name, organization, and phone number for the MDA’s point of contact.

Instructions: TBD

Insert MDA Signature Block

**Exit Criteria for Next Milestone**

Approval of Exit Criteria for next Milestone

Guidance: Provide a list or table with the appropriate exit criteria that was approved as part of the ADM. The format is usually at the discretion of the Program Office, subject to comment and approval from the MDA and various organizations in the review chain.

**Program Funding Profile**

Program Funding Profile

Guidance: Provide the program full funding profile. Identify the required funding level (based on CAPE Independent Cost Estimate (ICE), Service Cost Position (SCP), or other)