**To be completed by the requesting organization:**

**A. Requirement**

**Requirement Point of Contact in PEO or MAJCOM** (Name/Office/Phone): Click or tap here to enter text.

**PEO or MAJCOM NAME:** *(i.e., PEO ACS/BM/ISR/JSF or AQR/TER/ACC, etc)* Click or tap here to enter text.

**PROGRAM NAME** (NAME of receiving RDT&E PE and BPAC **OR** Procurement WSC, BPAC and MPC/Mod# as used in the Automated Funds Management System (AFM):

Click or tap here to enter text.

**Requirement/Project Name:** Click or tap here to enter text.

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| Appr | FY | PE | WSC/  BPAC | MOD | BA | BSA | OAC | ESP | Tracked Earmark | Amount $K | Requirement Reason Code (1-6) | Comments |
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**Requirement Reason Codes:**

1. Funds required to support an urgent, higher priority, requirement.

2. Funds required for price growth associated with program “X”.

3. Funds required to finance additional operational requirements associated with Overseas Operations

4. Funds required to fund operational and fielding requirements.

5. Administrative/Technical reprogramming to correct funds alignment for proper execution.

6. Funds are required to continue an effort initiated in a prior year. *(Applies to BTRs utilizing the “skip rule” as documented in Volume 3, Chapter 6, Section 4.1.5 of the DoD FMR. “A program effort in one year in the Procurement and RDT&E accounts may be extended into a subsequent fiscal year without constituting a new start. This is considered an extension of the effort initiated in the prior year program, and could include a skip year for execution purpose.”)*

**1. Requirement: What program requirements will be satisfied by execution of these funds?** *What material and/or technical service will be rendered by the contractor? Is this an emerging requirement or are you increasing funds to an existing program or project? Provide sufficient detail to allow analysis of this action. Attach equipment procurement line items details including unit cost in a separate spreadsheet for 3080 equipment.*

Click or tap here to enter text.

**2. Is the requirement a new start? Yes  No  Provide lower level detailed specific language in budget documentation for the fiscal year being requested to ensure the requirement has been documented in justification submitted to Congress – authorized and appropriated.**

*Brief statement to ensure need has been determined; explain when need was identified and what makes this requirement proper for the FY appropriation and line item requested. Cite specific language in the budget documentation for the fiscal year being requested to ensure program/project has been authorized. Provide clear linkage between the BTR requirement and the documented AF plans for the particular fiscal year in which BTR funds are being requested, as provided in the budget justification.**For RDT&E, provide the Program Element number and Name and the sub-project (BPAC) number and name* (i.e. FY16 R-Doc Line #xxx, R-2a#, Name, Sub-project)*. For procurement, provide the Budget Program Activity Code (BPAC) and Program Element name* (i.e. FY16 P-Doc Line #xxx, P5/P-40/P3 requirement name, BPAC and PE)*. Do not use mission description for requirement justification.*

Click or tap here to enter text.

**2b. Insert a Screenshot of the P-Doc or R-Doc clearly showing the P-Doc/R-Doc Type, Item #, BPAC and PE.**

**3. Has the program received a Congressional Mark, Add, Rescission or been a Denied requirement on a Prior Approval reprogramming for the FY requested? \*\*\*Click Check Box\*\*\*\* Yes  No**

**If yes, justify below why the requirement can be reprogrammed with the Congressional Marks and provide specific Congressional Mark language. OSD Comptroller site link for DD Form 1414 https://comptroller.defense.gov/Budget-Execution/:**

Click or tap here to enter text.

**Insert DD1414 snapshot below (include line item page and notes page):**

**4. Amount of Flex-In available in AFM data sheet or flex report**: **$K**

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**5. Is this requirement MIP, Overseas Operations, EDI, PDI or Supplemental funded? MIP  Overseas Operations  EDI ☐ PDI ☐ Supp  N/A**

**6. Is there a significant risk to executing these funds and the effort? How long will it take to get the requirement on contract once funds are received?**  *Is a contract in place for plus-up effort? If not when is award scheduled? What type of contract is it (firmed fixed price (FFP), contract plus award fee (CPAF), contract plus incentive fee (CPIF), etc.?*

Click or tap here to enter text.

**7. When are these funds required in the field/program office?**

1. Is there a stop work date? **Yes  No  If yes, what is the date.** Click or tap here to enter text.
2. Exception to AFMAN 65-605 v1 practice suspending issuing BA documents the last 5 business days of each month.

**Yes  No**

**Justification for exception to 7b.:**

Click or tap here to enter text.

**8. Is this a SECAF or CSAF endorsed Top Down Requirement from the Must Pay/Corporate Process?**

**Yes  No**

*If yes, give details as to direction (i.e. provide written/electronic documentation) and complete as much of the remainder of the Request Form as possible.*

Click or tap here to enter text.

