



Air Force Life Cycle Management Center (AFLCMC)

Standard Process

For

*Logistics Health Assessment (LHA)*

Process Owner: AFLCMC/LG-LZ

Date: 18 April 2024

Version: 1.15

Record of Changes.

Record of Changes		
Version	Effective Date	Summary
1.0	21 Mar 2013	Basic document. Approved by S&P Board on 21 Mar 2013.
1.1	16 May 2013	Added/incorporated clarification comments from EN and PK. Approved by S&P Board on 16 May 2013.
1.2	1 July 2013	Incorporated LHA Business Rules Attachment. Updated links.
1.3	17 October 2013	Changed System Metric and Reporting Tool (SMART) to Acquisition Workbench. Update language to reflect life cycle considerations.
1.4	27 December 2013	LHA Compliance Decision Model.
1.5	27 July 2015	LHA data will now be pulled 2 <sup>nd</sup> business day after the due date, time metric clarified, added AFMC Council Metric, training now conducted by AFLCMC/LG-LZ, Cost/Schedule category added, AFI 63-101/20-101, AFLCMC Memorandum updated, LHAs now to be performed twice a year vice quarterly (March and September), LHA Business Rules (Attachment 1), and comments are now required on all questions.
1.6	21 December 2015	Adjusted the LHA Business Rules (Atch 2) to align with the changes in the LHA SP.
1.7	13 December 2016	Updated Standard Process to add new LHA Compliance and Quality metric approved by S&P Board and to align Business Rules to updated LHA scoring methodology (Atch 2).
1.8	26 February 2018	Updated Standard Process and Business Rules to reflect the LHA frequency changing from a semi-annual assessment to an annual assessment starting in Jun 18 and updated LHA metric to reflect LHA compliance and the top 5 Product Support risk drivers each LHA cycle.
1.9	21 February 2019	Updated Standard Process to reflect the change in ownership organization from AFLCMC/LZIA to AFLCMC/LZSB. Also, change to Figure 2, LHA Compliance and Product Support Risk Metric SMART Attributes, for exclusion of Low Risk (In-Process) responses from risk calculation / identification. Eliminated references to WSER. Eliminated references to WSER in Attachment 1, LHA Business Rules. Approved at 21 FEB 2019 S&P Board.

1.10	15 April 2020	Updated Standard Process and Business Rules to reflect the consolidation of the LHA and ILA question sets and to account for the rehosting of the LHA to Cloud One.
1.11	3 November 2020	Updated the Standard Process for other necessary updates reflecting the re-hosting of the LHA to Cloud One.
1.12	8 February 2021	Modified waiver process. Updated language to reflect SAM functionality. Approved at 18 Feb 21 SP&P Group.
1.13	15 February 2022	Re-visualized LHA Compliance Decision Model. Added clarification on consolidated question set change timing.
1.14	16 February 2023	Removed/updated application usage and replaced with official Excel submission instructions. Updated References. Removed application usage from Business Rules. Updated waiver submission process. Approved at 16 Feb 23 SP&P Group.
1.14.1	10 April 2023	Minor update required to remove LZS Dropbox usage from SPG. WBS, Section 7 and Figure 4 affected.
1.15	18 April 2024	Updated/replaced with digital LHA Assessment, Evaluation, Sustainment and Support Application (AESSA) submission instructions throughout, including updated waiver instructions and Business Rules. Separated WBS into attachment. Biannual metrics & SPG reset and request to return to 2026 Feb SP&P Group. Approved at 18 Apr 24 SP&P Group.

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## 1. Description

- 1.1. The Logistics Health Assessment (LHA) provides the Life Cycle community a standard, tailorable, user-friendly tool to report on and ensure long-term sustainment and availability considerations. The LHA can be identified and integrated into early program/system decisions and re-evaluated throughout the life cycle of the program/system. This assessment enhances the potential for systems to be fielded and managed with a product support structure in place and optimizes the warfighter's ability to meet mission performance requirements. The LHA contains 14 categories addressing the 12 Integrated Product Support Elements (PSEs), Product Support Cost/Schedule and Environment Safety and Occupational Health (ESOH) categories, as well as a non-graded demographic section. The LHA covers all program phases from Materiel Solution Analysis (MSA) through Operations & Support (O&S) [Department of Defense Instruction (DoDI) 5000.02]. Additionally, by identifying potential risks, the LHA becomes a predictive, diagnostic, and historical trend awareness tool. The Product Support Manager (PSM) or designated representative shall ensure all questions, regardless of the answer selected, have a rationale for rating explanation to provide a historical record and verification of status. Program resources include referencing the program/system's Acquisition Strategy, Statement of Work (SOW)/contract, or other acquisition documents, e.g., Life Cycle Sustainment Plan (LCSP), Systems Engineering Plan (SEP), Test and Evaluation Master Plan (TEMP), etc.
  
