

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 20-102**



26 FEBRUARY 2024

Logistics

**REQUIREMENTS DEFINITION AND
PURCHASE INSTRUMENT
DEVELOPMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ms. Terri E. Huber)

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This instruction implements AFPD 63-1/20-1, *Integrated Life Cycle Management*, for Program Office and AFMC activities conducting purchase instruments within AFMC. It contains AFMC Purchase Instrument (PI) policy for the generation and processing (both the basic and amendments) of Project Order (PO) – either the AF Form 185, *Project Order* or AFMC Form 181, *Project Order* versions, Purchase Requests (PR), Delivery Order Requests (DOR), Task Orders, specific guidance for incoming and outgoing DD Form 448, *Military Interdepartmental Purchase Requests (MIPR)* and DD Form 448-2, *Acceptance of MIPR*, and other equivalent electronic reports or documents needed to develop and procure computed and stand-alone logistics including acquisition requirements in support of operational needs. It sets PO/PR/DOR/MIPR policy for the central procurement of sustainment requirements and for the acquisition of consolidated DAF [comprised of USAF and USSF], and DoD-wide requirements for materiel and services involving DAF activities. It pertains to POs/PRs/DORs/MIPRs for consumable parts and repairable 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 and USSF activities (and contractor personnel if a part of the contract requirement) 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. This publication does not apply to the ANG and AFRC and their units. This publication may be

supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/ unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 90-160, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Submit requests for waivers using DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate tier waiver approval authority, or alternatively, to the Publication OPR for non-tiered compliance items. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF 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 IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System Records Disposition Schedule. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This policy rewrite incorporates tiering, updates organizational activities, adds USSF interests/entities (driving updating policy title change), and incorporates known changes driven by AF/AFMC business system modernization. This change rescinds AFMC Form 36 by replacing the directive form use with use with generalized data element requirements that align to SAF/AF/AFMC financial or contracting policy/systems requirements. This change adds the missing applicability to Depot Maintenance Inter-Service Support Agreements (DMISAs) and incorporates the U.S. Treasury G-Invoicing applicability for DoD/DAF including the use of Fiscal Service Form 7600A, *United States Government Interagency Agreement (IAA) Agreement Between Federal Agencies General Terms & Conditions [GT&C] Section*. Additionally, this update adds policy for when to grant exceptions to using the Purchase Request Process System (PRPS) and strengthens commercial derivative aircraft and engine consideration of dual use surplus parts required by FY23 National Defense Authorization Act. This policy has extensive changes and must be entirely reviewed.

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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 POs, PRs, and DORs (basic and amendments) for Department of the Air Force managed logistics materiel and services. Along with initiation of outgoing MIPRs for logistics materiel and services required by the USAF or USSF, managed and acquired by other Government agencies. Processing incoming MIPRs for materiel and services requested from the Air Force or Space Force by other Services or agencies to include equipment, spares, materiel, contract repair, inter-Service repairs, services, depot overhauls, modifications, and data requests. **Note:** FAR Subpart 11.1, *Selecting and Developing Requirements Documents*, and FAR Subpart 11.2, *Using and Maintaining Requirement Documents*, are key references for this policy and as such are called out for special consideration and attention to aid users of this policy. All Contractor requirements contained within this guidance must be contained within applicable contract, grant, and/or agreement to be enforceable.

1.2. Precedence. This instruction takes precedence over all other AFMC and lower-level directives concerning PI development and use. 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 Air Force Materiel Command, Director of Logistics, Civil Engineering, Force Protection, and Nuclear Integration (AFMC/A4/10) for resolution.

1.3. Purchase Instruments (PI). In this instruction the term "Purchase Instrument" or "PI" refers generically to any PO/PR/DOR/MIPR (Basic/Amendment) action/effort. 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 materiel/service procuring activity (e.g., Procuring Contracting Officer [PCO], less than contract agreement funding activity, DMISA activities, etc.) needs to clearly communicate the requirement to all potential sources and select the item/service that best meets the DoD's need. **Note:** DMISAs IAW AFMAN 63-122, *Depot Source of Repair Planning and Activation*, are not contracts but inter-Service depot maintenance organic workload efforts utilizing PIs for funding purposes only. As such they do not require PCO coordination, involvement, or signature.

