**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.

# 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. The ADM also might include MDA approval of items such as acquisition strategies, APBs, and risk mitigations. Include the following content;

* *MS A approval and authorization into the Technology Development phase.*
* *Documented Initial Operational Capability Target* [10 USC 2366a](http://www.law.cornell.edu/uscode/text/10/2366a)
* *Designate Acquisition Category (ACAT ID or IC).*
* *Direction to fully fund the Technology Development phase and any other specific funding direction (attach funding profile to ADM).*
* *Approval of MS B Exit Criteria (attachment to ADM).*
* *Other Defense Acquisition Executive (DAE) direction, as necessary.*
* *The ADM also might include MDA approval of items such as acquisition strategies, APBs, 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 A – MDAP

This memorandum establishes the Affordability Goals 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. The Current Estimates are: [list Current Estimates for the same parameters].

Milestone A – MAIS

This memorandum establishes the Affordability Goals of [$xxx.xM (BYxxxx)] Total Acquisition Cost [or other measure] and [$xx.xM BYxxxx)] average Operating and support Cost per year after Full-Deployment. The Current Estimates are: [list Current Estimates for the same parameters].

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 required by section 2366a of title 10, United States Code. At any time prior to Milestone B approval, the Program Manager shall notify me immediately if the projected cost of the program exceeds the cost estimate at the time of MS A certification by at least 25 percent or the period of time required for the delivery of an initial production capability is likely to exceed the schedule objective at the time of MS A approval by more than 25 percent.

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 funding profile for the Technology Development phase and any other specific funding direction.