- 1.2. In accordance with Department of the Air Force Instruction (DAFI) 63-101/20-101 Para. 7.9.1, all AFLCMC programs [managed IAW Department of Defense (DoD) 5000.02] in the Active status on the Acquisition Master Listing (AML) program type and Weapon System Flying Platforms in O&S (including any program type, i.e., Life Cycle Sustainment, any status) will complete an LHA once per year to capture enterprise compliance and facilitate an enterprise product support health assessment. Depending on individual program requirements, additional out of cycle LHAs can be accomplished if required (e.g., meeting program acquisition milestone/review, etc.). As an example, existing programs/projects that are planning on becoming a Program of Record (PoR) would be required to complete an LHA in advance of being placed formally on the AML. Such an LHA would be completed and ready for the Milestone Decision Authority (MDA) to approve the current state of the LHA and Product Support Strategy (PSS). Programs not required to complete an LHA may complete one if they so choose to assess the program product support health. Such an LHA would be completed and ready for the MDA to approve the current state of the LHA and PSS. Directorates are encouraged to internally require non-AML programs to complete LHAs at their discretion; these LHAs will also be included in the baseline analysis if completed IAW official cycle processes. LHAs are accomplished at every phase of the life cycle.

Performing LHAs across all phases of programs will enable leadership to have a life cycle (cradle to grave) view of individual systems and ultimately an enterprise product support view across center programs. In addition, the LHA provides Integrated Product Teams (IPTs) and Programmatic Leaders' insights into Program/Project gaps or

deficiencies that need to be addressed, improved, or corrected to provide the proper level of Product Support for the warfighter as well as ensure compliance. The LHA is also a tool that can be used to identify and provide additional workload requirements that may need to be included in the Government Cost Estimating (GCE) process to help improve financial/funding fidelity, planning, and reporting. The LHA also directly feeds into the creation or update of the PSS.

Ideally, the system-level Program Manager (PM) and Product Support Manager (PSM) should be the review and approval authorities for individual LHAs (depending on program set up, PM and PSM may be dual hatted and may perform both review and approval function) with oversight and guidance from the Logistics Organizational Senior Functional (OSF) in the Program Executive Officer (PEO) Directorate in which the program resides.

Note: Major Defense Acquisition Programs (MDAPs) planning to accomplish an Independent Logistics Assessment (ILA) will utilize their completed LHA (to include question responses, comments included, and risks identified) as the ILA Program Office Self-Assessment (SA).

- 1.3. LHA data will be pulled by AFLCMC/LG-LZ on the 2nd business day following the LHA completion. See data pull schedule below, **Table 1**.

**Table 1. Data Pull Schedule**

LHA Due Date	AFLCMC/LG-LZ Data Pull
30 June	2nd Business Day in July

## 2. Purpose/Scope

- 2.1. Purpose. The LHA is designed to ensure supportability considerations are addressed and managed effectively throughout the entire life cycle of the program/system. The LHA score and rating is the basis for a program’s PSS planning, implementation, execution, and recommendations across all program life cycle phases. The LHA will inform AFLCMC leadership and PEOs/MDAs of the supportability “health” of a program.
- 2.2. Scope. This Standard Process (SP) applies to AFLCMC and does not replace or supersede any existing laws, regulations, directives, policies, or instructions.
- 2.3. The LHA supports strategic planning (mission, vision, and objectives) and enables the PSM to provide the best possible product support outcomes at the lowest operations and support cost.

