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AIR FORCE MATERIEL COMMAND**

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**REQUIREMENTS DEFINITION
AND PURCHASE INSTRUMENT
DEVELOPMENT**

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This instruction implements Air Force Policy Directive (AFPD) 20-1/63-1, *Integrated Life Cycle Management*. It contains Air Force Materiel Command (AFMC) Purchase Instrument (PI) policy for the generation and processing of Purchase Requests (PR), Delivery Order Requests (DOR) and amendments on the AFMC Form 36 *Purchase Request*, AFMC specific guidance for incoming and outgoing Military Interdepartmental Purchase Requests (MIPR) (DD Form 448) and MIPR Acceptances (DD Form 448-2), and other equivalent electronic reports or documents needed to develop and procure computed and stand-alone logistics and acquisition requirements in support of operational needs as prescribed by. It sets PR/MIPR policy for the central procurement of sustainment requirements and for the acquisition of consolidated Air Force (AF)

and Department of Defense (DoD)-wide requirements for materiel and services. It pertains to PRs/MIPRs for consumable parts and reparable spares; support equipment items; repair services and data purchases; modifications and other services in support of department-wide weapon system acquisition and sustainment activities.

This instruction applies to all AFMC activities with weapon system acquisition, life cycle management, or sustainment responsibilities, or activities procuring items or services supporting research and development or other AFMC or higher level functions. It does not apply to local purchases for materiel or services required to support base or unit level operational activities. Local purchase requirements are normally submitted on an AF Form 9, *Request for Purchase* or the Government Purchase Card (GPC). This publication does not apply to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) and their units.

This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must be submitted to the OPR listed above for consideration and approval.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

(AFSC) This supplement further defines Purchase Request (PR) rework and corrections, generic stock number processing, continuity of operation plans (COOP), PR and MIPR preparation instructions, and supply chain management engineering support. It applies to all AFSC personnel performing Requirements Definition and Purchase Instrument Development (RDPID) procedures.

SUMMARY OF CHANGES

This interim change revises AFMCI20-102_AFSCSUP by removing MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR) PROCESS GUIDE – NON-PEO MIPRS \$500,000 AND ABOVE from Attachment 12 and replacing it with a hyperlink to where the process guide can be located. An asterisk (*) indicates newly revised material.

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Chapter 1

GENERAL PURCHASE INSTRUMENT POLICY

1.1. Purpose. This instruction prescribes policy guidance for developing logistics and acquisition requirements into Purchase Instruments (PI) to include: the initiation and processing of PRs and Delivery Order Requests (DOR) for Air Force managed logistics materiel and services; initiation of outgoing MIPRs for logistics materiel and services required by the Air Force, managed and acquired by other government agencies; processing incoming MIPRs for materiel and services requested from the Air Force by other agencies. This includes equipment, spares, materiel, contract repair, services, overhauls, modifications, and data requests.

1.2. Precedence. This instruction takes precedence over all other AFMC and lower-level directives concerning PI processing. This instruction's content was screened to ensure it was compliant with higher-level directives and complimentary to other functional guidance. Apparent conflicts with other directives should be identified to HQ AFMC/A4 for resolution.

1.3. Purchase Instruments (PI). In this instruction the term "Purchase Instrument" or "PI" refers to a PR/MIPR/DOR/Amendment action. PIs are the product of the actions required to convert a known requirement into a procurable package containing all the information and applicable attachments/activities/documents the Procuring Contracting Officer (PCO) needs to clearly communicate the requirement to all potential sources and select the item/service that best meets the DoD's need.

1.3.1. Before a PI can be initiated the requirement owner (RO) must perform market research, formulate a procurement strategy, and be able to substantiate the requirement's purpose and estimated or known quantity. Purpose consists of stating what the need is, how many are needed, where/when they are needed, and if applicable, period of performance. This can come from a requirements system, like D200, a programmed depot maintenance schedule, identified through an out-of-cycle requisition from the field or un-programmed maintenance action or developmental program.

1.3.2. Electronic PIs. AFMC units are encouraged to generate and route PIs electronically from requirement identification through contract award to the maximum degree possible. This includes interfacing with the financial system for funds certification, a contracting system for requirement solicitation and award, and depending on the item or service, the acquisition system for reporting program expenditures. Sustainment support PIs generated by the Air Force Sustainment Center (AFSC) citing working capital or non-investment funding and awarded through central procurement must be processed in the Purchase Request Process System (PRPS). PRPS is a web-based application integrated into the Global Combat Support System Air Force (GCSS-AF) framework that automates and standardizes the front end of the procurement process for spares, data, or services to support and sustain weapon systems. Life-cycle management or product support organizations, assigned to the Air Force Life Cycle Management Center (AFLCMC) or AFSC activities using investment funding, will use the Comprehensive, Cost and Requirements (CCaR) system to generate PIs for program requirements identified on the AML or using investment funding requiring SAF/AQ financial reporting through the System Metric and Reporting Tool (SMART) IAW AFI 63-101. AFLCMC may opt to use other PI systems for their non-reportable requirements but must perform support to AFSC PIs generated in PRPS. All other centers may use a

comparable system to produce PIs as long as they meet the PI guidance prescribed in this instruction.

1.3.2. **(AFSC) Large Purchase Instruments.** Contact your site's systems OPRs before creating a PR of 100 or more line items. Extra coordination must be exercised with contracting OPRs.

1.3.2.1. The PRPS functional offices (currently AFSC/LGMM and 429 SMCS/GUMA site representatives, O-5/GS-14 level or higher) may grant exceptions to using PRPS for individual PIs on a case-by-case basis. Exceptions are emergency situations where the PRPS using organization has a high risk of losing resources if the PRPS system is used: situations include unexpected system downtime and end of fiscal year processing. Requesting organizations must address the risk management reduction in their requests. Requesters must explain the rationale for their exception requests and the impact if disapproved. This is not a waiver to using PRPS. PRPS users must return to using PRPS when the system is available and make use of the system to the maximum extent possible. **Note:** this is not a waiver to doing fund certifications in the Automated Business Services System (ABSS).

1.3.3. The PIs are grouped into three general types of purchases:

1.3.3.1. **Item Buy PI** . An item buy requests a specific tangible item, generally a stock listed item or other materiel needed to support the DoD supply chain, depot operations, or product support activities.

1.3.3.2. **Repair PI** . A repair PI is used to procure contract repair services for stock listed spare parts when the Air Force does not possess the organic capability or capacity to perform.

1.3.3.3. **Services or Data PI**. These PIs request contract services that support non-stock listed items, development/research, advisory and assistance, and engineering assistance, or request data to support a weapon system (like technical order data or parts breakdown lists), or logistics life-cycle data to initiate requirements computation.

1.3.4. **Manual PIs**. When circumstances preclude electronic PI processing, the PI RO will use the AFMC Form 36 form to prepare a "manual" PR. The AFMC Forms 36A-F may be used to provide additional PR information. Manual MIPRs will be prepared on the DD Form 448.

1.3.5. **Pen and ink changes**. After a PI has been funds certified, pen and ink changes are not permitted.

1.3.6. **Associated PI form Versions** . Due to the number of systems involved in the PI process, and the cost and production lead time to change electronic forms programmed into these systems, it is not practical to prescribe a particular form version or have the e-Pubs version exactly match the various PI system reports/forms. Therefore, any version of an AFMC form that this publication is the prescribing guidance is acceptable as long as it contains the data elements and prescribed statements or clauses required by higher guidance (such as the FAR). Also, any system report or form reflecting procurement data associated with one of AFMC forms is acceptable as long as it provides the prescribed information to

the Accounting Liaison Officer (ALO)/PCO or finance/contracting system. Prescribed and adopted forms are listed in Attachment 1.

1.3.7. **(Added-AFSC) Acquisition and Due-In System (ADIS) (J041).** ADIS/J041 records and provides information on materiel and services acquisitions through several modes, but mainly via PIs and contracts. The system has two basic functions: document tracking and due-in status. **Note:** Refer to AFMCMAN 64-104, Volumes 1 to 4, for guidance on ADIS/J041. Volumes 1 and 2 can be found on the Air Force e-Publishing website. To obtain copies of Volumes 3 and 4, contact your site J041 OPR. The site J041 OPR will supply you with copies until such time Volumes 3 and 4 are published on the Air Force e-Publishing website. ADIS/J041 and J018R users can also find system information on the J018R Home Page: <https://cs2.eis.af.mil/sites/20411/CIDSSDocs/Forms/AllItems.aspx?RootFolder=%2Fsites%2F20411%2FCIDSSDocs%2FCIDS%20Web%20Documentation&FolderCTID=0x0120007ACE69DA95D8554D9FC55680EDAF39AE&View=%7B08D69C5C%2DC10E%2D4498%2DB668%2D99D843C33808%7D>.

1.3.7.1. **(Added-AFSC)** ADIS/J041 is both a requirements community and contracting community shared system and both organizations have equally important, critical responsibilities for input and operational support.

1.3.7.2. **(Added-AFSC)** ADIS/J041 provides output products of the retaining site's contracting and requirements activities as well as feeds data into and retrieves data from other systems to aid materiel or services acquisition strategies. The data inputted into ADIS/J041 and the data received by ADIS/J041 from other systems have a decided impact on the accuracy and currency of ADIS/J041 records.

1.3.7.3. **(Added-AFSC)** To effectively support acquisition strategy development decisions, ADIS/J041 data must be accurate, timely and complete. **Note:** ADIS/J041 data is primarily accessed via J018R; additional data can be retrieved directly from ADIS/J041. Some broad categories of support include:

1.3.7.3.1. **(Added-AFSC)** PI document status.

1.3.7.3.2. **(Added-AFSC)** Solicitation document status.

1.3.7.3.3. **(Added-AFSC)** Contract (pre-award phase) document status.

1.3.7.3.4. **(Added-AFSC)** PI Line Item (LI) status; regardless of whether materiel or services.

1.3.7.3.5. **(Added-AFSC)** Due-in status of material acquired from selected non-contractual sources including reclamation projects, other services long supply assets, bailment/loan returns and contract terminations.

1.3.7.3.6. **(Added-AFSC)** Manufacturing management surveillance (i.e., contractor performance status).

1.3.7.3.7. **(Added-AFSC)** Contract file management (status of contracts completed in post-award phase).

1.3.7.3.8. **(Added-AFSC)** Purchase history (record of each purchase of a NSN item).

1.3.7.3.9. **(Added-AFSC)** Periodic detail and summary reports of potential and actual document and LI delinquencies, delinquency rates, work load accomplishment (volume and dollar value), and other management and operational products.

1.3.7.3.10. **(Added-AFSC)** Transfer of assets from site to site and other agencies.

1.3.7.3.11. **(Added-AFSC)** Information to other data systems to support their requirements.

1.4. Effective PI Processing. The requirements owner (RO) is responsible for ensuring the effective processing of the PI, including content. The RO must take prompt and appropriate action to properly coordinate and resolve issues affecting PI timeliness and accuracy. AFMC Centers are responsible for developing procedural guidance to implement the policy set in this instruction and establish the step-by-step instructions for the forms/reports produced by their systems. These instructions must include degraded operation procedures as a contingency if their system goes down for an extended time or during urgent situations and also a process for approving emergency/urgent PIs. These procedures must also include provisions for physically handling PI containing classified information, if applicable. Security procedures may be delegated to the complex or operating location to account for local security capability. All Center-level PI guidance must be coordinated through the AFMC A4 policy OPR.

1.4. (AFSC) For Buy PIs generated from a requirement system, like D200, the RO will establish a PR number no later than 30 days after the Automated Budget Compilation System (ABCS) Hard Stop identified on the Requirement Management System schedule mandated by AFSC/LGPS. Non-budgeted computation cycles will be managed by the site OPR in regards to cut off dates. For Repair/Service PIs generated from a requirement system, like D200, Contract Repair Management System or Maintenance Engineering Project Sustainment Tool, the RO will establish a PI after the initial Multi-Functional Team (MFT) and prior to the functional user initiating documents or advance efforts. All Other PIs generated from out-of-cycle or un-programmed requirements, the RO will establish a PI once resources are assigned. When the RO has identified a known requirement and a mandatory activity is required, no advance efforts or documents should be worked without the RO assigning the PR number and/or associated Purchase Instrument Line Item (PILI). Refer to Attachment 8 for mandatory activities. Exceptions can be made in order to meet the requirements of the DoD Spare Parts Breakout Program (DFARS 217.7506 & AFI 23-101), i.e., initiation of a Screening Analysis Worksheet (SAW), an Engineering Data List (EDL) or Engineering Instructions (EIs). **Note:** The term "PI" in this paragraph also includes PR Numbers.

1.5. DoD Coordinated Acquisition Program Compliance . The DoD Coordinated Acquisition Program directs single-service procurement of common-use items for all DoD users. This requires the Air Force to source some of its requirements from other government agencies. Refer to *Defense Federal Acquisition Regulation Supplement (DFARS) Procedures Coordinated Acquisitions* Subpart 208.70 for general policy information and DFARS PGI 253.208, *Defense Federal Acquisitions Regulation Supplement Procedures, Guidance & Information* for instructions on preparation and use of DD Form 448, *MIPR* and DD form 448-2, *Acceptance of MIPR*. These requirements will be worked according to the priority assigned by the RO and not set aside for internal activities.

1.6. Handling Classified PIs and Attachments . Great care is required when processing PIs containing classified information. PIs with classified information must never be processed in unclassified systems, e.g. PRPS. It is imperative to comply with the guidance below when processing classified PIs. However, classified items or repair/service of classified items may be ordered on a PI in an unclassified system as long as the PI contains no classified information.

1.6.1. This section is only applicable to personnel authorized to process classified PIs.

1.6.1.1. The RO must be aware whether prospective offerors or contractors need access to classified information during the contract solicitation or performance phases. Individuals adding classified attachments or information to a PI must notify the RO prior to forwarding or entering in a system to ensure proper security precautions are made.

1.6.1.2. Classification decisions are based on an Original Classification Authority (OCA) determination or classification guides prepared by the System Program Director (SPD) (or other single manager) of the affected system or program. In the absence of specific guidance, protect potentially classified information as if it is classified, and request assistance from the local servicing security agency.

1.6.2. The following guidance applies when processing PIs with classified information:

1.6.2.1. If classified information is on the PI or one of its attachments, the PI document itself will be stamped top and bottom with the classification level required, and each paragraph/block/section will be marked with the classification that applies to that information.

1.6.2.2. The front page of PI packages containing classified information will be stamped top and bottom with the highest classification level within the PI package. If there is no classified information on that page note "THIS PAGE IS UNCLASSIFIED" in parenthesis beneath the classification stamp. Also, each page/paragraph/block/section containing classified information within the PI must be marked with the applicable classification level.

1.6.2.3. If the PI package is classified and/or the service requested, information or materiel provided, or the item produced by the contractor requires security protection, the RO will request a DD Form 254, *Contract Security Classification Specification* from the Servicing Security Agency. Refer to DoD 5220.22-R, *Industrial Security Regulation* for additional guidance on classified solicitations.

1.6.2.3.1. The DD Form 254 is included in the PI's supporting technical data and alerts the PCO to properly screen prospective offerors for the required security clearance. The DD Form 254 identifies the information requiring protection and the applicable sections of DoD 5220.22-M *National Industrial Security Program Operating Manual* to the PCO and contractor.

1.6.3. Consult the Unit Security Manager for prescribed procedures for the handling, transport, and storage of classified information. **Note:** Never enter classified information into a Non-Secure Data System.

1.7. Limited Distribution of Sensitive Unclassified Information . Certain unclassified information, such as advance acquisition programming data and requirements, is releasable only to authorized government personnel. While this information does not fall within the Information Security Program, personnel handling this information shall ensure no unauthorized disclosures occur. Information containing militarily sensitive but unclassified technology material is subject to foreign disclosure limitations. Refer to Sections 1.8, Foreign Disclosure Limitation and 1.9, Foreign Disclosure Limitation below for more detail.

1.8. Foreign Disclosure. Military information is a national security asset and must be conserved and protected. It may be shared with foreign representatives only when there is a clearly defined advantage to the United States. All disclosures and release of military information and materiel to foreign nationals resulting from international affairs and security assistance activities must be authorized by the Foreign Disclosure Office (FDO). This includes the disclosure of Classified Military Information (CMI) and Controlled Unclassified Military Information (CUMI). The AFMC Form 191, *Foreign Disclosure Procurement Decision Worksheet* is used to document PI foreign disclosure reviews.

1.8.1. Examples of acquisitions requiring FDO review include: those involving Statements of Work/Statements of Objective/Performance Work Statements (SOW/SOO/PWS), specifications, government property, technical orders, engineering drawings, computer hardware/software, and any information, equipment, or media involving storage, retrieval, processing, or transmission of information.

1.8.2. Only information not detrimental to the welfare of the United States (US) Government can be released to foreign entities. Any release must be in accordance with DoDI 2040.02, *International Transfers of Technology, Articles and Services*, and AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*. Exemptions to FDO review must be specifically established by Public Law or DoD Appropriations Acts per AFI 16-201, *AF Foreign Disclosure & Technology Transfer Program*.

1.9. Foreign Disclosure Limitation. Certain information, such as technical data or drawings, may reveal critical details of militarily sensitive (although unclassified) technology. While this information must be provided to prospective offerors during the solicitation process, restrictions exist to prevent a compromise of US security interests. Only the minimum amount of data required to formulate a bid should be provided during solicitation. Care must be taken to ensure no US commitment to furnish additional information or materiel is intended or implied until disclosure is approved.

1.9.1. The restrictions to prevent a compromise of US security interests may include prohibitions against:

1.9.1.1. Access by foreign national employees of domestic firms;

1.9.1.2. Access by any non-US firm;

1.9.1.3. Access by non-permitted (third country) nationals when allied nation firms are permitted or bid;

1.9.1.4. Subcontracting with a non-permitted firm.

1.9.2. Prospective offerors either located outside the US or owned (wholly or in part) by non-US interests may be ineligible. Therefore, the synopsis package must identify this information so the Federal Business Opportunity (FedBizOpps) advertisement can contain the appropriate limitations. **Note:** This is a critical point even for US offerors, because it may restrict their ability to subcontract with their usual foreign-owned subcontractors and possibly void the bid.

1.9.3. Prior to submitting technical data to the contracting agency for synopsis/solicitation, the applicable system engineer/equipment specialist will determine if it contains information subject to foreign disclosure limitations. The unclassified Militarily Critical Technology List (MCTL) is the reference document for identifying technical data not releasable to foreign owned/influenced sources.

1.9.4. Additional restrictions are published in various classified Delegation of Disclosure Authority Letters (DDLs). The MCTL and DDLs will be maintained by the center Foreign Disclosure Office (FDO) and may be issued to using organizations with a continuing need to know and proper storage facilities. Due to the workload, foreign disclosure restrictions add to the acquisition process, the engineer and equipment specialist must ensure these restrictions are only appropriately applied. The FDO will provide necessary guidance and training.

1.9.5. For spare parts/hardware buys, the identification occurs during the technical screening process. The engineers will either confirm the engineering data does not contain foreign disclosure restricted information based on the MCTL and/or DDL; or consult with the FDO to determine the appropriate restrictions. The determination is reflected in the Export Control block on the Screening Analysis Worksheet (AFMC Form 761) and may be further explained by the Distribution Code on the Engineering Data List (EDL). **Note:** Refer to AFMCI 21-149, *Contract Depot Maintenance (CDM) Program*, for Repair Data List (RDL) guidance.

1.9.6. Services and data also require MCTL and/or DDL screening; however, the activity originating Performance Work Statement (PWS) or equivalent document must perform the screening.

1.9.6.1. The PWS originator shall consult with the FDO to determine foreign disclosure restrictions, then ensure the PWS clearly states whether or not restrictions apply. The PWS originator must assess the risks of providing contractors the information and security access required to perform work associated with these types of contracts. For example, a computer system maintenance contract may not involve working on sensitive technology; but in the course of performing maintenance the contractor may have access to sensitive system data files. In such cases, foreign disclosure restrictions must be applied.

1.9.7. Based on the technical determination above, foreign disclosure restrictions will be provided with the PI package. The contracting agency will include the necessary notes in the synopsis directing prospective offerors to certify the extent of their level of foreign ownership/influence that the solicitation package requires. For disclosure of classified and unclassified military information to foreign governments and international organizations, the PCO will request the FDO to review all foreign owned/influenced prospective offerors' requests for solicitation packages. The FDO must review each request on a case-by-case

basis and advise the PCO of the determination. The RO must aggressively follow-up with the FDO (and all others involved in the review) on these requests to prevent acquisition delays.

1.10. Requirements for Hazardous Materiel (HAZMAT). Air Force Pollution Prevention Policy requires requirements and technical personnel minimize HAZMAT use during contract performance. Even if HAZMAT use appears unavoidable, the solicitation should explicitly provide prospective offerors the opportunity to propose less-hazardous alternatives. HAZMAT(s) are defined in Fed-Std-313, *Material Safety Data, Transportation Data, And Disposal Data, For Hazardous Materials Furnished To Government Activities*. Any used or unused property, including scrap and waste is considered hazardous if its quality, concentration, physical, chemical or infectious characteristics, causes it to be ignitable, corrosive, reactive, or toxic. The property can be a solid, liquid, semi-liquid, or contain gas and may cause or significantly increase the threat of serious illness or mortality. It may also pose a substantial threat or potential hazard to the environment when improperly treated, stored, transported, disposed of, or otherwise managed. If a hazardous item is the only option, the RO must include a data line item and associated Contract Data Requirements List (CDRL) for the mandatory HAZMAT packaging and transportation requirements IAW 49 CFR Parts 100-185 and the Defense Transportation Regulation (DTR) 4500.9-R, Part II. HAZMAT packaging must be developed IAW AFI 24-210_IP, *Packaging of Hazardous Material*. The 49 CFR and the DTR prescribe a mandatory training requirement for all personnel performing HAZMAT related functions. The RO must include a HAZMAT qualified person in developing these requirements.

1.11. Item Unique Identification (IUID). IUID is a DoD program developed to link individual items to a specific identification number that follows the item throughout the entire product life cycle. It establishes a means to track a particular asset's visibility and status, and record and recall maintenance actions like repairs, modifications and installations from 'cradle to grave.' Specific goals are to improve item management and accountability, capture more precise financial records; and ultimately integrate item data across DoD, Federal and industry asset management systems to facilitate improved data quality, global interoperability and supply chain management.

1.11.1. When requesting repairs or services on items valued at \$5,000.00 or more, ROs must advise the PCO an IUID is required in the PI package remarks or in an attachment, e.g., IUID checklist in PRPS, per DFARS Subpart 211, and 274, *Describing Agency Needs – Item Identification and Valuation Requirements*.

1.11.2. If the item is worth less than \$5,000.00 and the requiring organization determines the item warrants IUID registration, the RO will inform the PCO in the PI package remarks. Generally, serially managed, mission essential or controlled inventory coded, repairable items or equipment will require an IUID. The requiring organization may also require IUIDs on consumable items or materiel and subassemblies, components and parts embedded within an item identified on a DD Form 1423, *CDRL* or other exhibit.

1.11.3. Refer to DFARS Subpart 211.274; *DoD Guide to Uniquely Identifying Items Assuring Valuation, Accountability and Control of Government Property*; DoDI 8320.04, *Item Unique Identification (IUID) Standards for Tangible Personal Property* and AFI 63-101, *Acquisition and Sustainment Life Cycle Management*, for additional guidance.

1.11.4. **(Added-AFSC)** IUID applies to solicitation, contracts, delivery orders, contract repair, Contract Logistics Support, modification, Performance Based Logistics, and Government Furnished Property. Refer to AFMCI 20-104, *Item Unique Identification*.

1.11.5. **(Added-AFSC)** For all stock listed items, an IUID indicator (i.e., IUID requirement) has been identified in Federal Logistic Information System (FLIS), D043. If the RO determines the IUID indicator in FLIS requires a change, the RO must send a change request to the ES with justification.

1.12. Voluntary Protection Program (VPP). The AF and AFMC implemented this program to encourage the reduction of hazards and improve working conditions. VPP is under the direction of Occupational, Safety and Health Administration (OSHA). VPP requirements are contained in the PWS and Quality Assurance Surveillance Plan (QASP) for contractors working on an AF installation on construction and service contracts if the contract requirement exceeds 1000 hours a quarter. PIs requesting services meeting qualifying conditions may require a VPP checklist as an attachment. VPP requires review, inclusion of safety requirements, and pre/post award evaluations. Contractors must manage their own health and safety program. Refer to AF Contracting VPP Support Guide available at the AF Contracting Knowledge Center Sharepoint (permissions required) and OSHA Website at <http://www.osha.gov/dcsp/vpp/index.html> for additional guidance.

1.13. Determining PI Priority. Careful consideration and discretion must be used when determining PI priorities. If every PI is prioritized as an emergency or urgent, none will receive expedited handling. The RO will add the Acquisition Lead Time (AQLT) to the anticipated PI initiation date to determine the expected "routine" delivery date or performance start date and compare this date to the actual need date to determine the proper PI Priority Code. Priority codes are defined below. The circumstances supporting PI priority A, B, C, and D use also can support an "unusual or compelling need" for Other Than Full and Open Competition (OTF&OC) acquisitions if the unusual and compelling urgency precludes competition. *Note:* The priority applies to all line items on the PI; requirements with different priorities must be submitted on separate PIs.

1.13.1. To ensure Emergency and Urgent processing is warranted, a senior unit level logistician/acquisition professional must validate the priority. Each center must establish an approval process in their procedural guidance or policy memorandum and designate an O-6/GS-15 or above as approval authority for each base or operating location (OL). The base/OL approval authority may delegate this responsibility in writing to a limited amount of responsible personnel relative to the size and mission of the organization to ensure timely responsiveness to critical warfighter requirements.

1.13.1. **(AFSC)** The base/OL approval authorities are as follows:

1.13.1.1. **(Added-AFSC)** Emergency (Priority Code A) PI Requirements are approved by an AFSC Group CC/CL/DD or AFSC Division Chief or acting. Emergency PI Requirements are permitted approval by AFSC Squadron CL with delegated authority by AFSC Group CC/CL/DD or acting. Delegated authority can be digital, electronically administered (e.g., email using Sign function; be sure to click on the Sign button), or wet.

1.13.1.2. **(Added-AFSC)** Urgent (Priority Codes B, C and D) PI Requirements must be approved by AFSC Flight Chief or AFSC Section Chief or acting or Emergency designated authorities. **Note:** Part number buys submitted through the Part Number Supply Support Request System (PNSSR) are exempt: the requirement for an Urgent approval document is not applicable to non-definitive (ND) number PR as all requirements are automatically either Urgent Priority Code D or MICAP.

1.13.1.3. **(Added-AFSC)** The signature of authorized approval agent (referred to as the designated authority below) can be digital, electronically administered (e.g., email using Sign function; be sure to click on the Sign button) or wet. The authorization should be kept on file by the RO.

1.13.2. **Emergency Requirements** . Emergencies carry such an exceptional degree of urgency that they must be expedited through the system for immediate action and should be applied under very limited circumstances to resolve/prevent a very near term immediate requirement for a specific quantity. The conditions elevating the requirement to emergency status and RO rationale must be documented in a Priority Approval Letter and approved by the designated authority. This letter must clearly state why urgent/routine acquisition processes cannot sufficiently meet the affected mission.

1.13.2. **(AFSC)** Emergency requirements are not applicable to Advance and Planning PIs.

1.13.2.1. **Priority Code “A”** . Use of priority code A is strictly controlled and limited to Mission Capable (MICAP) conditions to satisfy requirements for inoperative weapons systems engaged in combat or combat support missions, to include aircraft in a combat theater, or bomber, tanker, and airlift assets that could be tasked to perform theater missions. Also, MICAPs for weapon systems scheduled to rotate into the theater within 30 days or MICAPs dropping units below their ability to perform most of their assigned designed operational capability mission qualify. This extends to the related Aerospace Ground Equipment (AGE), munitions, munitions support equipment (SE) supporting those types of weapon systems and/or other compelling circumstances like engine line stoppages, or scheduled or unscheduled aircraft maintenance and production line stoppages at depot level that, if not performed, will prevent or delay mission accomplishment.

1.13.2.2. The emergency quantity ordered should not exceed the bare minimum needed to sustain operations until a lower priority procurement can be delivered. The PI quantity will not exceed the total of current Non Mission Capable Supply (NMCS)/ Mission Capable Supply (MICAP) backorders and/or other known, definite, documented emergency requirements. The package must identify the applicable tail/serial number and contain a list of current MICAP backorders.

1.13.2.2.1. Other projected requirements (e.g. anticipated NMCS/MICAP backorders) must not be included in this total since those requirements may not occur. However, as actual back orders occur the projected lower priority requirements may be placed on an AFMC Form 200, *Accelerated Delivery Request (ADR)*/direct shipment along with priority code A items. Refer to center level procedural guidance to Form 200 preparation instructions.

1.13.2.3. If manual processing is required, these requirements must be hand carried through the process for immediate attention by each functional area.

1.13.2.4. Due to the fluid nature of emergency situations, the RO must confirm a buy requirement award prior to a contract execution. Emergency PIs require the remark: "**Requires Revalidation Prior to Contract Award**" to prompt the PCO to solicit incremental pricing and ask the RO to revalidate the quantity/cost prior to contract award.

1.13.2.5. The PCO will place priority code A requirements on contract in the most expeditious manner authorized by the FAR, IAW to their functional guidance.

1.13.3. **Urgent Requirements** . Priority codes B-D are considered Urgent. Urgent purchase quantities will not exceed the total of current NMCS/MICAP backorders and/or other known, definite, documented urgent requirements. However, requirements expected during the AQLT can be added, but serviceable assets generated from repair and assets due in from open contracts during the AQLT must be subtracted. The conditions elevating the requirement to urgent status must be documented in an Urgent Justification Statement and approved by the designated authority. This statement must clearly outline why routine acquisition processes cannot sufficiently meet the affected mission.

1.13.3. (AFSC) Urgent requirements are not applicable to Advance and Planning PIs.

1.13.3.1. **Priority Code "B"**. Priority Code B applies to PIs written to satisfy Non-Mission Capable Supply (NMCS)/MICAP backorders and critical repairs/services and are considered equivalent to the urgency of NMCS/MICAP backorders not meeting the Priority A criteria.

1.13.3.1.1. If the item required is under production, in-route, or on-hand awaiting maintenance action in support of a depot production line for a weapon system or subsystem acquisition program, the RO will contact the acquisition PM and negotiate diverting the assets to satisfy the field NMCS/MICAP requirement. The RO will also notify the acquisition program contracting office and the program management office involved that a high priority request is in route.

1.13.3.1.2. The package must identify the applicable tail/serial number and contain a list of current MICAP backorders.

1.13.3.2. **Priority Code "C"**. Priority Code C applies to PIs satisfying Military Standard Requisitioning and Issue Procedure (MILSTRIP)/Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) priority 1-3 backorders.

1.13.3.2.1. The package must list all priority 1-3 backorders.

1.13.3.3. **Priority Code "D"**. Priority code D applies to PIs for items with critical delivery schedules affecting scheduled repair/overhaul production lines, safety of flight, or ground safety items (when delay in delivery causes an unacceptable risk increase) or PIs for other special acquisition or sustainment programs not meeting priority code A, B, or C criteria, or have priority 1-3 backorders.

1.13.3.3.1. Applies to repair/overhaul or service requirement meeting public exigency negotiation criteria or qualifies as an Electronic Warfare Quick Reaction Capability (EWQRC) priority.

1.13.3.3.2. The package must contain a list of current backorders.

1.13.3.4. Due to the fluid nature of urgent situations, the RO must confirm a buy requirement award prior to contract execution. Urgent PIs require the remark: "**Requires Revalidation Prior to Contract Award**" to prompt the PCO to solicit incremental pricing and ask the RO to revalidate the quantity/cost prior to contract award.

1.13.3.5. (**Added-AFSC**) Urgent Justification Statement Requirements. The following information will be documented on a memorandum or email. At a minimum the urgent justification statement must include the following:

1.13.3.5.1. (**Added-AFSC**) Description of the requirement.

1.13.3.5.2. (**Added-AFSC**) Contract Number/Order, if applicable.

1.13.3.5.3. (**Added-AFSC**) Urgent Quantity. This is the quantity to be purchased as an emergency or urgent requirement. The urgent quantity will not exceed the total requirement calculated as follows:

1.13.3.5.3.1. (**Added-AFSC**) Current Priority Backorders plus (+), Anticipated Backorders generated from AQLT minus (-), Serviceable condition assets generated from repair during AQLT minus (-), Serviceable condition assets due in from open contracts during AQLT.

1.13.3.5.3.1.1. (**Added-AFSC**) Anticipated Backorders generated from AQLT are the quantities subtracted out and considered as routine requirements.

1.13.3.5.4. (**Added-AFSC**) Cause of the emergency or urgency.

1.13.3.5.5. (**Added-AFSC**) Impact to the AF.

1.13.4. **Routine Requirements.** Routine requirements will meet mission needs without expedited processing.

1.13.4.1. **Priority Code "E"**. Priority code E applies to PIs for items with need dates less than the AQLT.

1.13.4.1.1. No MICAPS or backorders exist. No justification is needed other than identifying the need date is prior to the AQLT.

1.13.4.2. **Priority Code "R"**. Priority Code "R" applies to PIs for items with need dates that are AQLT away.

1.13.4.2.1. No MICAPS or backorders exist. No justification is needed other than identifying the need date equals the AQLT.

1.13.5. **Accelerated Delivery Requests (ADR).** When the mission dictates a required delivery date be expedited on an awarded requirement, the following applies:

1.13.5.1. If the item is on only one PI, the RO must prepare and forward an AFMC Form 200, *Accelerated Delivery Request (ADR)* to the contracting agency.

1.13.5.2. The ADR includes all necessary data such as PR/MIPR number, contract number, and quantity to meet emergency requirements, deadline priority, Not Mission Capable Supply (NMCS), plus other data deemed necessary. A shipping instruction amendment must be processed concurrently with the ADR if all or a portion of the accelerated quantity must be shipped to a destination other than the current destination.

1.13.5.3. If the item is on multiple contracts, the PCO determines which contract to accelerate delivery on and notifies the requiring organization to amend the applicable shipping instructions.

1.13.5.4. The feasibility of accelerating a delivery is difficult to predict. In some cases, the contractor may be willing and able to deliver early with minimal effort and no additional charge to the government. In other cases, the contractor may be struggling to meet the original schedule and totally incapable of accelerating the requirement (whether willing or not). Other times, some contractors may be able to accelerate the schedule if provided additional resources and incentives through premium funding. Because ADR requests involve considerable effort by both the requiring and the contracting activities that may not result in any gain or may require additional funds, Center-level controls must ensure that ADRs are used only where truly warranted. ADRs should not be issued until 60 days after contract award.

1.13.5.4.1. PI ROs will not initiate or process priority "R" PIs when they know an accelerated delivery schedule is needed. They will use the appropriate PI priority and need date to tell the PCO the best possible delivery schedule should be negotiated.

1.13.5.5. Upon receipt of the ADR, the PCO determines if an ADR is feasible. The following factors must be considered:

1.13.5.5.1. Whether the contractor had sufficient time to receive the contract, establish an actual production schedule, and arrange for delivery of materials, hence the 60-day waiting period.

1.13.5.5.2. Whether the contract has a negotiated firm delivery schedule (ADR is usually inappropriate for contracts that do not reflect a firm delivery schedule).

1.13.5.5.3. Whether the contract delivery schedule already reflects a best effort/premium funds position (ADR is inappropriate for these contracts unless enough time passes to allow the contractor's situation to possibly change and allow increased acceleration).

1.14. Competition Policy. Air Force policy requires AFMC to award purchases and contracts competitively whenever possible, unless there is a legal exception. The Air Force objective is to obtain the best technical solutions, quality, schedule, and price possible on the open market. Competition policy is based on Public Law 98-369, *Competition in Contracting Act of 1984* as implemented in the FAR and its supplements. Compliance is mandatory. USAF and AFMC procedural guidance implementing the competition policies were developed to provide as much flexibility as possible and still comply with the law. Refer to FAR Part 6, *Competition Requirements* for guidance on competition requirements. For Advisory and Assistance Services (A&AS) refer to FAR Subpart 37.2, *Advisory and Assistance Services*. For Exceptions to Competition, refer to FAR Part 6.2, *Full and Open Competition After Exclusion of Sources*.

1.14. (AFSC) When the RO requires a Justification and Approval document, the RO will workload the activity in PRPS to the functional user. Refer to Attachment 8, Tables A8.1 and A8.2. Refer to AFFARS 5306.304, *Approval of the Justification*, for justification value threshold and approval process.

1.14.1. **Full and Open Competition (F&OC).** The FAR defines F&OC as an acquisition process that permits all responsible sources to compete. F&OC refers to the procurement process approach, not the solicitation results. Written documentation may also be required if awarding a contract using full and open competition after exclusion of one or more sources.

1.14.2. **Other Than Full and Open Competition (OTF&OC).** Any purchase action not meeting F&OC criteria are considered OTF&OC. “Limited” competition (such as the government has two or more qualified sources but lacks the data to qualify any others) is considered OTF&OC. If awarding a contract under OTF&OC procedures, some form of written documentation is normally required. Depending on the authority used, the specific form of written documentation will vary. Refer to AFFARS MP5306.304, *Approval for Justification* for additional guidance.

1.14.3. When Foreign Military Sales (FMS) requests or requisitions generating the PI are placed under authority of AFFARS 5306.302-4 (c), a Letter of Offer and Acceptance/International Agreement Competitive Restriction (LOA/IACR), which limits the source(s) to be solicited, is prepared in lieu of a J&A. Refer to DFARS 206.302-3, *Other Than Full and Open Competition* for additional guidance. The IACR are approved the PCO regardless of dollar value. Refer to DFARS 206.302-1 through-7, *Other than Full and Open Competition* for special circumstances/authority allowing OTF&OC for Industrial Mobilization, Authorized or Required by Statute, National Security, and Public Interest. Cite the applicable authority on the J&A, unless exempted.

1.14.3. (AFSC) When the RO requires a LOA/IACR, the RO will workload the activity in PRPS to the functional user. Refer to Attachment 8, Tables A8.1 and A8.2.

1.14.3.1. **(Added-AFSC)** If there is a FMS requirement, and the Market Research report supports that this requirement is sole source, then an IACR can be utilized instead of a J&A.

1.14.4. The FAR Part 13 directs agencies to use Simplified Acquisition Procedures (SAP) to the maximum extent practicable for all purchases of supplies or services not exceeding the Simplified Acquisition Threshold (SAT) (currently \$150,000). The FAR exempts SAP acquisitions from F&OC requirements, but permits sole sourcing only if the contracting officer determines only one source is reasonably available and priced. If the requiring organization wants the PCO to consider sole sourcing they should submit a Sole Source Justification (SSJ) with the PI.

1.15. Screening and Engineering Activities. All PI screening and engineering activities/functions in support of weapons system supply chain operations at Robins, Tinker, and Hill AFBs are required to be performed in PRPS. PRPS acts as a central repository for this information.

1.15. (AFSC) The RO will workload mandatory PRPS activities to the functional user. Refer to Attachment 8, Tables A8.1 and A8.2 for Mandatory Workload Activities. Exceptions can be made in order to meet the requirements of the DoD Spare Parts Breakout Program (DFARS 217.7506 & AFI 23-101), i.e., initiation of a Screening Analysis Worksheet (SAW), an Engineering Data List (EDL) or Engineering Instructions (EIs).

1.15.1. Activities must be performed on the form noted and include, but are not limited to:

1.15.1.1. Screening Analysis Worksheets (SAW) (AFMC Form 761) and Contract Repair Screening Analysis Worksheets (CRSAW) (AFMC Form 762).

1.15.1.2. Engineering and Repair Data Lists (EDL/RDL). The RDL must be recorded on an AFMC Form 762A, the EDL is an off-line report or PRPS activity.

1.15.1.2. (AFSC) All EDLs and RDLs are required to be performed in PRPS. EDLs and RDLs shall not be accomplished as attached text activities. Refer to Attachment 8, Tables A8.1 and A8.2.

1.15.1.3. Identifying first article requirements (AFMC Form 260); documenting surplus materiel assessments (AFMC Form 813); and recommending quality assurance provisions and special inspection requirements (AFMC for 807); and applicable Item Descriptions.

1.15.2. This includes services performed in support of DLA NSN buys when the AF is the technical authority, and NSN screening support performed by personnel located at other bases.

1.15.3. Support to PIs generated in another system (e.g. CCaR) for non-NSN may be performed on off-line forms or documents and uploaded into the applicable PI system.

1.15.3. (AFSC) Reports/forms for NSNs requiring screening/engineering support must be performed in PRPS then uploaded into the applicable PI system.

1.15.4. If changes to screening or engineering functions or procedures require corresponding system changes, a requirement must be defined and a change request submitted to the PRPS functional or program management office (PMO).

1.15.4. (AFSC) PRPS users should submit PRPS system changes to the local PRPS Site Functional User Group (FUG) members.

1.16. Multi-Functional Team (MFT) Acquisition Concept. Unless another strategic procurement plan, like a Commodity Council strategic contract is used, the command expectation is AFMC weapon system acquisition and sustainment procurements will be managed using a multi-functional approach. These teams should, to the largest degree practicable, have representation from the key players and every functional area involved in acquiring or sustaining the weapon system (e.g. Program Manager; Item or Materiel Manager (IM/MM), Production Management Specialist (PMS), maintenance, engineering, packaging, transportation, contracting, center test authority and financial, etc.). MFTs can be organized on Contract Buy Teams (CBT), Contract Repair Teams (CRT)/Contract Maintenance Review Boards (CMRB) or Contract Engineering Teams (CET) depending on the nature of the procurement action. Each center will document how the MFT approach is employed in their center-level procedural guidance. If an actual MFT does not provide the optimal procurement strategy for a particular commodity, the Center must identify the items/services and units exempted and provide rationale in their

procedural guidance or elsewhere. However, those units must be able to demonstrate how they incorporate the concept of multi-functional collaboration in their procurement process.

1.16. (AFSC) CRTs will be conducted per AFMCI 21-149. CBTs and CETs are mandatory when the PI total or estimated dollar value is \$500,000 or greater.

1.17. (Added-AFSC) External PI Reworks and Corrections (Requested by Contracting). Contracting will request a PI rework (e.g., correction) if a PI discrepancy exists which precludes any further contracting action. Correction requests will be forwarded to PI Initiator and site PR/MIPR Support for immediate resolution. Contracting will place PIs in a rework status no later than five business days after the discrepancy is identified and not resolved. **Note:** Emergency and urgent PI problems warrant a greater level of urgency than do routine PIs.

1.17.1. **(Added-AFSC)** Unsuccessful resolution of discrepancies will be elevated to appropriate management by RO to gain clarification on how to proceed. The RO should consider cancellation if a solution cannot be achieved.

1.17.2. **(Added-AFSC)** The buyer should ensure discrepancies are properly and completely documented to include action request(s) and contact information. ADIS/J041 allows use of certain Exception Reason Codes (ERCs) when placing a PI in rework status (reference AFMCMAN 64-104, Vol 1 for list of ERCs). These ERCs will either “stop/pause” or “reset” the cycle time clock. The buyer will not actually return the PI package to the RO unless requested to by the RO.

1.17.2.1. **(Added-AFSC)** The RO needs to provide rationale to the buyer why the package is delayed along with an expected date of amendment.

1.17.2.2. **(Added-AFSC)** The Electronic Amendment Request (EAR) processed within the ACPS/PRPS interface does not place a PI in rework status. To place a PI in rework status, the PI rework must be coded in ADIS/J041.

1.17.3. **(Added-AFSC)** Contracting will place a PI in a rework status only if they are unable to proceed with solicitation or award due to an actual PI discrepancy. Situations not caused by a PI discrepancy do not constitute reason to put a PI in rework status; e.g. late proposal/quote/bid or extended/difficult negotiations.

1.18. (Added-AFSC) Internal PI Rework and Correction (Purchase Instrument Checklist Review (PICR) Rework). The Technical Reviewer will request a rework or correction if any identified discrepancies prevent the Technical Reviewer from completing the PICR. Rework requests will be submitted back to the RO within PRPS for immediate resolution. **Note:** Emergency and urgent PI problems warrant a greater level of urgency than do routine PIs. Refer to Table A9.1 under Attachment 9 for Internal Rework Codes.

1.19. (Added-AFSC) Generic Stock Number Processing. When stock numbers are assigned to items for "solicitation purposes only" (Acquisition Advice Code 'W'), the generic stock number is input into the ADIS/J041 system at the time of initial PR/MIPR processing. **Note:** A generic stock number is the stock number assigned to the end item of equipment when a number of production models are or will be available which are functionally interchangeable and must be identified separately. **Note:** Refer to AFMCMAN 64-104 Volumes 1 to 4 for complete guidance on ADIS/J041.

1.19.1. **(Added-AFSC)** PR/MIPR Support will input the 'LC' transaction code format for each "stock as" NSN; actual NSN(s) procured. At vendor selection time, PR/MIPR Support receives notification from contracting and assures that the PI generic stock number is replaced with the "stock as" stock number validated through the Item Manager Wholesale Requisition Process (IMWRP) D035A and informs the RO of the stock number selection.

1.19.2. **(Added-AFSC)** If there is no existing "stock as" stock number for the contractor selected, the RO takes necessary action to assign a Non-cataloged (NC) stock number as a "stock as" number for PI LI. Notification is sent to PR/MIPR Support for input of stock number change transaction to ADIS/J041 (LC-transaction code).

1.19.2.1. **(Added-AFSC)** For all Outgoing PIs, the RO prepares an amendment citing the applicable PI item and NC number to be assigned and forward to PR/MIPR Support for appropriate amendment action.

1.19.3. **(Added-AFSC)** Replacement of generic stock number with a "stock as" stock number is not a reason for the PI to be returned to the RO.

1.20. (Added-AFSC) Acquisition and Due-In System (ADIS) Materiel Management Procedures. Development of this supplement included a thorough review of AFMCMAN 64-104, Volumes 1 - 4, the Acquisition and Due-In System (ADIS)/J041 Instructions, and only the procedures applicable to AFSC PI development and requirements procedures were incorporated herein.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Purpose. The purpose of this chapter is to establish organizational responsibilities for the PI process and to describe the roles of the primary PI process actors.

2.2. AFMC/A4. AFMC Directorate of Logistics: AFMC Directorate of Logistics:

2.2.1. Is the command Office for Responsibility for the acquisition/sustainment PI operations.

2.2.2. Establishes PI policy for AFMC logistics/acquisition organizations; coordinates policy issues overlapping other functional areas, primarily AFMC/FM and PK.

2.2.3. Provides functional guidance for logistics engineering and screening functions and policy to assure PI packages contain accurate technical data for spare parts and contract repair acquisitions to ensure reliability and quality.

2.2.3.1. Spare part acquisition functions include: providing quality assurance instructions, resolving technical authority/data issues, assessing surplus materiel applicability; assigning Acquisition Method Codes (AMC)/Acquisition Method Suffix Codes (AMSC); providing applicable Contract Data Requirements List (CDRL) and Data Item Description (DID) and Engineering Data Lists (EDL) information to PI packages; and assisting in provisioning and cataloging actions.

2.2.3.2. Contract maintenance functions include: quality assurance, technical authority/data issues; Repair Method Code (RMC)/Repair Method Suffix Code (RMSC) assignments; providing applicable CDRL and DID and Repair Data Lists (RDL) information to PI packages; ensuring requirement documents are performance-based prior to contract award; and Government Furnished Materiel/Property/Equipment (GFM/P/E) or special test (ST) equipment determinations.

2.2.4. Performs portfolio management for PI systems funded by logistics agencies, including the Purchase Request Process System (PRPS).

2.2.4.1. Manages PRPS requirements formulation and testing process until the system reaches a state of operational maturity where the AFSC can assume responsibility.

2.3. Air Force Sustainment Center (AFSC). The AFSC:

2.3.1. Is designated the PI functional process owner at the Air Logistics Complexes (ALC).

2.3.2. Will establish an effective means to receive, produce, and control PR/MIPR/DORs and associated documents processed at each location to maximize PI resource utilization and minimize process redundancy.