1.3.1. A PI is initiated by the requirement owner (RO) via obtaining a PI control number except for DORs initiated in Purchase Request Process System (PRPS) which provides the control number after initiation. Before initiating the PI, they must ensure market research is valid within the last 18 months (if not available new market research must be initiated and completed before effort moves forward), formulate a procurement strategy, and be able to substantiate the requirement's purpose and estimated or known quantity. The requirements' 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 a Readiness Based Sparing System used by the Air Force Sustainment Center (AFSC) or Air Force Life Cycle Management Center (AFLCMC), a programmed depot maintenance schedule, identified through an out-of-cycle requisition from the field or un-programmed maintenance action or developmental program. **Note:** DMISA PI actions do not require market

research; these PI efforts are not contract actions but organic inter-Service depot repair efforts. The DAF has directed the depot repair effort to be accomplished per the Depot Source of Repair (DSOR) decision IAW AFI 63-122 and the funding mechanism is via the purchase instrument. The DMISA is the overarching inter-Service agreement, and the Department of Treasury Financial Service (FS) Form 7600A, *United States Government Interagency Agreement (IAA)*, is utilized for G-invoicing compliance. Additionally, contracts driven by statutory authority are not covered by this paragraph.

1.3.2. Electronic PIs. AFMC units are encouraged to electronically generate and route PIs 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 AFSC citing working capital or non-investment funding and awarded through central procurement must be processed in the Purchase PRPS except for MIPRs which are created external to PRPS. PRPS is a web-based application available via the DAF Portal 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 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 Acquisition Master List (AML) or using investment funding requiring SAF/AQ financial reporting IAW AFI 20-101/63-101. 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 that meet the PI guidance prescribed in this instruction. Note: AFSC activities procuring non-working capital fund (aka appropriated funds) alpha budget coded National Stock Numbers (NSN) for non-AFSC activities (Program Offices, other Services, FMS, etc.) are exempt from mandatory use of PRPS. **(T-3)**

1.3.2.1. The PRPS functional offices (the site geographical functional offices, O-5/ GS-14/ equivalent 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 fund certification in the Financial Management Suite (FMSuite), CCaR, or Defense Enterprise Accounting and Management System (DEAMS) (or equivalent systems used to generate MIPRs/PRs). **(T-3)**

1.3.3. 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. For non-DAF DoD support, 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. This PI is also applicable to DAF PIs used to procure DMISA repair services from DoD or Federal Agency organic repair sources. These DMISA PIs include stock listed spare parts, stock listed equipment assets, and non-stock listed end item workloads.

1.3.3.3. Services or Data PI. These PIs request non-USAF/non-USSF support contractor services that support non-stock listed requisition items validated by the technical authority in the AFSC Part Number Supply Support Request system. Such services include development/research, advisory and assistance, engineering assistance, data requests in support of a weapon system (such as technical order data or parts breakdown lists), or logistics lifecycle data to initiate requirements competition.

1.3.4. Manual PIs. When circumstances preclude electronic PI processing, the PI RO will use any acceptable Purchase Request/Purchase Instrument (PR/PI) form/product allowable in accordance with applicable implementing policy to prepare a “manual” PI. Manual MIPRs will be prepared on the DD Form 448.

1.3.4.1. Pen and Ink changes. After a PI has been funds certified, pen and ink changes are not permitted. **Note:** Physical pen and ink changes are only applicable to manually created PIs (crafted during system downtime).

1.3.5. 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 official form from an official Government/DoD publication is acceptable if it contains the data elements and prescribed statements or clauses required by higher guidance (such as the FAR, DoD Financial Management Regulation (FMR), SAF policies). Also, any system report or form reflecting procurement data associated with one of AFMC forms is acceptable if 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](#).