## 3. Potential Entry/Exit Criteria and Inputs/Outputs

- 3.1. Entry Criteria. A program in the Active status on the AML program type and Weapon System Flying Platforms in O&S (including any program type, i.e., Life Cycle Sustainment, any status) will perform an LHA. Program office to choose phased question set based on program phase. Program office’s discretion if O&S based CyberIT tailored question set preferred over the basic phased question sets. However, in order to utilize the Software tailored question set, program must be coded as “Application SW”

and/or “SWP” on the AML or the LHA will be returned, and the LHA must be re-accomplished with approved question set. Additionally, any program/project seeking to become a PoR will be required to complete an LHA in advance of the MDA, even though not yet on the AML. Once the initial LHA has been performed, this process will continue once per year to reflect updates in Product Support status. The required LHA completion date is 30 June. Programs may choose to conduct an LHA(s) more often if they so choose. If it is the exception that a program is managed by a different organization than is owned on the program master listing, it is the managing organization’s responsibility to submit the LHA. Foreign Military Sales programs are not required to complete/submit LHAs.

- 3.2. Exit Criteria. Final exit of the LHA process is when the program is no longer in the Active status on the AML program type and Weapon System Flying Platforms in O&S (including any program type, i.e., Life Cycle Sustainment, any status) is no longer reported in the USAF active inventory.
- 3.3. Inputs. The completion of an LHA is an IPT activity, preferably with the assigned program Logistician as the primary functional point of contact. The LHA assessment is initially performed by Logistics and further enhancement, clarity and information is provided by other functionals as required. [Reference **Figure 1**].
- 3.4. Outputs. A completed, reviewed, and approved LHA.

**4. Process Workflow and Activities**

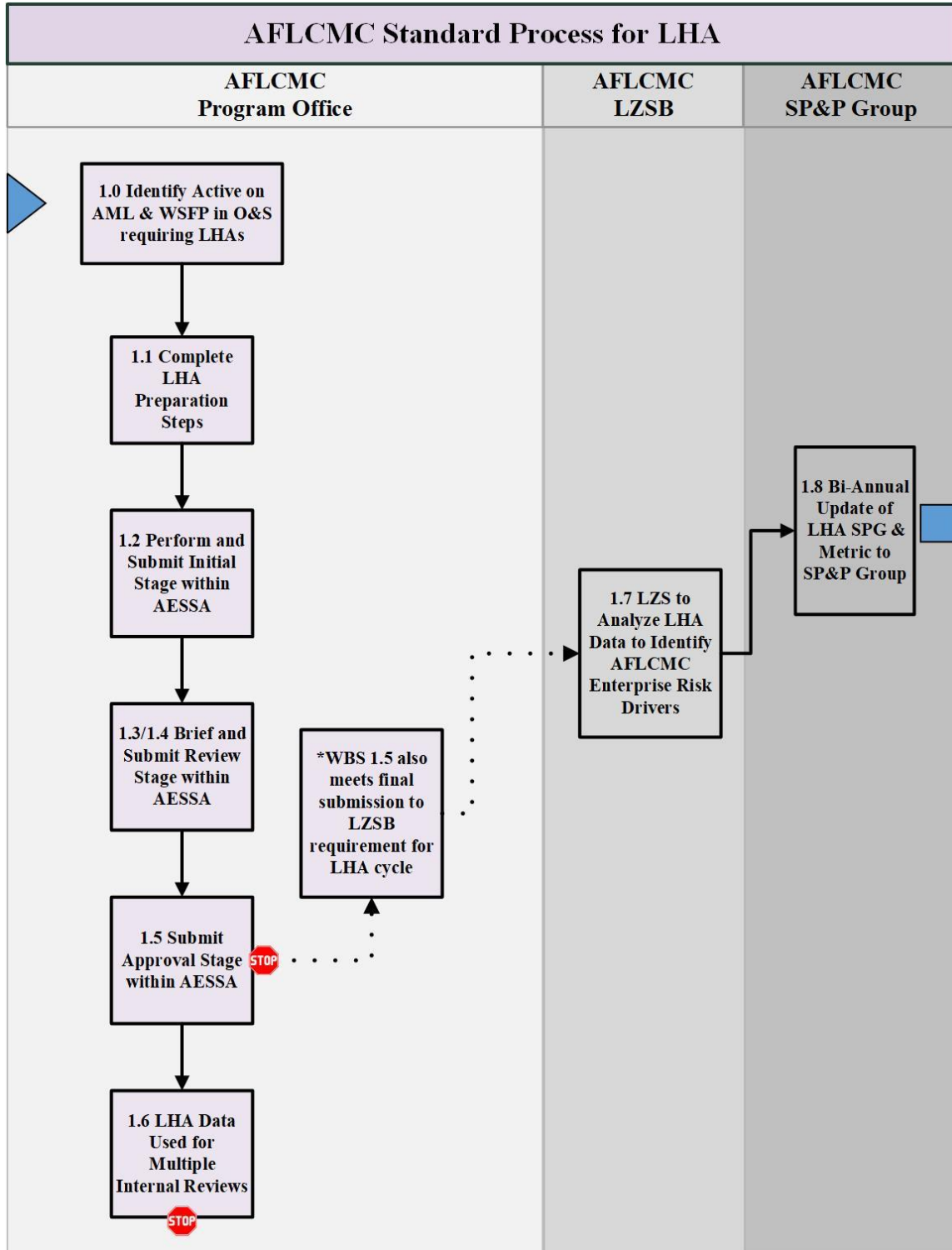
- 4.1. Process Supplier-Inputs-Process-Outputs-Customer (SIPOC), **Table 2**.