2.3.3. Will oversee base-level PI operations to ensure compliance with this instruction and establishes consistent management control at AFMC's primarily PI generating bases.

2.3.3.1. Will maintain a PR/MIPR Cell/review function to verify PI package contents are complete, reviewed by the required offices and approved by the appropriate authority prior to release for funds certification and contracting action. Refer to paragraph 2.11 for more detail.

2.3.3.1. (AFSC) AFSC's PR/MIPR Cell/review function is now known as PR Support or MIPR Support (PR/MIPR Support).

2.3.3.2. Will coordinate Center-level procedural documents with AFMC/A4 and affected AFLCMC units.

2.3.4. Will automate PI processing to the greatest degree possible maximizing PRPS functionality on applicable PIs.

2.3.5. Will provide functional support to PRPS system sustainment activities.

2.3.5.1. Will manage PRPS system change requirements formulation, review, submission and testing after full sustainment is reached.

2.3.6. Will provide PI process and PRPS operations training.

2.3.7. (Added-AFSC) Will serve as the control point for all Incoming and Outgoing MIPRs at Hill, Robins and Tinker AFBs.

2.3.8. (Added-AFSC) Will assist requirements personnel with MIPR problems and issues.

2.3.9. (Added-AFSC) Will coordinate and track MIPR and MIPR Acceptances.

2.3.10. (Added-AFSC) Will coordinate and track MIPR contracts.

2.4. Air Force Life Cycle Management Center (AFLCMC) :

2.4.1. Will execute an effective means to receive, produce, and control PR/MIPRs and associated documents processed at each Operating Location (OL).

2.4.2. Will coordinate/collaborates with the AFSC on OL PI procedural and training issues crossing organizational lines.

2.4.3. Will oversee subordinate OL PI functions to ensure compliance with this instruction.

2.4.4. Will automate PI processing to the greatest degree possible.

2.4.5. Will utilize the PI system most advantageous for their operational and reporting requirements. AFLCMC units should use the Comprehensive, Cost and Requirement (CCaR) system to generate PIs supporting programs or projects requiring financial reporting to SAF/AQ through the System Metric and Reporting Tool, and may either use CCaR or PRPS to generate PIs for non-reportable requirements.

2.4.5.1. However, AFLCMC screening and engineering activities in support of AFSC PRPS generated PIs and DLA NSN buys must be performed in PRPS

2.4.6. Will utilize a PR/MIPR Cell/review function to verify PI package contents are complete, reviewed by the required offices and approved by the appropriate authority prior to release for funds certification and contracting action. Refer to paragraph 2.11 for more detail.

2.5. All other AFMC Centers . All other AFMC centers:

2.5.1. Execute an effective means to receive, produce, and control PR/MIPRs and associated documents processed at each location.

2.5.2. Oversee subordinate units PI functions to ensure compliance with this instruction.

2.5.3. Will automate PI processing to the greatest degree possible.

2.5.4. Are authorized use of any available PI processing system.

2.5.5. Will utilize a PR/MIPR Cell/review function to verify PI package contents are complete, reviewed by the required offices and approved by the appropriate authority prior to release for funds certification and contracting action. Refer to paragraph 2.11 for more detail.

2.6. Defense Finance and Accounting Service (DFAS). DFAS is the DoD accounting agency that works closely with the Accounting Liaison Office (ALO) to ensure payment, propriety and accounting records accuracy. DFAS receives invoices, receiving reports and makes payments as well as, obligates/de-obligates PI funds, makes payments to non-DoD agency for interagency acquisitions and reimburses/pays the appropriate DoD agencies for intra-agency procurements.

2.7. Certifying Officials/Accounting Liaison Office (ALO). The ALO's main purpose is to certify the correct PI lines of accounting are used and funds are available. This function is located in the Financial Analysis Office (FMA) within the base-level FM office. They also serve as accounting liaison and budget representative to DFAS and update DFAS records with award and financial data. ALOs advise requirement owners in determining bona fide need in terms of purpose, time and amount, validate funds availability and accounting appropriation accuracy, and review unobligated commitments and validate requirements. ALOs also ensure MIPRs contain the required footnotes and business rules identified in AFI 65-116, *AF Purchases Using Military Interdepartmental Purchase Requests*.

2.7. (AFSC) The AFI 65-116 has been rescinded and replaced by AFI 65-118, Air Force Purchases using Military Interdepartmental Purchase Requests (MIPR).

2.8. Unit Level Procuring Contracting Officer (PCO). The PCO's main purpose in the PI process is to issue solicitations and award contracts to procure logistics requirements. They ensure special or unique provisions meet applicable procurement laws and regulations or will pursue the appropriate waivers and/or deviations and are the sole government point of contact with the contractor/vendor. PCOs provide ROs business advice like devising acquisition plans/strategy and building performance work statements; advise on acquiring organization fees versus in-house procurement; and assist on documentation like sole source justification, footnotes, market research, or Air Force terms and conditions. They validate MIPR packages are complete, including required statements, business rules, interagency agreements and footnotes by signing the MIPR checklist. They also actively participate on CBTs, CETs, CRTs and MFTs.

2.8.1. The PCO is the only entity in the PI process authorized to direct the contractor to perform work, obligate funds and execute contracts. Within contracting activities, requirement owners may be dealing with a buyer, who performs most of the preliminary administrative contracting functions, or the PCO, who is the official contracting authority. In this publication, the term PCO encompasses both these contracting positions.

2.9. Primary Requirement Process Participants. Depending on the type of requirement requested, a wide array of personnel and work centers may have to contribute to completing the PI package. The following lists some of the primary participants involved in the process.

2.9.1. PI Requirement Owners (RO) . These logisticians/acquisition professionals are responsible for day-to-day management of their assigned systems, programs and parts. ROs use computation systems, inputs from the field and MAJCOMs, situational awareness, and their experience to ensure weapon systems are sustained in the highest readiness state possible. ROs are the primary PI generators and responsible for the completeness and accuracy of the entire package to include item/service descriptions, identification of potential commercial sources, and recommending procurement strategies. They may delegate some data entry or initiation/completion of RO PI functions/activities to other personnel; however, the RO retains overall responsibility. ROs ensure all required coordination and PI components are obtained prior to funds certification and validate the package is complete prior to sending to the acquiring organization. According to the AFI 65-116 OPR, these individuals equate to that publication's Program/Project Manager (PM). ROs primarily consist of:

2.9.1.1. Item Manager (IM)/Materiel Manager (MM). The IM/MM manages the Air Force recoverable item worldwide inventory from cradle to grave to ensure the overall health of the supply chain. They calculate requirements, initiate procurement, and direct item distribution, reclamation and disposition actions; respond to customer inquiries; and record significant acquisition events on their items.

2.9.1.2. Production Management Specialist (PMS) Seller . The PMS Seller executes asset repair requirements for contract actions if organic capability is exceeded or does not exist. They also execute the PI for non-organic requirements like system modifications, A&AS, Engineering support, aircraft PDM and Interservice requirements, etc. The PMS Seller coordinates with the IM, PM, ENs, and ESs among others to prepare PI supporting documentation to define the requirement to the Contract Support Service repair, quality, and testing requirements, and to qualify potential commercial sources of repair.

2.9.1.3. Program Manager (PM)/Product Support Manager (PSM)/Logistics Manager (LM) . PMs/PSMs/LMs, to different degrees, manage a system or an item over the course of its entire overall life-cycle, from development to acquisition, through sustainment to ultimate disposition. In supply chain functions, PMs develop acquisitions plans and sustainment strategies ROs follow. Also, they administer Air Force maintenance requirements and annual program system reviews, ensure Source of Repair Assignment Process (SORAP) requirements are satisfied; and prepare Requirement Approval Documents (RAD), CDRLs, and contractor performance specifications, among other supporting documents. In the AFLCMC, PMs primarily oversee the overall life cycle management of a weapons system; they also act as ROs and initiate or delegate PI actions.

2.9.1.4. (Added-AFSC) J&A Specialist. Coordinates and assists with J&A requirements over the simplified acquisition threshold (SAT) having AMC/AMSC or RMC/RMSC assigned that allow other than full and open competition. The J&A Specialist may assist with the SSJ when requirements are less than SAT or having other than full and open competition AMC/AMSC or RMC/RMSC assigned. The J&A Specialist can assist with issues related to the electronic SharePoint process. All 448 SCMW personnel are mandated to seek assistance from J&A Specialists when working a J&A.

2.9.1.4.1. **(Added-AFSC)** Justification and Approval Additions. PIs going to DLA contracting that require a J&A will only require a logistics signature before uploading/completing in PRPS. When the J&A requires changes, other than updating the necessary signatures as directed by the contracting officer, an amendment will be created. PI packages going to AF contracting must have all required signatures before uploading/completing the J&A in PRPS.

2.9.2. **PI Contributors** . As stated earlier, even though the RO is responsible for the PI package, they do not possess all the specialized expertise needed to complete all required elements. ROs should not overlook or underestimate the value of these experts to the procurement process. Significant delays or additional cost can occur if their expertise is not incorporated in the PI and passed to the PCO. PI contributors include Engineers, Screening Technicians, Resource Advisors/Managers, and Equipment, Packaging, Transportation, Security and Safety Specialists. Details on specific actions these personnel perform in the PI process may be expounded on in Center level guidelines.

2.9.2.1. These contributors should be considered for inclusion on MFTs by the team lead.

2.9.3. **(Added-AFSC) Commodity Council.** Commodity Councils (CC) are cross-functional teams charged with formulating strategic sourcing, acquisition and/or purchasing approaches (i.e. Commodity Management Plans (CMP)/Contract Support Services (CSS) or Acquisition Plans (AP)) for Consolidated Sustainment Activity Group – Supply (CSAG-S), CSAG-S Budget Code of 8, Operations and Maintenance (O&M), and support for supplies and services associated with these materiel requirements. The primary purpose of the councils is to provide enterprise-wide commodity expertise and to recommend ways to promote efficiency, determine optimum procurement methods, eliminate duplication, minimize costs and leverage spending across the AF enterprise. They apply an enterprise-wide approach, across and beyond geographical and organizational boundaries, in development of sourcing strategies, collaborating and communicating with suppliers, stakeholders and customers to more effectively realize the supply chain efficiency goals. There is a CC at each of the three sites and council responsibilities are based upon the Federal Stock Class (FSC) codes (there may be some exceptions).

2.9.3.1. **(Added-AFSC)** Commodity Council Members shall coordinate on NSN requirements before they are consolidated on a PR, or provide current contract numbers that can be used to create Delivery and/or Task Orders, if applicable.

2.10. Segregation of Duties: Certain functions must be segregated to prevent potential or perceived conflict of interest or ethics violations from an audit or legal perspective.

2.10.1. Individuals responsible for verifying or approving funding information should rarely perform RO functions unless there is a bona fide, documented, operational or manpower constraint within their organization. Under no circumstances should these personnel ever certify funds or be the final approval authority for a PI action prior to release for contracting action. PIs must have verifiable oversight from the PM or Logistics/Materiel Management Lead.

2.10.2. The RO or PM must approve any quantity, funding, or delivery adjustment to a requirement other than those authorized on the basic or amended PI. Likewise, only the recognized engineering/technical authority should qualify commercial sources for spare part buys and repairs.

2.10.3. No RO or other logistics or acquisition personnel should directly contact a vendor engaged in the bidding process or after contract award without coordination with, and approval by, the PCO or administrative contracting officer. Only contracting officers may obligate the government or engage in the contract award or post-award administration process. ROs must work vendor issues through the PCO.

2.10.4. In order to establish clear segregation of duties on MIPRs, AFI 65-116 now requires the MIPR initiator, MIPR approver, and funds certifier be three separate people.

2.10.5. **(Added-AFSC)** To secure internal controls, preparation, approval and certification of financial documents must be accomplished by three separate individuals regardless of the automated system used to process the PR.

2.11. PR/MIPR Cell/Review Function . Each Center must establish a PR/MIPR Cell or internal review function. Preferably a Cell/review function should be located at each major operating location, complex, or PI generating organization, but this function may be consolidated at one or more locations to facilitate the Center's PIs review/approval process. If a "cell" concept is not used, each Center must ensure, and be able to demonstrate, the PR/MIPR Cell responsibilities assigned in this instruction are performed by an internal review function.

2.11.1. Centers may combine cells/review functions if multiple centers are co-located at an installation to maximize resources and gain efficiencies. These working relationships must be documented on a Memorandum of Agreement and will be subject to inspection to ensure the base level operations are in compliance with the agreement and this instruction.

2.11.2. The PR/MIPR Cell is responsible for:

2.11.2.1. Reviewing PI packages for completeness and accuracy, including checklists, supporting documentation, and proper approval, prior to release to finance for funds certification and contracting for requests for proposals and contract award. **Note:** The RO retains the ultimate responsibility for PI content and processing flow.

2.11.2.2. Assisting ROs in solving problems and clarifying situations arising during PI preparation and processing to ensure timely PI process flow.

2.11.2.3. Being the initial point of submission for all incoming MIPRs at the Robins, Hill, and Tinker Air Logistics Complexes.

2.11.2.4. Tracking incoming/outgoing MIPR status and location to ensure timely acceptance determinations, receipt of contract issuances and proper acquiring activity documents are received.

2.11.2.5. Performing follow-up actions to ensure requiring agencies receive applicable acceptance and contract documents.

2.11.2.6. Ensuring PI practices comply with Federal, DoD, AF, and AFMC regulations, procedures and policies.

2.11.2.7. Ensuring PIs requiring “assets due-in from procurement” record tracking are properly entered in the Acquisition and Due-In System (ADIS) (J041) at the Robins, Hill, and Tinker ALCs. This can be accomplished by the PR/MIPR Cell or determined locally. Other activities must devise a tracking mechanism to manage PI flow and MIPR acceptances.

2.11.2.8. **(Added-AFSC)** Make sure duplicate PI serial numbers are not assigned.

2.11.2.9. **(Added-AFSC)** Receive and process corrections and exceptions to PIs. **Note:** This will not include contracting data entry.

2.11.2.10. **(Added-AFSC)** Will manually update ADIS/J041 when the replacement funded PR is received for PIs that were previously Advance or Planning. PR/MIPR Support Function will use ‘BC’, ‘LC’, ‘MC’ or combination of correction codes to ensure ADIS/J041 is updated. **Note:** Reference AFMCMAN 64-104 Volumes 1 to 4 for complete guidance on ADIS/J041.

2.12. (Added-AFSC) D035A Validations. All NSN-assigned transactions entered into ADIS/J041 will be checked against D035A for stock control data. This includes data owed to gaining source of supply (SOS) from prime SOS while transferring item management responsibility. Gaining items which fail to match the D035A validation of NSN will not be established in ADIS/J041 history.

2.12.1. **(Added-AFSC) Internal PIs.** D035A validation for all NSN-assigned LIs will occur at the initiating site. D035A will be used to validate NSN, Expendability/Recoverability/Reparability Code (ERRC), Manager Designator Code (MDC), Unit of Issue (U/I), AMC/AMSC and Budget Code. The RO must be assigned to the Primary Inventory Control Agency (PICA) or the PI LI will reject as an invalid transaction.

2.12.2. **(Added-AFSC) Outgoing PIs to non-AFMC agency.** D035A validation occurs at the initiating site. The PI initiator must be assigned to the PICA or PI LI will reject as an invalid transaction.

2.12.3. **(Added-AFSC) Outgoing PIs to AFMC agency.** LIs will be validated in D035A to ensure the receiving agency has prime responsibility. If the recipient does not have prime responsibility, the PI LI will reject as an invalid transaction.

2.12.4. **(Added-AFSC) Incoming PRs.** LIs are validated in D035A to ensure the receiving agency has prime responsibility. If the recipient does not have prime responsibility, the PI LI will reject as an invalid transaction.

2.12.5. **(Added-AFSC) Incoming MIPRs.** LIs will be validated in D035A. If the NSN does not pass validation, the LI is still accepted and processed.

2.12.6. **(Added-AFSC)** When a NSN-assigned LI transaction is submitted to ADIS/J041 during the Stocklist Change (SLC) cycle (normally every Thursday night), D035A forwards a 335 Exception (reason = user establish) if ADIS/J041 is not currently recorded as a user of that NSN.

2.12.7. **(Added-AFSC)** When ADIS/J041 requires revalidation of a requested NSN, the PR/MIPR program generates a stock number change transaction (‘LC’ correction transaction).

2.12.7.1. **(Added-AFSC)** If D035A returns any exception reason, the transaction will appear with a "STOCK NO." error message. The requested NSN must be loaded on the D035A master file and a LI correction must be submitted to ADIS/J041.

2.12.7.2. **(Added-AFSC)** If the associated document is in requirements function status, the subject LI carries a data deficiency and an asterisk (*) in the NSN data field. The PI will not be released in ADIS/J041 until the deficiency is corrected ("R" control transaction).

2.12.8. **(Added-AFSC)** During weekly ADIS/J041 processing, the SLC interface is performed with D035A for stock control data changes. ADIS/J041's Procurement History Record (PHR) will be automatically updated with the latest SLC data, including MDC, U/I, standard unit price, ERRC, SOS, budget code, and NSN (including 'NC' numbers which will be updated to the initial stock number assignment). The previous NSN will be retained on the PHR. The U/I of the individual contract LIs will not be affected by the update.

2.13. (Added-AFSC) Refer to section A11.4 for roles and responsibilities regarding the Sourcing Commodity Council.

Chapter 3

PI AND CONTRACT TYPES

3.1. PI and Contract Types. There are several options ROs must consider while determining the optimal method of acquisition to clearly define weapon system requirements and develop the selected PI type. Knowledge of PI and contract types is crucial to developing the appropriate instrument and formulating the optimal acquisition strategy, including making contracting method recommendations to the PCO.

3.2. Advance, Planning, Zero Dollar and Funded PIs. The MFTs or ROs initially determine the type of PR to support the requirement. Funding availability and fiscal year are the primary determinates and apply to all line items on the PR.

3.2.1. Advance PI. An Advance PI is used to give contracting an advance notice of next fiscal year requirements. Advance PIs are unfunded, therefore do not require funds certification or need to flow to the ALO, but should include a written statement of funds availability in order to comply with AFFARS Mandatory Procedure 5332.7, *Contract Funding*. The Advance PR flows to contracting as a preliminary (not funds certified) PI. Contracting may perform pre-award contract work on an Advance PR, but may not award until the actual Funded PR referencing the original PR number is received (unless otherwise authorized by law and in accordance with FAR32.702, *Contract Funding Policy*). **Note:** Refer to section 6.3.3.9 for changing/amending Advanced PRs.

3.2.1. (AFSC) A typical Advance PI is an unfunded, non-executable instrument used for a sequential year requirement(s) expecting a successive year(s) contract award.

3.2.1.1. The RO must identify the PI as an Advance PI in the purpose field. **Note:** Do not use Advance PIs for FMS requirements.

3.2.2. Planning PR . A Planning PR is used for current fiscal year requirements if funding is expected, but not yet available, or if the RO/PM does not want to commit funds immediately. Planning PRs are unfunded, therefore do not require funds certification or need to flow through the ALO, but should include a written statement of funds availability in order to comply with AFFARS Mandatory Procedure 5332.7. The Planning PR flows to contracting as a preliminary (not funds certified) PR. Contracting may perform pre-award contract work on a Planning PR, but may not award until a Funded PR with committed funds using the same PR number is received (unless otherwise authorized by law and in accordance with FAR 32.702). **Note:** Refer to section 6.3.3.9 for changing/amending Planning PRs.

3.2.2. (AFSC) A typical Planning PR is an unfunded, non-executable instrument used for current fiscal year requirements expecting a present year contract award.

3.2.2.1. The RO must identify the PR as a Planning PR in the purpose field.

3.2.2.2. An “Advance” or “Planning” PR should be canceled as soon as possible after it is known that funding is not forthcoming, if the PR cannot be awarded by end of fiscal year, the requirement changes significantly, or the requirement no longer exists. A new PR with a different PR number may then be submitted if applicable. Also “committed funds” PRs should be processed as soon as possible after funds become available.

3.2.2.2. (AFSC) If an Advanced/Planning PR changes significantly or the requirement no longer exists, the RO will unlock the Advanced/Planning PR and process it as a funded PR through Funds Certification to Contracting. The RO will request Contracting concurrence that a Total Cancellation Amendment (TCA) will be accepted.

3.2.3. **Advance/Planning MIPR** . An Advance or Planning MIPR is an unfunded MIPR provided to the acquiring organization in advance of the funded MIPR so that initial contract action planning can begin. Funding availability and fiscal year are the primary factor in determining which to use and Advance or Planning MIPRs cannot include funded line items. Prior to submitting an Advance/Planning MIPR, the requiring organization should confer with the acquiring organization to determine if it is advantageous. Each advance/planning MIPR should include a written statement of funds availability in order to comply with AFFARS Mandatory Procedure 5332.7. Contracting may not award the contract until an actual "funded" MIPR is received. The requirement owner must annotate the appropriate statement identifying the MIPR as advance or planning in the MIPR purpose statement.

3.2.3.1. Be advised when dealing with acquiring agencies, the DFARS PGI 208.7004-3 uses the term "Advanced" to describe unfunded MIPRs used for planning purposes and requires a funded MIPR prior to award. It does not distinguish between "Planning" and "Advanced" MIPRs. The acquiring organization may associate the term "Advanced" with both situations. *Note:* Planning MIPRs will use the current Fiscal Year (FY) in the MIPR number. Advance MIPRs will use the applicable future FY in the MIPR number.

3.2.4. **Zero Dollar PR** . A Zero Dollar PR is an unfunded PI used to establish or modify an Indefinite-Delivery Contract (type D) for use with task/delivery orders. The line item estimated unit and total price fields must reflect an amount of \$0.00. The RO must enter an estimated total cost for the entire PR in the PR Remarks and the estimated line item unit and total prices in each line item Description/Remarks field. The Zero Dollar PR is not funds certified and does not flow through the ALO. It is received by contracting as an uncertified, but actionable PR. Contracting may process the Zero Dollar PR through to award without further action; however, any associated delivery/task order must obtain funds certification/commitment prior to award.

3.2.4. (AFSC) A Zero Dollar PR is an initiation of an unfunded, executable PR for requirement(s) used to: establish a basic Indefinite-Delivery Contract (type D); or modification to existing contracts. *Note:* There are 3 types of (Indefinite-Delivery Contracts): "Definite Qty", "Indefinite Qty" and "Requirements". When establishing a Zero Dollar PR to establish Definite Quantity or Indefinite Quantity (Type D) Indefinite-Delivery Contracts, the government's actual obligation must be recorded at the time of contract award. Therefore, two PRs must be prepared: a Zero Dollar PR for the Type D contract and a Funded committed PR for the initial associated delivery/task order for the guaranteed minimum quantity. The Type D contract and the initial delivery/task order must be awarded simultaneously. This rule does not apply to a "Requirements" Type D (Indefinite-Delivery Contract) or a Type G (Basic Ordering Agreement).

3.2.4.1. When establishing a Zero Dollar PR to establish Definite Quantity or Indefinite Quantity type D contracts, the government's actual obligation must be recorded at the time of contract award. Therefore, two PRs must be prepared; a Zero Dollar PR for the type D contract and a Funded committed PR for the initial associated delivery/task order for the guaranteed minimum quantity. The type D contract and the initial delivery/task order must be awarded simultaneously per AFFARS MP5316.504. This rule does not apply to a Requirements or Indefinite-Delivery Contract.

3.2.4.2. The RO must identify the PR as a Zero Dollar PR in the purpose field. *Note:* MIPRs cannot be processed as a Zero Dollar request.

3.2.4.3. **(Added-AFSC)** A Zero Dollar PR will not be used for an Advance or Planning PR.

3.2.5. **Funded PR** . A "funded" PR is a current fiscal year requirement with identified funding available for either "initiation" or "commitment". The ALO can certify a Funded PR either to initiation stage of accounting to validate funds are available, but just reserved to allow preliminary negotiation of procurement actions, or to the committed stage of accounting when the funds are available and approved to spend. The Funded PR is then sent to contracting as a certified (not draft) PR. Contracting may award a contract from a "committed funds" Funded PR. Contracting may not award a contract from an "initiated funds" Funded PR. Contracting must receive another "committed funds" certified document using the same PR number, e.g. PR amendment, in order to award a contract.

3.3. Contract Options. A basic contract may include options to extend the contract's period of performance (PoP) and/or allow additional quantities of supplies to be ordered against a contract when it is in the Government's interest. The use of a basic contract with option periods provides the government the same coverage period as a multi-year contract but without the long-term obligation. ROs should be aware of contract terms and option exercise periods to make prudent recommendations to the PCO that can maximize the full benefit to the government. There are two types of options, funded and unfunded.

3.3.1. **Funded Contract Award Options** . Funded options invoke a delivery or performance requirement and obligate the government to pay for the goods or services. An Indefinite Delivery Indefinite Quantity (IDIQ) contract or subsequent option may obligate the government to procure specific item or services quantities, but not necessarily, so the RO must be familiar with IDIQ contract terms. The following practices ensure minimum quantities are purchased during the contract period and avoid government contract defaults:

3.3.1.1. An IDIQ contract with minimum buy/repair quantities may not be awarded until the RO provides the supporting contracting office a funded PI for at least the minimum required quantity.

3.3.1.2. If an option establishes a minimum buy obligation, the PI RO must provide the supporting contracting office a funded PI for that quantity prior to exercising any option period.

3.3.1.3. Repair/service descriptions may be limited to the minimum information necessary to clearly identify the requirement.

3.3.1.4. Cost data funded options elements will reflect the estimated obligated costs to exercise an option.

3.3.2. Unfunded Contract Award Options . Unfunded options extend the contract's Period of Performance (POP) that orders may be placed and/or allow additional quantities to be ordered against a contract.

3.3.2.1. To exercise the option, a new funded PR or DOR must be initiated and each subsequent order must also be individually funded (refer to Delivery Order Request (DOR), Section 6.2.).

3.3.3. Initiating PR Options (Funded or Unfunded) . Each option has a defined time period that it may be exercised. If not exercised during that period, the option is lost. The RO forwards their recommendation to the PCO who ultimately makes the final decision. Before recommending the PCO exercise an option, the RO must: monitor available option status; validate the requirement; and assess prior contractor performance and other option factors to determine if exercising the option is in the Air Force's best interest.

3.4. Contract Types. ROs should be familiar with various contract types in order to make informed recommendations to the PCO. The objective is to obtain the required support with minimal administrative effort and lead-time to shorten pipeline times and accelerate Warfighter support. Refer to FAR Part 16, *Types of Contracts* for additional guidance.

3.4.1. The specific contract types range from firm-fixed price (FFP) contracts that make the contractor fully responsible for performance costs and resulting profit (or loss), to cost-plus-fixed-fee contracts that cover performance costs, provide a fixed fee, and limit contractor responsibility. Types include, but not limited to, FFPs, incentive contracts, cost-plus-award-fee contract, definite-quantity contract, time-and-material contracts, and agreements.

3.4.2. FFP Contracts. A FFP contract sets the price; no adjustments are permitted based on the costs contractor incurs in contract performance. Contractors assume maximum risk and full responsibility for all excess costs impacting their profit or loss. FFP contracts maximize contractor incentive to control costs and perform effectively, and minimize administrative burden on the parties.

3.4.3. Incentive Contracts. Incentive contracts compensate the contractor based on performance and results. They are appropriate when FFPs may limit competition or levy too much contractor risk. Incentive contracts can acquire required parts and services at lower costs and, in certain instances, improved delivery or technical performance because the contractor is motivated to excel. Incentive contracts can be combined with a fixed price contract (Fixed Price-Incentive Firm Target (FPIF)) to reward exceptional performance, or early delivery, or cover unexpected production costs, especially when an item is moving from development to production.

3.4.4. Cost-Plus-Award-Fee Contracts. A cost-plus-award-fee contract reimburses operational cost, provides a fee fixed at contract inception, and an award amount the contractor may earn in whole or in part based on performance/results. These types of contracts provide contractor sufficient motivation to exceed quality, timeliness, technical ingenuity, and cost management expectations.

3.4.4.1. Once a contract is let to satisfy a requirement, the associated PR line item is dead. If award fee provisions are used in that contract, another PR is required to fund the applicable contract line item. This is usually applicable to only repair/service requirements. The requirement owner must process an Award Fee/Contingency Liability PR to reserve the entire award fee early in the contract POP and hold pending an evaluation of vendor performance at the end of the POP. An award fee committee determines the appropriate award and either the Award Fee PR is released for the entire award or an amendment is processed for a lesser amount.

3.4.5. Indefinite Delivery Contracts. An indefinite delivery contract is used to acquire supplies and/or services when the exact times and/or exact quantities of future deliveries are not known at the time of contract award. There are three types of indefinite-delivery contracts: definite-quantity contracts, indefinite-quantity contracts, and requirements contracts. Indefinite-quantity contracts and requirements contracts are also known as delivery orders (DOR) or task order contracts.

3.4.5.1. Definite-Quantity Contracts . A definite-quantity contract provides for delivery of a definite quantity of specific supplies or services for a fixed period, with deliveries or performance to be scheduled at designated locations upon order. A definite-quantity contract may be used when it can be determined in advance that a definite quantity of supplies or services will be required during the contract period; and the supplies or services are regularly available or will be available after a short lead time.

3.4.5.2. Indefinite-Quantity Contracts . An indefinite-quantity contract provides for an unspecified quantity, within stated limits, of supplies or services during a fixed period. The government places orders for individual requirements. Quantity limits may be stated as number of units or as dollar values. Indefinite-quantity contracts are used when the government cannot predetermine, above a specified minimum, the precise quantities of supplies or services that the government will require during the contract period, and it is inadvisable for the government to commit itself for more than a minimum quantity

3.4.5.3. Requirements contracts . A requirements contract is unique in that it has no minimum quantity; instead, it obligates the government to purchase all quantities of the covered item(s) from the awarded source during the period covered. The risk of a requirements contract is it binds the government to that source for the entire contract term. Therefore, it may be inappropriate to request a requirements contract for items with a history of new source quality problems. Since basic requirements contracts may cover more than one year, it is advantageous to request a one-year basic contract with sequential option periods. The RO provides applicable requirements projections and desired minimum/maximum ordering information.

3.4.5.3.1. On repair contracts with options, the CRT and/or RO will examine the requirement and determine the current competitive status (sole source or open competition) by reviewing the RMC/RMSC on the current CRSAW, and checking source development efforts prior to requesting an option be exercised. If the status has not changed, the option may be exercised without restriction.

3.4.5.3.2. In these cases, the RO will provide the supporting documentation of the original Justification and Approval (J&A) for this repair to the PCO to include in the contract file. The MM/PMS will initiate a new PR, as needed, requesting a competitive repair solicitation early enough to ensure uninterrupted coverage upon completion of the option.

3.4.6. **Time-and-Material Contracts** are used only when the extent or duration of the work or costs cannot be determined or estimated with any reasonable degree of confidence at the time the contract is awarded. Time-and-material contracts provide the contractor no positive incentive to control cost or manage labor efficiency. Therefore, thorough contractor performance surveillance is required to ensure efficient methods and effective cost controls are utilized. Labor hour contracts are variants of time-and-material contracts and letter contracts provide an option to accelerate production actions.

3.4.6.1. **Labor-Hour Contracts.** A labor-hour contract is virtually the same as a time-and-material, the only difference is material is not contractor supplied.

3.4.6.2. **Letter Contracts .** A letter contract (also referred to as an undefinitized contract action) is a written preliminary contractual instrument authorizing the contractor to immediately begin manufacturing supplies or performing services. It is used when there is insufficient time to negotiate a binding contract before the government's need time, and in the government's best interest to give the contractor a binding commitment to immediately start work. However, the letter contract must be as complete and definitive as possible under these circumstances. Refer to DFARS Subpart 217.74 for more detail.

3.4.7. **Multi-year contracts .** Multi-year contracts are a contracting method that has POPs extending over several years. Types of multi-year contracts are listed in the FAR Part 17, *Special Contracting Methods*, and the DFARS Subpart 217, *Multi-year Contracting*. FAR Part 17 also covers basic contracts (one year) containing up to four more option years (under Options); AFMC refers to these as **Multiple Year Contracts (MYC)**. AFMCMAN 23-1, *Requirements for Secondary Items*, establishes the conditions secondary items must meet to be considered for MYC. Whenever this publication generally refers to multi-year contract strategies, the term multi-year contract includes MYCs. More detail on multi-year contracts is in section 4.2.

3.4.7. **(AFSC) Multi-year contracts.** Multi-year contracts are contracts for the purchase of supplies or services for more than one program year at a time. Multi-year contracts are not contracts that span more than one year. With a multi-year contract, the Government actually purchases a quantity covering more than one year's requirement at award of the contract (i.e. at award, the Government is obligated to pay for and the Contractor is obligated to deliver a quantity exceeding one year's requirement). A multi-year contract may provide that performance under the contract during the second and subsequent years of the contract is contingent upon the appropriation of funds. The key distinguishing difference between multi-year contracts and multiple year contracts is that multi-year contracts buy more than one year's requirement without establishing and having to exercise an option for each program year after the first. Multi-year contracts are discussed in FAR Part 17.1, *Multi-Year Contracting*, as supplemented. **Note:** AFMCMAN 23-1 has been replaced by AFMCMAN 23-101, Volumes 1 to 6.

3.4.8. Effect of Multi-Year Contracting on ALT and PLT. Administrative Lead Time (ALT) (and in some cases Production Lead Time [PLT]) for orders placed against a multi-year contract may be substantially less than the ALT/PLT for single-buy contracts. If IM/MM or PCO does not account for this factor, the delivery may occur much earlier than needed, resulting in unexpected on-hand inventory increases. The following actions will prevent unwarranted inventory growth resulting from early multi-year contract deliveries:

3.4.8.1. IM/MMs will use the reduced ALT/PLT in the consumable/recoverable requirements computation. No adjustment to order quantity or timing is needed, although the IM/MM must remember to initiate a PR for a new multi-year contract “full” lead time ahead of the current contract’s expiration to avoid a coverage break or stock out.

3.4.8.2. The second year buy under the multi-year contract may be deferred into the third year. For these special cases, the IM/MM will show zero as the second year buy and explain in the RO’s remarks section. The IM/MM will indicate the expected ALT reduction/delay in the remarks so the PCO can advise the offerors.

3.4.8.3. IM/MMs will maintain a historical file of ALTs and PLTs for all item procurements either by using electronic purchase request process system which tracks this information, or by completing AFMC Form 318, *Item Contracting History Record*. Refer to DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation*, AFMCMAN 23-1 and AFMCMAN 23-4 (equipment items), for additional guidance.

3.4.9. (Added-AFSC) Multiple Year Contracts. Multiple Year Contracts (MYCs) are contracts with a total period of performance exceeding one year, but the contract does NOT actually purchase more than one year’s requirement at time of award (i.e. the Government is not obligated to pay for nor is the Contractor obligated to deliver a quantity exceeding one year’s requirement). MYCs include basic contracts (initial contract term) containing option years (Reference FAR Part 17.2, Options). AFMCMAN 23-101, Volume 1, General D200A/N Information, establishes the conditions secondary items must meet to be considered for MYC.

Chapter 4

LOGISTICS/ACQUISITION PI STRATEGIES

4.1. Exhausting Existing Sources to Satisfy the Requirement . Before initiating a new PI buy action the RO must exhaust all possible sources to obtain the item from existing government stores, make the item organically, or tap into an existing government contract to procure the item or service to maximize use of government owned assets or expenditure of working capital funds. Each center must determine how these reviews are documented.

4.1.1. Existing Inventories . The most preferred alternative is to make use of DoD owned materiel. AFMAN 23-110, *United States Air Force Supply Manual*, Volume III, Part I, Chapter 9 describes the Air Force Materiel Utilization and Disposition Program. In addition to other program aspects, that chapter details DoD screening policies and procedures for available assets to minimize new procurements. These include:

4.1.1. (AFSC) Note: AFMAN 23-110 has been superseded by AFI 23-101, *Air Force Materiel Management*.

4.1.1.1. Defense Logistics Agency (DLA). DLA is an excellent source for reclamation and surplus materiel. Reclamation is the process of reclaiming serviceable and economically repairable components from excess or disposal materiel to meet valid requirements. Surplus items can be an alternative to manufacturing new items and may be available to satisfy the requirement at substantial savings.

4.1.1.1.1. It is DoD and USAF policy to reuse reclamation and surplus materiel in place of procurement or repair whenever it is more timely and economical to do so, when it is the most expedient means to satisfy a critical requirement, or when there is no other known source of supply, regardless of savings. The availability of suitable surplus materiel shall be determined prior to initiating new PIs. Procedures for identifying available reclaimed and surplus materiel are included in AFMAN 23-110, Volume 6. DLA can also be sourced through:

4.1.1.1.2. DLA Disposition Services. This DLA agency ensures the fullest use of DoD assets, and precludes (1) concurrent item procurement and disposal actions, (2) repair actions when serviceable assets are available at other DoD Inventory Control Points (ICP), (3) unnecessary back hauling and cross hauling, and (4) incurring storage costs at multiple locations for surplus items. By screening disposal assets, the IM/MM can recover needed items and delay new procurements until the DoD inventory is totally exhausted. Refer to AFMAN 23-110, Volume III, Part 1 for additional guidance.

4.1.1.1.2.1. DLA can “push” IMs/MMs screening information for materiel passing through their DLA Disposition Services locations independently of the requirements systems buy notices. However, this service is limited to only certain categories of materiel (e.g., serviceable or repairable), there may be occasions when “pull” screening is necessary. For example, in an urgent buy situation the ROs may request screening of all assets (including condemned carcasses) if there is a possibility a normally unrepairable carcass can be salvaged and made serviceable before a new buy can be delivered. The RO accomplishes this

screening through the DLA Disposition Services Web Site <http://www.dispositionservices.dla.mil/drmo/pages/default.aspx>. The IM/MM accesses must be prior to PR initiation, certifies and provides documentation DLA screening was accomplished and annotates the date checked and asset balance.

4.1.1.1.2.1. (AFSC) **Note:** The URL for the DLA Disposition Services Website has changed to <http://www.dla.mil/DispositionServices.aspx>.

4.1.1.2. **Plant Clearance Automated Reutilization Screening System** . This system identifies items left over at vendors' plants upon contract termination, completion, expiration, or change. The government previously paid for and owns these items and provides IMs/MMs a potential item source without generating a new PR action.

4.1.1.2. (AFSC) **Note:** The RO may accomplish this screening through the Plant Clearance Automated Reutilization Screening System (PCARSS) located at <http://etools.dema.mil/>.

4.1.1.3. **Interservice Supply Support Program (ISSP)**. Check ICP on-hand balances of other services that are authorized users of an AFMC managed item. If their ICP balance exceeds the approved Air Force Acquisition Objective, the extra items may be redistributed to satisfy all or part of a current buy requirement.

4.1.1.3.1. ISSP screening is a "pull "system IMs/MMs use to request other service ICP interrogations for recoverable and equipment items only. Upon receipt of an initial requirements computation showing a probable buy, the IM/MM will determine if other service ICPs have stock/store/issue authority (indicated by a Nonconsumable Item Materiel Support Code [NIMSC]) of 1, 2, 3, 4, 8, 9, or 0).

4.1.1.3.2. The IM/MM will contact the appropriate other service IMs/MMs to request ISSP screening of the required coded item and assigns a locally controlled "ISSP Document Number". If assets are available, the IM/MM will submit a MILSTRIP/MILSTRAP requisition citing the ISSP Document Number to satisfy as much of the requirement as possible. If the search is negative, or the requirement is only partially satisfied, the IM/MM will process a PR for the remaining required quantity.

4.1.1.4. **Aerospace Maintenance and Regeneration Group (AMARG) Reclamation** . AMARG reclamation is also an excellent source of supply and should also be considered in lieu of a new procurement. Specific programmed reclamation (save list) and priority reclamation processes are outlined in AFMCI 23-111, *Reclamation of Air Force Property*.

4.1.1.5. **Inventory Locator Service® (ILS)**. ILS is an online network of buyers and sellers of defense related parts, and aircraft and marine spares. This tool facilitates contact with supplier's on-hand stock. Initiators can find surplus materiel using Web site (<http://www.ilsmart.com>).

4.1.2. **Local Manufacture** . Utilizing organic fabrication capabilities is at times an economical alternative to buying the item commercially. The decision whether an item is suitable for "depot manufacture" (local, organic, in-house) is based on technical, economic, and support factors.

4.1.3. **Existing Contracts** . If all possible sources for an item buy are exhausted, prior to initiating a PI for a repair or service, ROs must also check for existing contract vehicles in the Commodity Council Compliance Database and verify no other strategic or multi-year contract is available. The AFMC logistics community acquisition approaches include employing strategic or tactical approaches.

4.1.3. **(AFSC) Existing Contracts.** Once all other possible sources have been exhausted for a buy, repair or service, ROs must check the PRPS Commodity Council Compliance Database for an existing contract vehicle. The Strategic Contract Investigation Database (SCID) is the master sourcing database maintained by the Commodity Council which feeds into the PRPS Commodity Council Compliance Database (CCCD). If the CCCD does not reflect a contract vehicle, the RO will workload an NSN requirement activity to the appropriate CC member. The CC member will determine if a strategic or multi-year contract is available. Once this has been accomplished, the requirement may be consolidated on a PI.

4.1.3.1. **Strategic Contracts** . A contract is considered strategic if the contract is the outcome of a detailed data-driven process that results in a sourcing solution that addresses supply chain performance improvements and eLog21 goals. A strategic contract will provide coverage for multiple NSN requirements over three years or more, be centrally managed and will have the capability for decentralized ordering.

4.1.3.1. **(AFSC)** A strategic contract will provide coverage for multiple NSN requirements over three years or more, be centrally managed and will typically have the capability for decentralized ordering. See Terms in Attachment 1 (AFSC) for a more specific definition of a strategic contract. Within the family of strategic contracts, there are a number of variations:

4.1.3.1.1. **(Added-AFSC)** Third Party Logistics (3PL) is the function by which the government outsources various elements of the supply chain to a company that can perform one or more management functions of: inbound freight, customs, warehousing, contracting, order fulfilment, distribution, and outbound freight.

4.1.3.1.2. **(Added-AFSC)** Performance-Based Logistics (PBL) is an outcome-based product support strategy for the development and implementation of an integrated, affordable, product support package designed to optimize system readiness and meet the Warfighter's requirements in terms of performance outcomes (like "availability") for a weapon system through long-term product support arrangements with clear lines of authority and responsibility.

4.1.3.1.3. **(Added-AFSC)** Private Public Partnerships (PPP) is a long-term agreement between a private party and a government entity, for providing a public asset or service, in which the private party bears significant risk and management responsibility, and remuneration is linked to performance. These teaming arrangements are often found in depot maintenance facilities which can bring work into the depots.

4.1.3.1.4. **(Added-AFSC)** Prime Vendor Contracts (PVC) is a contracting process that typically provides commercial products to regionally grouped military and federal customers from commercial distributors using electronic commerce. Customers typically receive materiel delivery through the vendor's commercial

distribution system. These arrangements are also commonly found in depot and maintenance operations.

4.1.3.1.5. **(Added-AFSC)** Corporate Contracts are typically sole source long term (5 years or more) contracts with government's major suppliers. They usually cover requirements for hundreds of NIINs from numerous product centers (Commercial and Government Entities (CAGEs)).

4.1.3.2. **Tactical Contracts** . A contract is considered tactical if it does not meet the definition of a strategic contract. These contracts most often fulfill individual materiel requirements for goods and repair/services that are nonrecurring or when strategic contracts are not in place.

4.2. Multi-Year Contracting.

4.2.1. Based on their experience, the RO or MFT may recommend an item as a good multi-year contracting candidate to the PCO. Multi-year contracting use should not conflict with open competition guidelines; however competition requirements do impose certain constraints on multi-year contracting use. The following rules apply:

4.2.1.1. OTF&OC use justifications will be based on the highest possible total estimated maximum dollar value (the sum of the basic contract maximum quantity, options and maximum value of all future orders to be placed). Under OTF&OC procedures, the RO must absolutely justify maximum dollar thresholds if the resulting contract allows purchases up to a certain value.

4.2.1.2. If at a certain future point more possible sources are expected that may change the item's noncompetitive status, the multi-year contract's term will not extend beyond that point and the requirement opened for a possible competitive sourcing. In these circumstances, the J&A must clearly support the contract term.

4.2.1.3. If it is uncertain when a more competitive market is possible, the only acceptable multi-year contract is a MYC (one-year plus option years). The requirement owner or RO must review the current AMC/AMSC SAW and check market developments to verify current competitive status prior to exercising each option.

4.2.1.4. If the status is unchanged, the option may be exercised only if the requirement cannot be deferred or a projected buy requirement exists and the need date does not provide sufficient time to use F&OC procedures. In these cases, the RO must provide the PCO written documentation supporting executing the original J&A for this buy, and the PCO must annotate the determinations in the contract file.

4.2.1.5. The only quantity immediately needed or the option minimum buy quantity will be ordered against the indefinite quantity contract option. The RO will initiate a new F&OC PI as needed to ensure uninterrupted coverage as the OTF&OC contract options expire.

4.2.1.6. When the multi-year contract is awarded competitively, all purchases, DORs or exercised options executed on the contract are also considered competitive.

4.2.1.7. Orders placed against multi-year contracts may result in substantially lower ALT, and in some cases, PLT, than single-buy contracts. The RO and PCO must factor

lower ALT/PLT when executing options or processing DORs to avoid possible on-hand inventory excess by taking the following actions:

- 4.2.1.7.1. In special cases, the multi-year contract second year buy may be deferred to the third year. The RO will enter zero as the second year buy quantity and explain the circumstances and the expected ALT reduction/buy delay in the RO's remarks field so the PCO can advise the offerors.
- 4.2.1.8. The RO will submit recommendations to the PCO on an AFMC Form 338, *MYC Request/Contract Info*, if the circumstances indicate a multi-year contract may be optimal.
 - 4.2.1.8.1. **(Added-AFSC)** When the requirement is determined to be a good candidate for a multiple-year contract, the RO will annotate the quantities by option years within the PI LI remarks or as a reference to the attached AFMC Form 338. **Note:** IAW paragraph 3.2.4 the Zero Dollar PR will be used for PI packages with option years or an attached AFMC Form 338.
- 4.2.1.9. The following items/buys are generally not considered multi-year contract candidates:
 - 4.2.1.9.1. Numeric Stockage Objective (NSO), minimum buy, and insurance buy PIs.
 - 4.2.1.9.2. FMS non-standard PIs and FMS direct cite/country-directed sole source requests for AMC 1 or 2 (competitive) items with no DoD users.
 - 4.2.1.9.3. Emergency/Urgent PIs.
 - 4.2.1.9.4. ND or NC number or Commercial and Government Entity (CAGE) CODE/part number PIs.
 - 4.2.1.9.5. Items containing materiel subject to rapid price fluctuations making long-term price forecasting difficult.
 - 4.2.1.9.6. Refer to center-level procedural guidance for Form 338 preparation instructions.
 - 4.2.1.9.7. **(Added-AFSC)** Sole Source Vendor items/buys. Sole Source Vendors may not accept MYC option.
 - 4.2.1.9.8. **(Added-AFSC)** PI for items with a total 3-year buy requirement less than \$25,000.
 - 4.2.1.9.9. **(Added-AFSC)** PI for items wherein fewer than three buy notices per year are expected.
 - 4.2.1.9.10. **(Added-AFSC)** PI Packages without an AFMC Form 338 or out years defined.
 - 4.2.1.9.11. **(Added-AFSC)** The above criterion expects a large percentage of PRs will legitimately not include an AFMC Form 338. If the Contracting Officer believes that the procurement history indicates an item with no AFMC Form 338 is in fact a good PR candidate, the Contracting Officer may contact the RO to clarify the situation. **Note:** The requirements activity is responsible for determining if an AFMC Form 338 should be prepared, and the Contracting Officer will make the final

determination of the type of contract to be awarded (with or without an AFSC Form 338).

4.2.1.10. (Added-AFSC) AFMC Form 338 Preparation. AFMC Form 338 consists of five sections; Sections I, II, and III are filled out by the RO and Sections IV and V are filled out by the buyer. The purpose of Sections IV and V is to provide feedback from the buyer to the RO. See Attachment 3 for a filled-out sample of AFMC Form 338.