1.3.6. PI Job Aid Cross Reference. There are numerous purchase instrument types and associated agreements. This publication is focused primarily on the development and execution of purchase instruments. Included in this policy for the general understanding of the functional users, [Attachment 2](#), is Secretary of the Air Force Financial Management’s cross reference product which contains further details on types of purchase instruments/work efforts, agreement types, system relationships, initiating activities, G-INV details, and policy references. This product is not a complete authoritative reference; it should only be considered an informational job aid. Column I provides: G-Invoicing (G-INV) information; additional G-INV applicability information and detailed applicability workflows are found on the SAF/FMFC-A SharePoint site: <https://usaf.dps.mil/sites/FMFC/SitePages/G-Invoicing.aspx>.

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. If an AFMC Center executes an Information System, they are responsible for establishing the step-by-step instructions for the forms/reports produced by that system. Those instructions must include degraded operation procedures as a contingency if their system goes down for an extended time, during urgent

situations, or a process for executing 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. (T-2)

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) Subpart 208.70, *Coordinated Acquisition*, 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. (T-2)

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 if the PI contains no classified information. **Note:** When handling and processing classified PIs and attachments ensure compliance with DoDM 5200.01V3_AFMAN 16-1404V3, *INFORMATION SECURITY PROGRAM: PROTECTION OF CLASSIFIED INFORMATION*.

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

1.6.1.1. The RO must know if 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 classified attachments or information to ensure proper security precautions are made. DD Form 254, *Department of Defense Contract Security Specification* is a required attachment to the package to ensure compliance with DoDM 5220.32, Volume 1, *National Industrial Security Program: Industrial Security Procedures for Government Activities*.

1.6.1.2. Classification decisions are based on an Original Classification Authority determination or classification guides prepared by the Program Manager (PM) (or other single manager) of the affected system or program. In the absence of specific guidance, request assistance from your unit security manager or servicing Information Protection Office on finding classification guidance or requesting a classification decision from the appropriate Original Classification Authority through tentative classification. **Note:** Until the classification decision is obtained, protect potentially classified information as if it is classified.

1.6.2. The following guidance applies when processing PIs with classified information: (T-2)

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 as well as adding the classification authority box to the first page or cover of the document. **Note:** Ensure all other classified requirement protocols are met including

use of appropriate cover sheets, markings, etc. No classified documents or information will be entered into unclassified systems but will be handled via approved classified routing/handling procedures (e.g., documents/forms are not entered into PRPS but are available as required for manual review per approved procedures and maintained per required checklists).

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 “UNCLASSIFIED when separated from classified enclosures” or “UNCLASSIFIED when Attachment 2 is removed” in parentheses beneath the classification stamp. Also, each page/paragraph/block/section containing classified information within the PI must be marked with the applicable classification level as well as adding the classification authority box to the first page or cover of the document.

1.6.2.3. A DD Form 254 is required to be placed on contract or agreement when a PI package and/or contract services require access to classified information. DD Form 254s must be re-accomplished after the solicitation stage and revised in the event security requirements change during the course of performance. Refer to your servicing Information Protection Office and/or Contracting Officer for additional information.

1.6.2.3.1. The Contracting Officer or designee is required to verify contractor facility clearance information in the National Industrial Security System, or successor system, using the prospective contractor's Commercial and Government Entity code. If the prospective contractor does not have the requisite level of facility clearance, a facility clearance sponsorship will be submitted through National Industrial Security System. Refer to www.dcsa.mil for additional information on obtaining a National Industrial Security System account.

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 an unclassified system or any other system not accredited to the level of classified information.

1.7. Limited Distribution of Controlled Unclassified Information (CUI). Certain unclassified information, such as advance acquisition programming data and requirements, is releasable only to authorized Government personnel. Personnel handling CUI shall ensure no unauthorized disclosures occur. Information containing militarily CUI technology materiel is subject to foreign disclosure limitations. Refer to **Sections 1.8**, Foreign Disclosure, and **1.9**, Foreign Disclosure Limitation below for more detail. **Note:** these limited distribution processes are in addition to any already included in the DoD Distribution Statements which are already required by other DoD/DAF policies. See CUI Categories site for further guidance: <https://www.archives.gov/cui/registry/category-list>.