**Table 2. SIPOC**

Supplier	Inputs	Process	Outputs	Customer
PSMs, program logisticians, PM, AFLCMC/LG-LZ, other functionals	Program information	Provides the program life cycle communities a standard, tailorable, user-friendly tool to report on and ensure long-term sustainment and availability considerations that can be identified and integrated into early program decisions.	LHA documented, reviewed & approved via LHA application	HHQ, center senior leadership PEOs, OSFs, PMs, PSMs, AFLCMC/LG-LZ, process users, other functionals

4.2. Work Breakdown Structure (WBS) Process Flowchart (**Figure 1**). The WBS must be referenced to ensure requirements are fully understood at each step of the LHA process. For full WBS, see attachment section.

**Figure 1. WBS High Level Process Flowchart**





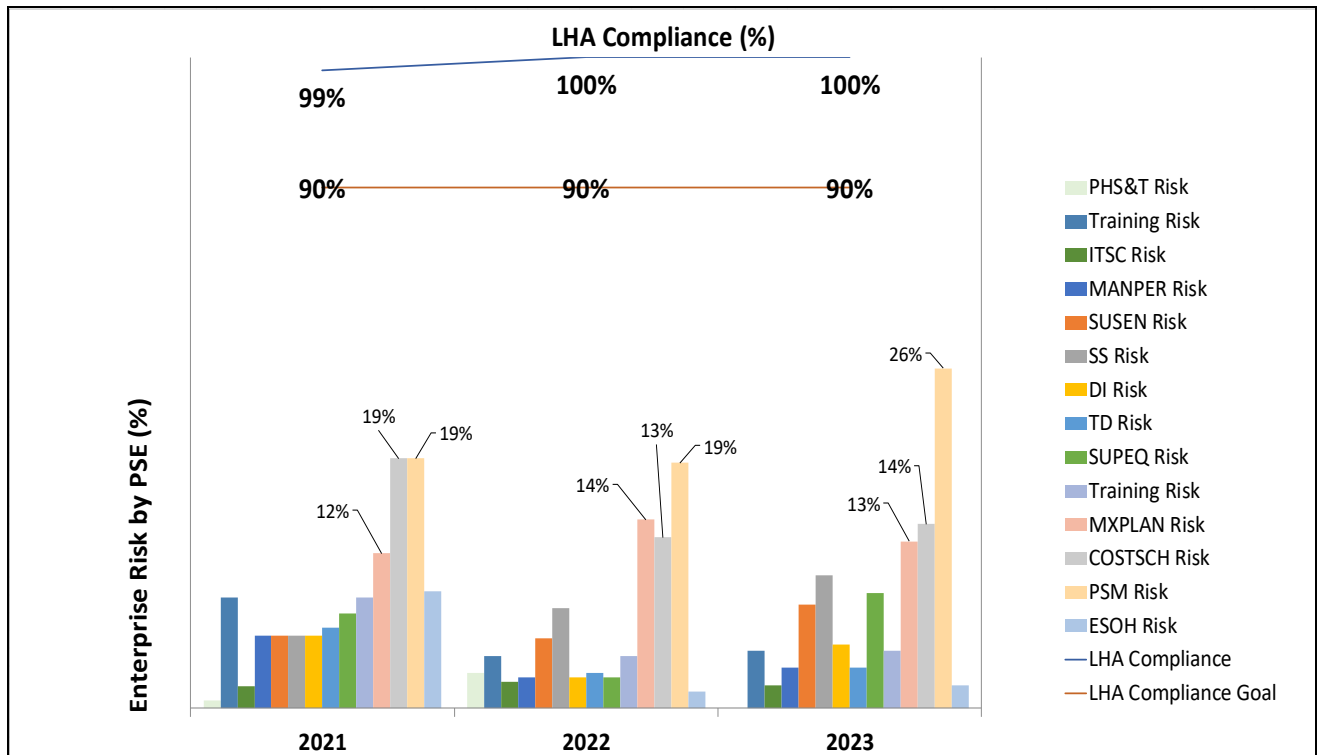
**5. Measurement**

- 5.1.** Process Results: Measure programs in the Active status on the AML program type and Weapon System Flying Platforms in O&S (including any program type, e.g., Life Cycle Sustainment, any status) by either submitting an LHA or LHA waiver.
- 5.2.** Compliance and Product Support Risk Metric. **Figure 2** depicts the Specific, Manageable, Actionable, Relevant, Trending (SMART) attributes for the LHA Compliance and Product Support Risk metric. **Figure 3** depicts the LHA Compliance and Product Support Risk metric that is shown to the AFLCMC Standard Process & Product (SP&P) Group.
- 5.3.** Final business rules for the LHA Standard Process and this metric have been approved by the AFLCMC SP&P Group (see attachments).

**Figure 2. LHA Compliance and Product Support Risk Metric SMART Attributes**

	Metric Attribute	Description
Administrative Info	APD Ref No	P01
	Process Name	Logistics Health Assessment (LHA)
	Process Lead	Amanda J. Abdinor
	Metric POC	Amanda J. Abdinor
	Date Completed	1 Oct 2023
