

FD Gateway Submission Form

General Instructions

1. All blocks must be completed before the FD Gateway can approve your request.
 - a. Blocks 1 through 7, **Customer Information**. Self-explanatory.
 - b. Blocks 8 through 10, **Sponsor/Champion Information**. Self-explanatory.
 - c. Block 11, **Sponsor/Champion Signature**. Requires digital signature of the Sponsor/Champion.
 - d. Block 12 through 14, **MAJCOM, NAF-NAF-E or Equivalent Level Involvement Information**. Self-explanatory.
 - e. Block 15, **MAJCOM, NAF-NAF-E or Equivalent Signature**. Requires digital signature of MAJCOM, NAF/NAF-E or equivalent to confirm chain of command is informed and supports the request.
2. The information you provide in the blocks identified below will be used to approve and prioritize your request. The information within these blocks allows the FD Gateway to work and track the life cycle for your submission as a Force Development Mission Request (FDMR).
 - a. Block 16, **FD Submission Subject**. Provide a description or title that describe what your request is about.
 - b. Block 17, **Business Need Statement**. Explain the business/mission need that's driving this submission.
 - c. Block 18, **Background Information**. Provide the facts about your request that will help the AETC staff understand the importance of your request.
 - d. Block 19, **Purpose**. List the business goals/objectives the request will achieve.
 - e. Block 20, **Tangible & Intangible Benefits**. Identify the benefits as either tangible or intangible and state what it will achieve.
 - f. Block 21, **Assumptions**. Describe future situations, beyond the control of this request, whose outcomes influence the success for a solution.
 - g. Block 22, **Constraints**. Be careful to distinguish constraints from preferences. Constraints exist because of real business conditions. Preferences are arbitrary. For example, a delivery date is a constraint only if there are real mission consequences that can happen because of not meeting the date.
 - h. Block 23, **Points of Contact**. List the names, titles, and roles of the major participants in the project. At a minimum, list the following: Functional Lead(s) and SMEs.
 - i. Block 24, **Documents**. Provide and name any documents that are sources supporting the need for this request.
 - j. Block 25, **Stakeholders**. Provide the preliminary stakeholder identification to help understand basic information about the organization and their relationship with the request.

FORCE DEVELOPMENT SUBMISSION INFORMATION

Please answer question completely to eliminate any potential follow up questions and delays. Complete information is required for a timely and accurate approval response.

CUSTOMER INFORMATION

1) Name (Last, First)

2) Rank/Grade

3) Email

4) Organization

5) MAJCOM, FOA, or DRU

6) DSN Number

7) Commercial Number

SPONSOR/CHAMPION INFORMATION

(Military officer in the grade of O-6 or above, or government civilian in the grade of GS-15 or above, typically within the same organization as the customer.)

8) Name (Last, First)

9) Rank/Grade

10) Organization

11) Signature

MAJCOM, NAF/NAF E or EQUIVALENT LEVEL INVOLVEMENT

(Military officer in the grade of O-6 or above, or government civilian in the grade of GS-15 or above, to ensure chain of command was informed and supports this request.)

12) Name (Last, First)

13) Rank/ Grade

14) Organization

15) Signature

FORCE DEVELOPMENT SUBMISSION INFORMATION

16) Force Development Submission Subject

17) What is your Business Need Statement?

(Make your case as to why this request is needed by providing a brief overview of the business/mission need that's driving the submission of this request.

18) Background Information.

(Summarize the conditions that created the mission need for this request.

19) What is the purpose for this request?

(List the business goals/objectives the request will achieve, and examples include 1) improved customer support, 2) support for new products or services, and 3) support of additional reporting/decision support requirements.)

20) What are the tangible and intangible benefits for this request?

(Examples include 1) faster performance, 2) enhanced scalability, 3) increased security/encryption capabilities, 4) improved data accuracy, 5) easier data entry, and 6) reduced operating costs.)

21) What are the assumptions for this request?

(Future situations, beyond the control of the request, whose outcomes influence the success of this project and examples include availability of a hardware/software platform, results of any analysis of alternatives (AoA) or other market research, and Developments in technology)

22) What are the constraints for this request?

(Conditions outside the control of this request that limit the design alternatives and examples include Government regulations to include DoD/DAF/MAJCOM directives, Standards imposed on the solution, and strategic decisions.)

23) Points of Contact.

List the names, titles, and roles of the major participants in the project. At a minimum, list the following:

Who will perform the functional lead(s) role for this request?

(Responsible for defining user stories and prioritizing the team backlog to streamline the execution of the request priorities while maintaining the conceptual and technical integrity of the Features or components for the team.)

Name	Title	Role

Subject Matter Experts

An authority in a particular area or topic. The subject in question can be anything, such as a job, department, function, process, piece of equipment, software solution, material, historical information, and more

Name	Title	Role

24) What are the available Document references can you provide?

(Include meeting summaries, white paper analyses, other System Development Life Cycle deliverables, and Configuration Management identifier and date published for each document listed.)

STAKEHOLDER IDENTIFICATION

25) Who are the stakeholders for this request?

(List persons or groups who will participate, directly or indirectly and be impacted because of implementing the request.

Examples include 1) upper management, 2) organizations such as MAJCOMs, NAFs 3) functional areas such as user groups, 4) subject matter experts, 5) managers, 6) end users, 7) systems support staff, and 8) system users.)

Once all **required** fields are completed and both digital signatures obtained, please select the **Send** button below.

This will populate an outlook email with the submission .pdf attached addressed to the FD Gateway Org Email Box.

If you have additional documents to send please send them to the FD Gateway Org Box: AETC.ForceDevelopment.Gateway@us.af.mil