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 releases 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 and Controlled Unclassified Military Information. 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 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 DAFMAN 16-201, *Department of the Air Force 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 proposal 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 bidder.

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 the offeror location requirement information so the 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.

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.

1.9.4. Additional restrictions are published in various classified Delegation of Disclosure Authority Letters (DDLs). The 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 FDO/restriction requirement identification occurs during the technical screening process. The engineers will either confirm the engineering data

does not contain information restricted from foreign disclosure based on the DDL or other controlling standards or consult with the FDO to determine the appropriate restrictions. The determination is reflected in the Export Control block on the AFMC Form 761, *Screening Analysis Worksheet* and may be further explained by the Distribution Code on the Engineering Data List (EDL). **Note:** Refer to DoDM 5200.01, Volume 1, *DoD Information Security Program: Overview, Classification, and Declassification*, for guidance and AFMCMAN 21-149, *Contract Depot Maintenance (CDM) Program*, for inclusion of repair parts management in CDM process and use AFMC Form 762A, *Repair Data List*, to capture the requirement. (T-2)

1.9.6. Services and data also require DDL screening; however, the activity originating the 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 what restrictions, if any, 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 activity will include the necessary notes in the synopsis directing prospective offerors (contractors) to certify the extent of their company's level of foreign ownership/influence in their solicitation package (this enables adequate FDO and other activity review of their submission). 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 follow-up with the FDO (and all others involved in the review) 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-313F, *Material Safety Data, Transportation Data, And Disposal Data, For Hazardous Materials Furnished to Government Activities*. Any used or unused materiel/material, including scrap and waste, is considered hazardous if its quality, concentration, physical, chemical, or infectious characteristics cause it to be ignitable, corrosive, reactive, or toxic. The materiel/material 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 Title 49 Code of Federal Regulations, Subtitle B, Chapter 1, *Pipeline and Hazardous Materials Safety Administration, Department of Transportation*, and DoDD 4500.9-R, Part II, *Defense Transportation Regulation*, HAZMAT packaging must be developed IAW AFMAN 24-210, *Packaging of Hazardous Material*. The 49 CFR and the Defense

Transportation Regulation 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. **Note:** See DoD toolbox for further IUID program information: <https://dodprocurementtoolbox.com/site-pages/unique-id>

1.11.1. When requesting repairs or services on items valued at \$5,000.00 or more, ROs must provide clear IUID requirements information to the PCO if IUID is required. This is done by including IUID requirements information in the PI package remarks or in an attachment, e.g., IUID checklist in PRPS, per DFARS Subpart 211, *Describing Agency Needs*, DFARS 211.274, *Item Identification and Valuation Requirements*. (T-3)

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. Refer to DoDI 8320.01 for requirements determination considerations.

1.11.3. Refer to DFARS Subpart 211.274; *Item identification and valuation requirements*; DoDI 8320.04, *Item Unique Identification (IUID) Standards for Tangible Personal Property*, and AFI 20-101_63-101 for additional guidance.

1.12. Voluntary Protection Program (VPP). The DAF implemented the VPP 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 for contractors working on an DAF 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 DAF Contracting information available at the DAF Contracting Knowledge Center SharePoint: <https://usaf.dps.mil/sites/AFCC/SitePages/Home.aspx> and OSHA Website at <https://www.osha.gov/vpp/vpp-policy> 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. The information on the PI is unclassified and information contained on the PI or

entered in the PI system must be compatible with the classification and controls of the document and PI system. If information above this level is needed to justify the priority, then it must be created and kept external to the PI in accordance with the controls of that materiel/content. (T-2)

1.13.1. 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 RO will document in a Priority Approval letter the conditions elevating the requirement to emergency status and RO rationale ensure it is approved by a senior unit level logistician/acquisition professional (O-6, GS-15, or equivalent). This letter must clearly state why urgent/routine acquisition processes cannot sufficiently meet the affected mission. The letter must fully describe/justify the emergency/urgency requirement conditions which include: at the direction of the Chairman of the Joint Chiefs of Staff Joint Materiel Priorities and Allocations Board, to facilitate agile and rapid responses to combatant commander urgent operational needs, and to recognize, respond to, and mitigate the risk of operational surprise associated with ongoing or anticipated near-term contingency operations, above and beyond those that constitute a Mission Capable (MICAP) situation. Etc. (T-2)

1.13.1.1. Priority Code "A". Use of priority code A is strictly controlled and limited to 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 calendar 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 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.