4.2.1.10.1. (Added-AFSC) -Section I, Requirements Information. The RO will complete all blocks providing basic identification data. This section is self-explanatory.

4.2.1.10.2. (Added-AFSC) -Section II, Selection Criteria. These include background factors that need to be highlighted for the buyer. When instability is relatively minor and/or predictable, MYC may be possible. In such cases, the RO would check the "Unstable Program" box and provide more detail in the Initiator Remarks section of the form.

4.2.1.10.3. (Added-AFSC) -Section III, Requirements. The RO completes this section to ask the buyer to solicit more than the current requirement stated on the face of the PR including Quantity Discount Procedures (QDP) buys as well as any MYC type. This section will be used to list the projected out-year requirements for buyers. Without this information, no type MYC can be solicited.

4.2.1.10.3.1. (Added-AFSC) FY Column. Fiscal Year (FY) must contain at least three, applicable FYs to establish long-term contracts.

4.2.1.10.3.2. (Added-AFSC) USAF QTY Column. Enter AF requirements which are projected requirements supporting AF, AFRC and ANG customers. This excludes Readiness Spares Packages (RSP) and Other War Readiness Material (OWRM) values indicated in the Other Service/Special Program column.

4.2.1.10.3.3. (Added-AFSC) FMS Column. Enter programmed or non-programmed requirements in support of FMS customers that are reasonably expected to occur.

4.2.1.10.3.4. (Added-AFSC) Other Service/Special Program QTY Column. Enter requirements supporting other DoD activities or US customers plus AF RSP quantity. **Note:** Identify the nature of these requirements in the Initiator's Remarks block.

4.2.1.10.3.5. (Added-AFSC) Total QTY Column. Enter the sum requirement for each applicable FY. **Note:** Values in the associated blocks are automatically calculated if using the e-pub's version of AFMC Form 338.

4.2.1.10.3.6. (Added-AFSC) TOT 3 YR RQMT = (BEQ) Block. Enter the sum of all USAF, FMS and Other Service/Special Program quantities. **Note:** Best Estimated Quantity (BEQ).

4.2.1.10.3.7. (Added-AFSC) Min Order QTY Block. Unless the RO has better information, the minimum ordering quantity (smallest quantity contractor is asked to produce as a single order) will be 25% of the average BEQ.

4.2.1.10.3.8. **(Added-AFSC)** Max Order QTY Block. The maximum ordering quantity will be either the initial order quantity or 150% of the average BEQ, whichever is greater. Example: 150% of 12 = 18; if the minimum buy listed for a particular Fiscal Year (FY) is 22 each, then input 22 for the maximum ordering quantity.

4.2.1.10.3.9. **(Added-AFSC)** Total Contract Max QTY/\$ Block. The total contract maximum quantity is 150% of the total BEQ. The dollar value is the contract maximum quantity multiplied by the unit price of one item.

4.2.1.10.3.10. **(Added-AFSC)** Initiator Remarks/Justification Block. Enter the average BEQ which is the Total Requirement divided by the numbers of FY (i.e., the total out year requirements divided by the number of years projected for procurement). The RO will enter any additional remarks. **Note:** The intent of AFMC Form 338 is to clearly communicate RO desires to the buyer.

4.2.1.10.4. **(Added-AFSC)** -Section IV and V. These sections are the responsibility of the Contracting Office.

4.2.1.10.4.1. **(Added-AFSC)** Section IV. The buyer will indicate the type of contract awarded and other pertinent information in this section like: Ordering Period, Delivery Schedule, Pricing Increments, Date for Exercise of Option and Order Quantities.

4.2.1.10.4.2. **(Added-AFSC)** Section V. If a form of MYC was requested by the RO, but a non-MYC contract was awarded, the buyer will indicate the reason(s) in Section V and complete the identification information at the bottom of the form.

4.2.2. Consider multi-year strategies for every procurement and apply whenever appropriate and possible. For additional information, refer to AFFARS IG 5317.1, *Multi-year Contracting*. Types of multi-year contracting methods include:

4.2.2.1. **Classic and Expanded Multiple Year Procurement (MYP).** MYP contracts are primarily used for large weapon system acquisitions. These contracts must specify quantities, prices, and delivery schedules, and usually a substantial cancellation penalty applies if the government wants to cancel the buy. MYPs are generally appropriate only for major system buys managed by AFMC Product Centers.

4.2.2.2. **Indefinite-delivery (ID) contract with or without options** . A requirement definite-quantity or an indefinite-quantity contract (IDIQ) may be established with contract term extension options. Alternatively, the basic contract can be set up with ordering periods covering several years. These types of contracts are preferred because once established, the deliveries may be requested as required using automated delivery order procedures. Therefore, IDIQ contracts reduce administrative workload significantly during the contract's life. It is essential that the RO accurately describe the nature of the item and requirement.

4.2.2.3. **MYC** . MYCs are basic contracts with options spanning a total of up to 5 years and can be included with the above techniques if it is in the government's interest. Unused options should be exercised if it is the most advantageous method of fulfilling the

government's need, price and other factors. Refer to the FAR Part 17 for more detailed guidance on options.

4.2.2.3.1. MYC Coordination. The original request will be included with the PI package during coordination (included electronically in PRPS). After the contract is awarded, the original document is stored in the appropriate system repository.

4.2.3. The contracting community is the ultimate multi-year contract determination authority. The PCO decides if a multi-year contract (with or without an AFMC Form 338 request) is the government's best purchase option.

4.2.4. Multi-Year Contract Changes. If out-year requirements forecast change prior to contract award, a new request must be prepared and forwarded to the PCO. Coordination is encouraged.

4.2.4.1. PI Amendments are not required to add pseudo line items for various multi-year contracts

4.3. Quantity Discount Procedures (QDP). QDP contracts are firm-fixed-price for the fixed quantity and apply for both consumable/recoverable item buys. If the system/item support strategy indicates a QDP buy is conducive with AFMC inventory initiatives and sufficient funding is available, the RO indicates the PR is a firm requirement and provides the QDP levels used for price solicitation. Although not a multi-year contract, the quantity acquired is usually more than one year's requirement therefore QDP is considered a form of MYC.

4.4. Variation in Quantity (VIQ) Provisions. The RO should advise the PCO of potential VIQ up front so the best price can be negotiated and VIQ minimized. PCOs may not negotiate a VIQ larger than specifically authorized by the RO. PCOs may insert a VIQ clause in fixed-price supply solicitations/contracts authorizing VIQ acceptance. VIQs are not appropriate for commercial-type items, especially those under continuous production. VIQs are appropriate if the lack of a solicitation/contract VIQ increases costs because of contractor production requirements. Some contractors will ask for a VIQ, even if not on the solicitation.

4.4.1. If circumstances like an item's loading, shipping, packing, or manufacturing processes could result in a quantity variation at delivery, the RO should include the statement "VIQ -xx%" in the PR remarks to the PCO. Normally, a variation of -5% is reasonable, although as much as -10% may be required based on prior experience on the requested or similar items. Positive variations up to +10% are also permissible when funds are available to pay for the additional items.

4.4.2. Usually buy quantities greater than 1000 are assigned a -1% VIQ; quantities between 501 and 1000, -3% are assigned; and for 100 to 500, -5%. The RO must state whether tighter or larger VIQs are acceptable in specific PR PCO instructions.

4.4.3. If funds are readily available and the RO authorizes a positive variation, ROs must advise fund managers of the possible liability. Typically, contractors try to maximize revenue and ship as many units as the total authorized funding allows. Therefore, when funding is scarce, ROs should avoid positive variation use.

4.4.4. Initiators should avoid applying absolute quantities to VIQ provisions because that will usually be the quantity the contractor sends.

4.5. Quantity Range . An RO can utilize quantity ranges if economic factors or quantity fluctuations prior to contract award are likely to occur on an item buy. Quantity ranges differ from VIQs because they are tied to vendor quantity price breaks and not production costs or capability. By establishing quantity ranges (minimum and maximum) in line item remarks to the PCO, the AF receives greater item procurement flexibility because the quantity can be changed when awarded without a PR amendment if the final buy quantity falls within the prescribed range.

4.5.1. The PI quantity should list the required quantity or best estimated quantity (BEQ). The ranges should be derived from reasonable production rates/price break quantities and not used to exceed a valid bona fide need. Unless the IM has better information, the minimum quantity can be set anywhere between 25% and 100% of the actual required quantity/BEQ and maximum quantity range set anywhere between 101% and 150%. Prior to award, the PCO must confirm the quantity does not exceed the range and verify the final quantity with the RO. **Note:** PRPS requires a medium quantity be set, this is the required quantity/BEQ and used to calculate the minimum and maximum ranges.

4.5.1. (AFSC) **Note:** the BEQ above is not the same as the BEQ on a requirements contract (section 3.4.5.3). As used above, it is the RO's best estimate of the PI quantity.

4.5.1.1. For example, line item remarks to the PCO for a requirement of 100 could be as follows: "Request ranges: Minimum 25, Maximum 150; revalidation required."

4.5.2. If the PI requires a J&A, the J&A should list the maximum quantity range to avoid re-accomplishing the J&A if the PCO must order more than the required/medium quantity.

4.6. Life-of-Type (LOT) Buy . LOT buys are one-time procurements, when all cost-effective and prudent alternatives have been exhausted, for the total future requirement of an item that is no longer expected to be produced. The procurement quantity shall be based upon demand or engineering estimates of mortality sufficient to support the applicable equipment until phased out.

4.6.1. LOT buys are a PR strategy to consider if replenishment buys may not be viable or practical. Refer to 4140.1-R, section AP1.1.69, *Department of Defense Supply Chain Materiel Management Regulation* and AFMCMAN 23-1, paragraph 1.11., for more details.

4.7. Minimum Buy Quantities . When there is a pressing need to buy an item and procurement cost for the required quantity is less than \$25,000, but vendor production or transportation cost issues make it more economical to buy in excess of the requirement, the RO can authorize the PCO to purchase more than the required quantity but not spend more than the approved amount. If the total purchase price is more than the certified amount on the PR, an amendment is required to put more money on that PR to affect the buy. The RO will include the remark: "If the quoted prices are higher than estimated value, notify the RO to submit an amendment to adjust the quantity."

4.8. Buy to Dollar or Buy to Budget. The Secretary of the Air Force (SECAF) can approve quantities exceeding budgeted/estimated quantities IAW 10 USC 2308 to utilize total funds available. The RO utilizes the maximum available funding to obtain the maximum quantity possible. By establishing a requirement as Buy to Dollar/Buy to Budget the AF has greater flexibility with the PI quantity value and can maximize funds designated for specific requirements. However, this provision cannot be used to exceed the Bona Fide Needs Rule and

requires SECAF approval. The PI quantity will be the estimated quantity at the total funding amount. The RO should list any quantity constraints, then indicate PI quantity is an estimate, and include the statement "BUY TO BUDGET (OR DOLLAR)" in the remarks.

4.8.1. At time of the contract award, the buy quantity can be changed/verified with IM approval without a PI amendment as long as funding is not exceeded and the quantity does not exceed the Bona Fide Needs Rule. Since this is a complex process, it is recommended a multi-functional team convene, including legal counsel, early in the process to ensure this procurement strategy is appropriate and/or executable. Ensure this process starts earlier enough to obtain proper SECAF coordination.

4.9. Qualification Requirements (QR). Pre-Award qualification requirements are tests and other quality assurance demonstrations that must be completed before contract awarded. The pre-award qualification requirement objective is to ensure only known, proven sources are considered for the contract award. Refer to FAR Part 9.2, *Qualifications Requirements*, for detailed qualification requirements policy and procedures and AFMCI 23-113, *Pre-Award Qualifications of New or Additional Parts Sources and the Use of the Source Approval Request (SAR)* for additional guidance.

4.10. First Article (FA) Testing. First article requirements ensure the contractor can provide an item that conforms to specified contract requirements. The RO must include a line item requesting FA test report and citing specifications for each item requiring testing on the PI. The engineer must obtain Data Management Officer (DMO) approval of the DID selection and CDRL creation for the FA test reports, plans, or other test documents or data required as contract deliverables. If the item(s) is (are) destroyed during contractor or government FA testing, an additional line item is required for the FA quantity. Ensure disposition instructions are provided for all FA requirements reflected on the AFMC Form 260, *First Article Requirements*.

4.10.1. **(Added-AFSC)** Contractor-Test – Destroyed in Test:

4.10.1.1. **(Added-AFSC)** Line Item 0001 – Initial Buy Requirement.

4.10.1.1.1. **(Added-AFSC)** QTY – Total Buy Requirement.

4.10.1.1.2. **(Added-AFSC)** Unit Price – Each unit cost.

4.10.1.1.3. **(Added-AFSC)** Delivery – Date must not be earlier than acceptance of FA Test Report plus the Estimated Delivery for the quantity required.

4.10.1.1.4. **(Added-AFSC)** Ship to – DoDAAC or designated ship to point of the production quantity.

4.10.1.2. **(Added-AFSC)** Line Item 0002 – Use same NSN as Buy Requirement FA Test Item.

4.10.1.2.1. **(Added-AFSC)** QTY – IAW First Article and AFMC Form 260.

4.10.1.2.2. **(Added-AFSC)** Unit Price – FA cost to produce unit, plus cost of testing.

4.10.1.2.3. **(Added-AFSC)** Delivery – IAW FA Activity.

4.10.1.2.4. **(Added-AFSC)** Ship to – DoDAAC or designated ship to point IAW FA activity.

4.10.1.3. **(Added-AFSC)** Line Item 0003 – First Article Test Report (Pseudo NSN).

- 4.10.1.3.1. **(Added-AFSC)** QTY - 1.
- 4.10.1.3.2. **(Added-AFSC)** Unit Price – Estimated cost of data or Not Separately Priced or To Be Determined.
- 4.10.1.3.3. **(Added-AFSC)** Delivery – IAW DD Form 1423-1.
- 4.10.1.3.4. **(Added-AFSC)** Ship to – IAW DD Form 1423-1. **Note:** If a Test Plan is required, an additional line item is required.
- 4.10.2. **(Added-AFSC)** Contractor Test – Part of Production:
 - 4.10.2.1. **(Added-AFSC)** Line Item 0001 – Initial Buy Requirement.
 - 4.10.2.1.1. **(Added-AFSC)** QTY – Total Buy Requirement.
 - 4.10.2.1.2. **(Added-AFSC)** Unit Price – Each unit cost.
 - 4.10.2.1.3. **(Added-AFSC)** Delivery – Date must not be earlier than acceptance of FA Test Report plus the Estimated Delivery for the quantity required.
 - 4.10.2.1.4. **(Added-AFSC)** Ship To – DoDAAC or designated ship to point of production quantity.
 - 4.10.2.2. **(Added-AFSC)** Line Item 0002 – First Article Test Report (Pseudo NSN).
 - 4.10.2.2.1. **(Added-AFSC)** QTY – 1.
 - 4.10.2.2.2. **(Added-AFSC)** Unit Price – Estimated cost of data or Not Separately Priced or To Be Determined.
 - 4.10.2.2.3. **(Added-AFSC)** Delivery – IAW DD Form 1423-1.
 - 4.10.2.2.4. **(Added-AFSC)** Ship to – IAW DD Form 1423-1. **Note:** If a Test Plan is required, an additional line item is required.
- 4.10.3. **(Added-AFSC)** Government Test – Destroyed in Test:
 - 4.10.3.1. **(Added-AFSC)** Line Item 0001 – Initial Buy Requirement.
 - 4.10.3.1.1. **(Added-AFSC)** QTY – Total Buy Requirement.
 - 4.10.3.1.2. **(Added-AFSC)** Unit Price – Each unit cost.
 - 4.10.3.1.3. **(Added-AFSC)** Delivery – Date must not be earlier than acceptance of FA Test Report plus the Estimated Delivery for the quantity required.
 - 4.10.3.1.4. **(Added-AFSC)** Ship to – DoDAAC or designated ship to point of production quantity.
 - 4.10.3.2. **(Added-AFSC)** Line Item 0002 – use same NSN as Buy Requirement.
 - 4.10.3.2.1. **(Added-AFSC)** QTY – IAW FA Activity.
 - 4.10.3.2.2. **(Added-AFSC)** Unit Price – FA Cost to produce unit, plus cost of testing.
 - 4.10.3.2.3. **(Added-AFSC)** Delivery – IAW FA Activity AFMC Form 260.
 - 4.10.3.2.4. **(Added-AFSC)** Ship to – DoDAAC of testing organization.

4.10.3.3. **(Added-AFSC)** Line Item 0003 – First Article Test Report (Pseudo NSN).

4.10.3.3.1. **(Added-AFSC)** QTY – 1.

4.10.3.3.2. **(Added-AFSC)** Unit Price – Estimated cost of data or Not Separately Priced or To Be Determined.

4.10.3.3.3. **(Added-AFSC)** Delivery – IAW DD Form 1423-1.

4.10.3.3.4. **(Added-AFSC)** Ship to – IAW DD Form 1423-1. **Note:** If a Test Plan is required, an additional line item is required.

4.10.4. **(Added-AFSC)** Government Test – Part of Production:

4.10.4.1. **(Added-AFSC)** Line Item 0001 – Initial Buy Requirement.

4.10.4.1.1. **(Added-AFSC)** QTY – Total Buy Requirement.

4.10.4.1.2. **(Added-AFSC)** Unit Price – Each unit cost.

4.10.4.1.3. **(Added-AFSC)** Delivery – Date must not be earlier than acceptance of FA Test Report plus Estimated Delivery required for the quantity required.

4.10.4.1.4. **(Added-AFSC)** Ship to – DoDAAC of testing organization.

4.10.4.2. **(Added-AFSC)** Line Item 0002 – First Article Test Report (Pseudo NSN).

4.10.4.2.1. **(Added-AFSC)** QTY – 1.

4.10.4.2.2. **(Added-AFSC)** Unit Price – Estimated cost of data or Not Separately Priced or To Be Determined.

4.10.4.2.3. **(Added-AFSC)** Delivery – IAW DD Form 1423-1.

4.10.4.2.4. **(Added-AFSC)** Ship to – IAW DD Form 1423-1. **Note:** If a Test Plan is required, an additional line item is required.

4.11. AFMC New Source Insurance Policy . The purpose of allowing new sources to compete for government contracts is to widen the competition base, keep established sources engaged and energized, infuse innovation into the market, and keep prices competitive. However, this also increases the risk of receiving a faulty item from an unproven source. To guard against this, certain items (primarily complex or critical performance type items) require FA testing and approval before the new source is given the production go-ahead. The AFMC New Source Insurance Policy allows new sources to bid on such items while ensuring back-up contracts are in place with a proven source for the minimum quantity needed to maintain support. This procedure ensures complete support with no break in supply and prevents the government waiting the entire AQLT if the new source's FA fails. If the new source cannot perform, there is an option in place that is only the PLT away from delivery.

4.11.1. The insurance policy process applies to purchases if:

4.11.1.1. A failure to deliver on schedule jeopardizes an operational unit's mission capability.

4.11.1.2. The item is assigned an AMC of 1 or 2 regardless of the AMSC.

4.11.1.3. The complexity or criticality of the item requires FA testing to ensure the new source can produce a conforming part.

4.11.1.4. The PI is processed under a routine PR/MIPR priority code E or R. **Note:** Priority A emergency PI need expedited processing and therefore are not candidates for the Insurance Policy. Insurance Policy criteria allows F&OC be applied for the Mission Essential Quantity (MEQ). If the urgency requires OTF&OC, the government must justify the circumstances and substantiate only one, or a limited number, of proven sources can satisfy the requirement.

4.11.2. Requesting Use of the Insurance Policy. To request the Insurance Policy, the IM enters the MEQ as a separate line item and identifies the MEQ line item as an Insurance Policy buy in the remarks. The remarks to the PCO will state:

4.11.2. (AFSC) The remarks to the PCO will state: Line Item __ is the Mission Essential Quantity needed to assure critical support while FA testing is accomplished. MEQ is based on completion of FA testing/verification within ____ days of contract award. Critical mission requirements prohibit any slippage without prior IM approval. Failure to satisfy delivery and testing requirements on schedule will result in the proven source option being immediately exercised.

Figure 4.1. Remarks to PCO

"Line Item __ is the Mission Essential Quantity needed to assure critical support while FA testing is accomplished. MEQ is based on completion of FA testing/verification within ____ days of contract award. Critical mission requirements prohibit any slippage without prior IM approval. Failure to satisfy delivery and testing requirements on schedule will result in the proven source option being immediately exercised."

4.11.2.1. The RO will reflect the referenced delivery schedule on an AFMC Form 260. Further FA item marking instructions (Ship to/Mark for) must require the contractor to clearly identify the delivery as an Insurance Policy item and expedite for FA testing after receipt.

4.11.2.1. (AFSC) The RO will document the delivery schedule on the FA Line Item with the information from AFMC Form 260. FA item marking instructions (Ship to/Mark for) must require the contractor to clearly identify the delivery as an Insurance Policy item and expedite for FA testing after receipt.

4.11.2.2. If the dollar value exceeds the SAT, a J&A also must be submitted with the Insurance Policy PR in case an unproven source is the lowest offeror. This situation requires the J&A cover two actions (one definite and one potential). The first action (definite) will award the MEQ to the new proven source referring to FAR Part 6. This action always applies for an insurance buy when an unproven source is the lowest offeror. The second action (potential) is exercised if (and only if) the unproven source fails to meet the FA contract requirements and a contract is awarded to a proven source for the requirement balance, IAW FAR Part 6.3., *Other Than Full and Open Competition*.

4.12. Direct Shipment . DoD policy emphasizes direct vendor-to-customer deliveries whenever it is economical. ROs should request direct shipments to field customers to shorten the AQLT and eliminate secondary transportation costs whenever possible.

4.12.1. RO will not specify direct shipments unless the field backorder is still valid when the vendor is ready to deliver. AFMC Form 270, *Request for Issuance of Shipping Instructions Amended Shipping Instructions (ASI)* should be processed for open backorders before scheduled delivery to improve mission support and reduce transportation costs. Refer to center-level procedural guidance for form 270 preparation instructions.

4.12.2. In order to qualify for air shipment, the RO must provide all available Military Standard Requisition and Issue Procedure (MILSTRIP)/Military Standard Transaction Reporting and Accounting Procedure (MILSTRAP) information on the PI or ASI.

4.12.3. Depot computation systems are programmed to direct shipment assets to the highest priority location. Occasionally sustainment/supply chain IMs/PMSs must take external actions to optimize asset management and direct asset movements to locations contrary to where the computations would send them. In these cases IMs/PMSs must suppress the system generated direct shipments and send the asset to the location list in the PI transportation instructions.

4.13. Consolidating Requirements . The administrative costs of PR/MIPR processing make it uneconomical to prepare numerous low-dollar purchase instruments. Consolidating buy/repair/services requirements onto a single PR/MIPR reduces administrative costs and increases quantity price breaks saving. If appropriate, multi-year contracting techniques are recommended. **Note:** Because of the Base Realignment and Closure (BRAC) decision to transfer Depot Level Repairable (DLR) item procurement responsibility to DLA, all PRs for ERRC "T", Budget Code 8 items must be procured through DLA. Non-DLA PRs may request any ERRC combination except "T".

4.13. (AFSC) Note: Buy - ERRC "T" go to DLA; Non-DLA PR's may request any ERRC combination except "T". Buy - ERRC N & P should go to the AF. Repair - ERRC "T" and "P" should go to the AF.

4.13.1. However, in order to facilitate PI processing in RO and PCO workflows, requirements must have some data elements in common in order to consolidate on a single PR. Table 4.1 lists those common elements; however, Centers may have additional requirements.

4.13.2. **(Added-AFSC)** PRPS only allows consolidation for the following user types: Engineer Workload Manager, Engineer, Cell Coordinator, PMS-Seller, Program Manager, Materiel Manager and Item Manager.

Table 4.1. Common Data Elements for PI Consolidation

Common Data Elements for PI Consolidation
Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC)
Cage Code
Federal Stock Code or Materiel Management Aggregation Code (MMAC)
Priority (Emergency, Urgent, Routine)
Procuring Agency (PI RO DoDAAC)

Table 4.1. (AFSC) Common Data Elements for PI Consolidation.

Fund State
Business Partner Number (BPN)
Funding Recommendation

4.14. Surge Requirements . Surge requirements are used to respond to real world contingency events by accelerating PI processing and allowing contract provisions to expedite items and services. Surge requirements differ from urgent or emergency requirements in that, urgent/emergency PIs satisfy specific, finite, point-in-time needs. Surges on the other hand entail a larger scope, scale, and duration to react to a temporary but extended high operations tempo situation.

4.14.1. Government agencies and contractors may use any authorized means possible to expedite the delivery process to improve turnaround time to meet Surge/MICAP requirements.

4.14.2. Serviceable assets will be shipped by “Fast Transportation”.

4.14.3. The RO and/or System Program Manager must advise the Contracting Office to ensure surge contract provisions call for a vendor response sufficient to meet the elevated urgency of need driven by the event.

4.14.4. Indicate the PI requires surge processing in the PI purpose statement.

4.14.5. Surge requirements are not authorized for priority “E” and “R” PIs.

4.15. Standard Support Equipment (SE) Identified during Provisioning. The acquisition process for new systems requires a SE review. The contractor provides a Support Equipment Recommendation Document (SERD) to the System Acquisition Manager (e.g., the Product Center System Program Office (SPO)) and passes it to the involved AFSC/AFLCMC unit for review. This review identifies standard SE (i.e., SE that is already catalogued and assigned for AFMC management), and must include the following actions:

4.15.1. The assigned SE IM will review current USAF and other DoD asset balances. If the requirement can be totally or partially satisfied from available assets, the IM/MM will initiate the necessary supply redistribution actions.

4.15.2. If the total requirement cannot be satisfied from available DoD assets, the IM/MM will review current buy/contract actions. If possible, the IM/MM will take the appropriate action to get the required quantity ordered or amend PI actions in work to add the additional requirements.

4.15.3. If the alternatives above will not satisfy the total requirement, the SPO determines the most appropriate method of procurement either by adding the SE requirement to the production contract or by sending the IM/MM a funded PR/MIPR or Fund Cite Authorization (AF Form 616) for direct cite action.

4.15.4. The IM/MM will list the actions taken in the provisioning documentation and item files.

4.15.5. For all actions, the need date specified on the provisioning documents will be the basis of the requisition/contracting priority. However, the IM/MM and SPO should remain in close communication with each other and take prompt action should the need date change.

4.16. Requirements in Support of Modifications/Time Compliance Technical Order (TCTO) Programs. If the government is contracting for engineering and developmental modification/TCTO programs, the spare parts and hardware will be a line item on the PI for those services. Refer to AFMAN 23-110, Volume 3, Part 1, Chapter 11 for more detail.

4.16. (AFSC) Input/Output NSNs. Create the requirements for the Input NSN and include Output NSN specifics in the Item Detail Remarks. See AFMCI 21-149, *Contract Depot Maintenance (CDM) Program*, paragraph 5.4.3.2 for further details. **Note:** AFMAN 23-110 has been superseded by AFI 23-101, *Air Force Materiel Management*.

4.17. (Added-AFSC) Identifying Readiness Spares Package (RSP).

4.17.1. **(Added-AFSC)** When more than one category of RSP is processed on a single PR/MIPR, set up each category as a separate LI (one LI per NSN/RSP category combination).

4.17.2. **(Added-AFSC)** RSPs Mobility RSP/ In-Place RSP (MRSP/IRSP) will be assigned PR/MIPR LI type 'S' unless it's maintenance; then it would be 'D', 'B', or 'F'.

4.17.3. **(Added-AFSC)** RSP Purpose Code 'B' and/or 'D' to 'P' (mobilization requirements beyond MRSP/IRSP) will be assigned PR/MIPR LI type 'T' unless it's maintenance; then it would be 'C', 'E' or 'G'.

4.18. (Added-AFSC) Large Purchase Instruments. Internal PRPS processes have been improved so that large purchase instruments can now be created. However, the Automated Contract Preparation System (ACPS) is not designed to handle large PIs with more than 100 line items on them or with more than 100 total attachments. If one is deemed necessary, extra coordination must be exercised. Contact your site's systems OPRs before creating a PI of 100 or more line items. These large PIs must be coordinated with contracting OPRs. (Note that attachments in ACPS include both the attachments and activities in PRPS.)

4.19. (Added-AFSC) Counterfeit Prevention Plan (CPP). The RO will work with the appropriate technical authority for determining the applicability of CPP to the particular acquisition. If CPP applies, the following process applies. Note this process does not apply to Delivery Orders. See the CPP section in Chapter 11 for additional guidance.

4.19.1. **(Added-AFSC) Buy PR Process:**

4.19.1.1. **(Added-AFSC)** The following statement should be placed in the PR remarks section to the Technical Reviewer that the NIIN uses Electronic Devices: Procurement of this/these NSNs uses electronic devices.

4.19.1.2. **(Added-AFSC)** A Data Line item will be required to be placed onto the PR with a requirement subcategory of "Counterfeit Prevention Plan". The Type LI will be 6. This line item will have a Quantity of 1 and a unit cost of \$0.00.

4.19.1.3. **(Added)** (AFSC) A CDRL will be required and the DID DI-MISC-81832, *Counterfeit Prevention Plan*, will need to be added to the CDRL.

4.19.2. **(Added-AFSC) Repair PR Process:**

4.19.2.1. **(Added-AFSC)** The following statement should be placed in the PR remarks section to identify to the Technical reviewer that the NIIN uses Electronic Devices: Repair of this/these NSNs uses electronic devices.

4.19.2.2. **(Added)** (AFSC) Counterfeit Prevention Plan SOW language will need to be added in the Parts Control Section of the SOW for Electronic Items.

4.19.2.3. **(Added-AFSC)** A Data Line item will be required to be placed onto the PR with a requirement subcategory of “Counterfeit Prevention Plan”. The Type LI will be 6. This line item will have a Quantity of 1 and a unit cost of \$0.00.

4.19.2.4. **(Added)** (AFSC) A CDRL will be required and the DID DI-MISC-81832 will need to be added to the CDRL.

4.19.3. **(Added-AFSC)** See DoDI 4160.67, DoD Counterfeit Prevention Policy, and DFARS 252.246.7007, *Contractor Counterfeit Electronic Part Detection and Avoidance System*, for further guidance.

Chapter 5

MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS

5.1. Military Interdepartmental Purchase Request (MIPR). MIPRs are documents used by the DoD to order goods or services from other DoD Agencies or Components, as well as government activities outside the DoD. The goods or services may be provided from in-house resources or may be procured from commercial sources. There are processes set for the AFMC logistics operations to both accept (incoming) and request (outgoing) MIPRs for spares, repairs, and services from other government agencies. Incoming and outgoing MIPRs are explained in more detail later in this chapter. This section covers information and general policy common to both.

5.1.1. **MIPR Categories** . MIPRS are categorized by the method of funding.

5.1.1.1. **Reimbursable Order (Category I):** The acquiring organization obligates its own funds to initially procure the supply, service or repair. DFAS reimburses the assisting/acquiring organization using the requiring organization's fund cite. The MIPR number and Standard Document Number (SDN) are the source document numbers throughout the life of the acquisition and must be cited on all obligating documents. **Note:** The MIPR number and SDN could be the same number on incoming MIPRs.

5.1.1.1. (AFSC) The assigned SDN will be used to commit and obligate funds, as well as for post reimbursements.

5.1.1.1.1. (Added-AFSC) All Category I MIPRs must be supported by documented evidence of a formal offer and acceptance between the buyer and seller of the order before the MIPR is executed. This reimbursable agreement must be entered into G-Invoicing under the General Terms and Conditions (GT&C) section and the GT&C number must be on the reimbursable order. This requirement includes the provision of a single item or one time service and working capital fund. This is the link to G-Invoicing to upload Support Agreements and get GT&C numbers: https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm.

5.1.1.2. **Direct Citation Order (Category II):** The requiring organization provides funding to be applied directly to the purchase of the applicable line items. The acquiring organization includes the MIPR fund cite on the contract and DFAS pays the performing contractors directly from the requiring organization's fund cite. The MIPR number and SDN number, along with the contract number, must be cited on all obligating documents and correspondence.

5.1.1.2. (AFSC) The assigned SDN will be used to commit and obligate, as well as for post reimbursements throughout the life of the acquisition, and must be cited on all obligating documents and correspondence.

5.1.1.3. Both categories can be used on a single MIPR. Generally the acquiring organization and RO negotiate which category applies to an order. Refer to AFI 65-116 for additional guidance. **Note:** If the Nonconsumable Item Material Support Code (NIMSC) is 1,2,3,4 or 8, the Secondary Inventory Control Agency (SICA) must submit supply support requirements to the Primary Inventory Control Agency (PICA) on a MIPR unless otherwise directed by the PICA. NIMSCs identify the degree of support received by an individual SICA, identify the Service(s) performing depot maintenance, or a Lead Service PICA. Refer to DoD 4100.39-M, *Federal Logistics Information System (FLIS) Procedures Manual Multiple Application References/Instructions/Tables and Grids*, Volume 10, for additional guidance.

5.1.2. Forms Used .

5.1.2.1. DD Form 448, *Military Interdepartmental Purchase Request*, is used by government requiring agencies to request items or services from another government agency with the exception of the National Aeronautics and Space Administration (NASA). IAW DFARS 208.71, *Acquisition for National Aeronautics and Space Administration (NASA)*, NASA will use an NASA Form 523, *NASA-Defense Purchase Request*.

5.1.2.1. (AFSC) Other forms can be used from other government agencies not mandated by a DoD directive. These documents will have all pertinent information for submitting a requirement. See Chapter 10 and Attachment 4 for DD Form 448 instructions and sample; also refer to DFARS PGI 253.208-1.

5.1.2.2. **DD Form 448-2, Acceptance of MIPR.** DD Form 448-2 is used by the acquiring organization to document concurrence/rejection and terms of MIPR acceptance. Rationale for a denial or other instructions to satisfy the request (i.e., item in stock, submit a MILSTRIP requisition) should be explained on the DD 448-2 form.

5.1.2.2.1. The DD Form 448-2 must be completed by the acquiring organization and returned to the requesting organization within 30 days of receipt IAW DFARS PGI 208.7004-2, *Acceptance by acquiring department*.

5.1.2.2.2. (Added-AFSC) When agencies submit their optional product in place of DD Form 448-2, the acquiring agency will ensure it has all the required elements for a MIPR acceptance. For further details see Chapter 10 and Attachment 5 for DD Form 448-2 instructions and sample.

5.1.3. Each Center must develop both Incoming and Outgoing MIPR Checklists to ensure MIPR packages have the required contents and are coordinated on by the applicable support functions. Base level variants are permissible to accommodate local requirements but must be reviewed and approved by the applicable Center in writing. It may be combined with the checklist in AFI 65-116 as long as all the AFI checklist items are included. If advantageous, AFSC, AFLCMC and AFNWC may develop joint checklists for MIPR processing at Robins, Tinker, and Hill ALCs.

5.1.3. (AFSC) AFSC Form 004, *Outgoing MIPR Checklist*, was created to satisfy the AFSC checklist requirement. However, due to recent change in Air Force policy, use AFI 65-118, Attachment 3, *Checklist for DD Form 448 and Requirements Package Review*.

5.1.4. Each Center will develop a means to track Incoming/Outgoing MIPR status to ensure timely acceptance actions, initiate timely follow-ups, and monitor progress through award or cancellation for each operating location.

5.1.5. The acquiring organization may not alter or modify an incoming MIPR without the full coordination and approval of the requiring organization via an amendment.

5.1.6. The following terms apply to MIPR processes:

5.1.6.1. **Accepting Officer** . Refers to the individual performing the acquiring organization functions in the incoming MIPR process. They review, verify and approve or reject other agency funds obligations for the unit with budget authority.

5.1.6.1. (AFSC) **Note:** Accepting Officer also refers to the individual with budget authority.

5.1.6.2. **Acquiring Organization** . Refers to the unit/agency receiving the complete certified incoming MIPR packages from requiring organization, determines MIPR acceptance or rejection and returns completed DD Form 448-2 to requiring organization within 30 days IAW DFARS PGI 208.7004-2. Also referred to as an accepting, assisting, or servicing organization in various DoD and Air Force documents.

5.1.6.2.1. (Added-AFSC) **Interagency (Non-DoD) Acquisition** using a DD Form 448. Requirements are obtained from an agency outside DoD, a Federal agency. Interagency acquisitions may be used only when an interagency acquisition is in the best interest of the Air Force. Interagency Acquisition on a DD 448 may be accepted on a DD 448-2 or on other documented evidence of acceptance.

5.1.6.3. **Intra-agency Support** . Refers to requirements obtained from an agency within DoD. Example: An Air Force unit forwards a MIPR to the Army to order supplies/services for the Air Force. The Army is the intra-agency acquiring agency.

5.1.6.4. **Interagency Support** . Refers to requirements obtained from an agency outside DoD. Example: An Air Force unit forwards a MIPR to GSA to order supplies/services for the Air Force. GSA is the acquiring interagency. Refer to AFI 65-116 for additional guidance.

5.1.6.5. **Requiring Organization** . Refers to the unit/organization requesting goods or services from an acquiring organization and provides requirement funding. The requiring organization is also referred to as the receiving or requesting organization.

5.1.6.6. (Added-AFSC) **Trading Partner Information**. Refer to AFI 65-118, *Air Force Purchases Using Military Interdepartmental Purchase Requests (MIPRS)*, for further guidance on trading partner information.

5.1.7. **Cutoff Dates**. The cutoff date for submitting MIPRs citing expiring appropriations is prescribed in DoD DFARS PGI Part 208.7004-4 and in implementing procedures and agreements with other services and agencies under coordinated procurement programs.

5.1.7.1. MIPRs received in the PR/MIPR Cell/review function after the cutoff date must be boldly marked "Funds Expire" (with the expiration date) on the face of the MIPR. The MIPR will be accepted provided each request either conforms to a prior agreement between the requiring and contracting activity or cites some unforeseen circumstances or other controlling factor, which precluded submission before the cutoff date. If circumstances require the MIPR to be submitted after the established cutoff date, the requiring activity or the MIPR RO must contact the contracting activity to make sure they will accept the late MIPR and ascertain whether or not the contracting activity will be able to execute a contract by the end of the fiscal year.

5.1.7.2. Air Force funds expiring in a given FY must be awarded to a contract or task order within 90 days of MIPR acceptance or by 30 September of the applicable FY, whichever occurs first. If a contract or task order is not awarded by 20 September, the requiring organization should reevaluate their requirements and de-obligate funding to allow funds to be used prior to expiration. In this case, a MIPR amendment must be expeditiously processed to ensure timely MIPR cancellation. For goods, delivery may occur after the funds expiration date. Refer to DFARS PGI 208.7004-5, *Notification of Inability to Obligate on Category II MIPRs*.

5.1.8. MIPR Requirement Cancellation/Termination . The requiring organization initially notifies the acquiring organization if a partial or total MIPR cancellation/termination is necessary and then must follow-up with an amendment. Refer to DFARS PGI 208.7004-6, *Cancellation of Requirements* for further guidance.

5.1.8.1. Category I (Reimbursable) MIPRs. The requiring organization must promptly notify the acquiring organization by electronic or other immediate means before cancelling all or part of a MIPR request. The requiring organization must initiate an amendment within 2 workdays to follow-up that communication. The acquiring organization will notify the requiring organization of the remaining un-obligated quantities and funds within 30 days. Upon receipt of this information, the requiring organization will issue another MIPR amendment to reduce the quantities and funds accordingly.

5.1.8.2. Category II (Direct Citation) MIPRs. The requiring organization will notify the acquiring organization of their need to cancel all or part of the supplies, services or repairs requested in the MIPR.

5.1.8.2.1. If the acquiring organization has not awarded a contract for the MIPR request, the acquiring organization will immediately notify the requiring organization and return the unused funds on the DD Form 448-2.

5.1.8.3. If the items have already been placed under contract:

5.1.8.3.1. As soon as practicable, but not more than 45 days after cancellation notice receipt, the PCO shall issue a termination data letter to the requiring organization. Refer to DFARS PGI 208.7004-6 for examples.

5.1.8.3.2. The Termination Contracting Officer (TCO) shall review the proceedings at least every 60 days to reassess the government's probable obligation. If there are funds above the probable settlement requirement, or if it appears remaining funds are not sufficient for the probable settlement, the TCO will promptly direct the contracting office to send an amended termination data letter to the requiring organization.

5.1.8.3.3. If the requiring organization owes the acquiring organization; they will process a MIPR amendment to reinstate the appropriate amount within 30 days after receiving the amended termination data letter.

5.1.8.3.4. If the termination settlement agreement determines surplus funds remain, the requiring organization will prepare a MIPR amendment to recoup remaining excess funds.

5.1.8.3.5. When the acquiring organization terminates/defaults on a contract, it will ask the requiring organization if the supplies or services on the contract are still required; if so, a re-purchase action will be initiated. Refer to DFARS PGI 208.7004-7.

5.1.8.4. MIPR Control, in coordination with the contracting organization, processes the cancellation on incoming MIPRs.

5.2. Incoming MIPRs. The PR/MIPR Cell will act as the base focal point for all incoming MIPRs at Hill, Tinker and Robins AFBs (usually located in the AFSC). The Cell distributes the MIPR to the applicable accepting organization who administers the package IAW Center procedures. The incoming MIPR process should be defined in center-level implementing guidance for other locations. Incoming MIPRs are defined as requirements received from other governmental agencies via DD Form 448 or NASA Form 523. All incoming MIPR information in this guidance is in accordance with FAR Part 8, *Required Sources of Supplies and Services*; FAR Part 17, *Special Contracting Methods*; DFARS Part 208, *Required Sources of Supplies and Services*; DFARS Part 253, *Prescription of Forms*; and DFARS PGI Part 208, *Required Sources of Supplies and Services* and AFI 65-116.

5.2.1. AFMC logistics and acquisition organizations receive MIPR requests from other governmental agencies to procure items or services the Air Force is designated as the PICA or as a result of an interdepartmental agreement. In these cases the AFMC unit is referred to as the acquiring organization and the customer is the requiring organization. **Note:** If the Non-consumable Item Material Support Code (NIMSC) is 1, 2, 3, 4 or 8, the requiring organization or SICA must submit supply support requirements to the PICA on a MIPR unless otherwise directed by the PICA. Refer to DoD 4100.39-M, Volume 10, for additional guidance.

5.2.1.1. The acquiring organization may not alter or modify an incoming MIPR without the full coordination and approval of the requiring organization via an amendment.

5.2.2. **Other Agency Guidance** . MIPR procedures are not absolutely standard across all agencies. Other services and government agencies may have internal MIPR requirements that may not comply with Air Force guidance. However, the Air Force cannot reject incoming MIPRs as long as they comply with DoD directives, FAR, DFARS, implementing procedures, or joint agreements.

5.2.2.1. Non-DoD governmental agencies prepare MIPRs IAW FAR Part 8.

5.2.3. **Incoming MIPR Requirements** . The requiring government agency shall submit a certified, complete MIPR package to the acquiring organization on the DD Form 448, MIPR as prescribed in DFARS 208.7005, *Military interdepartmental purchase requests* or NASA Form 523. Electronic package submission is permitted but the package must include all necessary supporting documents IAW DoD FMR, Volume 11a, *Reimbursable Operations, Policy and Procedures*, Chapters 2, 3 and 18.

5.2.3.1. All items requested on an incoming MIPR should be limited to one Federal Supply Classification (FSC). Refer to SB 708-21, *Federal Supply Classification* for group and class structure information.

5.2.3.2. Specifications and Drawings. The requiring department need not furnish Federal, military, departmental, or other specifications or drawings or data that are already available to the acquiring organization. When requiring organization submits reproducible masters or copies of drawings and/or specifications cited on the MIPR attachment, the acquiring organization cannot deviate from, or make exceptions to, MIPR documents without the requiring organization's express written authority.

5.2.3.2.1. If the acquiring organization contracting office needs to prepare multiple bid sets, the requiring organization must provide a reproducible statement authorizing "reproduction for procurement purposes" for the attached manufacturer's specifications or drawings. Incoming MIPRs that do not indicate a supplier and AMC will be screened and the appropriate AMC/AMSC or RMC/RMSC assigned.

5.2.3.2.2. **(Added-AFSC)** Air Force to Air Force MIPRs. The requiring department will furnish federal, military, departmental or other specifications, drawings or data to the acquiring organization to establish procurable MIPR packages. When requiring organizations submit reproducible masters or copies of drawings and/or specifications cited on the MIPR attachment, the acquiring organization cannot deviate from or make exceptions to MIPR documents without the requiring organization's expressed written authority.

5.2.3.2.3. **(Added-AFSC)** Other DoD and Non-DoD Agency MIPRs. For other DoD and non-DoD agency MIPRS the requiring departments will furnish federal, military, departmental, or other specifications or drawings or data to the acquiring organization when the data cannot be generated within their organization. When requiring organizations submit reproducible masters or copies of drawings and/or specifications cited on the MIPR attachment, the acquiring organization cannot deviate from or make exceptions to MIPR documents without the requiring organization's expressed written authority. **Note:** Data for AF-managed NSNs will be obtained by the requiring organization.

5.2.3.3. Incoming MIPRs received without all the specification data in reproducible form listed on the attachment should be considered incomplete.

5.2.3.4. Each incoming MIPR must only request support from a single AFMC organization; requirements for items or services from multiple AFMC agencies require a separate MIPR for each requirement.

5.2.4. **Incomplete MIPRs** . The acquiring organization will reject incoming MIPRs with incomplete or erroneous information (missing signature, fund citation, packaging data, transportation data, etc.). The acquiring organization will forward a DD Form 448-2 citing the rejection reason to the requiring organization or they may just request the missing items from the requiring organization.

5.2.5. **PR/MIPR Cell/review function will :**

5.2.5.1. Be the focal point for all incoming MIPRs and track/monitor MIPR status.

5.2.5.2. Utilize the Incoming MIPR Checklist to ensure MIPRs contain the requisite data.

5.2.5.3. Identify the appropriate function for the request, attach a DD 448-2, *Acceptance of MIPR* to the MIPR package and checklist, and then forward the MIPR package to the appropriate organization for acceptance or rejection. Refer to DFARS PGI 253.208-2, DD Form 448-2, *Acceptance of MIPR* for guidance on completing the DD Form 448-2.

5.2.5.3. (AFSC) See Attachment 5 for a completed sample of a DD Form 448-2.

5.2.5.4. Ensure the DD Form 448-2 is returned to the requiring organization no later than 30 days from MIPR receipt.

5.2.5.5. Ensure all incoming MIPR documents reflect the incoming MIPR and/or amendment number. This includes contractual documents, correspondence, etc.

5.2.5.6. Send complete CAT II MIPR packages to contracting. Send CAT I Reimbursable MIPRs to DFAS via local FM office.

5.2.6. **AFMC Acquiring Organization will :**

5.2.6.1. If the MIPR requests NSN support, forward the MIPR to the requirements owner to determine method of acquisition, (i.e. satisfy from on-hand stock, procure using an existing contract, procure on new PI, or if service can be performed).

5.2.6.1. (AFSC) The PR/MIPR Support will forward MIPR, suspense letter and prepared DD Form 448-2 (Blocks 1-5 completed) to the RO. See Attachment 5 for a completed sample of a DD Form 448-2.

5.2.6.2. If the MIPR requests a Non-NSN support, forward the MIPR, suspense letter, prepared DD Form 448-2 (blocks 1-5) and completion instructions to the program manager.

5.2.6.2. (AFSC) If the MIPR requests a Non-NSN support, the PR/MIPR Support will forward MIPR, suspense letter, prepared DD Form 448-2 (Blocks 1-5 completed) and completion instructions to the Resource Advisor (RA).

5.2.6.3. Accept the MIPR as Category I, if acquiring organization performs the service/action organically.

5.2.6.3. (AFSC) MIPR must be accepted by an RA with budget approval authority. See paragraph 5.1.1.1 for further details.

5.2.6.4. Accept the MIPR as Category II, if AF contracting action must procure the item or service.

5.2.6.4. (AFSC) An RA with budget authority accepts the MIPR as Category II, if AF contracting action must procure the item or service. See paragraph 5.1.1.2 for further details.