S	Metric Name / Description	Logistics Health Assessment (LHA) Compliance & Product Support Risk Description: The measure LHA Compliance is the percentage of programs that meet the LHA requirement by submitting an LHA or waiver. The LHA Product Support Risk measures the total percentage of risk identified by the top 5 Product Support Elements (PSE) for each LHA cycle across the AFLCMC enterprise.
	Calculation	Compliance: Percentage of LHA eligible programs that meets the LHA requirement by submitting either an LHA or waiver. Product Support Risk: Percentage of total LHA questions which had Med/High/Not Started risk responses, identified from all completed LHAs for the respective LHA cycle, broken down by PSE.
M	Business Rules	See Attachment: LHA Business Rules within the LHA Standard Process
	Data Source	Consolidated Excel Spreadsheet from individual LHA Excel Spreadsheets
A	Process Owner	AFLCMC/LZSB
	Decision Maker	AFLCMC/LG
	Review Forum / Governance Body	SP&P Group
	Target	90% LHA Compliance
	Thresholds (R/Y/G)	LHA compliance has a goal of 90% accountability rate for each LHA cycle. Product Support Risk does not have an associated R/Y/G threshold or goal but reflect areas that, from an enterprise perspective are areas that provide challenges to programs and are areas that are looked at to determine if there are common threads that can be addressed by policy changes, training, etc.
R	Baseline Performance	May 2017 Assessment
	Enterprise Impact / Process Purpose	Provide leadership a snapshot of the LHA compliance and an enterprise look at those Product Support Elements that programs have identified risk from a program execution vantage point.
T	LCMC Obj	Objective 2.1
	Baseline Date	May 2017
	Review Frequency	Biannually
	Update Frequency	Biannually

**Figure 3. Compliance and Product Support Risk Metric for SP&P Group**



## 6. Roles and Responsibilities

### 6.1. AFLCMC/LG-LZ (Process Owner)

6.1.1. Manage the overall LHA process on behalf of AFLCMC.

6.1.2. Maintain and coordinate any changes to this standard process, “AFLCMC Standard Process for LHA.”

6.1.3. Provide training to the AFLCMC workforce on how to complete the LHA during Focus Week and ad hoc as requested/required and to communicate any changes to the LHA process.