**9. Has the Air Force Corporate Structure or AQX ever denied? Yes  No  If yes, give details:**

Click or tap here to enter text.

**10. Has this requirement been requested in any previous Supplemental?**

**Yes  No**

**If yes, which one?** *For RDT&E, provide the Program Element number and Name and the sub-project (BPAC) number and name. For procurement, provide the Budget Program Activity Code (BPAC) and name.*

Click or tap here to enter text.

**11. Funding:** *Why can’t requirement be funded internal to the program or from within the PE (RDT&E) or BPAC (Procurement)?*

Click or tap here to enter text.

**12. Are there any other reprogramming actions pending against the program? Yes ☐ No ☐**

**Give details of why additional funds are available.**

Click or tap here to enter text.

**Provide current Execution Status (ALL active FYs) of the appropriation/program in which funds are required at BOTH the PE/BPAC level AND the BPAC/MPC (Mod) level:**



(color code %OBL green/yellow/red)

**Explain key reason(s) & get well plan behind OSD execution goals:**

* **Must enter get well date/information if behind procurement obligation goal**
* **Must enter get well date/information if behind RDT&E expenditure goal**

Click or tap here to enter text.

\*Please note that there are no Expenditure goals for Procurement funds.

**13. If procuring a military useable end item (with Procurement or RDT&E funds), is the item fully funded?** *Will you have a complete, usable end item after executing these funds?* **Yes  No**

**14. Will this drive an out-year RDT&E or Procurement bill?Yes**  **No**

**If yes, which MAJCOM will POM for this requirement?** Click or tap here to enter text.

**If yes, provide all RDT&E and/or Procurement funds required ($):**

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**15. If the requirement is a modification, have you complied with special mod rules (i.e. Low-cost mod ceiling)? Yes  No**  N/A

**16. Is this an AML program? Yes  No**

* **If yes on AML, what is the Acquisition program’s name?** Click or tap here to enter text.
* **If not an acquisition program, is this activity on the AML exemptions list? Yes  No**
* **If yes on the AML exemptions list, what is the activity name and funding line on the AML exemptions list?** Click or tap here to enter text.
* **If not on the AML exemptions list, please submit an AML exemption request via CCaR in conjunction with the BTR.**

**B. Source(s):**

**Source Point of Contact in PEO or MAJCOM**:(Name/Office/Phone): Click or tap here to enter text.

**PROGRAM NAME** (name of sourced RDT&E PE and BPAC; or Procurement WSC, BPAC and MPC/Mod# as used in the Automated Funds Management System (AFM)): Click or tap here to enter text.

**PEO or MAJCOM NAME: (i.e., PEO ACS/BM, ACC etc)** Click or tap here to enter text.

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| Appr | FY | PE | WSC/  BPAC | MOD | BA | BSA | OAC | ESP | Tracked Earmark | Amount $K | Source Reason Code (1-6) | Comments |
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\*(To recalculate table select table then press F9)

Source Reason Codes:

1. Funds are available because requirement has been satisfied and funds are available to support higher priority items.

2. Funds are available due to contract savings because costs to procure items were less than budgeted.

3. Funds are available based on current execution of the program and can be reprogrammed with minimal risk to the program.

4. Funds available because of delayed contract award.

5. Funds made available to satisfy higher priority requirement; original requirement fulfillment to be delayed

6. Administrative/Technical reprogramming to correct funds alignment for proper execution

**1. Why are these funds available? What is the impact of sourcing these funds?**

Click or tap here to enter text.

**2. Amount of Flex-Out available from AFM data sheet or flex report**:

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**3. Is this Source MIP, Overseas Operations, EDI, PDI or Supplemental funded? MIP  Overseas Operations  EDI ☐ PDI ☐ Supp  N/A**

**4. Are the funds currently obligated? Yes  No \_**

**If yes, when will they be de-obligated and available for new obligation?** Click or tap here to enter text.

**5. Are there any other reprogramming actions pending against the source program? Yes  No**

*Give details of why additional funds are available.*

Click or tap here to enter text.

**6. Is the source funding restricted in any way?** *(OSD / Congressional Interest Item / Add, Previously Denied Reprogramming Source, DD1414 restrictions, etc.)* Yes  No

*If yes, justify below why the source can be reprogrammed with the restrictions and provide specific Congressional language. OSD Comptroller site link for DD Form 1414 https://comptroller.defense.gov/Budget-Execution/*

*SAF/FMBI can assist with determining restrictions on the DD Form 1414.*

**Insert DD1414 snapshot below (include line item page and notes page):**

**7.** **Provide current Execution Status for each appropriation/program in which funds are being sourced:**



(Add additional tables if multiple sources) and color code %OBL green/yellow/red