5.2.6.5. Reject the MIPR if items can be furnished from stock (within DoD). Instruct the requesting organization to submit a funded MILSTRIP requisition through the supply system.

5.2.6.5.1. Annotate the rejection block on the DD Form 448-2 with an explanation and recommend alternative method of acquiring support if applicable.

5.2.6.6. Return MIPR, MIPR Acceptance and required attachments to MIPR Control for distribution.

5.2.7. **MIPR Acceptance Preparation** . The DD Form 448-2 is initiated by the PR/MIPR Cell or review function and sent to the designated MIPR acceptance/rejection decision approval official. The DD Form 448-2 is then returned to the PR/MIPR Cell who will send completed acceptance back to the requiring organization. Rationale for the denial or other instructions to satisfy the request (i.e. item in stock, submit a MILSTRIP requisition) should be explained on the DD 448-2. DFAR PGI 208.70 prescribes the DD Form 448-2 use and DFARS PGI 253.208-2 provides instructions. In addition to those instructions, fill out the Accepting Organization Address, Authorized Official (Accepting Official), signature (may be electronic) and date fields.

5.2.7. (AFSC) Send MIPR to RA with budget approval authority. See Attachment 5 for a sample DD Form 448-2.

5.2.7.1. If the MIPR is accepted, indicate the MIPR line item numbers that will be provided under each method of financing. If quantities or estimated costs cited in a MIPR require adjustment, list the affected MIPR line item number together with the adjusted quantities or estimated costs.

5.2.7.2. When funds of two or more appropriations are involved, provide proper breakdown information in the Remarks block.

5.2.7.3. Category I MIPRs **must** indicate the fund cite the acquiring organization wants reimbursed, including the sales code, in the remarks block. This creates an unfilled customer order to ensure the reimbursement process occurs. DFAS cannot process reimbursements without this information.

5.2.8. **Notification of Excess Funds Available for Withdrawal.** As soon as all the incoming MIPR requirements are placed on a contract, the acquiring organization notifies the requiring organization of the excess funding on a revised DD Form 448-2 or copy of the contract. The acquiring organization must furnish this information as soon as obligation action is completed to allow the requiring organization to immediately reallocate excess funds to other procurements.

5.2.8. (AFSC) Refer to paragraphs 5.2.10 and 5.3.10 for further guidance. Excess funds need to be deobligated by a DD Form 448-2.

5.2.9. **Additional Funding.** When additional funds are required to complete the contracting action, the acquiring organization must request additional funds from the requiring organization by submitting a revised DD Form 448-2. The request must identify the exact items involved and reason for the additional funds. The requiring organization must submit an amendment to provide the additional funds or reduce the requirement.

5.2.10. **Incoming MIPR Amendments.** Acquiring agencies may not deviate from or modify MIPR data without the requiring organization approval. Changes must be requested via DD Form 448-2 and responded to via amendments from the requiring organization. Such instances may include, but are not limited to, the following:

5.2.10.1. Requested delivery schedule changes.

5.2.10.2. Funding increases/decreases.

5.2.10.3. Line of Accounting changes.

5.2.10.4. Acquiring organization line items rejections – requiring organization non-accepted line items removals.

5.2.10.5. Changes to specifications, terms, conditions, POP, etc.

5.2.10.6. MIPR amendments are coordinated with packaging and transportation if applicable. **Note:** Amendments cannot change the basic MIPR scope (e.g., adding a stock number that was not on the basic MIPR).

5.2.11. **Incoming MIPR Document Maintenance .**

5.2.11.1. MIPR Case Files will contain the following:

5.2.11.1.1. Original signed MIPR with all supporting documentation.

5.2.11.1.2. All original signed MIPR amendments.

5.2.11.1.3. Acceptance of DD Form 448-2 for basic and all amendments.

5.2.11.1.4. Category II (Direct Cite) MIPRs contract documentation.

5.2.11.1.5. Pertinent correspondence.

5.2.11.2. Incoming MIPR files shall be maintained in accordance with the AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). **Note:** PRPS will serve as a permanent electronic repository for all MIPRs done electronically in that system. The PR/MIPR Cell maintains the file at Hill, Tinker and Robins AFBs.

5.2.11.2.1. **(Added-AFSC)** Refer to AFI 65-118, *Air Force Purchases Using Military Interdepartmental Purchase Requests (MIPRS)*, for further guidance on document retention methodology.

5.3. Outgoing MIPRs. This section provides guidance for requests for sustainment and acquisition support from other services or government agencies using the MIPR, DD Form 448. All MIPR changes and deviations occurring after fund certification require a MIPR amendment. All information contained in the MIPR chapters is in accordance with DoD FMR 7000.14.R Vol. 11A, *Reimbursable Operations Policy and Procedures*; FAR Part 8; FAR Part 10, *Market Research*; FAR Part 12.1, *Acquisition of Commercial Items*; FAR Part 17, *Special Contracting*

Methods; DFARS Part 208; DFARS PGI Part 253.208, *Required sources of supplies and services*; DFARS Part 208.7005, *Military interdepartmental purchase requests*; DFARS Part 217, *Special Contracting Methods*; AFFARS Part 5307, *Acquisition Planning*; AFFARS Part 5308, *Required Sources of Supplies and Services*; and AFI 65-116.

5.3.1. **Outgoing MIPRs Restrictions.** MIPRs may not be used for the following purposes; the list is not all inclusive, other exceptions may be possible:

5.3.1.1. Supplies obtained by local purchased base contracting procedures.

5.3.1.2. Air Force materiel held in another agency's storage.

5.3.1.3. Excess property.

5.3.1.4. Items stored in the PICAs on-hand stock.

5.3.2. **Outgoing MIPR Process .** During acquisition planning the overall procurement strategy is developed. Prior to requesting acquiring organization support, the Air Force requiring organization must determine an assisted (intergovernmental) acquisition is needed and in the best interest of the government (e.g., expertise or acquisition resources are not readily available within the requiring organization but an acquiring organization is capable of satisfying the requirement).

5.3.2. (AFSC) For AFSC Outgoing Non-PEO MIPRs \$500,000 and above, refer to Attachment 12 for proper processing.

5.3.2.1. Before initiating a MIPR the RO must:

5.3.2.1.1. Ensure requirement is valid and consult with Financial Management (FM) and the RA/RM to determine bona fide need in terms of purpose, time and amount and confirm funding availability. This could be accomplished through an MFT.

5.3.2.1.2. Conduct market research to determine potential sources.

5.3.2.1.3. If that source is another government agency, contact acquiring organization by the fastest means possible to determine if they can provide part or all of the required items or services or whether they must be procured through the acquiring organization commercially.

5.3.2.1.3.1. Submit a funded MILSTRIP requisition IAW AFMC 23-110 for required items quantities the acquiring organization can provide from stock; outgoing MIPR actions are not required for those quantities.

5.3.2.1.3.1. (AFSC) **Note:** AFMAN 23-110 has been superseded by AFI 23-101 *Air Force Materiel Management*.

5.3.2.1.3.2. If not in stock then exhaust all the possible sources cited in section 4.1.

5.3.2.2. If procurement action for any remaining quantity is still necessary, then continue with the outgoing MIPR submission. The MIPR RO will:

5.3.2.2.1. Ensure both the checklist in AFI 65-116 and the Center Outgoing MIPR Checklists are complete before MIPR is routed for review and fund certification. The AFI 65-116 checklist contains mandatory coordination and other information the PCO needs and is part of the MIPR package. The Center checklist is an internal quality control measure to ensure all required MIPR components are included in the package, including the 65-116 checklist, and not submitted to the PCO.

5.3.2.2.1. (AFSC) **Note:** All of the items checked affirmative on the AFI 65-118, Attachment 3, *Checklist for DD Form 448 and Requirements Package Review*, are required for a complete MIPR package. PMs will use the AFI Checklist to check each MIPR package before it is routed for review and funds certification.

5.3.2.2.2. Determine MIPR Categories of Acceptance.

5.3.2.2.2. (AFSC) Refer to paragraph 5.1.1 for additional guidance in regards to determining MIPR categories of acceptance.

5.3.2.2.3. For service contracts, obtain Services Designated Official (SDO) approval. Refer to FAR Part 37, Subpart.6, *Service Contracting - Performance-Based Acquisitions* and DFARS 237.5, *Service Contracts*. On service contract requirements ensure the PWS is written in performance based terms and is approved by the SDO. Refer to AFI 65-116 and AFI 63-101 for detailed instructions.

5.3.2.2.3. (AFSC) Refer to AFI 63-138, *Acquisition of Services and Title 10 United States Code, Section 2330(b), Procurement of Contract Services: Management Structure*.

5.3.2.2.3.1. Ensure services above \$2,500 address quality assurance requirements to ensure the services rendered meet contract requirements. Develop a plan to assess contractor performance. Refer to FAR Part 46.102 (a)-(g), *Quality Assurance- Policy* and DFARS 46.202, *Types of Contract Quality Requirement*, for additional guidance.

5.3.2.2.3.2. State whether the requirement is severable or non-severable. A requirement is severable if it is continuing and recurring in nature and provides the requiring organization benefit each time the service is performed throughout the contract POP. A requirement is non-severable if the benefit comes or is delivered at the end of the contract period. Refer to AFI 65-116 for additional MIPR package requirements.

5.3.2.2.4. Coordinate with the unit RA/RM and ALO to ensure funds are available and accounting appropriation is correct.

5.3.2.2.5. A PCO review is required to obtain business advice and procurement support to ensure an appropriate approach is requested before the MIPR can be released to the acquiring organization. The review must be documented on the MIPR checklist. Refer to AFI 65-116 for specific PCO actions.

5.3.3. **Special Instructions.**

5.3.3.1. Attendance of Air Force Personnel at Inspection, Tests, and Provisioning Meetings . The requiring organization MIPR must specify Air Force attendance is required or desired to observe First Article (FA) item inspection/testing on production contracts or if the Air Force requires pre-provisioning, guidance, provisioning, and/or source coding meetings. However, if other service or Defense Logistics Agency (DLA) Statement of Provisioning Policy is used, a Provisioning Requirement Statement contract is prepared and included with the MIPR.

5.3.3.2. Foreign Military Sales (FMS) . FMS customers may specify particular contractors for defense services. In some cases the FAR authorizes contracts to be awarded without full and open competition. The FMS customer may also request sub-contracts be awarded to particular firms. The PCO shall honor such a request from the FMS customer only if a Letter of Offer and Acceptance or other written direction is provided. Refer to DFARS 225.7304, *FMS Customer Involvement* and DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*, for further guidance.

5.3.3.2.1. Each item for FMS must be clearly marked and the requisition number, record control number, or the FMS supplementary address provided in the “Mark For” portion of the shipping instructions. The requisition number and project name should also be included when applicable.

5.3.3.3. Outgoing MIPR Year End Review . Each organization will review all outstanding MIPRs, including General Services Administration (GSA) requests, by the last business day of August to determine if service contract funding is excess or deficient to complete service requirements by the current FY’s last business day.

5.3.3.3.1. If excess funds are expected, issue a MIPR amendment to cancel the surplus services and de-obligate excess funds. If funds are insufficient to complete contract terms, issue a MIPR amendment to fund services up to the end of the fiscal year (EOFY).

5.3.3.3.2. Excess funds will not be applied to services occurring in the following FY. MIPRs will be reviewed each September to ensure funds are obligated for services only rendered in the current FY.

5.3.3.3.3. The reviewing accounting office will send the MIPR RO a memorandum requesting verification the MIPR services terminate at EOFY or directing a MIPR amendment to de-obligate the excess funds.

5.3.3.4. Sole/Selected Source . AF MIPRs originating at AFMC central contracting activities for sole/selected source procurement are governed by the provisions in the FAR Part 6 and paraphrased in Section 1.14 of this guidance. **Note:** If the contract is determined to be issued as a Sole Source, a justification statement must be prepared and attached to the MIPR.

5.3.3.5. Transportation Charges. Each fiscal year the Financial Management Directorate at HQ AFMC publishes the accounting classification purchasing agencies use to record first destination transportation charges for shipments. Individual AF MIPRs do not carry specific citations for first destination transportation.

5.3.4. **Authorities** . In order for a Government agency to provide support services to another agency, there must be legal authority like under USC 1535 Economy Act or other specific statutory authorities. Most agencies outside of DoD are authorized by statute to provide procurement support or other services to Federal agencies. A specific authority must be cited in order for the acquiring organization to accept MIPRs and provide the needed support. The RO must contact the acquiring organization to determine if the organization has a statutory authority to accept the order.

5.3.4.1. **Economy Act Authority** : Title 31, United States Code (USC), Section 1535, *Economy Act*. The Economy Act authorized federal agencies to assist each other under certain circumstances when the acquiring organization does not have a specific authority but agrees to accept an order. The Economy Act is the least used authority for purchasing goods and services from non-DoD agencies; it applies only in the absence of a more specific interagency acquisition authority. Cite this authority if the organization does not have a specific statutory authority. IAW AFFARS MP 5317.503, *Determinations and Findings (D&F) Requirements*, and DoDI 4000.19, *Support Agreements*, a Determination & Findings (D&F) is required for all Economy Act orders sent to a non-DoD agency, regardless of dollar value or frequency, it must be approved/signed by a Senior Executive Service (SES) or General Officer, and included with the MIPR documentation and attached to the support agreement. The supporting Air Force contracting office can advise the RO on the proper D&F coordination routing. Refer to AFI 65-116 for D&F examples, but the dollar thresholds are outdated, so account for SAT changes in the FAR. Refer to FAR Part 17.5, *Interagency Acquisitions*, and the DoDFMR, Volume 11a, Chapter 3, for additional guidance.

5.3.4.1.1. **DoD Economy Act Orders** : DoD agencies can provide requested support to other DoD agencies when it is determined it is in the best interest of the US Government and the acquiring organization determines capabilities exist to provide the support without jeopardizing assigned missions. Agreements on recurring requirements with DoD acquiring agencies must be documented on a DD Form 1144, *Support Agreement (SA)*. A D&F is not needed because blocks 8 and 9 of the DD Form 1144 fulfill that requirement. Requesting agencies must determine if a standing SA exists with the acquiring organization prior to submitting a recurring requirement. If no SA exists, the RO must work with the installation support agreement manager to negotiate a support agreement with the acquiring organization, refer to AFI 25-201 *Support Agreements Procedures* for additional guidance.

5.3.4.1.1.1. No support agreement is required if requesting either (a) a single item or one-time service, (b) sale of Working Capital Funds (WCF) mission products and services, and (c) intra-governmental sales specifically directed or authorized by law. Refer to AFI 65-116 for specific instructions for the DD Form 1144. **Note:** AFI 65-116 states SAs may be referred to as Memorandum of Agreement/Understandings (MOA/MOU); however, AFI 25-201 states MOA/MOU are conditional agreements and identify the parameters for developing a SA. To clarify, AFFARS requires a SA or a DD Form 1144.

5.3.4.1.1.2. **(Added-AFSC) Recurring Service.** Requiring Agency (Receiver) requires a service to be provided month after month or year after year from the Acquiring Agency (Supplier). Recurring services are reimbursable services between Requiring Agency and Acquiring Agency. **Note:** Disaster situations may occur month by month but are short term services and are not considered recurring.

5.3.4.2. **Other Specific Statutory MIPR Authorities.** Examples of other statutory authorities include, but not limited to the following:

5.3.4.2.1. **Project Orders - Title 41 USC 6307, *Contracts with Federal Government-owned establishments and availability of appropriations.*** A Project Order is an order for work, materiel or requesting the manufacture of materiel in support of an approved project issued under the authority contained in Title 41 USC 6307 where government-owned establishments are considered obligations in the same manner as similar orders or contracts placed with commercial manufacturers. Project Orders are to be used only within the DoD. If the AF Form 185, *Project Order*, is not available when a project order must be executed, then a DD Form 448, MIPR may be used to establish a project order IAW AFI 65-601, *Budget Guidance and Procedures*. The organization receiving the AF Form 185 must be capable of manufacturing the goods or supplying the services cited under this authority and must not subcontract manufacture or commercially procure the requested items/service. Project order requests must not be used simply as a means to avert normal contracting protocols. Refer to DFAS DE 7010.1R, *General Accounting Finance Systems at Base Level*, and the DoDFMR, Volume 11a, chapter 2, for additional guidance.

5.3.4.2.2. **DoD Coordinated Acquisition Program :** Title 10 USC 2309, *Allocation of Appropriations* and Title 10 USC 2311, *Assignment and Delegation of Procurement Functions and Responsibilities*. Under the DoD Coordinated Acquisition Program, contracting responsibility for certain commodities is assigned to a single agency or the GSA. Refer to DFARS 208.70, *Required Source of Supplies and Services (Coordination of Acquisitions)* for additional guidance. Commodity assignments are made:

5.3.4.2.2.1. To departments and agencies by the Deputy Under-Secretary of Defense (Logistics).

5.3.4.2.2.2. To GSA, through agreement with GSA, by the Deputy Under-Secretary of Defense (Logistics).

5.3.4.2.2.3. Outside the contiguous United States (CONUS) by the combatant command commander.

5.3.4.2.2.4. CONUS commodity acquisitions not assigned under this section are determined through agency head agreements.

5.3.4.2.2.5. Agreement may be on a one-time or a continuing basis. An acquiring organization's contracting agency's acceptance of a requiring organization's MIPR, even if based on an oral communication, constitutes a one-time agreement.

5.3.4.2.2.6. Consider repetitive delegated acquisition responsibilities for coordinated acquisition assignment. If not considered suitable for coordinated acquisition assignment, formalize continuing agreements, and distribute them to all activities concerned.

5.3.4.2.3. Under the **Integrated Materiel Management Program**, assignments are made to DoD agencies by the Deputy Under-Secretary of Defense (Logistics) and to GSA, through agreement with GSA.

5.3.4.2.4. Acquisition Services Fund. Examples include GSA IT, GSA Property Act Reform Bill, etc. Refer to AFI 65-116 for additional guidance. **Acquisition Services Fund.** The Acquisition Service Fund was established by the General Services Administration Modernization Act. This merged the General Supply Fund and the Information Technology Fund to carry out Acquisition Services Fund related functions, including former Federal Supply Service and GSA Federal Technology Service functions., e.g., GSA IT, GSA Property Act Reform Bill, etc. Refer to AFI 65-116 for additional guidance.

5.3.4.2.5. **Franchise Fund** . The Franchise Fund was first established by Public Law 103-356, Title IV, Section 403, *Government Management Reform Act of 1994* to provide common administrative support services on a competitive and fee basis. Franchise fund programs originated within the Environmental Protection Agency (EPA), Department of Commerce, Department of Veterans Affairs (VA), Department of Health and Human Services (HHS), Department of Interior, and Department of Treasury. Refer to DoD FMR 7000.14-R for additional guidance.

5.3.4.2.6. **Acquisition of Printing and Related Supplies per FAR Part 8.8, Acquisition of Printing and Related Supplies.** Government printing must be done by or through the Government Printing Office (GPO) per Title 44 United States Code (USC) Section 501, *Government Printing*, unless:

5.3.4.2.6.1. The GPO cannot provide the printing service if:

5.3.4.2.6.1.1. An executive agency field printing plant performs the printing per Title 44, United States Code (USC) Section 501 (2);

5.3.4.2.6.1.2. An executive agency acquires printing from allotments for contract field printing per Title 44 USC 501 (2)); or

5.3.4.2.6.1.3. A statute authorizes printing by an agency other than the GPO.

5.3.4.3. **(Added-AFSC)** See AFI 65-118, *Air Force Purchases Using Military Interdepartmental Purchase Requests (MIPRS)*, for additional information concerning Statutory MIPR Authorities.

5.3.5. **Outgoing MIPR Review.** The PR/MIPR Cell/review function will ensure the appropriate organizations coordinate in a timely and systematic manner to ensure prompt and effective resource use and support to the field. The Cell/review function will use the Outgoing MIPR Checklist to review and process all outgoing MIPR packages. The following coordination must occur before the MIPR package can be forwarded to the acquiring organization.

5.3.5. (AFSC) MIPR Support review function will use the AFI 65-118 checklist to review and ensure applicable information is included on/with the MIPR package.

5.3.5.1. Funds certification. Financial Management reviews the MIPR to include purpose, time and amount; performs funds certification process and certifies the funds availability, adds applicable funds remarks or instructions on the MIPR. At this point no changes can be made to the MIPR document. If changes are required the MIPR must be cancelled, corrected and resubmitted, or changed by an amendment. **Note:** Other station funds are excluded from certification; however, the certified funding document from the requesting organization must be attached.

5.3.5.2. If the procurement is for a spares buy or deliverable item, PR/MIPR Cell/review function will ensure Packaging and Transportation coordinates on the MIPR.

5.3.5.3. (Added-AFSC) Outgoing MIPR Vehicle Coordination will occur after certification. Any changes to the MIPR after certification will require an amendment. Refer to paragraph 5.3.10 for MIPR amendment processing instructions.

5.3.5.3.1. (Added-AFSC) The PI initiator (requester) will contact the RO to obtain the information required to purchase vehicle(s) (i.e., NSN, Unit Price, an Options) along with a list of options and quote request prior to submitting MIPR.

5.3.5.3.2. (Added-AFSC) The Outgoing MIPR Specialist submits MIPR to the local Vehicle Control Officer (VCO) for validation. Contact your local MIPR Support for the most current mailing address.

5.3.5.3.3. (Added-AFSC) The local VCO submits MIPR to local Base Fleet Manager for validation.

5.3.5.3.4. (Added-AFSC) The local Base Fleet Manager submits MIPR to the MAJCOM Vehicles Management Specialist for further processing.

5.3.5.3.4.1. (Added-AFSC) Base Fleet Manager and PR/MIPR Support will receive an email from MAJCOM indicating further MIPR processing actions are approved and can be continued.

5.3.5.3.4.2. (Added-AFSC) If additional information is required to secure successful MIPR processing, it will be provided by the local Base Fleet Manager and/or PR/MIPR Support Chief.

5.3.6. **MIPR Distribution** . Upon MIPR authorization, PR/MIPR Cell/review function will distribute the MIPR manually or electronically as outlined below:

5.3.6.1. One complete MIPR package consisting of a signed and dated DD Form 448, all required attachments annotated with the MIPR number, MIPR special instructions sheet and a DD Form 448-2 with the requiring organization information is forwarded to the acquiring organization.

5.3.6.2. One complete MIPR package consisting of a signed and dated DD Form 448, all required attachments annotated with the MIPR number, and MIPR special instructions sheet will be maintained as the official case file in the PR/MIPR Cell/review function.

5.3.6.2. (AFSC) The AFI 65-118, Attachment 3, MIPR checklist will be maintained in the official case file.

5.3.7. MIPR Acceptance. Acquiring agencies formally accept a MIPR on a DD Form 448-2 as soon as possible but no later than 30 days after MIPR receipt. If the DD Form 448-2 is not received within 30-days, the acquiring organization must inform the requiring organization of the delay reason and the anticipated MIPR acceptance date. The acquiring organization must accept/reject MIPRs in writing before the expiration of the funds by completing the DD Form 448-2 IAW DFARS PGI 253.208. Additional guidance can also be found in DFARS PGI 208.7004, *Coordinated Acquisition Procedures*.

5.3.7.1. Review and Follow Up . The PR/MIPR Cell or review function reviews the DD 448-2 received from the acquiring organization for completeness and, if acceptable, distributes the original signed DD Form 448-2 to the FM and RO/PM. The requiring organization PR/MIPR Cell or MIPR RO will initiate a delinquent suspense letter to the acquiring organization if a DD Form 448-2 response is not received within 30 days and another follow-up 10 days later if not received prior. Units will also establish a process that sets the timeframe and incrementally elevates the level of subsequent requests after the second follow-up until acceptance is received.

5.3.7.1. (AFSC) MIPR Support initiates a delinquent suspense letter to acquiring organization if DD Form 448-2 response is not received within 30 days.

5.3.7.2. (Added-AFSC) Refer to AFI 65-118 for information on delinquent acceptance process.

5.3.8. Contractual Documents . Upon contract receipt, the requiring organization PR/MIPR Cell or review function will retain signed copy contract and forward copies to the FM office, RO, and others if applicable. The FM office forwards the contract to DFAS for posting.

5.3.8. (AFSC) Contracts can be pulled from Electronic Document Access (EDA) so MIPR Support will only send the ALO contracts not loaded in EDA.

5.3.8.1. Follow Up. The FM office receives contracts from multiple sources. Since DFAS requires a copy of the contract for Category II MIPRs, if a Category II MIPR Acceptance is received without a contract, the PR/MIPR Cell/review function must send a follow up request for the missing contract. **Note:** The PR/MIPR Cell/review function must receive a contract within 90 days of MIPR Acceptance receipt on all CAT II Direct Cite MIPRs. Refer to DFARS PGI 208.7004 for additional guidance.

5.3.9. Obligation of MIPR Funds . The FM office sends the contract award document for Category II direct cite MIPRs to the applicable DFAS field site. DFAS uses the contract award document to obligate the funds in the accounting system.

5.3.9.1. Recording of Obligation for Reimbursable MIPRs (CAT I). The DD Form 448-2 is used to obligate funds in the accounting system. The entire amount of the obligation is established in the accounting system as a positive unfilled orders outstanding balance.

5.3.9.2. Monthly Validation Process. The PM or RA/RM must validate all outstanding MIPRs monthly to ensure timely invoice processing and excess funds de-obligation. The PM or RA/RM should use the Commander's Resource Information System (CRIS) to run an end of each month query. When performing the monthly outstanding MIPR validation, it is important for the PM or RA/RM to work with their base FM office to

confirm balances and resolve discrepancies with the DFAS field site. They also work with the acquiring organization to correct any billing discrepancies or adjustments that require an amended DD Form 448-2 to ensure invoices are processed in a timely manner and allow for the timely obligation/de-obligation of funds.

5.3.10. **MIPR Amendments** . All changes to MIPRs, affecting MIPR contents after funds certification, require an amendment. Before processing, coordinate amendments with the acquiring organization to ensure the affected line items have not been awarded or if there are other conditions affecting the amendment. When preparing a MIPR amendment, always fill out the basic information and add any changed information/data from the basic MIPR or a prior amendment, and include a clear and concise reason for the amendment in the purpose statement. Insert N/C in items where there is no change.

5.3.10. (AFSC) Be aware that electronic system processing may pre-populate all unchanged data fields during MIPR processing, i.e., ABSS, CCaR.

5.3.10.1. If changes occur prior to fund certification, identify the current MIPR location and have that office/function return the MIPR to the RO for corrections. The RO will make any applicable changes on the original MIPR document and resubmit for processing. If changes occur after fund certification, a MIPR amendment will be required in all cases.

5.3.10.2. Required changes to Advance and Planning MIPRs should be made on a funded amendment. **Note: No pen and ink changes will be accepted at this point.**

5.3.10.2.1. MIPR Amendments **may** be used to correct/change/add:

5.3.10.2.1.1. Required quantities.

5.3.10.2.1.2. Funding data, except when otherwise provided by inter-service agreements.

5.3.10.2.1.3. Part number, stock number or drawing number.

5.3.10.2.1.4. Preservation, packaging and packing instructions.

5.3.10.2.1.5. Specifications.

5.3.10.2.1.6. Delivery Schedules.

5.3.10.2.1.7. Engineering change proposal.

5.3.10.2.1.8. Accounting classification.

5.3.10.2.1.9. Changes to, or addition of, DID requirements or materiel already cited in the MIPR.

5.3.10.2.1.10. Changes to MIPR priority.

5.3.10.2.1.11. Changes to delivery schedules, although the AFMC Form 270, *Request for Issuance of Shipping Instructions* Amended Shipping Instructions (ASI) is the preferred method.

5.3.10.2.2. MIPR amendments **may not** be used to correct/change/add:

5.3.10.2.2.1. Original MIPR scope or intent, e.g., a new NSN, a new project, additional work. Any such changes require initiation of a new MIPR.

5.3.10.2.2.2. Extend a contract POP beyond the funding expiration date.

5.3.10.2.2.3. Extend period of cited funds availability by violating legal provisions or to circumvent conditions and limitations on the funds use. **Note:** MIPR amendments are reviewed and distributed in the same manner as basic MIPRs.

5.3.10.3. **(Added-AFSC)** MIPR Amendment Coordination. To ensure prompt and effective use of resources, MIPR amendments must be re-coordinated through those functions/organizations associated with the changed data.

5.3.10.3.1. **(Added-AFSC)** Packaging and transportation instructions must be validated on all MIPR amendments that change shipping requirements.

5.3.10.3.2. **(Added-AFSC)** All MIPR amendments require new funds certification.

5.3.11. **Outgoing MIPR Document Management.**

5.3.11.1. MIPR Case Files (maintained in PR/MIPR Cell/review function) will contain the following:

5.3.11.1.1. Original signed MIPR with all supporting documentation.

5.3.11.1.2. All original signed MIPR amendments.

5.3.11.1.3. Acceptance of DD 448-2 for basic and all amendments.

5.3.11.1.4. Contractual documentation for Category II (Direct Citation) MIPRs (DORs, modifications, Orders, Contract Amendments, etc.).

5.3.11.1.5. Pertinent Correspondence.

5.3.11.1.6. Shipping Documentation, if applicable and available.

5.3.11.1.7. Outgoing MIPR files shall be maintained in accordance with the AF Records Information Management System (AFRIMS), Records Disposition Schedule (RDS). **Note:** PRPS will serve as a permanent electronic repository for all MIPRs done electronically in that system.

5.3.11.1.7.1. **(Added-AFSC)** Refer to AFI 65-118, *Air Force Purchases Using Military Interdepartmental Purchase Requests (MIPRS)*, for further guidance on document retention methodology.

Chapter 6

PURCHASE REQUESTS, DELIVERY ORDERS, AND AMENDMENTS

6.1. Purchase Requests (PR). PRs are the primary PI tool. They are used to define a requirement in sufficient detail to allow contracting officers to effectively solicit commercial offers and efficiently award a contract to procure an item, repair, or service. This guidance prescribes the PR process AFMC logisticians will use to develop supply chain and product support requirements into detailed, funds certified, packages that accurately define product specifications, bona fide need, time purpose and amount, to facilitate contracting procurement actions.

6.1. (AFSC) Refer to Attachment 10, PRPS PI Process Steps. See Attachment 8 for mandatory workload activities.

6.1.1. Timely, effective, and efficient PR processing is essential to ensure Warfighter's need dates are met. In order to minimize requirement system generated inventory levels, AFMC's acquisition and sustainment activities must continually strive to minimize total ALT.

6.1.1.1. Forms Used. The AFMC Form 36, *Purchase Request*, may be used as well as a PR system generated report or version of the Form 36. Any version is acceptable as long as it contains all the data required by the PCO in an easily recognizable format.

6.1.1.2. The AFMC Form 36A-F may be used as amendments or continuation sheets if room on the Form 36 is insufficient. Some system generated PRs possess expandable fields in lieu of continuation sheets. **Note:** Refer to center level procedural guidance for preparation instructions for the AFMC Forms 36 and 36 A through F.

6.1.2. **PR Processing Pre-Requisites** . Except for circumstances described in Section 3.2 (Advance, Planning, Zero Dollar and Funded PI), ROs should validate the requirement or program is approved in accordance with the program management policies or requirement system policy directives and funds are available for commitment/obligation before placing a PI into the coordination process. However, the RO should proceed with pre-PR actions while the review is underway, especially if the requirement needs a high-level approval.

6.1.2. **(AFSC) PR Processing Pre-Requisites and Funded PI.** The RO must validate the requirement or program is approved in accordance with program management policies or requirement system policy directives for Advanced, Planning and Zero Dollar PIs. For Funded PIs, the RO must ensure funds are available for commitment/obligation before placing a PI into the coordination process.

6.1.2.1. Each Center must develop PR Checklists to ensure PR packages have the required contents and are coordinated on by the applicable agencies. The checklist may be system generated. Base level variants are permissible to accommodate local requirements but must be reviewed and approved by the applicable Center in writing. AFSC and AFLCMC may develop joint checklists for PR processing at Robins, Tinker, and Hill AFBs. This checklist should be completed prior to initiating the PR and may include but not *limited to*:

6.1.2.1.1. Item/NSN to buy or repair, or the applicable required service or data pseudo code.

6.1.2.1.2. Item/Service Description, or the applicable documents that detail item characteristics or repair or service specifications.

6.1.2.1.3. Quantity.

6.1.2.1.4. Cost.

6.1.2.1.5. Fund Cite or the Funds Summary Report and Program Summary Report.

6.1.2.1.6. Delivery Schedule.

6.1.2.1.7. Destination/Ship To address or DoDAAC.

6.1.2.1.8. Existing screening and waiver documents.

6.1.2.1.9. Applicable MFT meeting minutes

6.1.2.1.10. Recommended contract or options strategy.

6.1.3. AFMC Form 36, *Purchase Request (PR) Preparation.* Depending upon the electronic system used to create the PR, the specific actions to develop PRs may be different. For instance ADIS requires certain PR data elements and codes that are AFSC and program office specific so it can feed IM, PMSs, and PMs contract award status, among other functions, that contracting systems supporting other AFMC Centers do not require. Some data elements are unique to item/spares buys; others apply to only repair or service requests. Also, several systems have different AFMC Form 36 versions and formats. These are permissible as long as they provide PCO the information required to adequately solicit the requirement, select the best proposal and execute the award. The Form 36 data must be easily discernible and preferably sent electronically for funds certification and passed to contracting systems.

6.1.3.1. Each PR must contain a detailed purpose statement to advise the PCO exactly what the RO intend to accomplish. State up front whether the PR is a basic (initial submission), Advance, Planning, surge, or Zero-Dollar PR (see Chapter 3 for descriptions). The RO must state exactly the line item and data element that changed on amendments. Centers may include canned purpose statements for the primary types of PRs in their Center-level guidance.

6.1.3.2. If the PCO discovered missing attachments or documents they may request them through the PR/MIPR Cell/review function or the RO. However, if a change to the actual requirement is needed (e.g. funding or quantity change beyond the approved limits set on the PR) the PCO must contact the RO for resolution.

6.1.4. (Added-AFSC) PI Coordination. PI packages are subject to coordination cycles in ADIS/J041 in order to release the procurable PI package to contracting. PI and known requirements containing all required information, applicable attachments, and activities are released in ADIS/J041 as a procurable package. Refer to AFMCMAN 64-104 Volume 4, Section 2.1, Table 2.1, and Attachment 1, Section A1.4, PR/MIPR Coordinating Activity Codes/Transaction/Card Codes.

6.1.4.1. **(Added-AFSC)** Screening Analysis Package. This package is required for all spare or repair procurements that meet screening threshold criteria established at each ALC site. This package may include, but is not limited to the AMC/AMSC Screening Analysis Worksheet, RMC/RMSC Contract Repair Screening Analysis Worksheet, EDL, Engineering Instructions, Commercial Item Description (CID), and Parts List.

6.1.4.2. **(Added-AFSC)** Quality Assurance (QA) Provision. QA provisions are required for all PIs. Provisions must be documented on either an AFMC Form 807, the PR (for all NSNs), or in a QASP when acquiring services. Refer to FAR Part 37, *Service Contracting* and FAR Part 46 for more detailed guidance.

6.1.4.3. **(Added-AFSC)** Foreign Disclosure. Foreign disclosure is required on all purchases requiring a Data Package for solicitation as annotated on the AMC/AMSC Screening Analysis Worksheet when Export Control is “YES”.

6.1.4.4. **(Added-AFSC)** Transportation. Transportation is required for all PIs procured at the initiating activity or required by another agency having a physical deliverable product.

6.1.4.5. **(Added-AFSC)** Packaging. Packaging is required for all PIs procured at the initiating activity or required by another agency having a physical deliverable product.

6.1.4.6. **(Added-AFSC)** Technical Review. Technical Reviewers will review the PI package and all associated data, activities, attachments or other documentation related to the PI for accuracy and completeness. **Note:** This is mandatory for all PIs except TCA.

6.1.4.7. **(Added-AFSC)** Funds Coordination. The RO will coordinate with the designated budget authority personnel within their agency to review, verify and approve or disapprove funding documents. **Note:** This is mandatory for all PIs.

6.1.4.8. **(Added-AFSC)** ALO Funds Certification. FM certifies all funded requirements and funds availability and further adds or provides the applicable funds remarks or instructions to the buyer via the PR. After certification from FM, the RO will prepare an amendment for any changes to the PI. Refer to paragraph 6.3 for further guidance on processing amendments. **Note:** ABSS is the only approved certification system for funding documents; therefore, all funded PIs must process through ABSS for Funds Certification.

6.1.4.9. **(Added-AFSC)** Distribution of Final PI Package. Funded PIs: after the PI returns from Funds Certification, the RO or designated alternate completes the PI and submits the package to Contracting. Unfunded PIs: after Funds Coordination or Final Coordination, the RO or designated alternate completes the PI and submits the package to Contracting.

6.1.4.9.1. **(Added-AFSC)** PI packages initiated via electronic systems with interface capability will submit PIs electronically.

6.1.4.9.2. **(Added-AFSC)** PI packages initiated via electronic systems with no interface capability will be taken to the designated contracting office and processed according to procedures established by local contracting office management.

6.1.4.10. **(Added-AFSC)** Recording PIs in ADIS/J041. All PIs must be entered into ADIS prior to releasing it to contracting. Refer to paragraph 2.11 and AFMCMAN 64-104, Volume 4, Attachment 1, *Data Element Codes*, and Attachment 2, *Transaction/Card Coding Instructions*. **NOTE:** This process is accomplished by the PR/MIPR Support function.

6.1.4.11. **(Added-AFSC)** Review. The RO can submit any PI for review prior to adding Transportation and Packaging activities. **Note:** This is not a Technical Review.

6.1.4.12. **(Added-AFSC)** Final Coordination. The RO can submit any PI for Final Coordination after Funds Coordination has been completed. **Note:** PRPS locks the PI and prevents any changes.

6.1.5. **(Added-AFSC) Changes to PI during Coordination.** Upon identifying the need to change any requirements, data, activities, etc., the RO will re-coordinate the PI at a minimum with the Technical Reviewer. If the PI has received certification from FM, the RO will prepare an amendment. Refer to paragraph 6.3 for further guidance on processing amendments.

6.1.5.1. **(Added-AFSC)** All funding changes (e.g., quantity, cost, adding/deleting LI, fund cite change) require re-coordination of the PI for funds coordination.

6.1.5.2. **(Added-AFSC)** All funding changes (e.g., quantity, cost, adding/deleting LI, fund cite change) require re-coordination of the PI for packaging and transportation documents.

6.1.6. **(Added-AFSC) Exercising Funded or Unfunded Options PRs.** Each contract with available options has a defined period of time during which options may be exercised; includes a final expiration date.

6.1.6.1. **(Added-AFSC)** The Contract Option Expirations Report (from CIDS/J018R) is available to requirements and contracting personnel and can be processed anytime by CIDS/J018R users. For each applicable contract the report indicates the expiration date of only the next contract option available and only if the expiration date is within the next 90 days from the date the report is processed.

6.1.6.2. **(Added-AFSC)** While this report is very useful it may not always report 100 percent of all contract options because of possible omissions and/or coding issues with AFMC Form 453A, *Buyer Data Abstract*. It is also recommended that both requirements and contracting Point of Contact (POC)s/organizations track contract options manually via a spreadsheet (i.e., Microsoft Office EXCEL, ACCESS database...) including the exercise period and expiration dates.

6.1.6.3. **(Added-AFSC)** It is a shared responsibility of both the RO and the supporting contracting organization to be aware of all contract options including exercise period and expiration dates. RO and contracting personnel should constantly track, communicate and coordinate on all contract options to ensure the PR is submitted timely and with enough advance notice to allow the contracting officer sufficient time to exercise the option before expiration.

6.1.7. **(Added-AFSC) PI Preparation.** The RO will prepare a PI with the following:

6.1.7.1. **(Added-AFSC)** A detailed purpose statement stating the purpose is to exercise an option. This will include the option number and year against an existing contract, contract number and contractor name.

6.1.7.2. **(Added-AFSC)** The item/service description. This may be limited to the minimum information necessary to clearly identify the requirement being placed on contract.

6.1.7.3. **(Added-AFSC)** Cost data elements for funded options. This will reflect the estimated cost for the amount to be obligated by exercising the option.

6.2. Delivery Orders Request (DOR). Several contract types allow placing contract orders for known requirement item buys or anticipated repairs/services but suspends execution until a future date. These contracts minimize the administrative effort and lead-time when a need occurs. A DOR executes portions of an existing contract at the discretion of the Air Force. DORs are submitted to the PCO either on an AFMC Form 36 or a PRPS DOR report.

6.2.1. Initiating DOR. In addition to the applicable data from the awarded PR; DORs should contain:

6.2.1.1. A detailed purpose statement saying the purpose is to place an order against an existing contract and annotate the contract number and contractor name.

6.2.1.2. The estimated unit and total line item price for the requested quantity.

6.2.1.3. Any remarks or supporting data or attachments specific to the DOR action not included in the awarded PR or contract.

6.2.1.4. **(Added-AFSC)** New DORs and their amendments will have new packaging documents for NIIN related requirements.

6.2.1.5. **(Added-AFSC)** New DORS and their amendments will have new transportation documents for NIIN related requirements.

6.2.1.6. **(Added-AFSC)** PCO name, organization, and phone number annotated in the Remarks Section.

6.2.1.7. **(Added-AFSC)** If the basic contract or Basic Order Agreement (BOA) does not contain the NSN requirement on the existing J&A, a new J&A may be required.

6.2.1.8. **(Added-AFSC)** Refer to section 6.3 for DOR amendment processing.

6.3. PR Amendments . After funds certification, any change to a basic PR or attachment must be recorded using the amendment process in order to track requirement changes. Amendments must clearly distinguish between the changed and unchanged data elements. An amendment can apply to an entire un-awarded PR or individual un-awarded PR line item. The RO must obtain PCO concurrence that a proposed change can be executed prior to submitting an amendment.

6.3. (AFSC) Amendment Requests (AR) and Other Info. An AR activity processed within the ACPS/PRPS interface will contain information from the PRPS generated Purchase Instrument. The RO can accept the AR which will create the amendment and follow steps for processing the amendment in section 6.3. The RO can reject the AR, provide comments as to why the AR is rejected and complete. **The remarks section will include PCO name,**

organization, number, and date of concurrence. Multisite PRs should obtain RO approval/concurrence prior to any changes to the PR.

6.3.1. Amendments are submitted to the PCO either on an AFMC Form 36 or a PRPS amendment action. Clearly state the reason for the amendment in the PR purpose field, e.g., Change PI data, Add an Attachment, Cancel a Line Item, Total Cancellation Amendment (TCA), etc., identify the affected line item(s) and specify exactly what requires changing. Also include the name of the PCO contacted in the purpose field. PRs requiring significant changes should be cancelled and re-submitted.

6.3.1.1. Any post award changes increasing cost or quantity to any line item awarded on the basic PR require a new PR with a reference to the awarded contract to ensure proper coordination and tracking. The RO must initiate requests to decrease funding or quantities on awarded line items by contacting the PCO who uses the contract termination process in the FAR Part 49, *Termination of Contracts* to reduce awarded items/services.

6.3.2. Amendments to add a stock number as a “sub-line item” will not be accepted if the basic line item is pseudo coded (service) or if the National Stock Number (NSN) item is not already established on the basic PR. Amendments to add pseudo-coded items must use a new line item number.

6.3.2.1. **(Added-AFSC)** For changes to the NSN, cite the NSN superseded.

6.3.3. PR amendments are used to accomplish the following changes to un-awarded PRs/line items:

6.3.3.1. Add or cancel related line item or sub line items associated to an existing line item on the basic PR, e.g. adding a data requirement to a services PR.

6.3.3.2. Change or add attachments.

6.3.3.3. Increase, decrease or cancel line item quantity or cost. **Note:** If the dollar value changes from the basic PI or subsequent amendments, indicate the amount increased or decreased in the applicable fields and the adjusted grand total in the accounting portion of AFMC Form 36.

6.3.3.4. Change data elements that do not change the scope of the basic PR or previous amendments.

6.3.3.5. Update expired data (e.g. AMC/AMSC, RMC/RMSC) occurring between funds certification and contract award.

6.3.3.6. Change any fund cite information or cost figures unless otherwise directed.

6.3.3.7. Amend an item National Stock Number (NSN) or other indicative data resulting from a stock list change action. Contract modifications will be made by the PCO. If a line item has been awarded, a new PR referencing the involved contract is required.

6.3.3.8. If Quantity Range line items, as defined in Variation In Quantity (VIQ) Provisions, Section 3.2.5 of this guidance, are within quantity range on basic PI an amendment is not required.

6.3.3.9. If a Center chooses to utilize Advance or Planning PRs and need to pass changes or updates to the PCO, the RO must either:

6.3.3.9.1. Refrain from changing Advance/Planning PRs until after processing a funded PR to establish the basic record in ABSS. Unless preapproved by the PCO, the funded PR can only alter the basic Advance/Planning PR funding data; otherwise, any other change must be processed on a subsequent amendment to the funded PR.

6.3.3.9.2. Cancel the Advanced/Planning PR and process a revised Advanced/Planning PR or a funded PR if the requirement is ready for commitment.

6.3.3.9.2.1. **(Added-AFSC)** Cancel PRPS Advanced/Planning PR, unlock and process as funded PR with purpose statement to buyer letting them know a TCA will be sent later and change the line of accounting as needed. After the Funded PR is certified in ABSS and completed an amendment to cancel can be created/established.

6.3.3.9.3. Devise a system generated process to send the PCO changes to Advance/Planning PRs, via an Advanced or Planning PR Amendment. The system must record all advance/planning PR changes/revisions and ensure the funded PR sent to ABSS for certification is identified as the basic (00) PR. After the basic is certified in ABSS, the PR can be amended to record changes.

6.3.3.9.4. Centers can develop other processes or procedures to send the PCO Advanced and Planning PRs amendments or changes. However, this process or procedure must be coordinated and approved by the Center logistics/acquisition, finance and contracting functional leads. Temporary agreements must be documented; long-term processes must be incorporated into the Center's implementing guidance to this instruction. The data produced in the coordinated process must be retrievable and auditable.

6.3.3.9.5. **(Added-AFSC)** For changes to the NSN, cite the NSN superseded.

6.3.3.9.6. **(Added-AFSC)** Modification to Advance and Planning PIs.

6.3.3.9.6.1. **(Added-AFSC)** Advance and Planning Unlocked PIs outside range or changes the scope of the original PI requires an amendment. Refer to section 6.3.

6.3.3.9.6.2. **(Added-AFSC)** For Advance and Planning PIs within the range, the RO must:

6.3.3.9.6.2.1. **(Added-AFSC)** Obtain written notification from Contracting that requested changes are allowable. Written notification is required as a PI attachment.

6.3.3.9.6.2.2. **(Added-AFSC)** Clearly state in the Purpose statement any additions or deletions of activities, affected line item(s) and specify exactly what changed.

6.3.3.9.6.2.3. **(Added-AFSC)** Not add or cancel line items or sub line items associated to an existing line item on the original PI.

6.3.3.9.6.2.4. **(Added-AFSC)** Not change the Contracting agency from the

original PI (e.g., AF PZ to DLA).

6.3.3.9.6.2.5. **(Added-AFSC)** Coordinate changes with the Packaging Specialist, Transportation Specialist, and Technical Reviewer.

6.3.3.9.6.2.6. **(Added-AFSC)** Coordinate changes with the designated budget authority personnel within their agency to review, verify, and approve or disapprove funding documents.

6.3.4. **Coordination of Amendments.** Upon receipt of a PR amendment, the following guidelines apply to amendment coordination:

6.3.4.1. Any change to funds information (amount or fund cite) must be coordinated with the Resource Advisor (RA) and ALO.

6.3.4.1. **(AFSC)** Changes must be coordinated with the Packaging and Transportation Specialist. All amendments must be coordinated with the Resource Advisor (RA).

6.3.4.2. Any change in delivery information (schedule or destination) must be coordinated with the transportation function.

6.3.4.3. Other changes should be coordinated with the agencies that coordinated on the basic PR.

6.3.4.4. **(Added-AFSC)** All funded amendments must be certified by the ALO. **Note:** Zero Dollars PRs are excluded.