6.1.4. Perform detailed analysis and develop mitigation plans for high risk areas on LHA data for use at AFLCMC level and present during appropriate Logistics OSF Crosstalk forums.

### 6.2. PSM/Program Logistician or Delegate.

6.2.1. Complete the LHA via official AFLCMC Question Sets within the online Assessment, Evaluation, Sustainment and Support Application (AESSA) (via Project Management Resource Tools [PMRT]).

### 6.3. PSM/Functional Lead Logistician/PM or Delegate.

6.3.1. Ensure LHAs are performed for their assigned programs in accordance with center guidance.

6.3.2. Review and approve completed LHAs.

6.3.3. Ensure input from other functionals as required.

6.3.4. Serve as program logistics authority for LHA execution.

#### 6.4. OSF for Logistics.

6.4.1. Advise the PEO/PSM on program LHAs and review portfolio LHAs for product support risk trends.

#### 6.5. AFLCMC SP&P Group.

6.5.1. Approve the LHA standard process and all major revisions to the process.

### 7. LHA Application - AESSA

7.1. The final LHA output will include the submission of the official standardized question sets via the LHA application AESSA. Access AESSA via PMRT. Register for PMRT [here](#). Once registered and in PMRT, request access to AESSA. Once in AESSA, request access to specific program(s) at the appropriate privilege levels to allow for LHA submission. See WBS and/or seek training for assistance. Submissions within AESSA will include both LHA and/or waiver submission(s). Note: Please allow ~48 business hours for AESSA program access request(s) verification.

### 8. Training

8.1. AFLCMC/LG-LZ will provide LHA and AESSA training as required/requested. Classes will be taught in a classroom or online.

8.2. One-on-one assistance is available at any time from AFLCMC/LZSB.

8.3. AFLCMC/LG-LZ Community SharePoint LHA Training Files found [here](#).

### 9. Definitions, Guiding Principles, or Ground Rules & Assumptions

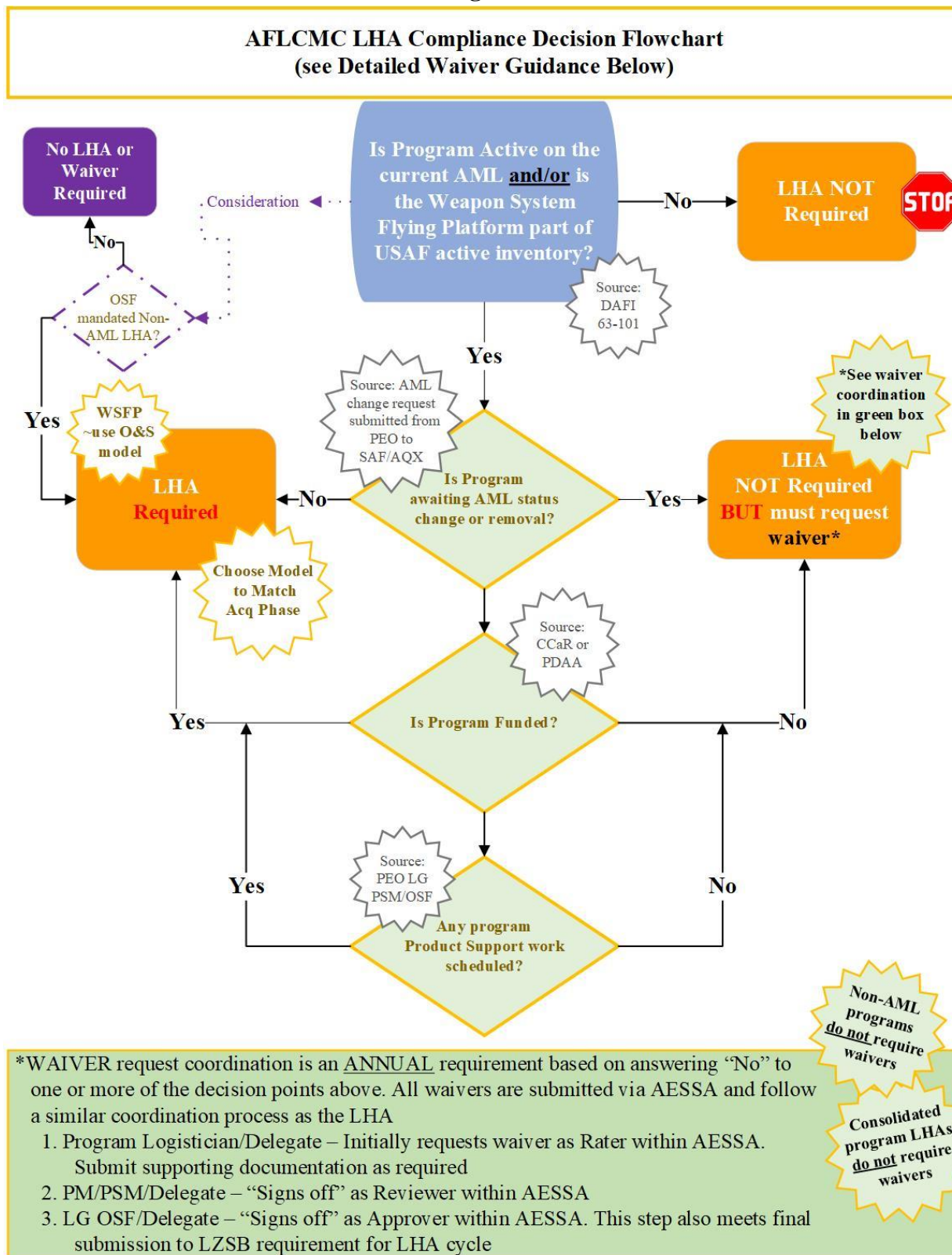
9.1. AFLCMC LHA Compliance Decision Model.