6.3.4.5. **(Added-AFSC)** Technical Review. Technical Reviewers will perform in-depth technical review for accuracy and completeness of the PI package.

6.3.4.6. **(Added-AFSC)** All amendments must have new packaging and transportation activities.

6.3.5. **PR Cancellation Amendment.** Normally, only the PR RO can cancel a PR; however, the PCO can recommend PR cancellations because they cannot be awarded in a reasonable time, require extensive re-work, or other pertinent circumstances. As stated above, amendments **MUST** be coordinated with the PCO prior to processing. When cancelling a PR or line item, enter a reason statement in PR purpose field clearly stating the PR is cancelled in its entirety (a TCA) or a specific line item. **Note:** PRPS has a TCA function.

6.3.5. **(AFSC)** Multisite PRs will be coordinated with the ROs from other sites prior to the PR owner performing a TCA.

6.3.6. **(Added-AFSC) Contracts/Orders Not Accepted by Contractor.** There will be instances where a unilateral contract is rejected. When this occurs, the awarded contract must be canceled. If the requirement is still valid, procurement actions must be initiated. The following procedures govern this situation:

6.3.6.1. **(Added-AFSC)** PR Initiator Actions:

6.3.6.1.1. **(Added-AFSC)** Upon written notification from Contracting that the contract is rejected, the PR initiator determines validity of requirement and whether or not there are any changes such as quantity or funding. **Note:** If award has already taken place a new PR must be processed.

6.3.6.1.2. **(Added-AFSC)** After determination is made, the PR initiator will notify Contracting of the results. Contracting will initiate further actions based on this notification.

6.3.6.1.3. **(Added-AFSC)** If the requirement is no longer valid, or if the requirement is valid without change, no further action is necessary by the PR initiator.

6.3.6.1.4. **(Added-AFSC)** If the requirement is valid and not awarded, but requires a change, the PR initiator will immediately prepare an amendment to the original PR or prepare a new PR referencing the original PR and contractor.

6.4. PR Documentation Management . The preferred storage method for completed PRs is in an electronic repository. If mandated for use, units will use PRPS as the official logistics repository and will maintain a PR system file. (Refer to AF Manual 33-363 *Management of Records*)

6.4.1. Contracting retains the official completed PR package.

6.4.2. PR files shall be maintained in accordance with the AF Records Information Management System (AFRIMS), Records Disposition Schedule (RDS).

6.4.3. If a document is lost, the duplicate will be plainly marked "DUPLICATE PR", and will be identical (including all attachments) to the lost package.

Chapter 7

PURCHASE INSTRUMENT (PI) SUPPORTING DOCUMENTATION

7.1. General . This chapter provides an explanation for some of the supporting documentation the RO may need to assemble a procurable PI package as specified in center-level procedures.

7.1. (AFSC) The RO must generate the NSN or Pseudo NSN requirement and consolidate it on the PI prior to work loading any activities to the functional user.

7.2. Acquisition Plans (AP). The purpose of acquisition planning is to ensure government (the Warfighter) requirements are met in the most effective, economical and timely manner. The AP contains a clear description of the user's requirement, market research findings, risks involved, forecast CLIN structure, contract type by CLIN and any unique aspects of the acquisition. In order to develop a sound acquisition strategy, AFMC acquisition personnel should engage the local Acquisition Centers of Excellence (ACE) and others as appropriate, including Contracting, Financial Management, Staff Judge Advocate, the lead MAJCOM and other technical/functional experts . The Program Manager, or other official responsible for the program, has overall responsibility for acquisition planning. Refer to FAR Part 7, *Acquisition Planning*; DFARS Subpart 207.1, *Acquisition Plans*; DFARS PGI 207.1, *Acquisition Plans and DFARS PGI 207.105, Contents of Written Acquisition Plans* for additional instructions.

7.3. AF Form 406, Miscellaneous Obligation/Reimbursement Document (MORD). A MORD is a temporary_obligating document or, in rare cases, a document in lieu of an actual obligating document. It is used to temporarily record known obligations or reimbursements when the required documents to support the obligation/reimbursable transactions are not immediately available. The obligation amount may be estimated and the estimate can be revised when the actual obligation amount is known. A MORD is used as financial document place holder for requirements when the transactions must be executed before the actual funding document will be recorded prior to the end of a fiscal period, e.g., EOY, EOM, or if the document is not physically available, i.e., stuck in electronic coordination. MORDs may not be used to set aside or reserve funds in the accounting records before an obligation occurs. The MORD should be reversed when the actual document becomes available.

7.3.1. In logistics applications, MORDs are used to fund the GFM Unit Repair Cost associated with a contract delivery order. For instance, a MORD must be used to cover contractor expenses prior to incurring costs in excess of the actual awarded amount to prevent potential Anti-Deficiency Act (ADA) violations or contractor work stoppage. When applicable, MORD amendments must be accomplished prior to customer funding expiration.

7.3.2. Refer to SAF/FMP (AFAFO) *Processing Miscellaneous Obligation/Reimbursement Documents (MORD) Guide, 24 July 2011*, AFMC Financial Management Handbook (Financial Management Reference System [FMRS]) August 2002 Chapter 30 - Funding Documents and AFMCI 21-149 for additional guidance.

7.4. AF Form 616, *Fund Cite Authorization (FCA)* or DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*. Form used by Air Force agencies to authorize another organization to cite their funds on an obligation document. This provides the recipient agency a target amount of funds available for obligation to support specific tasks. Refer to AFI 65-601 for additional guidance on AF Form 616. If the DD Form 448 serves as a Fund Cite Authorization and commitment document then the DD form 448-2 serves as the obligation document. Refer to DFARS PGI 253.208-1 and DD Form 448, *Military Interdepartmental Purchase Request* for additional guidance on the use of these forms for fund cite authorization.

7.5. AFMC Form 8, *GFM/Loan/Lease Availability/Supportability Request/Acquisition Assessment*. This form is used when the responsible technical specialist identifies there is a potential or actual use of Government Furnished Property (GFP) in the production of the item (GFP includes Government Furnished Equipment and Materiel [GFE/GFM]). This is based on the identification of stock-listed items within the end item. If the ES determines that the item contains no stock-listed components this acquisition assessment is discarded.

7.5.1. **(Added-AFSC)** There are two separate GFP documents. Either one, or both, may be part of the PI package depending on the anticipated government property that will be furnished. The Scheduled GFP (SGFP) identifies GFP that the DOD will provide to the contractor. Refer to DFARS 252.211-7007. The Requisitioned GFP (RGFP) identifies items that the contractor has authority to requisition from the DoD Supply System. Refer to DFARS PGI 245.103-72.

7.6. AFMC Form 158, *Packaging Requirements*. PIs and other procurement documents for hardware, spares, supplies, etc., must be coordinated with the applicable packaging specialists to ensure packaging specifications, e.g. Special Packaging Instructions (SPI), are included in item buy and repair contracts to ensure assets are properly packaged for transit. This function can be performed as a PI activity in PR systems like PRPS, or as a PI attachment. AFMC Form 158 can only be signed by a qualified Packaging Specialist. Packaging requirements provided for contracting purposes shall be complete, accurate and in compliance with AFMCI 24-201 *AFMC Packaging & Materials Handling Policies and Procedures*.

7.7. AFMC Form 191, *Foreign Disclosure Procurement Decision Worksheet* , (Optional Use). For contract performance accomplished outside the continental United States, the ES, Engineer or the PMS, will complete the worksheet and coordinate with the Foreign Disclosure Office (FDO). Initiators contemplating award of a contract or subcontract to a foreign contractor must first ascertain whether the complete spectrum of US Government military information required for contract performance can be disclosed under the disclosure policies. All proposed disclosures, to include Invitation for Bid and Request for Proposal or award of a contract will not be made to foreign governments, their representatives, foreign contractors, or foreign nationals, including those holding foreign reciprocal clearances, until approved by the FDO. Failure to meet this requirement could result in awarding contracts which cannot be completely or adequately performed because of danger to the security of the US Government, or could require costly termination. Refer to AFI 16-201 and AFMCI 21-149 for additional guidance.

7.8. AFMC Form 200, Accelerated Delivery Request (ADR). The ADR is utilized to request the PCO renegotiate delivery if an asset is required earlier than specified on a current contract delivery schedule. It is initiated by the RO and provided to the appropriate PCO. The PCO will negotiate a schedule with the contractor and forward the completed ADR to the RO. ADR requests must be processed as emergency/urgent requirements to ensure timely processing.

7.9. AFMC Form 221, Repair Parts Kit List Worksheet. The AFMC Form 221 is a list of items for supplying support to equipment, aircraft etc. representing an effective and economical method of supply support. A repair parts kit is a group of parts or materiel, identified as one line item, used to restore an assembly or subassembly to a serviceable condition. Parts and materiel selected for inclusion within repair kits are procured, stocked, requisitioned, and used as one line item. For additional guidance and instructions on completion of form refer to AFMCMAN 25-1, *Repair Parts Kit User's Manual*.

7.10. AFMC Form 260, First Article Requirement. First article requirements are used to ensure a new potential source's product conforms to specified contract requirements. It applies to vendors as well as manufacturers; however, first article requirements should not be used for normal commercially available products as specified in FAR Part 9.3, *First Article Testing and Approval*. First article solicitations or PIs contain detailed technical requirements and adequate quality assurance provisions to ensure the contractor can furnish or manufacture the item. The engineer determines if first article inspection is required during technical screening and document findings. The decision is based on careful consideration of: the item's technical aspects, first article testing costs, safety risk of not testing, impacts to delivery schedule, and other pertinent factors. If FA testing is required an AFMC Form 260 must be provided in the PI package. Refer to FAR Part 9.3, FAR 52.209, *Qualification Requirements* and AFMCI 64-110, *First Article Management*, for additional guidelines. **Note:** AFMCI 64-110 is under revision and will be re-designated a 2X- series publication.

7.10. (AFSC) See AFMCI 64-100 AFSCSUP AFSCGM 2016-1 , *Air Force Sustainment Center Guidance Memorandum on First Article Management*, for further guidance on first article and production lot testing.

7.11. AFMC Form 270, Request for Issuance of Shipping Instructions. This form can be used for Initial Shipping Instructions (ISI) or for Amended Shipping Instructions (ASI).

7.11.1. The ISI is utilized when initial shipping instructions were not provided on the original purchase instrument. The requested delivery date must be no later than 60 days prior to the first scheduled delivery. The ISI is initiated by requirement owner and routed to the appropriate PCO. Under no circumstances will the RO establish direct contact with the contractor to request or task initial or amended shipping instructions without PCO involvement.

7.11.2. The ASI is utilized when changes to shipping instruction are required. These changes are limited to quantity and destination. Initiated by requirement owner and routed to the appropriate PCO. Under no circumstances will the RO establish direct contact with contractor to request or task initial or amended shipping instructions.

7.12. AFMC Form 338, MYC Request Contract Information. When the requirement owner or MFT determines the requirement quantities can be forecasted with a reasonable degree of accuracy over several years and a long term strategy would be advantageous to the government, they may submit an AFMC Form 338 to pass their recommendation to the PCO. Multi-year contracts should be considered for every procurement and utilized whenever possible.

7.13. AFMC Form 761, AMC/AMSC Screening Analysis Worksheet (SAW) Report . The SAW provides item description and information, screening evaluation remarks, the AMC/AMSC, and miscellaneous spares information the PCO requires. It verifies the current competitive status and checks source development efforts prior to contract procurement. A SAW can be initiated for Defense Logistics Agency (DLA), Engineering and/or IM requests, and Contractor Inventory Control Point (ICP) items. PRPS is the AFMC repository for screening actions at Hill, Tinker and Robins AFBs. All SAW actions must be performed in PRPS. Refer to center-level procedural guidance for preparation instructions and DFARS PGI 217.7506, *Spare Parts Breakout Program*; AFI 23-105, *Spare Breakout Program*; DLAI 3200.1, *DLA Technical Support Policy and Procedure Desk Book*, November 1, 2002 for other supporting information.

7.13. (AFSC) Note: AFI 23-105 has been rescinded. Refer to AFI 23-101, *Air Force Materiel Management* for additional SAW procedural guidance and preparation instructions.

7.14. AFMC Form 762, Contract Repair Screening Analysis Worksheet (CRSAW). The CRSAW records factors and decisions used to facilitate the Contract Repair Process for an item. It is required in all contract repair service PI packages. The CRSAW documents the repairable asset technical screening process prior to contract repair service procurement to ensure the repair meets the documented technical requirements. It is an effective mechanism to determine and capture the RMC/RMSC and approved commercial repair sources. PRPS is the AFMC repository for screening actions at Hill, Tinker and Robins AFBs all CRSAW actions must be performed in PRPS. Refer to AFMCI 21-149 for preparation instructions and additional guidance.

7.15. AFMC Form 762A, Repair Data List (RDL). RDL provides a listing of all applicable documents, software, tooling, test equipment, and/or other items necessary to accomplish a repair. RDL is required when "Technical Orders Required" is indicated on CRSAW. Refer to AFMCI 21-113 for step by step instructions to complete the AFMC Form 762A.

7.16. AFMC Form 807, Recommended Quality Assurance Provisions and Special Inspection Requirements. The technical authority provides contract quality requirements for all buys for new manufactured materiel and all repairs. Quality provisions annotated on the AFMC Form 807 will not be downgraded without technical authority coordination. The technical authority is the chief/lead engineer for a system/end-item. The chief/lead engineer may delegate technical authority to a qualified and competent individual. Refer to AFMCI 63-1201, *Implementing Operational Safety, Suitability and Effectiveness (OSS&E) and Life Cycle System Engineering (LCSE)*, and FAR Part 46, *Quality Assurance*, for additional guidance.

7.16. (AFSC) See AFMCI 64-100 AFSCSUP AFSCGM 2016-1 , *Air Force Sustainment Center Guidance Memorandum on First Article Management*, for further guidance on first article and production lot testing.

7.17. AFMC Form 813, *Surplus Materiel Worksheet* . This worksheet is used to evaluate all categories of surplus materiel (commercial and government surplus and/or new manufactured). It captures condition categories: new and unused; new and reconditioned; new and modified; used and overhauled.

7.17. (AFSC) Acceptable surplus material is described in DLAD Subpart 11.3, *Acceptable Material*.

7.18. Airmunitions Specification (Air Spec) . Munitions functional experts develop a checklist used to procure airmunitions requirements (e.g., replenish stock, services, FMS buys) that replaces official data call meetings. The Air Spec is generally a word document identifying unique munitions requirements including hazardous classifications, specific shipping requirements and any other munitions organization concerns. The Air Spec specifies how Cartridge Actuated Device (CAD)/Propellant Actuated Device (PAD) items are marked, shipments reported, and identifies any specialized applicable hazardous class and explosive markings the shipment needs. The PM, ES, or MM prepares the checklist and uses the information to complete the Air Spec, obtains Data Management Officer (DMO) approval, and attaches it to the PI.

7.19. Bid Set. A bid set is a technical description taken from the EDL/RDL and defines the required design configuration and procedures to ensure adequate data is provided to manufacture/repair an item. The AMC/AMSC or RMC/RMSC on a SAW/CRSAW determines if a Bid Set is required. The bid set is uploaded into FedBizOpps and consists of all applicable technical data such as drawings, engineering orders, associated lists, specifications and standards required for future procurement. Refer to AFI 61-204, *Disseminating Scientific and Technical Information*, and DFARS 252.227, *Solicitation Provisions and Contract Clauses* for rights in bid or proposal information and dissemination guidance.

7.20. Commercial Item Description (CID). A CID is an indexed, simplified product functional or performance characteristic description used if an acceptable commercial product (Commercial Off-the-Shelf (COTS)) item is available that satisfies the government need and used in lieu of a SAW. The CID is a concise, descriptive document that explains the requirement to potential suppliers in simple language. Market research is important to determine whether an available or acceptable commercial product exists. CIDs are used when no non-government standard exists. Refer to DoD 4120.24-M, Appendix 4, *Defense Standardization Program (DSP) Policies and Procedures* for CID preparation instructions and FAR Part 12, *Acquisition of Commercial Items* guidance.

7.21. Data Item Descriptions (DIDs). A DID defines the intended use, preparation instructions, content and format requirements for a specific data product. TMCM-86-01, *USAF Technical Manual Contract Requirements* defines the required format and content for technical orders and manuals. Only the data listed on the CDRL will be delivered, therefore, the data requestor must consult with the DMOs with the data and CDRL responsibility to ensure the desired data is obtained correctly. A standard DID must be used if available and appropriate; however, a one-time DID may be used if a standard DID does not apply or cannot be tailored sufficiently. Evaluators must determine if the required data is currently available in their area; if data is on order; or if a test report is needed while reviewing potential data buy requirements.

7.21.1. Only the data type OPR may submit a PI for certain requirement data, i.e., only the Engineering DMO may submit engineering data/drawings PIs. DIDs may require tailoring to eliminate procuring unneeded sections of reports. For guidelines and instructions on preparing and processing a DID refer to MIL-STD-963B, *Military Standard Data Item Descriptions*.

7.22. DD Form 254, Contract Security Classification Specification . The Contract Security Classification Specification conveys the applicable classification and declassification specifications to contractors for a classified solicitation, contract or subcontract. It defines the contractor security clearance level required to access, process, store, and transmit classified items/information during the contract period and destroy all classified information upon contract completion. Additionally, the National Industrial Security Program requires contractors to ensure all subcontractors are aware of and meet the security requirements. The RO will request a Contract Security Classification Specification from the Servicing Security Agency if the PI package contains classified information about the work to be done, information, or end user involved, or if a deliverable item requires security protection. The DD Form 254 is included in the PI's supporting technical data and ensures the PCO properly screens prospective offerors for the required clearance. It identifies the information or items requiring protection and the applicable parts of the Safeguarding Classified Information guidance for the PCO and the contractor. For instructions on completing the form and additional guidance and information refer to AFI 31-601, *Industrial Security Program Management*, DoD 5220.22-R, FAR Part 4 Subpart Part 4.4, *Administrative Matters-Safeguarding Classified Information within Industry* and AFMCI 21-149. **Note:** The overall Federal guidance is the National Industrial Security Program Manual (NISPOM), reissued February 28, 2006.

7.23. DD Form 1144, Support Agreement . A DD Form 1144, Support Agreement, documents an agreement between two units for recurring support. If a potential recurring requirement occurs, the requiring organization must determine if a support agreement between the two agencies exists. If none does, the PM must work with the installation support agreement manager to negotiate an agreement for recurring support. Support agreements may be intra-agency (between DoD federal agencies) or interagency (between DoD and non-DoD federal agencies). No support agreement is required for provision of: (a) a single item or one-time service; (b) sale of Working Capital Funds (WCF) mission products and services; and (c) intra-governmental sales specifically directed or authorized by law. Refer to DoDI 4000.19, AFI Supp 25-201, *Support Agreement Procedures Supplement*, and AFI 65-116 footnotes for additional guidance.

7.24. DD Form 1423, Contract Data Requirements List (CDRL). The CDRL identifies potential data requirements, in a standard DoD format, the PCO uses to solicit and award contracts for data requirements. A data requirement entails any need associated with the development, generation, preparation, modification, maintenance, storage, retrieval, and/or delivery of data. The government must determine, to the extent feasible, its data requirements in time for inclusion in solicitations. Data format and content are established by DoD Acquisition Management Systems and Data Requirements Control List Clearance Office approved data acquisition documents (with the exception of one-time DIDs) per DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*. The data requestor must verify data will be obtained correctly with the DMO responsible for required data and CDRL requirements. Any PI line item ordering data the government requires must be specified and scheduled through the

CDRL approval process. Refer to DoD 5010.12-M for CDRL instructions and DFARS 252.227, *Solicitation Provisions and Contract Clauses* for guidance in purchasing data.

7.24. (AFSC) Per AFMCI 21-149, *Contract Depot Maintenance (CDM) Program*, CDM repair requirements and GFM receipts/issues by the contractor will report production and GFM status IAW CDRL Data Item Description (DID) (DI-MGMT-81634B, *Commercial Asset Visibility Air Force (CAV AF)/Government Furnished Material Report*). See AFMCI 21-149 for further guidance.

7.25. DD Form 1653, *Transportation Data for Solicitations*. Transportation Specialists use this form to: (a) make International Commerce Term (INCOTERM) recommendations to obtain the most advantageous shipping term for the government for a particular procurement, and other suggested transportation provisions for solicitation inclusion; (b) include information on combined port handling and transportation charges for inclusion in the solicitation in connection with export shipments. For additional information and guidance refer to DFARS 247.371, *DD Form 1653, Transportation Data for Solicitations*.

7.26. DD Form 2169, *Special Packaging Instructions (SPI)*. SPIs offer superior protection of expensive, mission critical materiel by preventing damage during handling, shipping and storage of materiel. SPI and T.O. differences should be coordinated and corrected IAW AFI24-203, *Preparation and Movement of Air Force Cargo*, and T.O. 00-5-3, USAF Technical Order Life Cycle Management. The SPI must be completed by the Packaging Specialist. Refer to MIL-STD 2073-1, *Military Standard Practice for Military Packages* and MIL-STD-129, *Military Standard for Military Marking for Shipment and Storage* for additional guidance.

7.27. Economy Act . The Economy Act authorizes federal agencies to order goods or services from or through other federal agencies and pay the actual costs of the goods or services provided: (1) funds are available; (2) the requiring organization head decides ordering through another Federal agency is in the government's best interest; (3) the agency asked to fill the order can provide the ordered goods or services; and (4) the requiring agency's leadership determines a commercial enterprise cannot provide the ordered goods or services as conveniently or economically. Refer to section 5.3.4.1 of this publication, AFI 65-116; DoD FMR Volume 11a, Chapter 3; FAR Part 17; DFARS 208 and DoDI 4000.19. For each Economy Act Order one of the following must be used:

7.27.1. Determinations and Findings (D&F). An authorized official's written approval required by statute or regulation that is a prerequisite to taking certain contract actions. The "determination" is a conclusion or decision supported by "findings". The "findings" are facts or rationale used to make the determination and must meet applicable statute or regulation requirements. Refer to FAR Part 17.503 for additional guidance.

7.27.2. DD Form 1144, *Support Agreement* . See section 7.23.

7.28. Engineering Data List (EDL). An EDL is a list of drawing numbers for specific items; information that describes Technical Data Package used in competitive solicitations for an item buy; and special instructions used to build a Bid Set. EDLs contain manufacturing specifications and drawings, and data from other Air Force sources. These documents aid vendors in producing a particular system or piece of equipment. An EDL is required when indicated on the SAW.

7.28. (AFSC) An EDL is a complete list of the Engineering Data required to produce a useable spare part. EDLs may consist of the following types of data: specifications, testing procedures, wire lists, CAD/CAM, engineering notes and various types of drawing files (i.e. C4, PDF, Tiff and Zip). The EDL is replicated into a digital Repository Data Set (RDS) which is used to develop a Bid Set; an EDL is required when indicated on the SAW.

7.29. Green Procurement Program (GPP). Green Procurement is defined by DoD as the purchase of environmentally preferable products and services in accordance with federally mandated green purchasing preference programs. The DoD requires each agency establish a program to stress procurement of environmentally friendly products. It also requires contractors to use green products while performing services provided the item/service can be competitively sourced within a reasonable period of time, at reasonable prices, or meets reasonable performance standards in specification. A written determination by technical or requirements personnel of the performance standard reasonableness must be included with the justification and included in the PCO's contract file if requesting an exemption from this policy. The purpose of the GPP documentation is to enhance and sustain mission readiness through cost effective procurement that achieves compliance, and reduces resource consumption, and solid/hazardous waste generation. GPP documentation is required in all PI packages. This can be satisfied by either a separate attached document or a PI system text entry. Refer to Title 42, United States Code, Section 6962, (Federal Procurement) and Code of Federal Regulations (C.F.R.): Title 40.247, *Comprehensive Procurement Guideline for Products Containing Recovered Materials*, for additional guidance.

7.29.1. ROs may initiate GPP documentation but will require technical assistance from the equipment specialist (ES) and engineer to complete. The engineer ensures the review occurs and is documented in the PI package.

7.30. Industrial Safety and Health Requirements . System safety provisions and requirements will be acquired from the weapon system safety program officer. Safety personnel must review SOWs, PWS, SOOs, and SONs, regardless of the dollar amount or the hours to be worked in the contract. This requirement is separate from the VPP requirements. The Industrial Safety and Health Requirements must be attached to the PI. Also refer to the Occupational, Safety and Health Act, *Public Law 91-596*, and the resulting OSHA Standards 29 CFR 1910 and 1926.

7.31. Inherently Governmental Function (IGF) Determination . An IGF Determination must be included in all service/repair PIs unless provided in a RAD. The Installation/Wing Manpower Office must provide written affirmation the requested activities are not inherently governmental and an inherently governmental assessment to support the PCO's determination that the PI complies with FAR Part 7.503(d), *Acquisition Planning – Inherently Governmental Functions-Policy*, in accordance with policies and procedures prescribed in DFARS 207.503(S-70), *Acquisition Planning – Inherently Governmental Functions*.

7.32. Interagency Agreement . An interagency agreement identifies requirements obtained from an agency outside DoD. Example: Air Force unit forwards a MIPR to GSA and an order is placed for supplies/services for the Air Force from an existing contract. GSA is the interagency acquiring agency. Refer to AFI 65-116 for additional guidance.

7.33. International Agreement Competitive Restriction (IACR). IACR is used in lieu of a J&A when a FMS PI requires a particular source per treaty or international agreement and specified in official written direction such as a LOA. DFARS 206.302-4, authorizes the use of OTF&OC under the authority of Title 10 USC 2304(c)(4), *Contracts: Competition Requirements*.

7.34. Intra-agency agreement. An intra-agency agreement identifies requirements obtained from an agency within DoD. Example: An Air Force unit forwards a MIPR to the Army and an order is placed for supplies/services for the Air Force from an existing contract. The Army is the intra-agency acquiring agency. Refer to AFI 65-116.

7.35. Justification and Approval (J&A). A J&A is the document used most frequently to approve the use of other than full & open competition. The J&A must detail the rationale/research for OTF&OC and documents the required higher level approvals for sole source justification or limited competitions as required by the Competition in Contracting Act. For dollar threshold refer to FAR. For additional guidelines refer to FAR Part 6.3, AFFARS 5306.3, and Title 10 USC 2304(c).

7.35.1. **(Added-AFSC)** J&As are developed IAW AFFARS IG5306. For specific guidance and adherence to the 13 step template refer to the following link (copy and paste link): <http://farsite.hill.af.mil/archive/affars/2006-0515/IG5306.htm#TopOfPage>.

7.35.2. **(Added-AFSC)** J&A Specialists coordinate and assist with J&A requirements over the simplified acquisition threshold (SAT) having AMC/AMSC or RMC/RMSC assigned that allow other than full and open competition. The J&A Specialist may assist with the SSJ when requirements are less than SAT or having other than full and open completion AMC/AMSC or RMC/RMSC assigned. The J&A Specialist can assist with issues related to the electronic SharePoint process. All 448 SCMW personnel are mandated to seek assistance from J&A Specialists when working a J&A.

7.35.3. **(Added-AFSC) Justification and Approval Additions.** PIs going to DLA contracting that require a J&A will only require a logistics signature before uploading/completing in PRPS. When the J&A requires changes, other than updating the necessary signatures as directed by the contracting officer, an amendment will be created. PI packages going to AF contracting must have all required signatures before uploading/completing the J&A in PRPS.

7.36. Justification Qualification Requirements (JQR). A JQR justifies the government decision to spend money to qualify a company as a source and specifies why the source's qualifications must be demonstrated before contract award. For additional information refer to FAR Part 9.202, Section (a) *Qualifications Requirements - Policy*.

7.37. Letter of Offer and Acceptance (LOA). The LOA is the document that authorizes the US Government to procure something for a foreign government. If the LOA directs procurement from a particular source (s), then an IACR must be prepared. LOAs are prepared pursuant to DFARS 206.302-4, which authorizes the use of OTF&OC and under the authority of Title 10 USC 2304(c)(4).

7.38. Market Research. Provide the information garnered from analyzing market place capabilities, technology, and competitive forces to identify optimal sources or market conditions that best satisfy the organization's supply or service needs. Market research will be conducted on all procurements over the simplified acquisition threshold and in other situations specified in FAR Part 10.001 (a) (2). The outcome of market research must contain the techniques used to conduct the research, identify sources, and identify whether it is a commercial or non-commercial part or service. If the item or service is commercial, additional market practices information is required. Market research provides the technical and business information necessary to support the procurement decision process. The written summary of the market research is done by the program office, as well as, result of a cooperative effort by contracting personnel, technical personnel, Small Business Office (SBO), and the Small Business Administration/Procurement Center Representative (SBA/PCR). Refer to FAR Part 10 for additional guidance.

7.38.1. (**Added-AFSC**) Market Research is only valid for 18 months if the information is current, accurate, and relevant per FAR Part 10.002(b)(1). A new market research is required for all PIs when the previous market research is expired.

7.39. Memorandum of Agreement (MOA). These memorandums define general areas of conditional agreement between two or more parties – what one party does depends on what the other party does such as one party provides the support if the other party provides the material. MOAs to establish responsibility for recurring reimbursable support should be supplemented with support agreements that define the support, basis for reimbursement for each category of support, the billing and payment process, and other terms and conditions of the agreement.

7.40. Memorandum of Understanding (MOU). These memorandums define general areas of understanding between two or more parties. They explain what each party plans to do, however, what each party does is not dependent on what the other party does and generally does not require reimbursement or other support.

7.41. Ozone Depleting Substance (ODS) Waiver. No DoD contract may request or authorize class I ozone-depleting substance use unless authorized by a general officer or a Senior Executive Service civilian in the requiring organization's organization in accordance with Public Law 102-484, Section 326, *National Defense Authorization Act for Fiscal Year 1993*. This restriction is in addition to any imposed by the Clean Air Act and applies after June 1, 1993, to all DoD contracts, regardless of performance. If a waiver is required because ODS use is unavoidable, the approved waiver must accompany the PI. The waiver lifts ODS storage restrictions and/or allows contractors to use ODSs while performing services for the Air Force. Procedures are outlined in AFFARS 5323, *Environment, Energy & Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug Free Workplace*, and DFARS 223, *Environment, Energy & Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug Free Workplace*.

7.42. Performance Plan (PP). See QASP (see 7.45).

7.43. Performance Work Statement (PWS). A PWS defines requirements in terms of results rather than the method of performing the work. It is a statement that identifies the technical, functional and performance based characteristics of the agency's requirements. The PWS describes the agency's needs (the "what"), not specific methods for meeting those (the "how"). The PWS identifies essential outcomes to be achieved, specifies the agency's required performance standards and specifies the location, units, quality and timeliness of the work. The PWS describes the required performance results in clear, specific and objective terms with measurable outcomes for a Performance-based Services Acquisition (PBSA). At a minimum a PWS includes:

7.43.1. Description of Services/General Information (definitions, etc.)

7.43.2. Services Summary (SS)

7.43.3. Government-Furnished Property (GFP) and Services, if applicable.

7.43.4. Appendices such as workload estimates, labor hour rates, square footage, industrial safety and health provisions, etc.

7.44. Purchase Descriptions (PDs). A PD may be used when no satisfactory standardization document exists to buy products. Purchase descriptions are used to competitively solicit and contract for an item, and are limited to one-time buys, small purchases, or when the development of a standardization document is not considered cost effective. Refer to DoD 4120.24-M Appendix 1 for additional guidance.

7.45. Quality Assurance Surveillance Plan (QASP). A CRT or CET may either prepare the quality assurance surveillance plan (formerly referred to as a performance plan) or require the offerors to submit a proposed quality assurance surveillance plan for the government's consideration in development of the Government's plan. It specifies when government contract quality assurance shall be performed (including any stage of manufacture or performance of services) and where (including subcontractors' plants) and the frequency necessary to determine if the supplies or services conform to contract requirements throughout its life cycle. Quality assurance surveillance plans should be prepared in conjunction with the PWS.

7.46. Qualification Requirement (QR). The QR ensures the qualification of new sources are submitted with complete information and evaluated thoroughly and consistently. It formalizes the activities to ensure technical oversight of the pre-award source qualification process. Refer to AFMCI 21-149 for additional guidance. **Note:** A Materiel Qualification Requirement (MQR) is used by some organizations for specific item types e.g., F100 engines.

7.47. Requirement Approval Document (RAD). The RAD is the formal document required to obtain approval for contract support services. The RAD identifies the category of service and provides the rationale as to why your purchase should be contracted rather than organically performed. A RAD should be started prior to initiating a PI and must be approved prior to contract award. PM shall use the AFMC Services Database to document contract support service requirements and initiate the RAD to accompany the PI. The RAD approval authority validation signifies that the requirement cannot be supported organically. Refer to AFMCI 63-403, *Contract Support Services Requirements Approval Process*, for additional information and guidance.

7.48. Sole Source Justification (SSJ). SSJs are types of J&A. Technical and requirements personnel are responsible for providing and certifying accurate and complete data necessary to support their recommendation for other than full and open competition (OTF&OC). The justification must demonstrate that only one company can perform, e.g., supplies or services are unique to a contractor, time is of the essence and only one known source can meet the government needs within the required time frame, data is unavailable for competitive procurement; and it is necessary that the item being acquired from the one source be compatible and interchangeable with existing equipment. For dollar threshold refer to FAR Part 6.302, *Circumstances Permitting Other Than Full and Open Competition*.

7.48.1. **(Added-AFSC)** SSJs must be developed IAW AFFARS 5313.

7.48.2. **(Added-AFSC)** For specific guidance and adherence to the single source template refer to the following link: [https://cs.eis.af.mil/sites/10059/afcc/knowledge_center/templates/Forms/Grouped by FAR Part.aspx](https://cs.eis.af.mil/sites/10059/afcc/knowledge_center/templates/Forms/Grouped_by_FAR_Part.aspx). Select the “Single Source Justification (Simplified Acquisitions)” hyperlink.

7.49. Source of Repair Assignment Process (SORAP). The SORAP is part of the total Depot Source of Repair (DSOR). It is the primary process the Air Force uses to posture depot level workloads for both hardware and software. It applies to both new acquisition and fielded programs. Refer to AFI 63-101 for more details.

7.49. (AFSC) Refer to AFI 63-101/20-101, section 6.9, for more details.

7.50. Source Qualification Statement (SQS). Prior to contract award, there must be a justification for establishing a requirement qualification and establishing the reason why a qualification requirement is demonstrated. A potential offeror seeking approval as a qualified source must meet the specified SQS requirements established by the engineers. Refer to AFMCI 21-149 for additional guidance.

7.51. Special Test (Tooling)/Special Test Equipment (ST/STE) Procedures. ST/STEs indicate special tools or testing are required and whether the government owns the required ST/STE. This is determined during item technical screening or Statement of Objective/Statement of Work/Maintenance Work Specification/Work Description Document (SOO/SOW/MWS/WDD) preparation. Refer to AFMCI 21-149 for additional guidance.

7.51.1. **Special Test Equipment (STE).** STE consists of interconnected/interdependent items or equipment assemblies, including standard or general purpose items or components, brought together to become a new functional entity for ST purposes. They are single or multipurpose integrated test units engineered, designated, fabricated, or modified to accomplish special purpose testing in the direct performance of contract maintenance. It does not include consumable property, special tooling, buildings, materiel, ST facilities (except foundations and similar improvements necessary for installing special test equipment, plant equipment items or similar capital items used for general plant testing purposes). Refer to FAR 45.301.

7.51.1. **(AFSC)** STE are single or multipurpose integrated test units engineered, designated, fabricated, or modified to accomplish special purpose testing in the direct performance of contract maintenance or production. Refer to FAR Part 45, *Government Property*, and FAR Part 2, *Definitions of Words and Terms*.

7.51.2. **Special Tooling (ST).** Special tooling refers to all specialized jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment, and manufacturing aids and replacements designed for a specific project and cannot be used otherwise without substantial modification or alteration.

7.52. Statement of Need (SON). The SON summarizes the technical and contractual history of the acquisition. It should include feasible acquisition alternatives, the impact of prior acquisitions on those alternatives, and any related in-house effort. Refer to FAR Part 7.105, *Contents of Written Acquisition Plan*, for additional guidance.

7.53. Statement of Objective (SOO). The overall performance objectives are documented and used in solicitations when the government intends to provide the maximum flexibility to each offeror to propose an innovative approach. Refer to FAR Part 2.1, for additional guidance.

7.54. Statement of Work (SOW). A detailed description of the services a contractor is required to perform, written by the PM or designee, that describes the desired results, performance measures, and other instructions as necessary. The SOW establishes the bona-fide need of the government. This document shall include the work to be performed, location of work, POP, deliverable schedule, applicable performance standards, and any special requirements (e.g., security clearances, travel, and special knowledge). Refer to FAR 8.405-2 (b), and 37.602 for additional guidance.

7.55. Streamlined Acquisition Strategy Summary (SASS). SASS simply refers to the minimum documentation needed for actions that require a documented acquisition plan IAW SAP in FAR Part 13. AFFARS 5307.104-92, *Air Force Procedures For Acquisition Plans (AP)*, lists several exemptions including replenishment spares not requiring design, development or testing before production, and modification within the contract scope, among others. The SASS is a tool used to accomplish acquisition planning documentation required in FAR 7.1, and detailed in AFFARS 5307.104-92.

7.56. Supply Information (Government Property Management), Appendix B. Appendix B of a PI provides detailed management and control instructions for government-owned property and instructions/guidance on how to obtain, maintain, protect, control, account for, and dispose of GFM/GFE. These instructions expand on FAR Part 45.5, *Government Property – Support Government Property Administration*, guidance and are incorporated by reference into the contract. Refer to AFMCI 21-113 for additional guidance.

7.57. United Nations (UN)/Department of Transportation (DoT) Specification Packaging. IAW AFI24-210_IP, Packaging of Hazardous Materials, tests are conducted to ensure packaging meets prescribed UN/DoT protection standards for HAZMAT items in transit.

7.58. Urgent Justification Statement (UJS). UJSs document compelling circumstances for accelerating technical requirements, such as engineering studies and other miscellaneous services, through central procurement. Refer to [Section 1.13](#) (Determining PI Priority) of this policy for additional guidance.

7.59. Visitor Group Security Agreement (VGSA). This agreement is executed with all contractor operations located on USAF installations that will require contractor access to classified information. At the installation commander's discretion, the VGSA execution requirement may be extended to contractors performing on contracts that require access to sensitive unclassified information, sensitive resources or frequent entry to the installation.

Address those security requirements and/or procedures that are unique to the installation for which the contractor will be held contractually liable. VGSA's need only address those areas of security, safeguarding and/or protection that have not been covered elsewhere within the contract. For additional information and guidelines, refer to DoD 5200.1-M, *Acquisition Systems Protection Program*, and AFI 31-601.

7.60. Wage Determination Document (WDD). A list of minimum wage rates and fringe benefits issued by the US Department of Labor based on wage survey data for a locality. When contractually incorporated, a wage determination requires a contractor to pay service employees no less than the specified wages and fringe benefits. **Note:** The wage determination document may be referred to as a Skills Letter. Refer to FAR Part 22.1001, *Application of Labor Laws to Government Acquisitions - Service Contract Act of 1965 as amended – Definitions*, and FAR Part 52.222-42 for additional guidance.

7.61. Waiver for Qualification Requirements (WQR). Document that states why the source should NOT have to meet the qualification requirements. Refer to FAR Part 9.2 for additional guidance.

7.62. Warranty Application or Plan . Certain items or systems may be good candidates for application of a warranty. When the responsible PM determines a warranty is appropriate, the PM shall request technical evaluation and input to the warranty requirements, and provide input documenting the type of warranty required, terms and conditions for enforcement, corrective actions to resolve warranty claim, etc. Refer to DoD Warranty Guide, September 2009, on the Defense Procurement and Acquisition Policy website for additional guidance.

7.63. Workload Approval Document (WAD). The WAD is a request for a temporary assignment of workload. The PM will submit a WAD describing the workload that requires a shift between organic and contract, contract and organic, or requires additional cost for coordination prior to submittal to HQ AFMC authority. Refer to Title 10 USC 2464, *Core Logistics Capabilities*, and Title 10 USC 2466, *Limitations on the Performance of Depot-Level Maintenance of Materiel*, for additional guidance.

7.64. (Added-AFSC) Backorder Listing. The backorder list provides information needed to increase PI priority. It is required documentation for all urgent requirements.

7.65. (Added-AFSC) Buy Checklist Form. Tool used for RO and contracting personnel listing all applicable activities/attachments within the spare or buy PR package. Refer to AFSC Form 002, *Buy Checklist*.

7.66. (Added-AFSC) Contract Buy Team Minutes (CBT) Minutes. The CBT meeting minutes are official meeting minutes documenting CBT meetings. The CBT is a cross-functional integrated team assembled to devise and implement a buy procurement strategy. Refer to paragraph 1.16 for additional guidance.

7.67. (Added-AFSC) Contract Engineering Requirement Team (ERT) Minutes . The ERT meeting minutes are official meeting minutes documenting ERT meetings. The ERT is a cross-functional integrated team assembled to devise and implement a buy procurement strategy. Refer to paragraph 1.16 for additional guidance.

7.68. (Added-AFSC) Contractual Engineering Task (CET) Minutes. The CET meeting minutes are official meeting minutes documenting CET meetings. The CET is a cross-functional integrated team assembled to devise and implement a buy procurement strategy. Refer to paragraph 1.16 for additional guidance.

7.69. (Added-AFSC) Contract Repair Team (CRT) Minutes. The CRT meeting minutes are official meeting minutes documenting CRT meetings. The CRT is a cross-functional integrated team assembled to devise and implement a repair procurement strategy. Refer to paragraph 1.16 and AFMCI 21-149 for additional guidance.

7.70. (Added-AFSC) Coordination and Approval Document (CAD). The J&A cover page is the document used to obtain coordination and approval of the J&A.

7.71. (Added-AFSC) Counterfeit Prevention Plan (CPP). The CPP assists in reducing risk of counterfeit material entering the supply chain management. CPP will be used by the RO to determine and evaluate any buy, repair, and engineering service in which items contain electronic components. Contracting will evaluate the effectiveness of the contractor's CPP. **Note:** This is a mandate for 448th Supply Chain Management Wing (SCMW) use only.

7.72. (Added) (AFSC) Engineer Instructions/Notes, Attachment A. Provides added instructions/information for the breakout process of a particular part and requires engineering review for full or limited competition. Will be provided by the screening technician or Engineer and accompany the AFMC Form 761, *Screening Analysis Worksheet* or AFMC Form 762, *Contract Repair Screening Analysis Worksheet* when required.

7.73. (Added-AFSC) Exemption to Competition. When supplies or services required by the agency are available from only one source or a limited number of responsible sources and no other type of supplies or services will satisfy agency's requirements. Statement is required as part of the SSJ or J&A to justify the sole source or limited competition. Reference the J&A, FAR 13.106-1 (b) (1), *Soliciting Competition, Evaluation of Quotations or Offers, Award and Documentation* and/or FAR 6.302, *Circumstances Permitting Other Than Full and Open Competition* for additional guidance.

7.74. (Added-AFSC) Government-Industry Data Exchange Program (GIDEP). GIDEP is the centralized source of critical types of information essential to many projects and programs availing information sharing and connectivity between government and industry associates. Information in an ALERT can help organizations avoid thousands of dollars in lost productivity, increase customer confidence and sometimes even avoid catastrophic loss of life or systems. In other cases loss of source for parts and components restricts manufacturing capacity and for systems having 10 to 40 years of life expectancy, loss of logistics support for sustainability. Organizations participating in GIDEP agree to supply appropriate types of information such as parts related engineering and management reports.

7.75. (Added-AFSC) Government Property Management, Appendix B. AFMCI 21-149 and FAR 45.101, *General* dictates that contractors should furnish all material required for the performance of government contracts. However, the government can furnish material to a contractor when it is determined to be in the best interest of the government due to economy, standardization, the expediting of production, or other appropriate circumstances. This guidance provides detailed instructions pertaining to the management and control of government-owned property and instruction/guidance on how the property is obtained, maintained, protected,

controlled, accounted for and disposed. Per PGI 245.103-70 (1), the basis for any decision to provide Government property shall be documented by the requiring activity and provided to the contracting officer. It is recommended this justification is provided with the Government property attachment and the PI.

7.76. (Added-AFSC) Incoming MIPR Checklist Form. A form used by ROs and contracting personnel that lists applicable MIPR package activities and attachments. Refer to AFSC Form 001, *Incoming Military Interdepartmental Purchase Request Coversheet Direct Site (Category II)*.

7.77. (Added-AFSC) In House Pre-Award Survey (PAS). Used before award of contract, to verify availability and adequacy of the applicable Material Requirement List (MRL) and availability of Modification Kits, Support Equipment, ST/STE technical data and overseas contractors. Past experience and performance will dictate the required degree of review. Completion of the PAS reinforces AFSC's commitment to CDM program success. Refer to AFMCI 21-149 and FAR Part 9.106 for additional guidance.

7.78. (Added-AFSC) Item Description. Provides detail item characteristics for the item being purchased.

7.79. (Added-AFSC) Item Unique Identification Checklist (IUID). System of marking items delivered to DoD organizations with unique item identifiers that have machine-readable data elements to distinguish items from all other like and unlike items. Refer to paragraph 8.9, DFAR Subpart 211.274 and DoDI 8320.04 for additional guidance.

7.80. (Added-AFSC) Materiel Qualification Requirement (MQR). Detailing the specified qualifications requirements that must be used to qualify a source; it's drafted by the Engineer and published to FedBizOps. Refer to FAR Part 9.2 and AFPD 23-1, *Materiel Management* for additional guidance. **Note:** MQR was previously called Source Qualification Statement (SQS).

7.81. (Added-AFSC) New Start Validation. A New Start is any program, subprogram, modification, project, or sub-project not previously justified to and funded by Congress in a given appropriation through normal budget process. When a determination has been made wherein efforts meet New Start criteria, Congress must be notified via either a Letter of Notification or DD Form 1415-1, *Reprogramming Action (Prior Approval Action)*. Refer to AFI 63-101/20-101 for additional guidance.

7.82. (Added-AFSC) Non-Personal Service Memo. Document identifying the contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees. Refer to FAR Part 37 for additional guidance.

7.83. (Added-AFSC) Ozone Depleting Substance Statement. Required statement on the AFMC Form 807 stating the NSN has been reviewed and does not require the contractor to use CLASS I ODS. Refer to AFFARS 5323 for additional guidance.

7.84. (Added-AFSC) Outgoing MIPR Checklist Form. Tool used through the Outgoing MIPR coordination that lists all applicable activities/attachments within the MIPR package. Refer to AFSC Form 004, *Outgoing Military Interdepartmental Purchase Request Checklist*.

7.84.1. **(Added-AFSC)** Refer to AFI 65-118, Attachment 3, Checklist for DD Form 448 and Requirements Package Review. AFSC Form 004 will be used as a guide only.

7.85. (Added-AFSC) Procurement History Record (PHR). PHR is pulled from CIDS/J018R by contracting personnel and lists all contractual actions for a particular NIIN.

7.86. (Added-AFSC) Quality Assurance Letter of Instruction (QALI). The QALI provides detailed instructions to the Quality Assurance Representative (QAR) to perform specific tasks and oversight requirements to assure product quality and consistent process performance on the part of the contractor. Refer to FAR Part 46 for additional guidance.

7.87. (Added-AFSC) Quality Assurance Personnel Letter. Provides name(s) of individual(s) suitable to perform Quality Assurance duties and ensure continuity of surveillance during contract performance. Individual(s) must possess technical knowledge and expertise. Must have Phase I and/or Phase II Quality Assurance Plan (QAP) training. A letter is required for all contractual actions exceeding \$100,000 annually. Refer to FAR Part 37 for additional guidance.

7.88. (Added-AFSC) Qualified Products List (QPL). List of products obtained from manufacturers or distributors that have been examined and tested for compliance to requirement specifications. Manufacturers or potential offeror(s) are provided opportunities to demonstrate their ability to meet specified standards. Refer to FAR Part 9.203, *Qualified Products Lists*, *Quality Manufactures Lists*, and *Quality Bidders Lists* for additional guidance.