9.1.1. This model enables programs to step through a flowchart to determine if it is required to perform an LHA. (See **Figure 4**).

9.1.2. Annual cycle LHA waivers are available for individual programs based on certain rationale. (See **Figure 4**).

9.1.3. The directorate OSF shall approve waivers submitted by programs within their directorate and shall notify LZSB of the decision. (See **Figure 4**). Waivers are required to be submitted/resubmitted annually.

Figure 4



## 10. Acronyms

ACAT – Acquisition Category Programs

AESSA – Assessment, Evaluation, Sustainment and Support Application

AFLCMC – Air Force Life Cycle Management Center

AFMC – Air Force Materiel Command

AML – Acquisition Master List

DAFI – Department of the Air Force Instruction

DoD – Department of Defense

DoDI – Department of Defense Instruction

ESOH – Environment Safety and Occupational Health

GCE – Government Cost Estimating

ILA – Independent Logistics Assessment

IPT – Integrated Product Team

LCSP – Life Cycle Sustainment Plan

LHA – Logistics Health Assessment

MDA – Milestone Decision Authority

MDAP – Major Defense Acquisition Program

O&S – Operations & Support

OSF – Organizational Senior Functional

PEO – Program Executive Officer

PM – Program Manager

PO – Process Owner

PoR – Program of Record

PSE(s) – Product Support Element

PSM – Product Support Manager

PSS – Product Support Strategy

SA – Self-Assessment

SEP – Systems Engineering Plan

SIPOC – Supplier, Input, Process, Output, Customer

SMART – Specific, Measurable, Action Oriented, Realistic, Time Bound

SOW – Statement of Work

SP – Standard Process / SPG – Standard Process Guide

SP&P – Standard Processes and Products

TEMP – Test and Evaluation Master Plan

WBS – Work Breakdown Structure

## 11. References to Law, Policy, Instructions or Guidance

Process standardization is required by both Air Force Materiel Center (AFMC) and AFLCMC Strategic Plans. References that relate to this process include the following:

- 11.1. [DoD Product Support Managers \(PSM\) Guidebook](#), November 2022.
- 11.2. [DAU Integrated Product Support Element Guidebook](#), January 2024.
- 11.3. [DAFI 63-101/20-101, Integrated Life Cycle Management](#), February 2024.

## 12. List of Attachments

### 12.1. LHA Business Rules



LHA Business Rules  
Rev 1.8.docx

### 12.2. WBS



LHA WBS v1.15.xlsx