7.89. (Added-AFSC) Recovered Material Determination Forms (RMDF). Used to clearly identify items listed in the Comprehensive Procurement Guidelines (CPG) and included in procurement actions. Requires consideration of energy efficiency and Environmentally Preferable Purchasing (EPP) for the procurement action and documents the use of applicable exemptions taken for the CPG items identified. For additional guidance refer to 42 USC § 6962 and CFR 40.247.

7.90. (Added-AFSC) Repair/Service Checklist Form. A form used by ROs and contracting personnel that lists applicable repair/service PR package activities and attachments. Refer to AFSC Form 003, *Repair and Service Checklist*.

7.91. (Added-AFSC) REPSHIP. Used only for ammunitions. Provides transportation data requirements for individual shipments of Hazardous Material (HAZMAT) and inert component parts distributed Continental United States (CONUS) to CONUS, CONUS to Overseas or from all Overseas Locations. Refer to FAR 52.247-58, *Loading, Blocking and Bracing of Freight Car Shipments* for additional guidance.

7.92. (Added-AFSC) Technical Requirements Documents (TRD). Document addressing technical level requirements and identifies activities and performance specifications needed to integrate, fabricate, and test item(s). It provides a better technical breakdown than the Operational Requirement Documents (ORD) and must accompany an offeror's Request for Proposal (RFP).

7.93. (Added-AFSC) Workload Certification. Refer to the WAD, paragraph 7.63.

7.94. (Added-AFSC) Work Specification (Appendix A). Specific directions and procedures contractors must follow to perform work requirements including quality, security and acceptance and test requirements. Refer to AFMCI 21-149 for additional guidance.

Chapter 8

GLOSSARY OF TERMS

8.1. Purpose: To provide definitions of some of the terms used in this instruction.

8.2. Acquisition Lead Time (AQLT). AQLT is a forecast of the likely future interval between identifying a materiel requirement and receiving the associated procured materiel. Acquisition lead time consists of two consecutive time periods: administrative lead time (ALT) and production lead time (PLT). AFMCMAN 23-1 refers to AQLT as Procurement Lead Time (PCLT). The DoD Components shall maintain a historical file of ALTs and PLTs for all item procurements. AFMC IM/MMs record this data on an AFMC Form 318, *Item Contracting History Record*. IM/MMs may exclude historical observations that will not impact future performance. Exclusions may be based on the IM/MM's knowledge, experience, and judgment or may result from an automated decision process.

8.2.1. Innovative methods of pursuing minimum acquisition lead times should be employed. Particular emphasis should be given to the adoption, where applicable, of lead-time reduction methods such as multi-year contracting, "just-in-time" procedures, indefinite quantity requirements contracts, phased deliveries, and gradual reduction of vendor required delivery dates. Refer to DoD 4140-1-R, AFMCMANs 23-1 and 23-4 for more detail.

8.2.2. Impact of AQLT on Computed Requirements. All AFMC requirements computation systems factor AQLT when calculating buy timing and/or quantity. This data resides in requirements system data files various sources, including.

8.2.2.1. System overlaid values received from the procurement tracking system based on current or completed contracts.

8.2.2.2. System default values, when no other data exists.

8.2.2.3. Values manually input by the IM/MM during file maintenance.

8.2.2.4. The IM/MM must confirm the lead time values in the requirements system data files. The IM/MM will ensure realistic lead time values are maintained in the data files.

8.3. Acquisition Method Code (AMC)/Acquisition Method Suffix Code (AMSC). Two single digit codes, assigned by a DoD screening activity, to describe to the contracting officer and other government personnel the results of a spare part's technical review, suitability for breakout or competitive sourcing (AMC) and provide engineering, manufacturing, and technical information (AMSC). PCOs consider the AMC/AMSC when developing the method of contracting, the list of sources to be solicited, the type of contract, etc. Refer to DFARS PGI 217.7506.

8.4. Administrative Lead Time (ALT). ALT begins when the requirements system calculates a buy/repair requirement for an item or stand-alone requirement is initiated. ALT ends on the date the contractual instrument is executed (contract award). ALT includes the time required to identify the requirement; assemble the PI package, and route it through the logistics technical review and approval process, funds certification, and finally contractual instrument execution. Requirement owners use the ALT to ensure, at least in theory, PIs are initiated in time for the

new stock to arrive just as the assets on hand reach the safety level. Refer to DoD 4140-1-R for more information.

8.4.1. Contracting Lead Time (CLT) . CLT is also a factor with the requirements acquisition process but is totally accounted for in ALT. CLT begins when the contracting agency accepts the PI and inputs the information into the procurement tracking system and ends when the contract is awarded. Contract lead time will be adjusted if the PR is put into rework or sits in an awaiting funds status.

8.4.2. Purchase Request Lead Time (PRLT). PRLT is another ALT bucket of time exclusive to PRPS. PRLT begins when the PI RO builds the line item detail or a requirement in PRPS and ends when PRPS receives the contract award data.

8.5. Advisory and Assistance Services (A&AS). Services provided under contract by non-governmental sources to support or improve organizational policy development, decision-making, management and administration, support program and/or project management and administration, provide support services for research and development activities, provide engineering and technical support services, or improve the effectiveness of management processes or procedures. These services may take the form of information, advice, opinions, alternatives, studies, analyses, evaluations, recommendations, training and technical support. A&AS consists of three major categories: engineering and technical services; management and professional support services; and studies, analyses, and evaluations. Refer to AFMCI 63-403 for guidance.

8.6. End Item . An end item is equipment that can perform a standalone military function. Refer to AFMCI 63-1201 for additional guidance.

8.7. Federal Supply Classification (FSC). A four digit commodity classification designed to serve the functions of supply to classify items of supply identified under the Federal Cataloging Program. Groups and classes are grouped in respect to physical or performance characteristics, or in respect to requisition or issuance grouping for supply management purposes. The primary application of the FSC code number is in the NSN. The NSN for an item of supply consists of the applicable four-digit FSC code number plus the nine-digit NIIN. For group and class structure information refer to Federal Supply Classification Cataloging Handbook, H2.

8.8. Foreign Military Sales (FMS). This program facilitates sales of US arms, defense equipment, defense services, and military training to foreign governments. FMS consist of programmed or non-programmed requirements that support FMS customers. There are statutory limitations on the obligation of the US Government's funds in support of non-US activity. Therefore, the government cannot include projected or anticipated FMS requirement quantities on a contract that expends funds.

8.9. Item Unique Identification (IUID). A system of marking items delivered to DoD with unique item identifiers that have machine-readable data elements to distinguish an item from all other like and unlike items. For items that are serialized within the enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier and a unique serial number. The implementation of a standardized process of marking and identifying items is changing from the linear bar code to a two-dimensional bar code. Refer to DFARS Subpart 211.274 for additional guidance.

8.10. Life-of-Type (LOT) Buy . A one-time procurement, when all cost-effective and prudent alternatives have been exhausted, for the total future requirement of an item that is no longer expected to be produced. The procurement quantity shall be based upon demand or engineering estimates of mortality sufficient to support the applicable equipment until phased out.

8.11. Multiple Year Contract (MYC). A MYC is a one-year contract with option years spanning up to a total of five years for an item that can be reasonably forecasted over several years. Secondary items must also meet conditions prescribed in AFMCMAN 23-1. Even though distinguished from a multi-year contract in the DFARS, 217.1, this publication includes this contracting technique when it refers to multi-year contracting methods in general due to their similar purpose and utility.

8.12. Multi-Year Contracts. Multi-year contracts are a contracting method that procures items or services over more than one year, but not more than five years, without establishing options. The total funds ultimately required to be obligated for subsequent years may not be available at the time of contract award. Since MYCs should be considered as a contracting option along with multi-year contracts, this publication infers MYCs are included whenever the term multi-year contract is used generally. Ultimately the PCO determines the optimal contract type. Refer to Far Subpart 17.1 for further guidance.

8.13. Primary Inventory Control Activity (PICA). The PICA is the agency assigned inventory control responsibility over a particular part, group of parts, system or commodity and manages requirements for the entire DoD (usually the primary item/system user).

8.14. Production Lead Time (PLT). PLT begins on the date the contractual instrument is awarded/executed. PLT ends when the materiel is received. When the contract provides for incremental deliveries, confirmation of the first significant delivery (approximately 10% of the routine contract requirement) terminates PLT. Refer to DoD 4140-1-R for more information.

8.15. Repair Method Code/Repair Method Suffix Code (RMC/RMSC). Two single digit numeric codes, assigned by a contract repair screening activity, used in conjunction to provide PCOs approved repair sources, determined and justified based on the availability and adequacy of resources required to effect timely repair and high quality workmanship. The RMC identifies engineering, manufacturing and technical data used in the repair process and the RMSC represents the results of a technical review and denotes the method used in repairing the item. Refer to AFMCI 21-149 for more detail.

8.16. Secondary Inventory Control Activities (SICA). A user of an item, system or commodity assigned to a PICA. The SICA provides requirements and has support responsibilities to the PICA.

8.17. Strategic Contract . A contract is considered strategic if the contract is the outcome of a detailed data-driven process that results in a sourcing solution that addresses supply chain performance improvements and eLog21 goals. A strategic contract will provide coverage for multiple NSN requirements over three years or more, be centrally managed and will have the capability for decentralized ordering. Strategic contracts most often support recurring requirements.

8.17. (AFSC) See Terms in Attachment 1 (AFSC) for a more specific definition of a Strategic Contract.

8.18. Tactical Contract. A contract is considered tactical if it does not meet the definition of a strategic contract. These contracts most often fulfill individual materiel requirements for goods and repair/services that are nonrecurring or when strategic contracts are not in place.

8.19. Technical Data Package (TDP). A technical data package describes an item adequately enough to support an acquisition strategy. It defines the required design configuration and procedures to ensure required item performance. It consists of all applicable technical data such as drawings, associated lists, specifications, standards, performance requirements, QA provisions, and packaging details.

8.20. (Added-AFSC) Other War Readiness Material (OWRM). Consumable and reparable items required to sustain forces after the RSP support period.

8.21. (Added-AFSC) Known Requirement. A validated known requirement is when the RO has been able to substantiate the requirement(s) and obtain approval to begin contracting action of the requirement(s). A validated known requirement may come from a requirements system, like D200, a Programmed Depot Maintenance Schedule (PDMS), identified through an out-of-cycle requisition from the field, an un-programmed maintenance action, or a developmental program.

Chapter 9 (Added-AFSC)

CONTINUITY OF OPERATION PLAN

9.1. (Added-AFSC) Purpose. This Contingency Plan provides guidance in the event systems access is lost or degraded due to emergency situations (e.g., earthquake, flood, equipment or facility malfunction, loss of personnel, loss of energy, sabotage, fire, security breach) or when other circumstances impose significant limitations on normal processing.

9.2. (Added-AFSC) Recommended Actions. The site PR/MIPR Support, site customers and System PMO or OPR will make the decision to initiate one of the below recommendations:

9.2.1. (Added-AFSC) Wait for system to be recovered. PR/MIPR Support and site customers will determine the timeframe to wait for system recovery.

9.2.2. (Added-AFSC) Evaluate the need for off-line processing.

9.2.3. (Added-AFSC) A combination of the above.

9.3. (Added-AFSC) Standard Document Number (SDN) Log. Each Financial Management Organization is required to create a manual log to track and assign SDNs. A SDN is a 14-digit, alphanumeric code used for financial documents. **Note:** PR/MIPR Support personnel must ensure processes are in place to prevent SDN duplication; duplicated SDNs will require rework.

9.3.1. (Added-AFSC) SDN serial number will begin with '01' and end at '99' each Julian date. The 11th position of the SDN will be unique to either the PR or MIPR. The SDN includes:

9.3.1.1. (Added-AFSC) Business Partner Number (BPN); alpha-numeric code located in positions '1 through 6' of the SDN.

9.3.1.2. (Added-AFSC) Julian Date; located in positions '7 through 10'.

9.3.1.3. (Added-AFSC) SDN Identifier; located in the 11th position:

9.3.1.3.1. (Added-AFSC) 'B' for PR.

9.3.1.3.2. (Added-AFSC) 'G' for MIPR.

9.3.1.4. (Added-AFSC) SDN Sub-Type. 1-digit code located in the 12th position of the SDN. **Note:** Generally the SDN Sub-Type will be '0'.

9.3.1.5. (Added-AFSC) Serial Number. Begins with '01' and ends at '99'; located in positions 13 and 14.

9.4. (Added-AFSC) System Catch Up. Electronic systems will not be back dated with documents that are not part of the system functionality of interfacing. If the ABSS received the document for processing prior to system outage, the local Accounting and Finance office will complete the required action in ABSS but will not post to the Government Accounting Financial System (GAFS). **Note:** Posting to GAFS will take place when the manual document is processed.

9.5. (Added-AFSC) Connectivity Availability. Connection to some domains may become unavailable, but transactions still can be processed. For example CCaR can process the PI, but cannot interface with ABSS for certification.

9.6. (Added-AFSC) Processing PIs outside an Electronic System. PIs not processed in an electronic system will use the e-publication version of required forms and manually process funding documents through all phases of the PI coordination. All signatures will be “wet” signed. For detailed instructions to prepare PRs see Chapter 10.

Chapter 10 (Added-AFSC)

HOW TO PREPARE PURCHASE REQUESTS (PR) AFMC FORM 36 AND MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS (MIPR) DD FORM 448

10.1. (Added-AFSC) Purpose. The purpose of this chapter is to establish standardized procedures, detail pertinent PI data and aid PR preparers' efforts completing PR and MIPR documents.

10.2. (Added-AFSC) Definition of Coordination Transaction Cycle. Thirteen control transaction indicators are used to control PI flow from start through document release by the requirements function. These transaction indicators show PI number, the pseudo division and designators for each coordination action. ADIS/J041 is designed to record and track required controlled actions each time a control transaction indicator is processed in the system. These actions pertain to established processing cycles within the requirements function which are started and stopped by control transaction indicator input.

10.3. (Added-AFSC) Control Transactions. Control Transactions are not all inclusive for every PI. They are only required for those actions that apply to the PI. PR/MIPR Support will, at a minimum, create the following transactions prior to release of the PI to contracting: Prepared by PR/MIPR Initiator (A), PR/MIPR signed by Requirements Function (A1), Reproduction accomplished (B), PR/MIPR Control (release of PR/MIPR for coordination) (C), Quality Assurance (L), or PR/MIPR Control (Release of PR/MIPR to contracting) (R). Not doing so will cause the PI to error. For additional guidance refer to AFMCMAN 64-104, Volume 4, Section 2.1, Table 2.1 and Attachment 1, Section A1.4.

10.4. (Added-AFSC) Preparing PR/DOR AFMC Form 36. The following data elements are required for all centers unless the data is not applicable to the item/service requested or specified otherwise. **Note:** Systems could vary on the layout/format; therefore see the applicable system rules for details.

10.4.1. **(Added-AFSC) Procuring Activity Code (PAC).** A six character, alphanumeric code identifying a Purchasing Office (unit's Stock Record Account Number (SRAN)/DoD Activity Address Code (DoDAAC). Procuring activities can be found on the DoDAAC website: <https://dodaac.wpafb.af.mil/>. Input/select DoDAAC of the office issuing contractual action. **Note:** Contact your PR/MIPR Support or Contracting Officer for correct code.

10.4.2. **(Added-AFSC) Type PR/MIPR Code.** This is a two-position code, which identifies PR document as locally generated PR, Incoming PR, or Outgoing PR. Refer to AFMCMAN 64-104, Attachment 1, section A1.9, Type PR/MIPR.

10.4.3. **(Added-AFSC) Priority Code.** Enter one-position code identifying the contracting priority. For further details refer to paragraph 1.13 and AFMCMAN 64-104, Volume 4, Attachment 1, section A1.1, *PR/MIPR Priority Codes*.

10.4.4. **(Added-AFSC) Date.** If not system generated or input, select the calendar date of preparation.

10.4.5. **(Added-AFSC) Standard Document Number (SDN).** System generated or input off-line SDN.

10.4.6. **(Added-AFSC) Purchase Request Number.** System generated or input 13-position identifying number. This number consists of a six-digit requiring agency activity code followed by last two digits of fiscal year and a five-digit serial number. Serial numbers on PR and MIPR documents will not be duplicated in the same year at any one installation and will not exceed five digits in a program year.

10.4.6.1. **(Added-AFSC)** Planning PRs will use the current FY for the PR number.

10.4.6.2. **(Added-AFSC)** Advance PRs will use future FY in which the PR executes.

10.4.7. **(Added-AFSC) Amendment Number.** System generated or input '00' for the basic PR. Use '01', '02', '03', etc. for subsequent amendments.

10.4.8. **(Added-AFSC) Codes.** There are two codes used to develop PRs; mandatory and optional:

10.4.8.1. **(Added-AFSC)** Mandatory Codes:

10.4.8.1.1. **(Added-AFSC) Item Manager Code (IM).** One-position, locally assigned code to identify the IM or person having management responsibility for an item. PMS Seller must use the first digit of their PMS code. **Note:** Users not assigned a code will use the initial of their first name.

10.4.8.1.2. **(Added-AFSC) Manager Designator Code (MGR DES).** Two-position, alphanumeric code locally assigned to identify the activity responsible for an item. PMS Seller must use the first digit of their PMS code. **Note:** Users not assigned a code will use their first/last name initials.

10.4.8.2. **(Added-AFSC)** Optional Codes:

10.4.8.2.1. **(Added-AFSC) Type Requirement Codes (TYPE REQ).** Type requirement code that allows management to decide how much money is spent in support of impending requirements. See AFMCMAN 64-104, Volume 4, Attachment 1, section A1.8, *PR/MIPR Type Requirement* for the appropriate codes.

10.4.8.2.2. **(Added-AFSC) Amended Shipping Instruction (ASI).** Indicates whether ASIs are anticipated or delivery schedule information is not firm. **Note:** Applicable to item buys only.

10.4.8.2.3. **(Added-AFSC) Materiel Management Aggregation Code (MMAC).** Two position alpha code used in conjunction with and at the end of a NSN to identify specific items managed by a specific manager. **Note:** This may be blank.

10.4.8.2.4. **(Added-AFSC) Purpose.** Enter a purpose statement to briefly and clearly state the purpose of the PR. If the PR is an amendment, specify all data elements and LIs being changed. **Note:** CCaR users will annotate the purpose statement in the remarks section.

10.4.8.2.5. **(Added-AFSC) Advance PRs.** Will state: "Advance PR FY funds apply to this requirement. No obligation may be incurred until the specified FY funds availability has been certified."

10.4.8.3. **(Added-AFSC) Planning PRs.** Will state the following: “Planning PR current funds will apply to this requirement. However, no obligation may be incurred until program availability has been authorized and funds availability has been certified.”

10.4.8.4. **(Added-AFSC) Surge PR.** Will state “SURGE”.

10.4.9. **(Added-AFSC) Item Number.** System generated or input the item numbers in sequence beginning with the number ‘0001’ for each document. The item number must be numeric and may not exceed four numeric digits. Sub-items may be shown by adding a maximum of two alphabetic characters to the item number starting with ‘AA’, then ‘AB’ through ‘AZ’, ‘BA’ through ‘BZ’, and so on through ‘ZZ’.

10.4.9.1. **(Added-AFSC)** Sub-items must match the NSN on basic LI.

10.4.9.2. **(Added-AFSC)** Amendments to add stock-numbered "sub-line items" will not be accepted if the basic item is pseudo-coded or if the NSN is not already established on the basic PR.

10.4.10. **(Added-AFSC) Description.** Provides contracting information needed to perform contracting actions. This field should contain the following data elements as applicable:

10.4.10.1. **(Added-AFSC)** NSN and MMAC or Pseudo Code/Pseudo NSN for repair/service/data. For further details see AFMCMAN 64-104, Volume 4, Section A1.7., *PR/MIPR Special (Pseudo) Stock Class Assignments*. If Interchangeable and Substitute (I&S) NSNs are acceptable either list those NSNs in the applicable remarks field or in a separate attachment for the PCO.

10.4.10.1.1. **(Added-AFSC)** If no NSN is assigned to an item, use a NC, non-listed (ND) or kit (K) number.

10.4.10.1.2. **(Added-AFSC)** When using generic stock numbers, annotate a special note to the contracting activity: “Stock Number is for authorization and solicitation purposes only and is not to be cited on any contract.”

10.4.10.2. **(Added-AFSC)** Complete stock list nomenclature/noun; name of the item.

10.4.10.3. **(Added-AFSC) Part Number.** Alphanumeric code assigned by the manufacturer to make the item unique.

10.4.10.4. **(Added-AFSC) CAGE Code(s).** Identifies vendor/manufacturer and the company’s item reference or part number.

10.4.10.5. **(Added-AFSC) Project and Program.** For pseudo-coded items list the program or project the item supports.

10.4.10.6. **(Added-AFSC) ERRC.** Used for stock listed LI only.

10.4.10.7. **(Added-AFSC) Requisition Number.** Identifies the MILSTRIP reference number assigned to track the requirement throughout the logistics system and provides a link between the contract and a specific backorder. **Note:** Required for FMS PRs.

10.4.10.8. **(Added-AFSC) Requisition Priority Code.** Two-digit, numeric code identifying priority of the requisition.

10.4.10.9. **(Added-AFSC) Transaction/Card Codes (Document Level and Line Item Level transactions).** A means of identifying to the ADIS/J041 system that specific required actions have been accomplished by designated control points. See AFMCMAN 64-104, Section A1.4, *Detail Level Transaction/Card Codes* for a list of PR/MIPR coordination activities, transaction codes and their meanings. Each LI will be identified with a two-position transaction code located in the description block. **Note:** For this paragraph only, the 'LA' or 'MA' transaction code will apply at the LI level for initial PR/MIPR preparation. **Note:** Reference AFMCMAN 64-104 Volumes 1 to 4 for complete guidance on ADIS/J041.

10.4.10.10. **(Added-AFSC) FMS Indicator.** Identifies the specific LI being funded by FMS dollars when multiple "Funds" lines are used. Input 'Y' for 'YES' if the LI is an FMS requirement or 'N' for 'NOT' an FMS requirement. **Note:** Not all systems will allow a combination of Non-FMS and FMS funding; see the applicable systems' rules for further details.

10.4.10.11. **(Added-AFSC) Requirements Computation Suppression (RCS) Code.** An indicator purposed to suppress item(s) in the requirements computation system. See AFMCMAN 64-104, Volume 4, Attachment 1, section A1.2, *PR/MIPR Requirements Computation Suppression Code (RCS)*, for further details.

10.4.10.11.1. **(Added-AFSC)** Input an 'S' to prevent any type requirements from overlaying to computation systems when appropriate. Otherwise no indicator is needed.

10.4.10.11.2. **(Added-AFSC)** All FMS funded and Repair requirements will be suppressed. **Note:** PRPS provides 'YES' or 'NO' options; select 'YES' if item(s) needs to be suppressed, otherwise indicate 'NO'.

10.4.10.12. **(Added-AFSC) Item Manager Quantity (IMQ).** PR/MIPR must show quantity of the item being procured and due-in to the prime account. PI initiator must cite an IMQ. If LI-coded for due-in reporting and IMQ is zero, indicate as 'IMQ zero (000)'.

10.4.10.13. **(Added-AFSC) PR/MIPR Type LI Code.** For reporting purposes this code identifies, by LI, the general classification or reason for supplies/services being procured. For additional details see AFMCMAN 64-104, Volume 4, Attachment 1, section A1.6, *PR/MIPR Type Line Item*.

10.4.10.14. **(Added-AFSC) Min/Max Quantity.** Input quantity range being considered for contract.

10.4.10.15. **(Added-AFSC) Product Service Codes (PSC).** Four-digit, numeric code used by contracting office to track products and services. **Note:** If requirement is research and development, PSC will be composed of two-digit alpha and two-digit numeric code. If requirement is for service(s), PSC will be composed of one-digit alpha and three-digit numeric code. It is government-wide identification of products and services; not the contracting office.

10.4.10.16. **(Added-AFSC) Options.** Provide information from the basic contract data displayed in the LI section for each desired option and advise PCO of selection in LI Remarks section. **Note:** If used as an attachment to the PI, it must be annotated with “See Attached”.

10.4.10.16.1. **(Added-AFSC) Option Number.** Number each desired option starting with the number ‘1’.

10.4.10.16.2. **(Added-AFSC) Type.** Identify the type of option desired, e.g., year, quantity or other. **Note:** Type selected must be the same for all options.

10.4.10.16.3. **(Added-AFSC) Estimated Unit Cost.** This field is self-explanatory.

10.4.10.16.4. **(Added-AFSC) BEQ.** When requesting a requirements type contract, input the BEQ for the item; provide the incremental quantities if applicable.

10.4.10.16.5. **(Added-AFSC) Total Option Cost.** Zero Dollar PRs require estimating total dollar values (including options) and breakout by fiscal year. Specify quantities associated with each fiscal year.

10.4.10.17. **(Added-AFSC) Life Support (LS) Indicator.** Input “Yes” or “No”. **Note:** This is applicable to item buys only.

10.4.10.18. **(Added-AFSC) AMC/AMSC.** Input the current AMC/AMSC for stock listed items from the SAW. **Note:** This is applicable to item buys only.

10.4.10.19. **(Added-AFSC) RMC/RMSC.** Input the current RMC/RMSC for stock listed items from the CRSAW. **Note:** This is applicable to repair buys only.

10.4.11. **(Added-AFSC) Quantity.** Indicate only the actual quantity required or BEQ. This field CANNOT be blank or zeros; at a minimum it MUST contain a quantity of one.

10.4.12. **(Added-AFSC) Unit of Issue (U/I).** Indicate the item’s UI, e.g., ‘EA’, ‘DZ’, ‘HD’. This field may be auto-populated or data may be manually entered. **Note:** PRPS will system generate the code from the cataloging system and cannot be changed.

10.4.13. **(Added-AFSC) Estimated Unit Price.** Input the estimated unit price (dollars and cents) or as noted below:

10.4.13.1. **(Added-AFSC)** Enter \$0.00 for Zero Dollar PR.

10.4.13.2. **(Added-AFSC)** If the LI price/cost is included in the total purchase price, e.g., data included with an item, users will input \$0.00 and annotate “Not Separately Priced (NSP)”.

10.4.13.3. **(Added-AFSC)** If unit price is unknown or unavailable input “\$0.00”.

10.4.14. **(Added-AFSC) Delivery Schedule Information :**

10.4.14.1. **(Added-AFSC) Item No.** Input LI number or sub-line item number for all LIs.

10.4.14.2. **(Added-AFSC) Delivery Schedule.** Input the number of units to be delivered (i.e., Deliver 2 units), the specific required delivery data (i.e., on 20Sep15), and indicate if early delivery is acceptable.

10.4.14.3. **(Added-AFSC) Ship To (DoDAAC).** Per DLM 4000.25, Volume 6, Chapter 3 *Military Assistance Program Address Directory (MAPAD)*, FMS requisitions were designed to process in the same manner as other DoD logistics transactions. However, there are instances where they will differ, i.e., construction of MILSTRIP requisition document numbers and the use of supplementary addresses.

10.4.14.3.1. **(Added-AFSC) DoD Shipments.** Input DoDAAC of the organization receiving shipment in the Delivery Schedule fields; usually the “Ship To” data can be obtained in the MILSTRIP/MILSTRAP requisition or DD Form 250, *Material Inspection and Receiving Report*. The RO should request direct shipments to customers initiating requirements rather than to depot storage activities whenever possible to minimize second destination charges. Entering the depot storage account may require Amended Shipping Instructions (ASI) if the base-level requisitions occurred during the PLT. If exact shipping instructions are not known, enter "Other" in the Type field, leave the “Ship To:” field blank and enter “TBD” in “Ship To (Remarks)”. Ensure the ASI field is annotated “Yes”.

10.4.14.3.2. **(Added-AFSC) FMS shipments.** Enter the Supplementary Address in the “Supplemental Address” field. Key elements will be extracted from the MILSTRIP/MILSTRAP to construct the Ship To/Mark For Military Assistance Program Address Code (MAPAC) information. The supplementary address is made up of the following entries:

10.4.14.3.2.1. **(Added-AFSC)** Position ‘1’ designates the service code (‘D’ = Air Force; ‘P’ = Navy; ‘B’ = Army).

10.4.14.3.2.2. **(Added-AFSC)** Position ‘2’ is the option code which indicates whether a Notice of Availability is required before the materiel shipment.

10.4.14.3.2.3. **(Added-AFSC)** Position ‘3’ is the Freight Forwarder code that provides the country’s freight forwarder address.

10.4.14.3.2.4. **(Added-AFSC)** Positions ‘4’, ‘5’ and ‘6’ are the FMS case designator.

10.4.15. **(Added-AFSC) Supplemental Address.** Supplemental Addresses designate a “Ship To” address when the receiving activity address is different from the accountable activity’s address. Furnish the DoDAAC of the accountable activity in the “Ship To” block. **Note:** For FMS shipments enter the applicable MAPAC.

10.4.16. **(Added-AFSC) Mark For.** Provide information needed depending on PR type regarding DoD or FMS:

10.4.16.1. **(Added-AFSC)** For DoD PRs (optional) provide: NMCS/MICAP, project code, signal code, etc.

10.4.16.2. **(Added-AFSC)** When applicable, add POC and their phone number.

10.4.16.3. **(Added-AFSC)** For storage shipments input the locally assigned account designator (e.g., ACCT09).

10.4.16.4. **(Added-AFSC)** For FMS PRs (required). This must be a six-digit, alphanumeric code constructed by using various elements of the requisition.

10.4.16.5. **(Added-AFSC) MILSTRIP Data.** For direct shipments to DoD and FMS customers enter the MILSTRIP/MILSTRAP Document Number and priority designator.
Note: This will be part of the LI detail information.

10.4.17. **(Added-AFSC) Remarks.** Place information applicable to the entire PI in this field:

10.4.17.1. **(Added-AFSC) Buy Authority (Mandatory).**

10.4.17.2. **(Added-AFSC) PCO name, organization, office symbol and phone number.**
Note: Mandatory on DOR and amendments.

10.4.18. **(Added-AFSC) Accounting Classification.** The RO will input the complete "long line" accounting classification. If PR has multiple LOAs, you can only have a single LI to a LOA.

10.4.18.1. **(Added-AFSC) Line Item No.** Enter the LI or sub-line item number from Description block.

10.4.18.2. **(Added-AFSC) Standard Air Force Accounting Classification (SAFAC).** Input the SAFAC elements obtained from authorized documents or program management directives. This is also referred to as the long-line of accounting or funds cite. The following accounting/financial codes are also required:

10.4.18.3. **(Added-AFSC) Funds Summary Record (FSR).**

10.4.18.4. **(Added-AFSC) Program Summary Record (PSR) .**

10.4.18.5. **(Added-AFSC) Document Summary Report (DSR);** only applies to amendments and certified basic PRs.

10.4.18.6. **(Added-AFSC) Other Station Funds (OSF).** Input any funds citation that does not meet the above SAFAC format. The field identified as "Other Station Funds" is optional for additional data. **Note:** When citing a funds line from another station/service, annotate the funding authorization document control number in "Other Station Funds" field and attach a copy to the PR.

10.4.19. **(Added-AFSC) Approvals.** The PR at a minimum must contain the preparer, budget authority, and certification signatures. Any organizational review/coordination above the required signatures is determined by RO's organization.

10.4.19.1. **(Added-AFSC) Prepared By.** Enter the RO's name, duty title, org/office symbol, phone number (commercial and DSN) and coordination date.

10.4.19.2. **(Added-AFSC) Budget Authority Approval.** Enter the name, duty title, org/office symbol, phone number (commercial and DSN) and coordination date.

10.4.19.3. **(Added-AFSC) Other Approvals (Optional).** Enter the name, duty title, org/office symbol, phone number (commercial and DSN) and coordination date.

10.4.19.4. **(Added-AFSC) Certification Approval.** Funds certification must contain the certifying official's name, duty title, org/office symbol, phone number (commercial and DSN) and coordination date.

10.5. (Added-AFSC) Preparing MIPR DD Form 448. The following data elements are required for all centers unless the data is not applicable to the item or service requested or is otherwise specified. **Note:** Depending on the PI system used, layout/formats may vary; see specific system rules for details.

10.5.1. **(Added-AFSC) Page Number and Number of Pages Field.** Consecutively number each DD Form 448. Do not assign page numbers to attachments as this is a system generated field.

10.5.2. **(Added-AFSC) Federal Supply Classification (FSC) Field .** If an FSC is not applicable, leave blank.

10.5.3. **(Added-AFSC) Control Symbol Number Field.** If a single Budget Program Activity Code (BPAC) or Element of Expense Investment Code (EEIC) applies to all items on the MIPR, input it in this field. If not leave it blank. **Note:** EEICs Replaced Materiel Program Codes (MPC) in FY2011.

10.5.4. **(Added-AFSC) Date Prepared Field.** Self-Explanatory and system generated.

10.5.5. **(Added-AFSC) MIPR Number.** This is a system generated number consisting of DoDAAC, last digit of FY, and serial number. **Note:** Planning MIPRs will use the current FY in the MIPR number. Advance MIPRs submitted for a subsequent FY will use the applicable future year's FY designation in the MIPR number.

10.5.6. **(Added-AFSC) Amendment Number Field.** Assigned two-digit number suffixing the MIPR number; indicates modifications. **Note:** Assign amendments of the same MIPR using consecutive suffix numbers.

10.5.7. **(Added-AFSC) TO Field.** Insert the full name and address of the acquiring agency or agency accepting authority for the MIPR: List current information in postal format e.g., office/organization, attention to: (POC name), full street address, city, state, and zip code. The following POC information is also required: email address, fax number (DSN or commercial including area code) and office telephone number (DSN or commercial including area code).

10.5.8. **(Added-AFSC) FROM Field.** Input the full address of the requiring agency including the organization, address, and organizational email address.

10.5.9. **(Added-AFSC) Items Screening.** Conduct interdepartmental screening of items IAW DFARS PGI 217.7506.

10.5.10. **(Added-AFSC) Item No.** Number each parent LI sequentially starting with the number '1'.

10.5.11. **(Added-AFSC) Description Field.** Enter descriptive and specific information for each item or service requested. The description must indicate the MIPRs purpose (i.e., buy, data, repair, the service or spare) and item specifics in the first line; provide NSN, part number, nomenclature, and category. Cite the MOA, interagency support agreement, and base requisition number if applicable. For data and/or service RO must state whether requirement is severable or non-severable.

10.5.12. **(Added-AFSC) MIPR Footnotes.** The RO must include applicable mandatory footnotes as required by AFI 65-118, Attachment 3. These footnotes must be printed on the MIPR and sent to the acquiring agency.

10.5.12.1. **(Added-AFSC)** If additional information is required, list it on the following line(s). If information is applicable to multiple lines, place it following the last LI and preface it with a note indicating the applicable lines.

10.5.12.2. **(Added-AFSC)** There are mandatory codes required for ADIS/J041; for further guidance see AFMCMAN 64-104, Volume 4, Attachment 1, *Data Element Codes*, and Attachment 2, *Transaction/Card Coding Instructions*.

10.5.13. **(Added-AFSC) Quantity Field.** Input MIPR LI quantity indicating only the actual quantity required. Indicate additional quantities, such as options or quantity discount quantities separately. This field CANNOT be zeros and MUST contain a minimum quantity of one.

10.5.14. **(Added-AFSC) UI Field.** Input the UI Code. This is a mandatory field.

10.5.15. **(Added-AFSC) Estimated Unit Price Field.** Input the item's unit price (dollars and cents).

10.5.16. **(Added-AFSC) Estimated Total Line Item Price Field.** Input MIPR's Total LI Price (dollars and cents).

10.5.17. **(Added-AFSC) Delivery Schedules.** The requiring agency must clearly state the required time of delivery or performance in each MIPR; consideration of normal ALT applies. **Note:** When a short delivery is mandatory, the requiring agency shall mark the MIPR "Urgent".

10.5.17.1. **(Added-AFSC)** The delivery schedule must include:

10.5.17.1.1. **(Added-AFSC) Ship To data.** Provide the receiving organization DoDAAC and MILSTRIP/MILSTRAP ship to information. If exact shipping instructions are not known, enter "TBD" (to be determined). For data/service related requirements, list the requesting POC's information. **Note:** FMS shipments must contain the document control number (DCN) and DCN priority.

10.5.17.1.2. **(Added-AFSC) Mark For data.** Provide information as needed depending on MIPR type. **Note:** FMS shipments must contain the two-digit Country Case Code.

10.5.18. **(Added-AFSC) Grand Total Field.** Input the sum of all LI estimated total prices on the MIPR (dollars and cents).

10.5.19. **(Added-AFSC) Transportation Allotment.** When appropriate, input cost for transporting supplies at government expense per DFARS PGI 253.208-1.

10.5.20. **(Added-AFSC) Mail Invoices To.** Input the name, address and payment office DoDAAC of the office(s) receiving invoices and making payments. **Note:** If multiple offices receive invoices and make payments, include those offices' names, addresses and DoDAACs on a MIPR attachment. See DFARS PGI 253.208-1(6).

10.5.21. **(Added-AFSC) Funds for Procurement.** Input allotment data for supplies acquisitions. Enter each citation in the appropriate spaces. See DFARS PGI 253.208-1(7).

10.5.22. **(Added-AFSC) Authorizing Officer Field.** Input name and title of the person with budget authority. Electronic systems may pre-populate this field. **Note:** Only a person with budget authority and Delegation of Authority (DOA) are allowed to sign in this block.

10.5.23. **(Added-AFSC) Signature Field.** The signature of authorizing official may be an electronic, digital or wet signature as applicable.

10.5.24. **(Added-AFSC) Date Field.** Enter current date.

10.6. (Added-AFSC) Preparing MIPR DD Form 448-2 Acceptance. The following data elements are required unless the data is not applicable to the item or service being requested or is otherwise specified. **Note:** Differing PI systems vary on layout and format; see specific system rules for details.

10.6.1. **(Added-AFSC) TO.** Provide name, address, POC information of the requiring activity. **Note:** This should be the same address listed on DD Form 448.

10.6.2. **(Added-AFSC) MIPR Number (Nbr).** MIPR Number listed on DD Form 448

10.6.3. **(Added-AFSC) Amendment Number (No).** Add amendment number listed on DD Form 448.

10.6.4. **(Added-AFSC) Date.** Use date the DD Form 448 signature was accomplished.

10.6.5. **(Added-AFSC) Amount.** Obtain from Grand Total Field of DD Form 448.

10.6.6. **(Added-AFSC) MIPR identified above is accepted.** Select the specific terms under which the MIPR is being accepted.

10.6.7. **(Added-AFSC) MIPR Item Number(s) Identified.** If any one of the MIPR LIs is not accepted, check and annotate it in Block 13, otherwise leave blank.

10.6.8. **(Added-AFSC) To be provided through Reimbursement Category I.** Indicate the MIPR LI that will be accepted.

10.6.9. **(Added-AFSC) To be provided through Direct Cite Category II.** Indicate the MIPR LI that will be accepted.

10.6.10. **(Added-AFSC) Total Estimated Price Category I.** Input Category I total of the LI (dollars and cents).

10.6.11. **(Added-AFSC) Total Estimated Price Category II.** Input Category II total of the LI (dollars and cents).

10.6.12. **(Added-AFSC) Anticipated Date of Obligation for Category II Items.** Input the estimated forecasted contract award date.

10.6.13. **(Added-AFSC) Grand Total Estimated Prices of All Items.** Input the sum of Category I and Category II Total Estimated Prices (dollars and cents).

10.6.14. **(Added-AFSC) Funds Data.** Input only when amount recorded in Grand Total Estimated Price does not agree with the amount.

10.6.15. **(Added-AFSC)** Remarks. Use this block to record justification of rejected requirements, need for additional funds, or other pertinent data.

10.6.16. **(Added-AFSC)** Accepting Activity. Type the address of the individual accepting the DD Form 448-2.

10.6.17. **(Added-AFSC)** Type Names and Title of Authorized Official. Type the name of the individual accepting the DD Form 448-2.

10.6.18. **(Added-AFSC)** Signature. The signature of authorizing official may be electronic, digital or wet signature as applicable.

10.6.19. **(Added-AFSC)** Date. Enter current date.

Chapter 11 (Added-AFSC)

ENGINEERING SUPPORT TO SUPPLY CHAIN MANAGEMENT

11.1. (Added-AFSC) Purpose. Definition of the engineering actions required to support AFSC supply chain management buy and repair processes in support of department-wide weapon system acquisition and sustainment activities. It prescribes standard work to ensure application of robust systems engineering and Operational Safety, Suitability, and Effectiveness (OSS&E) principles, and provides a baseline for continual process improvement.

11.2. (Added-AFSC) Scope. This chapter applies to engineering processes supporting all buy and repair actions accomplished for AFSC-managed Secondary Item Requirements System (D200A) and Equipment Item Process (D200C) items, whether items are to be manufactured or repaired by organic or contract sources. Selected individual engineering processes herein also apply to AFSC engineering support of DLA item buys in support of AFSC-managed items. This supplement presumes the existence of a defined configuration meeting the chief engineer's OSS&E baseline requirements which can be bought or repaired as required. It covers all engineering actions occurring from initial requirement identification through delivery of acceptable products. This supplement does not address the following supply chain engineering matters which are covered in other instructions and regulations:

11.2.1. **(Added-AFSC)** Engineering projects whose purpose is to resolve obsolescence, improve reliability or maintainability, address item deficiencies, establish a procurable configuration, or establish repair capability.

11.2.2. **(Added-AFSC)** Engineering actions required to provide disposition for field and depot maintenance problems (TO 00-25-107, *Maintenance Assistance* actions, AFMC Form 202, *Nonconforming Technical Assistance Request and Reply*).

11.2.3. **(Added-AFSC)** Engineering actions required to resolve Deficiency Reports under the Joint Deficiency Reporting System and TO 00-35D-54, *USAF Deficiency Reporting, Investigation and Resolution*.

11.2.4. **(Added-AFSC)** Engineering actions required to establish, correct, or improve TOs and other technical data.

11.2.5. **(Added-AFSC)** Processing Requests for Engineering Support forms from DLA and DLA Form 1912, *DLA Local Purchase - Technical Support Request* pursuant to the Joint Engineering Support Instruction (JESI) and other joint AF-DLA processes approved by HQ AFMC. Engineers will accomplish selected engineering processes defined in this supplement as needed in support of DLA item acquisitions.

11.3. (Added-AFSC) Engineering Supply Chain Management Role. Engineers are responsible for all aspects of supply chain engineering support for assigned items and for ensuring item, production, PM/Logistics Management Specialist (LMS) and contracting officers are provided the support and engineering documents needed for buys and repairs. Engineers will accomplish the following key actions as required to support buy and repair:

11.3.1. **(Added-AFSC)** Participate in Integrated Product Team (IPT) activities to ensure acquisition strategies properly address all technical issues, including CBT, CRT and other IPT meetings.

11.3.2. **(Added-AFSC)** Collaborate and coordinate as required with other stakeholders to obtain needed item expertise and support.

11.4. (Added-AFSC) Management of Supply Chain Engineering Actions as Engineering Projects. Engineers will manage or support Program/Item Manager buy and repair engineering support actions. Requirements for engineering support on specific NSNs will be documented. Schedule expectations and need dates will be coordinated and communicated within IPTs. **Note:** Engineers will accomplish their support actions in a schedule-driven manner while satisfying all quality-driven requirements.

11.5. (Added-AFSC) Maintenance of Engineering Documentation. Engineers will ensure compliance with AFSC engineering documentation requirements, and ensure engineering documentation created in supply chain buy and repair support actions are properly archived.

11.5.1. **(Added-AFSC)** Copies of all formal documents created by engineers to support buys and repairs will be maintained in electronic form in a manner supporting efficient future retrieval by engineering personnel assigned to support the same weapon or commodity system, and should be searchable by NSN.

11.5.2. **(Added-AFSC)** Formal documents will be maintained in PRPS.

11.6. (Added-AFSC) Specific Pre-Award Engineering Tasks in Support of Buy and Repair. Engineers will accomplish the following tasks and develop and provide associated engineering documents as required for buy and repair acquisitions:

11.6.1. **(Added-AFSC) Configuration Management and OSS&E Requirements.** Engineers are responsible for ensuring supply chain actions are compliant with chief engineer OSS&E baselines.

11.6.1.1. **(Added-AFSC)** NSN Identification. Engineers will ensure NSN identified to be bought or repaired is an appropriate configuration item under the weapon/commodity system's OSS&E baseline and is suitable for use in the supply chain. They will comply with all documented OSS&E delegation agreements.

11.6.1.2. **(Added-AFSC)** Engineers will ensure buy/repair actions result in procurement of items from sources that have been fully qualified through appropriate testing and satisfy the sourcing approval requirements of the appropriate chief engineer.

11.6.1.3. **(Added-AFSC)** Engineering configuration control actions may include development or approval of needed configuration documentation such as Specification Control Drawings, Source Control Drawings, Engineering Orders, Commercial Item Descriptions, Purchase Descriptions, and Military Specifications, consistent with any OSS&E delegated authority.

11.6.2. **(Added-AFSC) Review of Historical Documentation and Facts Relevant to the Buy or Repair Action.** Upon assignment to support an item buy or repair action, engineers will review the available pertinent historical documentation and key facts relevant to the item.

11.6.2.1. **(Added-AFSC)** Review the appropriate engineering data management system for the item and any associated accompanying documents. Ensure the correctness of the item as defined in the documentation.

11.6.2.2. **(Added-AFSC)** Review the latest AFMC Form 761 (buy) or AFMC Form 762 (repair) to ensure it remains correct based on the engineer's comprehensive knowledge of the item configuration, its documentation, and its qualified vendor base. Ensure appropriate qualification and FA requirements are included. For further instruction see FAR Sub Part 9.2, *Qualification Requirements*.

11.6.2.3. **(Added-AFSC)** Review the previous procurement history to achieve an understanding of previous sources and acquisition issues. Determine current qualification status of vendors. If a vendor has not successfully produced the item within the last 36 months, the contractor's facility has been relocated or major revision of the production or repair process, or major personnel turnover have occurred, then the vendor may need to requalify to produce the item based on the qualification requirements. The engineer will ensure the appropriate reasons for removal of an approved source are included in the QR.

11.6.2.4. **(Added-AFSC)** Review previous requirement strategies and PR documents to understand how prior acquisitions addressed technical matters and what requirements were imposed.

11.6.2.5. **(Added-AFSC)** Review engineering historical files for the NSN such as qualification test procedures and reports, FA procedures and report, Acceptance Test Procedures and Reports.

11.6.3. **(Added-AFSC) Market Research (MR)**. MR is a process for analyzing and documenting available industry capability to meet specific requirements and forms the foundation of the buy and repair acquisition strategy development while providing the baseline for requirement strategy and PR development.

11.6.3.1. **(Added-AFSC)** MR is an IPT effort, although the engineer has a major role in determining the technical capability of the market. MR is mandated by FAR Part 7, Part 10, and Part 12.

11.6.3.2. **(Added-AFSC)** MR requires the entire IPT's involvement to address all sections in required MR documentation.

11.6.3.2.1. **(Added-AFSC)** The Vendor Survey, if exercised, maybe developed by utilizing: J018R/CIDS, Centralized Technical Order Repository (CTOR), Master Item Identification Data Base System (IMCS) (D043A), D200A, Data Universal Numbering System (DUNS), Federal Logistics Data on Portable Media (FedLog), Haystack, JEDMICS, Dynamic Small Business Search (DSBS), and any other appropriate engineering data management system to gather information on each requirement, and to determine procurement history, Next Higher Assembly (NHA), TO(s)/distribution statement, and drawing level/distribution statement.

11.6.3.2.2. **(Added-AFSC)** If casted and/or forged items are being procured or repaired, ensure that DLA's National Forging Tool Database and Defense Tooling Locator (Casting) are used to identify vendors that may have existing tooling to expedite the order and clearly identify any cast/forged items in the RFP. Links to these tools: <http://www.defensetooling.com/> and <https://www.ihs.com/products/haystack-gold.html>.

- 11.6.3.2.3. **(Added-AFSC)** Upon receipt of each contractor's Vendor Survey, the Engineer evaluates the information provided and determines the approved/potential/not interested contractors and documents the conclusions/recommendations.
- 11.6.3.3. **(Added-AFSC)** MR conducted through FedBizOps and similar public sources must be entirely unclassified even though the asset of interest or a portion of its data may be classified. Classified drawings for the asset are listed on the EDL or RDL with appropriate annotations, but the classified drawings are not included in technical data package. The QR should include facilities requirements to advise the candidate vendor(s) that the ability to receive and store classified assets and data is required for qualification. The Sources Sought Synopsis should not include the name or contact information for cognizant engineer or technical contact.
- 11.6.4. **(Added-AFSC) SAW, AFMC Form 761.** No PR for spare parts/hardware buys will be processed without a current AFMC Form 761 unless specifically exempted. This process determines a spares buy requirement's suitability for competition and is used during the Spares Breakout Screening process to identify the recommended method for procurement of spare parts. It identifies the AMC and AMSC that communicates to the Contracting Officer the results of the technical review and the item's suitability for competition, and any impediments to full and open competition that may exist.
- 11.6.4.1. **(Added-AFSC)** Engineers will provide input to facilitate completion of all SAW actions required to support supply chain buy actions. They will collaborate with other engineers as necessary to comply with OSS&E delegation constraints and ensure technical adequacy.
- 11.6.4.2. **(Added-AFSC)** SAWs are typically processed in automated PR database systems. SAW process requirements are defined in AFI 23-101, Chapter 2, Section 2K and DFARS PGI 217.7506. **Note:** SAWs are processed in PRPS.
- 11.6.5. **(Added-AFSC) CRSAW, AFMC Form 762.** This process determines a repair requirement's suitability for competition and is used to determine the RMC/RMSC and documents the factors and results of the decision process regarding the requirements for each item subject to contract repair.
- 11.6.5.1. **(Added-AFSC)** The RMSC provides engineering, repair, and technical information. The appropriate RMC/RMSC must be determined and justified based on the availability and adequacy of the data required to effect timely repair and high quality workmanship.
- 11.6.5.2. **(Added-AFSC)** No PR for contract repair will be processed without a current and accurate CRSAW unless specifically exempted. Engineers will provide input to facilitate completion of all CRSAW actions required to support supply chain repair requirements. They will collaborate with other engineers as necessary to comply with OSS&E delegation constraints and to ensure technical adequacy. **Note:** Exempted items are FMS peculiar items, Insurance Items, Obsolete items, Phased out items.
- 11.6.5.3. **(Added-AFSC)** CRSAWs are typically processed in automated PR database systems. CRSAW process requirements are defined in AFMCI 21-149.

11.6.6. **(Added-AFSC) FA Requirements (AFMC Form 260).** This process ensures that the contractor has proven it is capable of manufacturing items meeting a qualified design, prior to being allowed to deliver production items.

11.6.6.1. **(Added-AFSC)** Procurement actions may result in award of contracts to contractors that have not previously produced the item, or the engineer may determine that a previously-approved contractor is required to go through a requalification process due to time elapsed since the most recent production, relocation of the contractor's facility, major revision of the production process, or other reason. For further information refer to FAR Sub Part 9.2.

11.6.6.2. **(Added-AFSC)** The cognizant engineer may require the contractor to deliver one or more FA items produced under the contractor's proposed production process, prior to production item deliveries being authorized. Engineers are responsible for all engineering actions required to establish FA requirements for AFSC buy actions and DLA buy actions which AFSC engineer are the designated Engineering Support Authority.

11.6.6.3. **(Added-AFSC)** Engineers may require FA testing be accomplished by the contractor under the contract, or may arrange for testing by another contractor or a government testing laboratory. They will collaborate with other engineers as necessary to comply with OSS&E delegation constraints and ensure technical adequacy. AFMC Form 260s are typically processed in automated PR database systems. **Note:** AFMC Form 260s are processed in PRPS.

11.6.6.4. **(Added-AFSC)** FA processes are defined in FAR Sub Part 52-209-3, *First Article Approval—Contractor Testing*, FAR Sub Part 52-209-4, *First Article Approval—Government Testing*, FAR Part 9, Sub Part 9.3, *First Article Testing and Approval* and AFMCI 64-110.

11.6.7. **(Added-AFSC) Quality Assurance/Inspection Requirements (AFMC Form 807).** This process ensures contracts define adequate quality assurance provisions. Engineers are responsible for ensuring that all technical quality assurance requirements are defined as required to support buy and repair actions.

11.6.7.1. **(Added-AFSC)** Collaboration with other engineers will be accomplished as necessary to comply with OSS&E delegation constraints and ensure technical adequacy. AFMC Form 807s are typically processed in automated PR database systems. **Note:** AFMC Form 807s are processed in PRPS.

11.6.7.2. **(Added-AFSC)** This process also includes provision of an Ozone Depletion Statement or Waiver if required. The process is defined in FAR Part 46 and Part 52.

11.6.8. **(Added-AFSC) CDRL.** This process identifies data the contractor is required to deliver under the contract. Contractors are required to deliver only that data specifically required in CDRLs, DD Form 1423. Engineers are responsible for identifying all technical data requirements for spares and repair actions.

11.6.8.1. **(Added-AFSC)** CDRLs will specify the requirements for deliverable data, including format, schedule, distribution, marking, type and method of submittal. Additional CDRLs may be tailored and the description referenced in the CDRL's Remarks section.

11.6.8.2. **(Added-AFSC)** Required data items will typically include test procedures and reports for any required qualification, FA, and production acceptance and sample testing; documentation required for government approval of configuration changes arising during the contract; any engineering data required for oversight of the contractor quality program; and documentation of the contractor counterfeit material avoidance program.

11.6.8.3. **(Added-AFSC)** CDRL preparation is mandated by DoD 5010.12M and will be completed as determined by local logistics engineering and screening functions.

11.6.9. **(Added-AFSC) IUID Checklist.** Engineers are responsible for reviewing the IUID indicator displayed in FLIS or D043. If the engineer identifies a change to the IUID indicator is required, they will advise the material manager or equipment specialist to initiate the change. See AFMCI 20-104 sections 3.3.1 and 3.7.1.1 for specific guidance.

11.6.9.1. **(Added-AFSC)** The responsible engineer will verify any items to be marked and determine the marking method, placement of the mark, and the marking process for implementation of IUID.

11.6.9.1.1. **(Added-AFSC)** The Cognizant Delegated Engineering Authority will complete the Details section of the IUID Checklist document, determining the necessary marking guidance, marking type, and marking method (as well as providing any additional description and remarks).

11.6.9.1.2. **(Added-AFSC)** The Cognizant Delegated Engineering Authority will review the appropriate engineering data management system for applicable engineering drawings and accompanying documents. The IUID validation must be completed in accordance with the latest version of MIL-STD-130, Identification Marking of U.S. Military Property. Refer to DFARS Subpart 211.274-2, Policy for Item Unique Identification; DoD Guide to Uniquely Identifying Items Assuring Valuation, Accountability and Control of Government Property; DoDI 8320.04 and AFI 63-101/20-101, *Integrated Life Cycle Management* for additional guidance.

11.6.10. **(Added-AFSC) Counterfeit Parts Prevention.** The technical authority (Equipment Specialist/Cognizant Engineer) is responsible to support counterfeit parts prevention IAW DoDI 4160.67, DoD Counterfeit Prevention Policy and DFARS 252.246-7007, *Contractor Counterfeit Electronic Part Detection and Avoidance System*. The technical authority is responsible for determining applicability of CPP to a particular acquisition and supplying the necessary documentation (CDRL, DID). The PR initiator is responsible for providing a Line Item and ensuring the appropriate documentation is attached to the PR package.

11.7. (Added-AFSC) Engineering Support for Other Required Pre-Award Acquisition Documents.

11.7.1. **(Added-AFSC) AP, SASS.** Engineers will review APs and SASSs upon PM/LMS request to ensure technical content is consistent with facts as known to the engineer. **Note:** PMs/LMSs may be required to produce APs or SASSs to support buy or repair acquisitions as well as the projected dollar value of the acquisition.

11.7.2. **(Added-AFSC) J&A.** The PM/LMS may request engineering review of a J&A to ensure it references the correct item configuration and is consistent with MR findings and other technical facts as known to the engineer.

11.7.2.1. **(Added-AFSC) J&A** documents are used to justify to acquisition approval officials the need to acquire items by other than full and open competition.

11.7.2.2. **(Added-AFSC) J&A** documents are prepared by PMs with the assistance of other IPT members as required. For additional information on J&A see Chapter 7.

11.7.3. **(Added-AFSC) RAD.** Engineers will participate in RAD development and support their coordination and approval as required. **Note:** PMs/LMSs prepare and obtain approval of RADs before approval of the acquisition strategy, to communicate acquisition requirements to senior officials and obtain their approval. See Chapter 7 for additional information on RAD.

11.7.4. **(Added-AFSC) PWS.** Engineers will review PWSs to ensure the item being repaired is correctly identified and that the technical requirements are clearly identified. PWSs (also called Statements of Work, Statements of Objectives) document detailed work requirements on contracts. Generally, PWSs are required on repair acquisitions because they are considered service requirements contracting, and the specific repair services require to be specifically documented.

11.7.4.1. **(Added-AFSC)** Buy requirements typically will not require PWS since the item will be acquired under contract LIs that reference detailed engineering drawings and specifications fully defining the item.

11.7.4.2. **(Added-AFSC)** The PWS will be reviewed to ensure the PWS references the correct item configuration and contains all appropriate technical requirements for qualification, repair, acceptance, counterfeit avoidance, and any other technical requirements applicable to repair of the item. It's also reviewed to identify any special security requirements.

11.7.4.3. **(Added-AFSC)** If items to be repaired contain Critical Program Information, include requirement for adherence to the Program Protection Plan ensure IUID marking requirements have been included. Consider other requirements to include requests for deviations, submission of engineering change orders, failure data to include failed test parameters and parts replaced, Diminishing Manufacturing Sources and Material Shortages (DMSMS) management, etc.

11.7.5. **(Added-AFSC) QASP.** Engineers will review QASPs to ensure quality assurance measures adequately address the technical quality and adequacy of delivered items and services.

11.7.6. **(Added-AFSC) Source of Repair Analysis and WAD .** Engineers will support PM development and coordination of these documents as required. These documents are required on repair actions to comply with laws and policies regarding organic repair.

11.7.7. **(Added-AFSC) GPP.** Engineers will support GPP requirements development and documentation as needed. GPP is a mandatory federal acquisition program focused on the purchase and use of environmentally preferable and biobased products and services. For additional information regarding GPP see paragraph 7.29.

11.7.7.1. **(Added-AFSC)** GPP requirements apply to all acquisitions, including services and new requirements. FAR Part 23.404(b), *Agency Affirmative Procurement Programs, Exemptions*, states agency affirmative procurement programs must require that 100% of purchases of certain designated items contain recovered material or biobased content.

11.7.7.2. **(Added-AFSC)** Engineers' support ensuring GPP requirements development and documentation may involve:

11.7.7.2.1. **(Added-AFSC)** Determining whether the products specified for procurement are listed on a mandatory environmental purchasing list (Environmental Protection Agency, US Department of Agriculture, Biobased, Energy Star, etc.).

11.7.7.2.2. **(Added-AFSC)** Determination that environmentally preferable products and services were considered to the extent feasible, consistent with price, performance, availability, and safety considerations.

11.7.7.2.3. **(Added-AFSC)** Determination that products with recycled or biobased content as well as other environmentally preferable attributes were considered.

11.7.8. **(Added-AFSC) Surplus Material.** As an alternative to new manufacture of items, surplus materiel may be available to satisfy item requirements at substantial savings to the government. IMs or ESs are responsible for generating an AFMC Form 813, *Surplus Materiel Worksheet* that documents acceptability or non-acceptability of surplus material. Engineers will review and support development of this form as required. When approving the use of surplus material, the engineer must assess the risks associated with surplus such as fraudulent, misrepresented, or out of spec/non-compliant parts or material.

11.7.8.1. **(Added-AFSC)** The assigned engineer will coordinate with the ES to determine what types/conditions of surplus are acceptable and the associated quality assurance tests for a particular item. The determination will be based solely on technical suitability, not on whether or not surplus is available at the time.

11.7.8.2. **(Added-AFSC)** For those categories of surplus deemed acceptable, the engineer will provide the information needed to complete required inspections/tests/verifications. A decision that surplus material is unacceptable must be supportable on the grounds that the item's technical characteristics cannot be met by surplus material or that it is impossible to develop realistic and feasible inspection and acceptance criteria.

11.8. (Added-AFSC) Support of Contract Negotiation and Award and Post-Award Engineering Support Actions. Engineers will provide technical evaluations and support resolution of technical issues as required during the contract negotiation and award process and after contract award.

11.8.1. **(Added-AFSC) Source Selection and Technical Evaluations.** Engineers will serve on source selection teams and provide technical evaluations as required.

11.8.1.1. **(Added-AFSC)** Source selection is the process whereby the government conducts a competition and considers two or more offers to identify the contractor(s) who can best meet the government requirements.

11.8.1.2. **(Added-AFSC)** Technical evaluations of proposals may be required on smaller competitive acquisitions not using the full source selection procedures. Technical evaluations may involve determining the technical adequacy of proposals and review of contractor-proposed tasks and prices to determine whether they are fair and reasonable.

11.8.2. **(Added-AFSC) Contracting Officer's Representative (COR).** Engineers may serve as COR representatives for technical functions of a contract. A COR is an individual who is designated and authorized in writing by the contracting officer to perform specific technical or administrative oversight functions on contracts. **Note:** These individuals serve a vital role in assuring contractors meet the performance requirements of the contract in terms of quality, quantity, schedule and cost/price.

11.8.3. **(Added-AFSC) Request for Waiver or Deviation (RFD) and ECPs.** Engineers may be assigned to review RFDs and ECPs on buy and repair contracts, and make approval or disapproval recommendations to the Configuration Control Board (CCB).

11.8.3.1. **(Added-AFSC)** RFDs are specific written contractor requests to depart from particular requirements of an item's current approved configuration documentation for a specific number of units or a specified period of time.

11.8.3.2. **(Added-AFSC)** ECPs are requests for approval to change the configuration of an item. Governance over this documentation can be found in MIL-HDBK-61A(SE), *Government Configuration Guidance* and in local Chief Engineer's documented configuration control processes.

11.8.4. **(Added-AFSC) Contractor Performance Assessment Reporting Systems (CPARS).** Engineers will support CPARS evaluations and documentation as required.

11.8.4.1. **(Added-AFSC)** FAR Part 42, *Contract Administration and Audit Services* require contractor performance information be collected and used in subsequent source selection evaluations IAW FAR 15, Subpart 1, *Source Selection Processes and Techniques*.

11.8.4.2. **(Added-AFSC)** Source selection officials rely on clear and timely evaluation of contractor's past performance to make informed business decisions when awarding government contracts and orders. This information is critical to ensuring the Federal government only does business with companies that provide quality products and services in support of the government's mission.

11.8.5. **(Added-AFSC) Qualification Test Procedures and Reports Review/Approval.** Contractors may be required to accomplish and pass qualification testing of manufactured or repaired items prior to being authorized to deliver production items. These will typically evaluate item functional performance and ability to operate over expected environmental extremes, as defined in item specifications. Engineers will review and approve qualification test procedures to ensure they meet the requirements of chief engineer OSS&E baselines, and will review and approve technical reports documenting the results of qualification testing to determine whether to recommend approval of the source as

being qualified to produce the item. Approval of item sources is an OSS&E matter requiring either chief engineer approval or technical authority delegation.

11.8.6. **(Added-AFSC)** Acceptance Test Procedure (ATP) Review/Approval. Engineers will review and approve contractor ATPs.

11.8.6.1. **(Added-AFSC)** In most cases contractors will be required to demonstrate the acceptability of each manufactured or repaired item through acceptance testing. Contracts will require the contractor to deliver ATPs defining in precise detail how items will be tested including pass/fail criteria.

11.8.6.2. **(Added-AFSC)** Tests may include 100% testing of all items or sample testing of items at specified rates. Testing must ensure items are accepted only if they meet the requirements of chief engineer OSS&E baselines.

STACEY L. SCARISBRICK, Colonel, USAF
Deputy Director of Logistics

Attachment 1

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Abbreviations and Acronyms

A&A —Advisory and Assistance Services

(Added-AFSC) 3PL—Third Party Logistics

A&AS—Advisory and Assistance Services

(Added-AFSC) ABSS—Automated Business Services System

(Added-AFSC) ACPS—Automated Contract Preparation System

ADIS —Acquisition Due-in System

ADR —Accelerated Delivery Request

AF —Air Force

AFFARS —Air Force Federal Acquisition Regulation Supplement

(Added-AFSC) AFRC—Air Force Reserve Command

AFSC—Air Force Sustainment Center

AFMC/FM —Air Force Materiel Command/Financial Management

AFMCI —Air Force Materiel Command Instruction

AFMC/PK — Air Force Materiel Command/Directorate of Contracting

AFLCMC —Air Force Life Cycle Management Center

(Added-AFSC) AFSC/CA—Executive Director, AFSC

ALC —Air Logistics Complex

ALO —Accounting Liaison Office

ALT—Administrative Lead Time

AMC —Acquisition Method Code

AML —Acquisition Master List

AMSC —Acquisition Method Suffix Code
(Added-AFSC) ANG—Air National Guard
(Added-AFSC) AP—Acquisition Plan
(Added-AFSC) AQLT—Acquisition Lead Time
AQLT—Acquisition Lead Time
(Added-AFSC) AR—Amendment Request
ASI —Amended Shipping Instructions
(Added-AFSC) ASP—Acquisition Strategy Panel
(Added-AFSC) ATP—Acceptance Test Procedure
BEQ—Best Estimated Quantity
BOA—Basic Order Agreement
(Added-AFSC) BPAC—Budget Program Activity Code
(Added-AFSC) BPN—Business Partner Number
(Added-AFSC) BRAC—Base Realignment and Closure
(Added-AFSC) CAD—Coordination and Approval Document
(Added-AFSC) CAD—Cartridge Actuated Device
(Added-AFSC) CAD – Computer—Aided Design
CAGE—Commercial and Government Entity
(Added-AFSC) CAM – Computer—Aided Manufacturing
(Added-AFSC) CC—Commodity Council
CCaR—Comprehensive, Cost and Requirement (system)
CBT—Contract Buy Team
(Added-AFSC) CCB—Configuration Control Board
(Added-AFSC) CCCD—Commodity Council Compliance Database
(Added-AFSC) CD—Compliance Database
(Added-AFSC) CDM—Contract Depot Maintenance
CDRL—Contract Data Requirements List
(Added-AFSC) CE—Civil Engineering
CET—Contract Engineering Team
CID—Commercial Item Description
(Added-AFSC) CIDS—Contract Information Database System
(Added-AFSC) CIP—Capital Improvement Program

CLT—Contract Lead Time

(Added-AFSC) CMP—Commodity Management Plan

(Added-AFSC) COR—Contracting Officer’s Representative

(Added-AFSC) CPARS—Contractor Performance Assessment Reporting Systems

(Added-AFSC) CPG—Comprehensive Procurement Guidelines

(Added-AFSC) CPP—Counterfeit Prevention Plan

CRSAW—Contract Repair Screening Analysis Worksheet

CRT—Contract Repair Team

(Added-AFSC) CSAG-S – Consolidated Sustainment Activity Group—Supply

(Added-AFSC) CSS—Contract Support Services

(Added-AFSC) CSS—Commodity Sourcing Strategy

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(Added-AFSC) D043A—Master Item Identification Data Base System (IMCS)

(Added-AFSC) D200A—Secondary Item Requirements System

(Added-AFSC) D200C—Equipment Item Process

(Added-AFSC) DCN—Document Control Number

DDL —Delegation of Disclosure Authority Letter

DFARS —Defense Federal Acquisition Regulation Supplement

DFAS —Defense Finance and Accounting Service

DID—Data Item Description

DLA—Defense Logistics Agency

DLR—Depot Level Repairable

(Added-AFSC) DMISA—Depot Maintenance Inter Service Agreement

DMO—Data Management Office

(Added-AFSC) DMSMS—Diminishing Manufacturing Sources and Material Shortages

(Added-AFSC) DMT—Depot Maintenance Transformation

(Added-AFSC) DOA—Delegation of Authority

DoD—Department of Defense

DoDAAC —Department of Defense Activity Address Code

DOR—Delivery Order Request

(Added-AFSC) **DRMS**—Defense Reutilization and Marketing Service (now called DLA Disposition Service)

(Added-AFSC) **DSCR**—Defense Supply Center, Richmond

(Added-AFSC) **DSN**—Defense Switched Network

(Added-AFSC) **DSR**—Document Summary Report

DTR—Defense Transportation Regulation

(Added-AFSC) **DUNS**—Data Universal Numbering System

(Added-AFSC) **EAR**—Electronic Amendment Request

(Added-AFSC) **ECC**—Enterprise Commodity Council

(Added-AFSC) **ECO**—Engineering Change Orders

(Added-AFSC) **ECP**—Engineering Change Proposal

(Added-AFSC) **EDA**—Electronic Document Access

EDL—Engineering Data List

(Added-AFSC) **EEIC**—Element of Expense Investment Code

(Added-AFSC) **ELS**—Enterprise Logistics Strategy

EN—Engineer

(Added-AFSC) **EPP**—Environmentally Preferable Purchasing

(Added-AFSC) **ERC**—Exception Reason Code

ERRC —Expandability/Recoverability/Reparability Code

(Added-AFSC) **ERT**—Engineering Requirement Team

ES—Equipment Specialist

(Added-AFSC) **ESIS**—Early Strategy and Issues Session

(Added-AFSC) **ESM**—Enterprise Sourcing Manager

(Added-AFSC) **ESP**—Enterprise Sourcing Plan

(Added-AFSC) **ESSF**—Enterprise Sourcing Strategy Flight

(Added-AFSC) **eSSS**—Electronic Staff Summary Sheet

EWQRC—Electronic Warfare Quick Reaction Capability

F&OC—Full & Open Competition

(Added-AFSC) **FA**—First Article

FAR—Federal Acquisition Regulation

FCA—Fund Cite Authorization

FDO—Foreign Disclosure Office

FedBizOpps—Federal Business Opportunity

(Added-AFSC) **FedLog**—Federal Logistics
FFP—Firm-fixed price
FM—Financial Management
FMS—Foreign Military Sales
(Added-AFSC) **FOB**—Free on Board
(Added-AFSC) **FSC**—Federal Stock Class
FSC —Federal Supply Classification
(Added-AFSC) **FSR**—Funds Summary Record
(Added-AFSC) **FY**—Fiscal Year
(Added-AFSC) **GAFS**—Government Accounting Financial System
GFE—Government Furnished Equipment
GFM—Government Furnished Materiel
GFP—Government Furnished Property
(Added-AFSC) **GIDEP – Government**—Industry Data Exchange Program
GPC—Government Purchase Card
GPO —Government Printing Office
(Added-AFSC) **GT&C**—General Terms and Conditions
HAZMAT—Hazardous Materiel
HQ—Headquarters
(Added-AFSC) **I&S**—Interchangeable and Substitute
IACR—International Agreement Competitive Restriction
IAW —In Accordance With
ICP—Inventory Control Points
ID—Indefinite-Delivery
IDIQ —Indefinite Delivery/Indefinite Quantity
IGF —Inherently Governmental Function
(Added-AFSC) **ILS**—Inventory Locator Service
IM—Item Manager
(Added-AFSC) **IMQ**—Item Manager Quantity
IMT—Information Management Tool
(Added-AFSC) **IMWRP**—Item Manager Wholesale Requisition Process
(Added-AFSC) **IPT**—Integrated Product Team

(Added-AFSC) **IRSP**—In-place Readiness Spares Package
ISI—Initial Shipping Instructions
ISM—Industrial Security Manual
(Added-AFSC) **IT**—Information Technology
IID—Item Unique Identification
J&A—Justification and Approval
(Added-AFSC) **J041 – Acquisition and Due**—In System
(Added-AFSC) **JA**—Judge Advocate Office
(Added-AFSC) **JEDMICS**—Joint Engineering Data Management Information and Control System
(Added-AFSC) **JESI**—Joint Engineering Support Instruction
JQR—Justification Qualification Requirement
(Added-AFSC) **KPI**—Key Performance Indicator
(Added-AFSC) **LI**—Line Item
(Added-AFSC) **LMS**—Logistics Management Specialist
(Added-AFSC) **LOA**—Line of Accounting
LOT —Life of Type
LOA—Letter of Offer & Acceptance
(Added-AFSC) **LS**—Life Support
(Added-AFSC) **MAPAC**—Military Assistance Program Address Code
(Added-AFSC) **MAPAD**—Military Assistance Program Address Directory
(Added-AFSC) **MAPO**—Maintenance Acquisition Program Office
MCTL—Militarily Critical Technology List
(Added-AFSC) **MDC**—Manager Designator Code
(Added-AFSC) **MEQ**—Mission Essential Quantity
MFT—Multi-Functional Team
(Added-AFSC) **MGR DES**—Manager Designator
MICAP—Mission Capable
MILSTRAP—Military Standard Transaction Reporting and Accounting Procedure
MILSTRIP—Military Standard Requisition and Issue Procedure
MIPR—Military Interdepartmental Purchase Request
MM —Materiel Manager
MMAC—Materiel Management Aggregation Code

MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MORD—Miscellaneous Obligation/Reimbursement Document
(Added-AFSC) MPC—Materiel Program Codes
MQR —Materiel Qualification Requirement
(Added-AFSC) MR—Market Research
(Added-AFSC) MRL—Material Requirement List
(Added-AFSC) MRR—Market Research Report
(Added-AFSC) MRSP—Mobility Readiness Spares Package
MYC—Multiple Year Contract
NASA—National Aeronautics and Space Administration
NC—Non-cataloged Stock Number
ND—Non-listed Stock Number
(Added-AFSC) NHA—Next Higher Assembly
NIIN—National Item Identification Number
(Added-AFSC) NMCS – Non—Mission Capable Supply
NSN—National Stock Number
(Added-AFSC) NSP—Not Separately Priced
(Added-AFSC) O&M—Operations and Maintenance
ODS —Ozone Depleting Substance
(Added-AFSC) OPR—Office of Primary Responsibility
(Added-AFSC) ORD—Operational Requirement Documents
(Added-AFSC) OSF—Other Station Funds
(Added-AFSC) OSS&E—Operational Safety, Suitability and Effectiveness
OTF&OC —Other Than Full and Open Competition
(Added-AFSC) OWRM—Other War Readiness Material
(Added-AFSC) P&E—Planning and Execution
(Added-AFSC) PAC—Procuring Activity Code
(Added-AFSC) PAS – Pre—Award Survey
(Added-AFSC) PBL—Performance Based Logistics
(Added-AFSC) PCARSS—Plant Clearance Automated Reutilization Screening System
PCO —Procuring Contracting Officer

PD —Purchase Description

(Added-AFSC) **PDMS**—Programmed Depot Maintenance Schedule

(Added-AFSC) **PEO**—Program Executive Office

PGI—Procedures, Guidance & Information

(Added-AFSC) **PHR**—Procurement History Record

PI—Purchase Instrument

PICA—Primary Inventory Control Activity

(Added-AFSC) **PICR**—Purchase Instrument Checklist Review

(Added-AFSC) **PID**—Production Item Description

(Added-AFSC) **PILI**—Purchase Instrument Line Item

PLT—Production Lead Time

PM—Program Manager

(Added-AFSC) **PMO**—Program Management Office

PMS—Production Management Specialist

(Added-AFSC) **PNSSR**—Part Number Supply Support Request System

(Added-AFSC) **POC**—Point of Contact

POP —Period of Performance

PP—Performance Plan

(Added-AFSC) **PPP**—Private Public Partnership

(Added-AFSC) **PSC**—Product Service Code

(Added-AFSC) **PSR**—Program Summary Record

(Added-AFSC) **PST**—Predictive Scheduling Tool

(Added-AFSC) **PVC**—Prime Vendor Contracts

PWS—Performance Work Statement

PR—Purchase Request

PRPS—Purchase Request Process System (D203)

(Added-AFSC) **QA**—Quality Assurance

(Added-AFSC) **QALI**—Quality Assurance Letter of Instruction

(Added-AFSC) **QAP**—Quality Assurance Plan

(Added-AFSC) **QAR**—Quality Assurance Representative

QASP—Quality Assurance Surveillance Plan

QDP —Quantity Discount Procedures

(Added-AFSC) **QPL**—Qualified Products List
(Added-AFSC) **QR**—Qualification Requirement
RA —Resource Advisor
RAD—Requirements Approval Document
(Added-AFSC) **RBA&E**—Reimbursable Budget Authority and Execution
(Added-AFSC) **RCS**—Requirements Computations Suppression
RDL —Repair Data List
(Added-AFSC) **RDPID**—Requirements Definition and Purchase Instrument Development
(Added-AFSC) **RDS**—Repository Data Set
RDS —Records Disposition Schedule
(Added-AFSC) **RFD**—Request for Waiver or Deviation
(Added-AFSC) **RFP**—Request for Proposal
(Added-AFSC) **RGFP**—Requisition Government Furnished Property
RM —Resource Manager
RMC—Repair Method Code
(Added-AFSC) **RMDF**—Recovered Material Determination Forms
RMSC—Repair Method Suffix Code
RO—Requirement Owner
(Added-AFSC) **RP**—Record Position
(Added-AFSC) **RSP**—Readiness Spares Package
(Added-AFSC) **SAFAC**—Standard Air Force Accounting Classification
(Added-AFSC) **SAIP**—Spares Acquisition Integrated with Production
(Added-AFSC) **SASPO**—Strategic Alternate Sourcing Program Office
SASS —Streamlined Acquisition Strategy Summary
SAP —Simplified Acquisition Procedures
(Added-AFSC) **SAT**—Simplified Acquisition Threshold
SAT —Simplified Acquisition Threshold
SAW—Screening Analysis Worksheet
(Added-AFSC) **SB**—Small Business Office
(Added-AFSC) **SCID**—Strategic Contract Investigation Database
(Added-AFSC) **SCM**—Supply Chain Management
(Added-AFSC) **SCMW**—Supply Chain Management Wing

SDN—Standard Document Number
SDO —Services Designated Official
SE—Support Equipment
(Added-AFSC) SFD—Shop Flow Days
(Added-AFSC) SGB—Sourcing Governance Board
(Added-AFSC) SGFP—Scheduled Government Furnished Property
SICA —Secondary Inventory Control Activities
(Added-AFSC) SIRS—Secondary Item Requirements System
(Added-AFSC) SLC—Stocklist Change
(Added-AFSC) SME—Subject Matter Expert
(Added-AFSC) SOAR—Spend Optimization Analysis Report
SON —Statement of Need
(Added-AFSC) SOO—Statement of Objectives
(Added-AFSC) SOP—Standard Operating Procedure
SOS —Source of Supply
SOW—Statement of Work
SPD —System Program Director
SPI—Special Packaging Instructions
SQS—Source Qualification Statement
(Added-AFSC) SRAN—Stock Record Account Number
(Added-AFSC) SRM—Supplier Relationship Management
SS —Services Summary
SSJ—Sole Source Justification
(Added-AFSC) SSRM—Strategic Supplier Relationship Manager
ST—Special Test/Tooling or Screening Technician
STD—Standard
STE—Special Test Equipment
(Added-AFSC) TBD—To Be Determined
TCA —Total Cancellation Amendment
TCO —Termination Contracting Officer
TCTO—Time Compliance Technical Orders
TO—Technical Order

(Added-AFSC) **TOP**—Targeted Optimization Program
(Added-AFSC) **TRC**—Type Requirement Code
(Added-AFSC) **TRD**—Technical Requirements Documents
(Added-AFSC) **TYPE REQ**—Technical Requirement
(Added-AFSC) **U/I**—Unit of Issue
UJS —Urgent Justification Statement
USC —United States Code
(Added-AFSC) **VCO**—Vehicle Control Officer
VIQ —Variation in Quantity
WAD—Workload Approval Document
WDD—Wage Determination Document
WQR—Waiver for Qualification Requirement

Terms

(Added-AFSC) **Acquisition Strategy Documents.** —The Enterprise Commodity Council (ECC) has used, and may continue to use, a variety of acquisition strategy documents to describe, provide justification, and demonstrate due diligence for a proposed sourcing solution to use in gaining the required approvals throughout execution of the proposed solution. Acquisition Strategy Panel (ASP), acquisition plans, forecast analyses, business case analyses, risk analyses, metrics and savings projections and Commodity Sourcing Strategy (CSS) documents are examples of the acquisition documents that have been, or may be used, in seeking approval for a particular sourcing strategy. The specific acquisition document(s) required from the ECC shall be determined during the strategy development phase and be based upon the requirements of the approving authority(s).

(Added-AFSC) **Commodity.** —A defined category of goods or services (does not imply only expendable and non-complex items).

(Added-AFSC) **Commodity Council.** —A cross-functional sourcing group charged with formulating a centralized purchasing strategy and establishing centralized contracts for enterprise-wide requirements for a selected commodity grouping(s). Following the council's strategic sourcing actions, the SCM organizations can utilize the strategic vehicle to purchase and/or repair items in support of the war fighter. The 448 SCMW is employing the ECC concept to better leverage its spending and improve its response to the customer.

(Added-AFSC) **Commodity Grouping.** —The 448 SCMW has divided all of its commodities into larger groupings to assist with identification of opportunities to source strategically. The groupings are defined in a memo from AFMC/LG, and are kept on the Enterprise Sourcing Strategy Flight (ESSF) Microsoft SharePoint site for reference. The 8 largest grouping comprise about 98% of the Wings spend, and are Landing Gear, Secondary Power, Propulsion, Accessories, Instruments, Aircraft Structures, Communications/Electronics, and Support Equipment.

(Added-AFSC) Commodity Management Plan (CMP). —The CMP is a document with the primary purpose of detailing ECC’s approach to management of the collective set of goods and services required for that commodity. It includes a listing of planned spirals and strategies within those spirals. The ECC’s approach is supported through detailed documentation of commodity characteristics that demonstrates knowledge of the current and future market for the commodity. The CMP should provide AF leadership with a requisite level of information to approve a ECC’s approach through inclusion of supply market characteristics such as market intelligence, benchmarking, historic spend and forecasted spend amounts, item populations total, weapon system usage, supplier concentrations, procurement competition concerns and supply chain performance metrics.

(Added-AFSC) Commodity Sourcing. —A strategic approach to purchasing the goods and services through a disciplined approach that encompasses the goals of the AF to reduce weapon systems sustainment costs, improve responsiveness to the customer and improve materiel availability. The ECC concept is predicated upon maximizing the cost- reduction advantages of leveraging enterprise-level spend, utilizing market experts to formulate sourcing strategy and forming strong relationships with preferred suppliers. The key to the commodity sourcing approach is relying on market experts for the specific commodity being purchased to make well-informed, market-savvy sourcing decisions that fully meet all enterprise-wide requirements for a specific commodity.

(Added-AFSC) Commodity Sourcing Strategy (CSS). —The CSS is a document with the primary purpose of detailing the proposed sourcing approach to securing new buy spares, repairs, and/or other supply chain service requirements. The document details: the scope of the requirements to be covered by the strategy, current sourcing environment, key customers, market analysis, key characteristics of the strategy, expected cost value of the solution, planned sourcing and supply chain management approach, expected future state outcomes from executing the strategy, and the risks and mitigation plans for those risks. The ESSF maintains a template for the CSS document that must be used for strategies brought to the SGB for approval. All ECC strategies require a CSS, as do squadron led strategies that have a total value of \$75M or more.

(Added-AFSC) Compliance Database (CD). —A database that captures contract information for those NSNs which are “covered” by strategic contracts. The database is a tool managed by resources in the ESSF and requires input in the form of strategic contract information from supply chain management activities within the 448 SCMW, as well as within other non-448 SCMW contracting activities. ESSF is responsible to update this database periodically.

(Added-AFSC) Covered. —As it relates to an item managed by the AF, an item is considered “covered” if a contract for provision of the goods and services includes the NSN in an awarded strategic contract. It should be noted that an item can be covered for the new buy procurement and not the repair/services procurement and vice versa.

(Added-AFSC) Depot Level Repairable (DLR). —A component part, subassembly, or accessory of a higher assembly of a weapon system that is not consumed in use but is designed to be repaired at an organic or contract repair depot for reuse.

(Added-AFSC) Defense Supply Center, Richmond (DSCR) Liaison. —Established in support of BRAC Law 176, the primary Air Force Sustainment Center (AFSC), 448 SCMW liaison and conduit for interaction and collaboration of sourcing initiatives with DLA and other DoD services.

(Added-AFSC) Early Strategy and Issues Session (ESIS). —In accordance with AFMC Mandatory Procedure, SubPart 5307.104, all strategies for service acquisitions over a certain Total Contract Value threshold require a review before AFMC/CA. The Council shall work with the Sourcing Secretariat to coordinate the meetings, ensure the right people are in attendance to brief, and all of the pre-briefs are scheduled appropriately. ESIS presentations from the ECC shall also be maintained on the SGB Microsoft SharePoint site. AFMC/CA wants to ensure for those strategies that fall within his/her portfolio, that there is ample time for AFMC senior leadership to provide sufficient direction, far enough in advance that they can affect the direction of the strategy.

(Added-AFSC) Eight—step Process. The prescribed approach for ECC to utilize in the strategic sourcing of materiel. The eight steps include: review current strategy, evaluate/assess the current market, analyze future demands, create future strategy, approve strategy, establish contract instruments, rollout strategy and monitor and improve.

(Added-AFSC) Enterprise. —The breadth of separate business units making up the 448 SCMW organization.

(Added-AFSC) Enterprise Commodity Council (ECC). —The 448 SCMW has one sustainment ECC for management of materiel sourcing activities for items within the 448 SCMW purview. The Enterprise council has responsibilities across all commodity groups, and has resources at Tinker, Hill, and Robins, AFB.

(Added-AFSC) Enterprise Logistics Strategy. —The former eLog21 Initiatives are now part of Enterprise Logistics Strategy (ELS). ELS represents the collective thinking and commitment of a coalition of senior logistics leaders from across the Air Force. This coalition recognized the need and opportunity to establish shared ownership of the Logistics enterprise to accelerate the pace of change and drive key initiatives to generate cost-effective readiness. The ELS outlines the mission, vision, strategic priorities for navigating the way ahead, and a vital few strategic shifts that accelerate near-term efforts. The world environment and economic realities will continue to evolve. The ELS is designed to be a living strategy that will be reviewed and updated regularly in response to the emerging needs of the Air Force logistics enterprise.

(Added-AFSC) Enterprise Sourcing Strategy Flight (ESSF). —An enterprise organization composed of several strategic sourcing focused activities providing centralized support to 448 SCMW personnel in the areas of Sourcing Governance, Supplier Relationship Management and the ECC. The primary functions of the organization are sourcing data analysis, supplier scorecard development, SRM training, providing SRM subject matter expertise and ensuring compliance with the Wing goals and objectives. The ESSF also serves as sourcing secretariat, liaison to DLA and other military services, and supports other enterprise sourcing activities.

(Added-AFSC) Functional User—A Subject Matter Expert (SME) that supports the requirements identification and Purchase Instrument Development Process. Examples are Item Managers, Materiel Managers, Engineers, Equipment Specialists, Program Managers, Production Management Specialist-Sellers, Engineer Workload Managers, Screening Technicians, Resource Advisors, Packaging Specialists, Transportation Specialists, etc.

(Added-AFSC) Justification and Approval (J&A). —A J&A is the document used most frequently to approve the use of other than full & open competition for acquisition over the SAT.

(Added-AFSC) Key Performance Indicators (KPIs). —Quantifiable measurements that reflect the critical success factors of an ECC strategy. They will differ depending on the commodity and strategy. Key performance indicators are objective indicators that define program or process effectiveness and/or efficiency and should be tied directly to desired performance results.

(Added-AFSC) Predictive Scheduling Tool (PST). —This tool allows AFMC/CA and senior leaders to address gaps in contract coverage, and schedule ESIS meetings.

(Added-AFSC) Sourcing Secretariat. —The primary liaison for the ECC to seek guidance, interact and collaborate with other AF enterprise activities.

(Added-AFSC) Sourcing Governance Board (SGB). —The leadership board responsible for approving 448 SCMW sourcing strategy, direction and business rules. The SGB approves all sourcing strategies developed by the Wing ECC and other sourcing initiatives as determined by SGB leadership, monitors progress to Enterprise Sourcing Plan and are accountable for the overall achievement of Wing strategic sourcing goals. The SGB shall evaluate major SRM related decisions as appropriate including, but not limited to, the approval of Improvement Initiatives.

(Added-AFSC) Spend Optimization Analysis Report (SOAR). —AFMC approved and automated resource that facilitates monitoring and achievement of the 448 SCMW strategic sourcing goals, which include reducing ALT and PLT and spend optimization. It calculates the budgetary reductions that are the result of pipeline improvements.

(Added-AFSC) Spiral. —As it relates to the CMP, a spiral is a group of strategies or, at times, a single strategy, stratified by the ECC due to commonality of sourcing solution anticipated, planned phasing of strategy development efforts and/or anticipated return on investment. As it relates to a specific strategy, a spiral is a single phase in the execution of the strategy.

(Added-AFSC) Strategic Alternate Sourcing Program Office (SASPO). —A centralized cross- functional group of individuals responsible for the development, implementation and management of alternate source approval request (SAR) strategies, management of the AF Diminishing Manufacturing Source and Material Shortages (DMSMS) program office, as well as Sustainment Engineering.

(Added-AFSC) Strategic Arrangement. —Any business arrangement that results in the following benefits to supply chain stakeholders: cost and lead time reductions, increased materiel availability, improved resource efficiencies, improved materiel and quality reliability, and/or reduced inventory. A strategic arrangement may involve a combination of strategic contracts and/or Public-Private Partnerships.

(Added-AFSC) Strategic Contract. —A contract is considered strategic if the contract type of instrument is identified as “C” or “D” at the ninth character of the contract Procurement Instrument Number (contract number) with multiple NIINs that has a period of performance greater or equal to 3 years. The sourcing solution must also address supply chain performance improvements and/or eLog21 goals. In addition, a single NIIN Indefinite Delivery Contract could be considered strategic if the period of performance is greater than or equal to 3 years and is competitive OR sole source with no other contracts awarded to that contractor within the prior twelve months before award. All single NIIN sole source contracts fitting this description must

be approved strategic by the Enterprise Sourcing Manager (ESM) through the Single NIIN Contract Validation process.

(Added-AFSC) Strategic Contract Investigation Database (SCID). —A repository that captures detail pertaining to awarded contracts and sourcing strategies in development. Detail may include contract number, strategy name, contractor information, contract value, items in scope, contract award and expiration dates, and owning organization. The information is used to support strategic sourcing development, execution, monitoring, and management.

(Added-AFSC) Strategic Sourcing. —An analytical, deliberative and collaborative approach to sourcing. Strategic sourcing incorporates pre-award collaboration, acquisition planning, and the fostering of enhanced business arrangements to achieve the long-term outcomes and vision of the organization. Strategic sourcing includes a variety of approaches including, but not limited to: Supplier Relationship Management, ECC and Strategic Alternative Sourcing.

(Added-AFSC) Strategic Sourcing Database (SSD). —The Strategic Sourcing Database (SSD) is designed to facilitate input capture from the sourcing community for the SCID and the Enterprise Sourcing Plan (ESP). The Strategic Contract Investigation Database (SCID) captures information related to awarded contracts and strategies in work. The ESP defines the acquisition approach for future requirements. The ESP serves as a Commodity Management Plan (CMP) for the sourcing community. The SSD is SharePoint enabled, so all updates are instantly captured and available for enterprise reporting

(Added-AFSC) Strategic Supplier Relationship Manager (SSRM). —The AFSC executive-level representative who is assigned responsibility for executing SRM business processes and developing collaborative relationships with their assigned strategic suppliers.

(Added-AFSC) Strategy. —A strategy is a sourcing solution that addresses a subset of goods and services required within the commodity. At times, a strategy may address a portion of the requirements for another commodity when this approach provides the best overall sourcing solution for the AF.

(Added-AFSC) Supply Chain Stakeholders. —Any organization or person that will experience quantifiable benefits from a strategic arrangement. Examples include, but are not limited to, individuals and organizations from the following groups: cognizant Product Support Managers, AFSC, AFLCMC, AFMC, PEOs, DLA, Inventory Management Specialists, Production Management Specialists, industry partners, AF and non-AF contracting, AF MAJCOM staffs, SSRMs, and other DoD services and agencies.

(Added-AFSC) Supplier Relationship Management (SRM). —The discipline of strategically planning for, and managing, all interactions with third party organizations that supply good and/or services to an organization in order to maximize the value of those interactions. Supplier Relationship Management enables transaction execution, constant status monitoring and visibility using collaborative tools to readily analyze costs, understand material availability, expose risk, facilitate change management and rank supplier performance across all process flows to ensure contractual compliance, quality, cost control and margin attainment.

(Added-AFSC) Tactical Contract. —A contract is considered tactical if it does not meet the definition of a strategic contract. These contracts most often fulfill individual materiel requirements for goods and repair/services when strategic contracts are not in place.

(Added-AFSC) Targeted Optimization Program (TOP). —TOP is an application of SOAR to identify potential candidates for strategic sourcing improvements – a key enabler of strategic sourcing spend. It is an annual process and methodology that identified AF managed items that exhibit the greatest opportunity for buy/repair cost avoidance while maintaining weapon system availability and readiness. The AF budget is impacted through D200A file maintenance of reduced ALT, PLT and Shop Flow Days (SFD). IMs, RCOs, SRMs, PMSs, the ECC, and others team to find and validate those efficiencies.

Attachment 2 (Added-AFSC)**PURCHASE INSTRUMENT DATA ELEMENT CODES**

A2.1. (Added-AFSC) Attachment 2 is removed due to the new availability of AFMCMAN 64-104, Volume 4. Refer to AFMCMAN 64-104, Volume 4, Attachment 1, *Data Element Codes*, and Attachment 2, *Transaction/Card Coding Instructions* for guidance. To obtain copies of AFMCMAN 64-104 Volumes 3 and 4, contact your site J041 OPR. The site J041 OPR will supply you with copies until such time Volumes 3 and 4 are published on the Air Force e-Publishing website. ADIS/J041 and J018R users can also find system information on the J018R Home Page:

<https://cs2.eis.af.mil/sites/20411/CIDSSDocs/Forms/AllItems.aspx?RootFolder=%2Fsites%2F20411%2FCIDSSDocs%2FCIDS%20Web%20Documentation&FolderCTID=0x0120007ACE69DA95D8554D9FC55680EDAF39AE&View=%7B08D69C5C%2DC10E%2D4498%2DB668%2D99D843C33808%7D>.

Attachment 3 (Added-AFSC)

AFMC FORM 338

A3.1. (Added-AFSC) AFMC Form 338. This form is used by the RO to recommend to a PCO circumstances indicate a multi-year contract may be optimal.

Figure A3.1. (Added-AFSC) Sample Filled-Out AFMC Form 338, MYC Request.

MYC REQUEST AND CONTRACT INFORMATION							
I. REQUIREMENTS INFORMATION							
PURCHASE REQ/AMEND NUMBER FD2030-13-00000		LINE ITEM NUMBER 0001		COMP DATE 20140130		NATIONAL STOCK NUMBER 2840013416783NZ	
INITIATOR (Print) JANE DOE				OFFICE SYMBOL 429 SCMS/GU	PHONE 662-7325	MGR DES CODE XXX	CURR DATE 20140101
TYPE REQUIREMENT <input type="checkbox"/> D039 (Equipment) <input checked="" type="checkbox"/> D041 (Recoverable) <input type="checkbox"/> D062 (EOQ)							
II. SELECTION CRITERIA (Explain all checks in Initiator's Remarks)							
<input type="checkbox"/> UNSTABLE PROGRAM <input type="checkbox"/> UNSTABLE DESIGN <input type="checkbox"/> OTHER							
III. REQUIREMENTS							
GDP INFO: 1st QTY _____ 2nd QTY _____ 3rd QTY _____ /\$ _____							
FY	D039	D041	D062	USAF QTY	FMS QTY	OTHER SERVICE/SPECIAL PROGRAM QTY	TOTAL QTY
BUY YR	AY	ROLL + EOQ		22	0	0	22
BUD YR	BY	ANNUAL RATE		7	0	0	7
BUD YR + 1 YR	EY	ANNUAL RATE		6	6	6	18
TOT 3 YR RQMT = (BEQ) 35		MIN ORDER QTY 3		MAX ORDER QTY 22		TOT CONTRACT MAX QTY/\$ 53/\$35797.90	
INITIATOR'S REMARKS/JUSTIFICATION AVG BEQ: 12							
IV. CONTRACTING INFORMATION							
CONTRACT NUMBER		CONTRACTOR				CAGE NUMBER	
TYPE OF CONTRACT <input type="checkbox"/> FIXED QTY <input type="checkbox"/> GDP INDEFINITE DELIVERY: <input type="checkbox"/> IQ <input checked="" type="checkbox"/> RQMT <input type="checkbox"/> OPTION							
ORDERING PERIOD							
DELIVERY SCHEDULE							
PRICING INCREMENTS							
DATE FOR EXERCISE OF OPTION							
MIN ORDER QTY		MAX ORDER QTY			CONTRACT MAX QTY		
V. IF CANDIDATE, REASON WHY NO MYC (Explain in Buyer's Remarks)							
<input type="checkbox"/> CONTRACTOR REFUSAL <input type="checkbox"/> OTHER REASON							
BUYER'S REMARKS							
BUYER (Print)				OFFICE SYMBOL	PHONE	BUYER CODE	CURR DATE

Attachment 4 (Added-AFSC)

DD FORM 448

A4.1. (Added-AFSC) DD Form 448. This form is used by government requiring agencies to request items or services from another government agency with except NASA.

Figure A4.1. (AFSC) Sample Filled-Out DD Form 448, MIPR.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						1. PAGE 1 OF 1 PAGES					
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED Nov 6, 2013		5. MIPR NUMBER System Generated		6. AMEND NO. 00			
7. TO: ORG STREET ADDRESS CITY, STATE ZIP POC Information (Name, Phone, Email) Continuation in description if does not fit					8. FROM: (Agency, name, telephone number of originator) ORG STREET ADDRESS CITY, STATE ZIP POC Information (Name, Phone, Email) Continuation in description if does not fit						
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.											
ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.)				QTY	UNIT	ESTIMATED PRICE	ESTIMATED TOTAL PRICE			
a	b				c	d	e	f			
1	Local MIPR Tracking Nbr Description of Service, must identify severable or non-severable Contract#: NSN: PN: NOUN: To procure kits for OMAN Pseudo Code (us only when not procuring NSN) Type L/I: MMAC: IM/PMS Code: Funding Expiration Date: Category: Period of Performance: Required Delivery Date: Ship To: Mark For: Requesting POC Information: Continuation of TO/FROM Information MIPR Footnotes (AFI 65-116)				5	EA	100.00	500.00			
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.								11. GRAND TOTAL 500			
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)					13. MAIL INVOICES TO (Payment will be made by) DFAS paying office PAY OFFICE DODMAD						
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.											
ACRN	APPROPRIATION	UNIV. SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION				ALCIC STA DODGLOD	AMOUNT			
AA	5733400		303 87TI XXFH58 010000 56000 11127F 503000				F03000	\$500.00			
FSR: PSR: DSR:											
15. AUTHORIZING OFFICER (Type name and title) Designated Person					16. SIGNATURE COOK,SARA,C 112366947 <small>Digitally signed by COOK,SARA,C 112366947 DN: cn=COOK,SARA,C 112366947, o=AFMCI, ou=AFMCI, email=COOK,SARA,C 112366947@AFMCI.MIL, c=US</small>			17. DATE 11/05/2013			
DD Form 448, JUN 72				PREVIOUS EDITION IS OBSOLETE.				Reset		Adobe Designer 7.0	

Attachment 5 (Added-AFSC)

DD FORM 448-2

A5.1. (Added-AFSC) DD Form 448-2. This form is used by the acquiring organization to document concurrence/rejection and terms of MIPR acceptance.

Figure A5.1. (Added-AFSC) Sample Filled-Out DD Form 448-2, MIPR Acceptance.

ACCEPTANCE OF MIPR					
1. TO (Requiring Activity Address)(include ZIP Code) ORG STREET ADDRESS CITY, STATE ZIP POC & PHONE:			2. MIPR NUMBER Same as DD Form 448		3. AMENDMENT NO. 00
			4. DATE (MIPR Signature Date) 11052013	5. AMOUNT (As Listed on the MIPR) \$500.00	
6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)					
a. <input type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I) b. <input checked="" type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II) c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGED IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.	ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.
			0001	5	\$500.00
d. TOTAL ESTIMATED PRICE		\$0.00	e. TOTAL ESTIMATED PRICE		\$500.00
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS \$500.00		
12. FUNDS DATA (Check if Applicable)					
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED (See justification in block 13) b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF \$ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS If rejection occurs you must annotate the reason Fund Cite: Category I - Must indicate the fund cite the acquiring organization wants reimbursed, including the sales code, in the remarks block. (FM validate)					
14. ACCEPTING ACTIVITY (Complete Address)			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL SARA C COOK, PR POLICY ANALYST		
			16. SIGNATURE COOK,SARA.C.1123669475		17. DATE 11052013

DD FORM 448-2, JUL 71

PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED.

Adobe Designer 8.0

Reset

Attachment 6 (Added-AFSC)**DAILY PI ERROR LISTING ('A' STATUS)**

A6.1. (Added-AFSC) Attachment 6 is removed due to the new availability of AFMCMAN 64-104, Volume 4. For explanations and corrective actions for the exception reason message listed on the '4JA' Daily PR/MIPR Error Listing, see AFMCMAN 64-104, Volume 4, Attachment 3, section A3.1, *Daily PR/MIPR Listing*. To obtain copies of AFMCMAN 64-104, Volumes 3 and 4, contact your site J041 OPR. The site J041 OPR will supply you with copies until such time Volumes 3 and 4 are published on the Air Force e-Publishing website. ADIS/J041 and J018R users can also find system information on the J018R Home Page: <https://cs2.eis.af.mil/sites/20411/CIDSSDocs/Forms/AllItems.aspx?RootFolder=%2Fsites%2F20411%2FCIDSSDocs%2FCIDS%20Web%20Documentation&FolderCTID=0x0120007ACE69DA95D8554D9FC55680EDAF39AE&View=%7B08D69C5C%2DC10E%2D4498%2DB668%2D99D843C33808%7D>.

Attachment 7 (Added-AFSC)**LIST PRODUCTS**

A7.1. (Added-AFSC) Attachment 7 is removed due to the new availability of AFMCMAN 64-104, Volume 3. For a description of ADIS/J041 daily, weekly or monthly products that are used by PR/MIPR Support personnel to identify and correct problem areas and enhance overall management of requirements function workload, see AFMCMAN 64-104, Volume 3, Attachment 4, *J041 Product Listing*. To obtain copies of AFMCMAN 64-104, Volumes 3 and 4, contact your site J041 OPR. The site J041 OPR will supply you with copies until such time Volumes 3 and 4 are published on the Air Force e-Publishing website. ADIS/J041 and J018R users can also find system information on the J018R Home Page: <https://cs2.eis.af.mil/sites/20411/CIDSSDocs/Forms/AllItems.aspx?RootFolder=%2Fsites%2F20411%2FCIDSSDocs%2FCIDS%20Web%20Documentation&FolderCTID=0x0120007ACE69DA95D8554D9FC55680EDAF39AE&View=%7B08D69C5C%2DC10E%2D4498%2DB668%2D99D843C33808%7D>. **NOTE:** The A-J041.-4TG-M2-820, Monthly Report Of PR/MIPR Awarded on Contract or Cancelled, is not used for purging of Incoming/Outgoing PR/MIPRs.

Attachment 8 (Added-AFSC)

MANDATORY WORKLOAD ACTIVITIES

A8.1. (Added-AFSC) The mandatory workloaded activities in PRPS are listed below in Tables A8.1 and A8.2. Exceptions can be made in order to meet the requirements of the DoD Spare Parts Breakout Program (DFARS 217.7506 & AFI 23-101), i.e., initiation of a Screening Analysis Worksheet (SAW), an Engineering Data List (EDL) or Engineering Instructions (EIs).

Table A8.1. (Added-AFSC) PI Level Workloaded Activities.

Acquisition Plan	Engineer Requirement Team Minutes	Quality Assurance Personnel Letter
Acquisition Strategy	Funds Cite Authorization	Requirements Approval Document
Appendix A, Work Specification	International Agreement Competitive Restriction	Sole Source Justification
Appendix B, Supply Information	Justification and Approval	Statement of Need
Appendix C, Safety Requirements	Market Research	Statement of Objective
Bidset	Packaging Requirements	Statement of Work
Contract Buy Team Minutes	Performance Plan / Quality Assurance Surveillance Plan	Transportation Data for Solicitation
Contract Engineering Team Minutes	Performance Specification Document	Wage Determination Document
Contract Repair Team Minutes	Performance Work Statement	Workload Certification
Determination and Findings	Quality Assurance Letter of Instruction	

Table A8.2. (Added-AFSC) PI Line Item (PILI)/NIIN Checklist Level Workloaded Activities.

Contract Repair Screening Analysis	Justification for Qualification - Repair	Screening Analysis
Engineering Data List	Justification for Qualification - Spares	Source Qualification Requirements - Repair
Engineering Notes / Instructions	Market Research	Source Qualification Requirements - Spares
First Article Requirement	Qualification Requirements	Surplus Materiel Worksheet
Item Descriptions	Recommended Quality Assurance Provision and Special Inspection Requirements	Waiver for Qualification Requirements - Spares
Item Unique Identification Checklist	Repair Data List	

Attachment 9 (Added-AFSC)

INTERNAL REWORK CODES

A9.1. (Added-AFSC) The table below describes internal rework codes and reasons. Refer to section 1.18 for guidance on the use of these codes.

Table A9.1. (Added-AFSC) Internal Rework Codes.

Error Code	Reason	Error Code	Reason
0	Available specifications and drawings missing from PR package	21	Market Research missing
1	Bid Set Required	22	Min/Max Quantities not listed
2	Cage/Reference verification	23	Missing Buyers Concurrence (amendment only)
3	Checklist Incomplete/Inaccurate	24	Missing LIs (Identify the error)
4	CPP Statement Missing	25	MYC Missing/Incomplete/Inaccurate
5	DD Form 1423, Contract Data Requirements List – error, missing, or additional clarification required (Identify Data Item missing or in error)	26	Other (Error not listed)
6	Delivery Order missing Contract Name and Contract Number	27	Packaging and/or Transportation missing
7	Delivery schedule missing or incomplete	28	PR package not ready for Technical Review
8	Erroneous or missing entries on purchase request line items (Card Code, Type Line Item, and Pseudo Code)	29	Purpose statement Incomplete/Inadequate
9	First article requirements in error or need clarification	30	PWS/SOW/SOO/SON Incomplete/Inadequate
10	Forms Expired (not to Include AFMC Form 761 or 762)	31	Range PR missing required statement “Revalidation Required”
11	Forms In Error	32	Screening/Rescreening required
12	Forms initiation date prior to Aug 2010 (Item Description, Surplus, First Article)	33	Signatures missing
13	Generic NSN missing required statement (AAC – W)	34	Three or more errors (Identify error)
14	GPP Statement/Form Missing/Incomplete/Inaccurate	35	Verification of AMC/RMC
15	Inadequate item description (CID,	36	Verify current version of forms

	PID)		(Identify Form in Question/Error)
16	Incomplete/Inaccurate J&A	37	Waiting drawings in JEDMICS
17	Item part number, stock number, description, or nomenclature is inadequate/incomplete	38	Missing Forms (Identify forms missing)
18	IUID Missing or Incomplete	39	Delivery Quantity not equal to LI quantity
19	Lacks ILS/DRMS	40	Quantity/Cost does not equal Dollar Breakout
20	Lacks required justification statement (urgent or sole/selected source)	41	Activities not properly workloaded

Attachment 10 (Added-AFSC)**PRPS PI PROCESS STEPS**

A10.1. (Added-AFSC) All 448 SCMW generated PI actions which support supply chain operations will be processed in PRPS from requirements identification to PI completion. The only exception is requirements with valid waivers.

A10.2. (Added-AFSC) PRPS users are required to establish a Purchase Request (PR) number or Delivery Order Request (DOR) in PRPS when resources start working a known requirement. When the RO has identified a known requirement and a mandatory activity is required, no advance efforts or documents should be worked without the RO assigning the PR number and/or associated Purchase Instrument Line Item (PILI). Refer to Attachment 8 for mandatory activities. Exceptions can be made in order to meet the requirements of the DoD Spare Parts Breakout Program (DFARS 217.7506 & AFI 23-101), i.e., initiation of a Screening Analysis Worksheet (SAW), an Engineering Data List (EDL) or Engineering Instructions (EIs).

A10.3. (Added-AFSC) As applicable to the requirement , PRPS user will begin work loading PI activities to the functional user after PR Number or DOR is assigned. The PRPS process steps are as follows:

A10.3.1. (Added-AFSC) PR Number Assignment.

A10.3.1.1. (Added-AFSC) Step 1 – PI Initiation of PR Number. No documents/activities or advanced efforts will begin until PR Number is assigned.

A10.3.1.2. (Added-AFSC) Step 2 – Workloading PI Checklist Activities. As applicable to the requirement, PI Owner will workload PI activities to functional users.

A10.3.1.3. (Added-AFSC) Step 3 – Requirement Initiation. Processes > Standalone > NSN Requirement / Pseudo NSN Requirement. PI Owner will complete all tabs with applicable information.

A10.3.1.4. (Added-AFSC) Step 4 – Commodity Council (CC) Coordination. As applicable to the requirement, assign the coordination to the appropriate site Commodity Council (CC) member. NSN's that are created for DORs do not required CC coordination.

A10.3.2. (Added-AFSC) DOR Assignment.

A10.3.2.1. (Added-AFSC) Step 1 – Requirement and DOR Initiation. PI Owner will create requirement and place on the DOR. Processes > Standalone > NSN Requirement / Pseudo NSN Requirement. PI Owner will complete all tabs with applicable information. **Note:** No documents/activities or advanced efforts will begin until the DOR is created.

A10.3.2.2. (Added-AFSC) Step 2 – Workloading PI Checklist Activities. As applicable to the requirement, PI Owner will workload PI activities to functional users.

A10.3.2.3. (Added-AFSC) Step 3 – Initiation of Remaining Requirements. If applicable, initiate remaining requirements.

A10.3.2.4. (Added-AFSC) Step 4 – Commodity Council (CC) Coordination. Skip. This step is not applicable for a DOR.

A10.3.3. **(Added-AFSC) Step 5 – Consolidation Requirement.** PI Owner may use the consolidation process if the PI consists of more than one NSN/Pseudo NSN requirement. NSN/Pseudo NSN Checklist activities must be completed or removed prior to consolidation or DMOA.

A10.3.4. **(Added-AFSC) Step 6 – Purchase Instrument Line Item (PILI) Checklist.** As applicable to the requirement, PI Owner will workload PILI activities to functional users. **Note:** Updated PILI checklist activities are also required on the NIIN checklist to allow other agency access to latest workloaded NIIN activities to support other PI processing systems. Add any activities that were removed from the NSN/Pseudo NSN Checklist to the PILI Checklist and back to the NSN/Pseudo NSN Checklist.

A10.3.5. **(Added-AFSC) Step 7 – Review.** As applicable to the requirement, assign to the appropriate reviewer of the PI.

A10.3.6. **(Added-AFSC) Step 8 – Packaging and Transportation.** As applicable to the requirement, PI Owner will workload Packaging and/or Transportation activity to functional user.

A10.3.7. **(Added-AFSC) Step 9 – Purchase Instrument Checklist Review (PICR).** Mandatory for all PIs except Total Cancellation Amendments.

A10.3.8. **(Added-AFSC) Step 10 – Funds Coordination.** Mandatory for all PIs. Processes > Funds Coordination. Assign to Budget Analyst or Resource Advisors.

A10.3.9. **(Added-AFSC) Step 11 – Final Coordination.** As applicable to the requirement, assign to the appropriate coordinator of the PI package.

A10.3.10. **(Added-AFSC) Step 12 – Funds Certification.** Only for funded PIs. Process is initiated in PRPS but action is worked outside of PRPS.

A10.3.11. **(Added-AFSC) Step 13 – Complete/Finish.** PI Owner must complete/finish the PI package.

A10.3.12. **(Added-AFSC) Step 14 – Contracting Action.** Rework Issues. Additional funding. Amendments required, restarts the PI action within steps above.

A10.3.13. **(Added-AFSC) Step 15 – Contract Award.** Receive electronic feed from ACPS or J018R.

Attachment 11 (Added-AFSC)**SOURCING COMMODITY COUNCIL****A11.1. (Added-AFSC) Introduction, Purpose and Policy.**

A11.1.1. **(Added-AFSC) Introduction.** Commodity sourcing is an application of strategic sourcing employed by 448 SCMW personnel. Commodity strategies are developed via a structured, disciplined, and collaborative process designed to effectively and efficiently address the 448 SCMW's supply chain capabilities, external market conditions, and customer requirements. Commodity sourcing is accomplished through the Enterprise Commodity Council (ECC), established to apply strategic sourcing approaches for materiel and service requirements in support of AFMC's mission. The ECC is designed to enhance support to the war fighter while mitigating the cost of operations.

A11.1.2. **(Added-AFSC) Purpose.** This 448 SCMW OI defines processes and responsibilities for the ECC, as well as guidance for the execution and integration of commodity sourcing approaches within 448 SCMW. Previous versions of this document referred to multiple councils. This version highlights that the 448 SCMW has one council, which operates at an Enterprise level. This OI applies to ECC resources operating within the 448 SCMW. The purpose of this OI and specific objectives are:

A11.1.2.1. **(Added-AFSC)** To improve the understanding of strategic sourcing processes and the role of the ECC in the 448 SCMW organization.

A11.1.2.2. **(Added-AFSC)** To provide a standardized approach for the ECC to integrate commodity sourcing approaches within the 448 SCMW and with external organizations.

A11.1.2.3. **(Added-AFSC)** To define expectations for collaborative involvement with supply chain stakeholders and customers both internal and external to the 448 SCMW. This could include, but not be limited to DLA, Industry partners, DCMA, Organic Maintenance, or other staff agencies.

A11.1.3. **(Added-AFSC) Terms.** Throughout this document, and in execution of program objectives, there are references to distinct terms which have not been previously used in AF supply discussions or can be interpreted to have multiple meanings. Therefore, clear definitions are required and appear in Attachment 1 (AFSC) Glossary of References and Supporting Information, Terms.

A11.2. (Added-AFSC) Concept and Enterprise Fit .

A11.2.1. **(Added-AFSC) Purpose.** This chapter provides guidance for the ECC concept, management philosophy, its goals and expectations, its integration with key AF supply chain stakeholders and other DoD military services and its resulting roles and responsibilities in the enterprise.

A11.2.2. **(Added-AFSC) Concept.** The USAF Commodity Council approach is founded on an operating model that leading commercial firms have successfully applied for a number of years across a variety of industries. The ECC exists to improve the performance of the supply chain relative to the procurement of materiel and services, improving the AF capabilities to provide materiel support to customers and stakeholders.

A11.2.3. **(Added-AFSC) Primary Objectives.** The key objectives of the ECC concept are as follows:

A11.2.3.1. **(Added-AFSC)** Account for all of the items in the council portfolio. Utilize a cross-functional group of members to provide subject matter expertise and knowledge ownership of the AF supply chain for the items within the 448 SCMW's responsibility.

A11.2.3.2. **(Added-AFSC)** Provide inputs to Enterprise Sourcing Strategy Flight (ESSF) for development and implementation of the enterprise-wide Commodity Management Plan (CMP) to address the aggregate demands placed on 448 SCMW resources to acquire quality goods and services, improve supply chain performance, increase support to customers, and reduce cost to the AF.

A11.2.3.3. **(Added-AFSC)** Develop and implement enterprise-wide commodity procurement strategies and acquisition plans that address cost and performance goals of the AF and AFMC while addressing the needs of customers and stakeholders.

A11.2.3.4. **(Added-AFSC)** Provide ESSF inputs for 448 SCMW leadership reports and updates to strategic initiatives in support of commodities, assessing issues and other factors affecting the supply chain along with proposed resolution and progress toward goals. These are usually reported via the quad charts and milestone charts developed by ESSF.

A11.2.3.5. **(Added-AFSC)** Utilize existing key performance indicators (KPIs), work collaboratively with ESSF to develop new KPIs, if appropriate and maintain performance measures that provide supply chain transparency relative to the commodity grouping.

A11.2.3.6. **(Added-AFSC)** Foster a collaborative environment that strives to optimize the supply chain for the commodity through application of knowledge, supply chain best practices, and customer/stakeholder involvement. The collaborative environment requires the council to serve as Subject Matter Experts (SMEs) to stakeholders, customers, vendors, and supply chain process owners to enable effective commodity management and supply chain performance.

A11.2.4. **(Added-AFSC) Management Philosophy.** The ECC represents a continued commitment by the 448 SCMW to apply best commercial and DoD practices. The ECC continuously addresses process improvements, cost savings, cost avoidance and materiel support. Commodity Councils leverage a governance structure through the Sourcing Governance Board (SGB) to operationalize supply chain support to the warfighter. ECC continuously collaborates across the enterprise to share lessons learned.

A11.2.5. **(Added-AFSC) Goals and Expectations.** The ECC improves supply chain performance by developing commodity sourcing strategies that promote operational efficiencies and streamline sourcing processes. The ECC is also expected to be actively involved in the development and execution of these strategies, and measurement of the strategies to ensure the realization of the intended benefits. In some instances ECC will provide ongoing management after contract award. Specific goals and expectations of the ECC includes:

A11.2.5.1. **(Added-AFSC)** Deploy the eight-step standard work process in development, execution and ongoing management of strategic sourcing solutions.

A11.2.5.2. **(Added-AFSC)** Develop sourcing solutions with the goal of creating supply chain efficiencies. The efficiencies sought may include (not limited to): cost reduction, lead time reduction, increased materiel availability, improved materiel quality and reliability, and inventory reduction.

A11.2.5.3. **(Added-AFSC)** Apply an enterprise-wide approach, across and beyond geographical and organizational boundaries, in development of sourcing strategies, collaborating and communicating with suppliers, stakeholders and customers.

A11.2.5.4. **(Added-AFSC)** Provide subject matter expertise for strategic sourcing at each location to manage communications and collaboration with major stakeholders.

A11.2.6. **(Added-AFSC) Integration.** Success of the sourcing strategies depends on the ability to integrate and collaborate with 448 SCMW Planning and Execution (P&E) Groups and Squadrons, contracting, engineering, item management, program management, legal, the Small Business Office, DLA, organic maintenance, Supplier Relationship Management (SRM), information systems, industry partners, weapon system supply chain management and other activities, internal and external to the 448 SCMW. ECC integration will rely on numerous internal and external factors, however, those that emerge as having the greatest effect include:

A11.2.6.1. **(Added-AFSC)** Sustainment Work Streams. The ECC shall work with P&E Group and Squadron personnel to validate current and future materiel requirements, assess the gaps between materiel requirements covered by strategic procurement solutions, and identify those not covered and assess the supply chain performance.

A11.2.6.2. **(Added-AFSC)** Enterprise Sourcing Strategy Flight Components. The ESSF components include: a Sourcing Secretariat, enterprise data analysis, Defense Logistics Agency Framework Secretariat, interface to DCMA, and Supplier Relationship Management (SRM) support functions (to include supplier profiles and market research intel) supporting strategic sourcing activities across the Wing. The ESSF components shall coordinate with AFMC and other DoD military services. The ECC will need to collaborate with the ESSF in several areas:

A11.2.6.2.1. **(Added-AFSC)** The ECC shall work with the Sourcing Secretariat to achieve necessary approvals and fulfill governance requirements, as well as to seek guidance on policy and regulations related to proposed sourcing strategies. CSS/ESIS presentations, APs, Supply versus Services determination, SCID inputs, Predictive Scheduling Tool (PST) eligibility coordination and discrepancy reporting are a few of the sourcing gates ESSF should be supporting.

A11.2.6.2.2. **(Added-AFSC)** The ECC shall coordinate research, supply chain performance assessments, sourcing opportunity analyses, Targeted Optimization Program (TOP), discrepancy reporting, and other data analysis activities with the enterprise data analysis activity as required and applicable. Submission of data to the ESSF may be required to track strategies' performance, National Stock Number (NSN) coverage and benefits realization.

A11.2.6.3. **(Added-AFSC)** ECC members shall work with the Strategic Supplier Relationship Managers (SSRMs) to integrate the commodity sourcing strategies, existing and proposed, with the SSRM's supplier management strategies. The Council shall

collaborate with the SRM activities, sharing information and data, to create more effective sourcing strategy and supplier management approaches.

A11.2.6.4. **(Added-AFSC)** Contracting Activities and Activities Required for Contracting Strategy Coordination. The ECC shall integrate their approach to sourcing strategy development and execution with the necessary contracting activities, legal advisors, policy offices, program offices, small business advocacy offices, complex business offices, and others to insure regulatory and policy requirements for contracting are met.

A11.2.6.5. **(Added-AFSC)** Organic Maintenance Activities. ECC members shall collaborate with organic maintenance activities when proposed sourcing solutions may impact the workload being performed or is forecasted to be performed by those activities. The ECC shall collaborate with maintenance activities to determine if opportunities exist to develop commodity sourcing strategies that improve both supply chain performance and maintenance operations. These collaborations and final agreements shall be documented via partnership agreements and implementation agreements between organic depots and industry.

A11.2.6.6. **(Added-AFSC)** Defense Logistics Agency (DLA) and other DoD military services. ECC members must coordinate and collaborate with procurement communities of DLA and other DoD military services in development and execution of commodity sourcing strategies. Sourcing strategies requiring new buy procurement of AF-managed depot- level repair (DLR) items require coordination with DLA contracting personnel and possibly other DLA activities, particularly if the scope of the sourcing strategy requires broader collaboration. When working with DLA, the ECC will need to consider both logistical and contracting implications of their strategies. ECC will utilize the Level III Framework to elevate/ resolve sourcing issues. The ECC will coordinate with DLA to achieve efficiency goals or gain approval to use AF contracts to achieve efficiency goals.

A11.2.6.7. **(Added-AFSC)** Sourcing strategies that cross services will require coordination with the services whose items are incorporated in the proposed solution. ECC should also work collaboratively with other DoD services and agencies to identify opportunities to create cross-service sourcing solutions that leverage larger items population for greater supply chain performance improvement.

A11.3. (Added-AFSC) Processes.

A11.3.1. **(Added-AFSC) Introduction.** The ECC performs several critical processes in development and execution of strategic sourcing initiatives. These critical processes are included in the Strategy Development Eight-Step Process Guide. This eight-step process includes activities necessary for completion of the Wing's Commodity Management Plan (CMP), acquisition plans and other sourcing strategy documentation. The ECC shall perform additional processes not stratified in the eight-step process to validate the procurement strategies recommended including the Seven Step Acquisition Process, Source Selection process, and Justification and Approval (J&A) to name a few.

A11.3.2. **(Added-AFSC) Strategy Development 8-Step Process Guide.** Steps one, two and three of the eight- step process described in this document do not have to be performed in a serial manner and steps may need to be revisited as the strategy is refined. Also, depending on the timing of strategy development and execution, the council may be performing one or more of the processes at the same time as they relate to specific strategies or spirals within a strategy. The Sourcing Secretariat is the owner of the eight-step process. More detailed information regarding the performance of the eight-step process can be obtained through the Sourcing Secretariat. Figure 1 below provides a visual representation of the eight-step process.

Figure A11.1. (Added-AFSC) 8-Step Process.



A11.3.2.1. **(Added-AFSC) Review Current Strategy.** The ECC will need to develop a thorough understanding of the current environment as it relates to the past procurement strategies employed, the total spend for items in the commodity in recent years, the anticipated spend for future items, the sources of supply for those items, including the managing AF activity, as well as private and public sources supporting the requirements. Activities performed during this step include spend analyses, supply chain performance assessments, interviewing customers and stakeholders and collecting information on current contracts and initiatives.

A11.3.2.2. **(Added-AFSC) Evaluate/Assess Current Market.** Market research should drive and support other documents in the acquisition process. The primary purpose of market research is to arm the acquisition team with an accurate sight picture of the state of industry, to help assess the feasibility of varying procurement options, to identify potential sources of supply and services, to identify and mitigate risks, and to be cognizant of similar historical procurements. Step two of the eight-step process addresses the need for the ECC to perform a variety of market intelligence tasks. These steps include supplier benchmarking, assessing diminishing manufacturing capabilities, assessing raw material availability, pricing trends, and identifying new technologies.

A11.3.2.3. **(Added-AFSC)** Analyze Future Demands. Analyze the forecasted materiel requirements for items in the commodity populations, understand significant variances between historical spend and forecasted demand, addressing those items requiring further research (This is not simply a representation of data gathered in step one for Forecasted Demand). Understand and incorporate supplier capabilities and capacities, opportunities for demand leveling, forecast accuracy and consideration of the impact of item engineering. This activity should be performed annually or 'as required' to coincide with strategy development milestones.

A11.3.2.4. **(Added-AFSC)** Create Future Strategy. In this step, information from the discovery phase will be synthesized to develop a potential strategy for the SGB to consider and approve. For the CMP, the primary outputs from this phase are the sourcing strategies that comprise the plan spirals the Council intends to pursue. For other strategy documentation, the output from this phase is the logical development and support for strategies that support achievement of the Council's and the 448 SCMW goals. The process for step 4 shall be accomplished at a high level for the CMP and with much greater detail for each specific sourcing strategy. The ECC shall, upon creation of a strategy, enter that information into the Strategic Contract Investigation Database (SCID) module of the Strategic Sourcing Database (SSD). This ensures that the Compliance Database within PRPS remains current and the supply chain is aware of planned acquisition activities. The SCID data will then be used to populate the Enterprise Sourcing Plan and developing the 1-N list.

A11.3.2.5. **(Added-AFSC)** Approve Strategy. The ECC is required to secure all the requisite approvals for the proposed sourcing strategies prior to execution of those strategies. The Sourcing Secretariat shall assist the ECC in identification of the required coordination and approval offices, scheduling the necessary briefings to obtain the coordination and approvals. The ECC must have SGB approval of all strategies before deploying them. Any recommended changes/deviations to approved CSS must be brought forth by the recommending activity to the SGB.

A11.3.2.5.1. **(Added-AFSC)** The primary documents the ECC shall bring to the SGB are Commodity Sourcing Strategies (CSSs). The Sourcing Secretariat maintains a template for the CSS and reviews it regularly for changes that need to be made. Template changes require SGB approval. The ECC shall use the templates maintained by the Sourcing Secretariat when documenting CSSs.

A11.3.2.5.2. **(Added-AFSC)** More detailed acquisition plans (ESIS/AP) detail the approach planned to contract for or establish support agreements for a particular sourcing strategy. Documents must meet the applicable Federal Acquisition Regulations (FAR) requirements for contracting.

A11.3.2.6. **(Added-AFSC)** Establish Contract Instruments or Agreements for Logistic Support. Step 6, establishing the optimum contracting solutions and agreements with suppliers. ECCs shall establish contracts or assist P&E Squadron and contracting personnel in establishment of contracts and agreements for logistics support including repair/overhaul/remanufacturing, spares, PBL/partnerships, product/process improvements that meet the requirements of FARs, procurement policy and guidance. The ECC will ensure these requirements shall be met during the strategy development and strategy approval phases.

A11.3.2.6.1. **(Added-AFSC)** The ECC shall integrate its approach to sourcing strategy development and execution with the necessary contracting activities, legal advisors, policy offices, program offices, small business advocacy offices and others to insure that regulatory and policy requirements for contracting are met. The Sourcing Secretariat shall provide assistance in coordination of these requirements as necessary.

A11.3.2.6.2. **(Added-AFSC)** For those strategies which require the involvement of contracting personnel assigned to other federal activities, such as DLA or other DoD services, ECC will assist in the execution of the contracting strategy and ensure the intended contracting solution is applied so that the planned benefits can be realized.

A11.3.2.7. **(Added-AFSC)** Rollout Strategy. Step seven of the eight-step process formalizes contracts or agreements with suppliers. As part of step four, ECC developed Rules of Engagement, Roles and Responsibilities, Transition Plans, and Communication Plan. Step seven of the process is the change management activity required to make the strategy successful. Elements of this step include conveying to stakeholders and customers that the strategy has been contracted (or agreed to in the case of organic solutions), the terms and scope of the contract or agreement, the expected outcomes and any other unique factors required to make the strategy successful. The ECC shall upon award of the contract, enter/validate the NSN information in the SCID module of the SSD. This ensures that the Compliance Database within PRPS remains current and inhibits rogue behaviors. The SCID data will then be used to populate the Enterprise Sourcing Plan.

A11.3.2.8. **(Added-AFSC)** Monitor and Continuously Improve Strategy and Performance. The last step in the eight-step process requires the ECC to actively monitor the deployed sourcing solutions through quarterly lead time, delivery, and quality metrics review and program reviews held by SRMs and Program Management Reviews (PMRs). This allows the council to understand the effectiveness of the solutions in terms of supply chain efficiencies realized versus those intended. It creates the environment for risk mitigation and problem resolution during the period of performance and it provides the council with the necessary insight and information to improve the current strategy as well as planned strategies similar in nature and scope.

A11.3.3. **(Added-AFSC) Other Processes for Validation of Strategies.** The ECC must demonstrate that the required due diligence relative to each strategy has been performed. These processes and procedures provide the necessary information and visibility leadership requires for approving the proposed sourcing strategies. SORAP, SAW, CRSAW, J&A, RAD, ESIS and other processes driven by policies above the Wing level are not to be superseded by this document.

A11.4. (Added-AFSC) Roles and Responsibilities.

A11.4.1. **(Added-AFSC) Commodity Council Roles.** The 448 SCMW ECC is a cross-functional team charged with formulating strategic sourcing, acquisition and/or purchasing approaches (i.e. CMPs/CSSs or APs) for Consolidated Sustainment Activity Group – Supply (CSAG- Supply), MSD Budget Code of 8, Operational and Maintenance (O&M), and support for services associated with these materiel requirements.

A11.4.1.1. **(Added-AFSC) The Core Team.** The exact core team size and composition may vary according to the commodity and workload. The roles/activities detailed in Figure 2 below provide potential ECC core team membership activities. Some of these functions may be shared across councils or even reside outside the councils as functional support resources.

A11.4.1.2. **(Added-AFSC) Cross-Functional Representatives.** Additional personnel may be selected to ensure adequate representation from across the enterprise. The council may contain commodity expertise, as well as knowledge in procurement, technology, market analysis, project management, business processes, procurement strategy and analysis.

Figure A11.2. (Added-AFSC) Core Commodity Council Team.



A11.4.1.3. (Added-AFSC) The Extended Team. Beyond the core council, there are also many extended team members with which the ECC interacts. These can include DLA, DCMA and Small Business Offices and other internal organizations such as Judge Advocate General (JAG) and depot maintenance (see Figure 3.). Specialists from the program offices are of particular importance as the ECC works initiatives which involve their systems.

Figure A11.3. (Added-AFSC) Extended Commodity Council Team.



A11.4.2. (Added-AFSC) **Commodity Council Responsibilities.** The ECC is responsible for following the standard work eight-step process in development of commodity sourcing and management strategies.

A11.4.2.1. (Added-AFSC) The ECC is responsible for selection of the most optimum sourcing solutions, weighing the benefits for the AF against anticipated costs and associated risks of each potential solution. Council Members should consider a number of potential solutions in development of a selected approach, including but not limited to: commodity-oriented solutions, weapon-oriented system solutions, supplier-oriented solutions, performance based logistics solutions, and public or private partnerships.

A11.4.2.2. (Added-AFSC) The Council is responsible for developing solutions with an enterprise perspective, not limiting requirements to a specific group or squadron unless the unique nature of the solution mandates those limitations.

A11.4.2.3. (Added-AFSC) The Council is responsible to leverage the SRM program and SRM processes for the creation and maintenance of supplier relationships during development and execution of sole source strategies to improve supply chain outcomes. Council members should collaborate with SSRMs to most effectively execute this responsibility. The ECC may create and maintain relationships with suppliers who are not

top strategic suppliers with an SSRM; nonetheless, similar SRM processes and approaches should be leveraged.

A11.4.2.4. **(Added-AFSC)** The ECC is required to communicate their strategy development and execution plans to the other strategic sourcing activities in the 448 SCMW. These activities include communication to the SGB, ESSF, Strategic Alternate Sourcing Program Office (SASPO), SSRMs and LG for repatriation and partnership opportunities.

A11.4.2.5. **(Added-AFSC)** The ECC is responsible for considering the opportunities to collaborate with other federal procurement activities such as DLA and other DoD military services to more fully leverage the buying power of the combined requirements. Councils are the primary facilitator for the ESP output of items for DLA to pursue long term strategic contract adds.

A11.4.2.6. **(Added-AFSC)** The ECC is responsible for collecting the necessary information and data relevant to strategies under review or in development. The ECC is responsible for creating a complete perspective of the acquisition and program support environments.

A11.4.2.7. **(Added-AFSC)** The ECC is responsible for appropriately sharing findings and information gathered with stakeholders who would be affected by the sourcing solution. The purpose of this information sharing is to insure the conclusions and decisions are correct, reasonable and justify the sourcing solution chosen.

A11.4.2.8. **(Added-AFSC)** The ECC is responsible for providing and validating the required Strategic Contract Investigation Database (SCID) information inputs for incorporation into the Strategic Sourcing Database (SSD) for those strategies lead by the ECC. The SCID information should be updated first upon initiation of a sourcing strategy and later upon execution/award of a sourcing solution. The ECC is the interface to the squadron for use and application of the SCID. The ECC shall work to ensure the data owners have received the required information and entered the information into the compliance database.

A11.4.2.9. **(Added-AFSC)** The ECC is responsible for capturing lessons learned related to their processes, development and execution of strategy and sharing the information with other ECC members and the broader AF acquisition organization. The Sourcing Secretariat assists the ECC in the collection and dissemination of these lessons learned.

A11.4.2.10. **(Added-AFSC)** The ECC shall develop communications in support of broader awareness among stakeholder and non-stakeholder organizations to further the successful implementation of their strategies. ECC resources should utilize 448 SCMW's change management resources in execution of this responsibility.

A11.4.2.11. **(Added-AFSC)** ECC is responsible for developing narratives to provide to ESSF for the Commodity Management Plan (CMP).

A11.4.2.12. **(Added-AFSC)** The ECC is responsible for incorporating the post-award contract and strategy management approach in the strategies proposed for approval. This post- award management approach should specify the organizational alignment of personnel responsible for contract and materiel management associated with the strategy.

A11.4.2.13. **(Added-AFSC)** The ECC is responsible for gaining approval via the established governance process. The ECC is also required to comply with Federal Acquisition Regulations (FARs), Defense Acquisition Regulations (DARs), Air Force Acquisition Regulations (AFFARs) and other statutory requirements relevant to the strategy proposed. Accordingly, ECC is required to seek the necessary approvals for proposed strategies in accordance with federal regulations and as directed by the 448 SCMW leadership.

A11.4.2.14. **(Added-AFSC)** The ECC is responsible for supporting sourcing initiatives to meet enterprise sourcing goals, such as TOP. More detailed information regarding the performance of TOP responsibilities can be obtained through the ESSF.

A11.4.2.15. **(Added-AFSC)** IAW 448 SCMW OI 23-0002 Paragraph 3.2.2.1, based on Federal Stock Class (FSC) the ECC is responsible for providing PR Coordination via Purchase Request Process System (PRPS). ECC verifies the PR Initiator research that an existing strategic contract is or is not available to meet requirements based on Strategic Contract Investigation Database (SCID) research.

A11.5. (Added-AFSC) Organizational Structure.

A11.5.1. **(Added-AFSC) Structure.** Sustainment materiel requirement commodity sourcing is performed primarily by the 448 SCMW ECC operating within the 448 SCMW. The ECC is assigned the responsibility for development of supply support solutions for AF-managed items in specific commodity groups. Commodity groups are established as a unique set of Federal Supply Classes (FSCs). The commodity group consists of all AF-managed NSNs coded with FSCs aligned to the particular commodity group. The ECC is primarily responsible for the CSAG-Supply (Budget Code 8) and Operational and Maintenance (O&M) items in these commodity groups; but this does not limit them from developing and executing strategies that incorporate requirements outside this primary responsibility.

A11.5.2. **(Added-AFSC) Leadership.** The ECC, in accordance with a 448 SCMW signed Memorandum of Agreement (MOA), take their direction on day-to-day activities from the Enterprise Sourcing Manager (ESM), a position held by the 429 SCMS/CL. Alignment to a single ESM creates singular leadership focus to leverage all wing sourcing resources toward meeting Wing goals, fosters greater enterprise focus across all sourcing entities and increases visibility of councils' efforts, strategy prioritization, strategy execution, and standardization of sourcing activities.

A11.6. (Added-AFSC) Performance Metrics and Records.

A11.6.1. **(Added-AFSC) Purpose.** This instruction provides guidance, procedures and responsibilities for the ECC KPIs and records.

A11.6.2. **(Added-AFSC) Definition of KPIs.** The development, selection, tracking, reporting and evaluation of individual KPIs for ECC performance are important to determination of actual return-on-investment (ROI) and performance against commodity baselines. Adjustments to the measurement process will be inherent as new KPIs are developed, as a new or modified data system is deployed and as data is accumulated and analyzed. Strategy development, management philosophy, and program requirements shall dictate the selection and utilization of the appropriate KPIs.

A11.6.3. **(Added-AFSC) Philosophy of KPIs.** KPIs should be limited to those that relate to strategic goals and objectives and provide timely, relevant and concise information for use by decision makers, at all levels, to assess progress toward achieving predetermined goals. Key performance indicators that are properly developed, analyzed and linked allow for accurate and timely measurement of performance and results.

A11.6.4. **(Added-AFSC) Key Performance Data.** Data is collected and collated into reports as prescribed for appropriate distribution and review. The following list of metrics provides the primary KPIs the ECC should use to identify opportunities, track benefits, and assess supply chain performance. The list is not meant to be a prescription to measure all of these KPIs, nor is it all inclusive.

A11.6.4.1. **(Added-AFSC) Administrative Lead-Time (ALT) Days.** ALT is measured for two reasons: cost avoidance that can be realized through reducing lead-time significantly enough to reduce the number of items required in the pipeline while meeting operational goals; and as an indication of operational efficiency.

A11.6.4.2. **(Added-AFSC) Production Lead-Time (PLT) Days.** PLT is measured for two reasons: cost avoidance that can be realized through reducing lead-time significantly enough to reduce the number of items required in the pipeline while meeting operational goals and as an indicator of successful contracting strategies that increase the availability of parts which will have an impact upon other metrics such as Customer Wait Time (CWT) and Mission Capability (MICAP).

A11.6.4.3. **(Added-AFSC) Acquisition Lead-Time (AQLT) Days.** This metric, a combination of the ALT and PLT days, measures the cycle from requirement initiation to receipt of the materiel. It is important for the same cost avoidance aspects of reducing the spares requirement as is the case in the ALT and PLT reduction discussion. It is also a gauge of overall supply chain performance improvement relative to materiel availability.

A11.6.4.4. **(Added-AFSC) Contracting Efficiency.** The ratio of Contract Actions to Basic Contracts and ratio of NSNs to Basic Contracts are contracting efficiency ratios that gauge the degree to which fewer contracts are utilized to meet a greater number of items and greater number of individual requirements. In most cases, the ECC should strive to acquire more items through fewer contracts and use these contracts more often. Strategic contracts will usually address both KPIs.

A11.6.4.5. **(Added-AFSC) Cost Savings.** The ECC, through collaboration with the ESSF and FM personnel, shall establish cost savings estimates for their strategies. The ESSF and FM personnel shall support the ECC by ensuring the cost savings calculations are sound and the same calculations are used with consistency. ESSF shall utilize the Spend Optimization Analysis Reporting (SOAR) tool as a standard, AFMC approved methodology for assessing impacts of pipeline improvements on future budget submissions.

A11.6.4.6. **(Added-AFSC) Repair Turnaround Time and Shop Flow Days.** These repair cycle time metrics are beneficial in terms of measuring the response time from suppliers, both commercial and organic. The goals for ECC shall be to realize shorter repair cycle times with a result of improved materiel availability.

A11.6.5. **(Added-AFSC) Reporting.** Several components determine the overall success of utilizing KPIs: collection methods, frequency of reporting, metric “owners”, fidelity of the metrics and links to other success factors. ECCs and ESSF both have responsibilities for reporting strategy progress. All of these components are significant contributors to the reporting process.

A11.6.5.1. **(Added-AFSC) Commodity Council Reporting.** The ECC shall provide periodic reporting of the status of their strategy development progress, implemented strategies, and current KPIs and their results related to strategies implemented as directed by 448 SCMW leadership. This reporting would include, but not be limited to, review and validation of enterprise reporting and metrics, and provide leadership further insight as to potential root causes for metrics trends.

A11.6.5.2. **(Added-AFSC) ESSF Reporting.** As it relates to ECC reporting, the ESSF shall provide summary reporting to 448 SCMW leadership in the form of aggregated ECC status reports. The ESSF shall also track execution of ECC strategies to stated goals post-award. The goal of this reporting is to provide 448 SCMW leadership with a high-level summary of ECC strategy development progress and implemented strategy performance relative to each respective strategy’s stated objectives.

A11.6.6. **(Added-AFSC) Records.** Important documentation pertaining to each ECC’s processes are considered evidence of process accomplishment and, as such, are retained by the responsible personnel IAW the records requirements defined in AFI 33-322, *Records Management Program*. All records shall be entered into the appropriate Group File Plan.

A11.6.6.1. **(Added-AFSC) Commodity Management Plan (CMP).** The CMP is a document assembled for the primary purpose of detailing the Wing’s approach to management of the collective set of new buy materiel and repair requirements within the scope of the 448 SCMW purview. It includes a listing of planned spirals and strategies within those spirals. The ECC’s approach is supported through detailed documentation of commodity characteristics that demonstrates knowledge of the current and future market for the commodity. A CMP shall be produced by ESSF and updated, at a minimum, at least once per year and presented to leadership for approval.

A11.6.6.2. **(Added-AFSC) Acquisition Strategy Documents.** ECC has used, and may continue to use, a variety of acquisition strategy documents to describe, provide justification and demonstrate due diligence for a proposed sourcing solution to use in gaining the required approvals to begin execution of the proposed solution. Commodity Sourcing Strategies (CSS), Acquisition Plans (APs), forecast analyses, business case analyses, risk analyses, metrics and savings projections documents are examples of the acquisition documents that have been or may be used in seeking approval for a particular sourcing strategy. The specific acquisition document(s) required from the ECC shall be determined during the strategy development phase and be based upon the requirements of the approving authority(s). All CSS documents approved by the SGB shall be maintained by the Sourcing Secretariat.

A11.6.6.3. (**Added-AFSC**) Early Strategy and Issues Session (ESIS). In accordance with AFMC Mandatory Procedure, Sub Part 5307.104, all strategies for service acquisitions over the \$100M Total Contract Value threshold require a review before AFMC/CA. The Council shall work with the Sourcing Secretariat to coordinate the meetings, ensure the right people are in attendance to brief, and all of the pre-briefs are scheduled appropriately. ESIS presentations from the ECC shall also be maintained by the Sourcing Secretariat.

Attachment 12 (Added-AFSC)**MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR) PROCESS
GUIDE –NON-PEO MIPRS \$500,000 AND ABOVE**

A12.1. (Added-AFSC) Military Interdepartmental Purchase Request (MIPR) Process Guide – NON-PEO MIPRS \$500,000 and Above can be located at: <https://org2.eis.af.mil/sites/21765/429scms/guma/AFSC%20NONPEO%20MIPR%20GUIDE/Forms/AllItems.aspx>.

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