1.13.1.2. 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.

1.13.1.2.1. 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 instructions included with AFMC Form 200.

1.13.1.3. If manual processing is required, these requirements must be hand carried through the process for immediate attention by each functional area. **Note:** Electronic digital signatures are an acceptable substitute for hand carrying products when conditions require employees to use prolonged (more than ninety-six continual hours) of telework practices.

1.13.1.4. 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. (T-2)

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

1.13.2. 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 RO will document in an Urgent Justification Statement the conditions elevating the requirement to urgent status and obtain approval by a senior unit-level logistician/acquisition professional (O-6, GS-15, or equivalent). This statement must clearly outline why routine acquisition processes cannot sufficiently meet the affected mission. **Note:** Part number buys submitted through the Part Number Supply Support Request System are exempt; the requirement for an Urgent approval document is not applicable to non-definitive (ND) Stock Number PR as all requirements are automatically either Urgent Priority Code D or MICAP." (T-2)

1.13.2.1. Priority Code "B". Priority Code B applies to PIs written to satisfy NMCS/MICAP backorders and critical repairs/services and are considered equivalent to the urgency of NMCS/MICAP backorders not meeting the Priority "A" criteria.

1.13.2.1.1. 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.

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

1.13.2.2. 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.

1.13.2.2.1. The package must list all priority "1-3" backorders.

1.13.2.3. 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.

1.13.2.3.1. Priority Code "D" also applies to service requirement meeting public urgency negotiation criteria or qualifies as an Electronic Warfare Quick Reaction Capability priority.

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

1.13.2.4. 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. Routine Requirements. Routine requirements will meet mission needs without expedited processing. (T-2)

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

1.13.3.1.1. No MICAP or backorders exist. No justification is needed other than identifying the need date is prior to the "AQLT".

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

1.13.3.2.1. No MICAPs or backorders exist. No justification is needed other than identifying the need date equals the "AQLT".

1.13.4. Accelerated Delivery Requests (ADR). When the mission dictates a required delivery date be expedited on an awarded requirement, the following applies: (T-2)

1.13.4.1. If the item is on only one PI, the RO must prepare and forward an AFMC Form 200 to the contracting agency.

1.13.4.1.1. The ADR includes all necessary data such as PR/MIPR number, contract number, and quantity to meet emergency requirements, deadline priority, 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.

1.13.4.2. 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.

1.13.4.3. 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, the approving official (block 25) will ensure that ADRs are used only where truly warranted. ADRs should not be issued until 60 days after contract award. **Note:** Approving official must be a senior unit-level logistician/acquisition professional (O-6, GS-15, or equivalent).

1.13.4.3.1. 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.

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

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

1.13.4.4.2. Whether the contract has a negotiated firm delivery schedule (ADRs are usually inappropriate for contracts that do not reflect a firm delivery schedule).

1.13.4.4.3. Whether the contract delivery schedule already reflects a best effort/premium funds position (ADRs are 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. 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 Subpart 6.2, *Full and Open Competition After Exclusion of Sources*. **(T-2)**

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 is considered OTF&OC. "Limited" competition (such as when 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 DAFFARS 5306.303-2, *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 DAFFARS 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 Justification and Approval (J&A). Refer to DFARS 206.302-3, *Other Than Full and Open Competition*, for additional guidance. The IACR is approved by 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* -1 Only One Responsible Source, -2 Urgent & Compelling Need, -3 Industrial Mobilization, -4 International Agreement, -5 Authorized or Required by Statute, -6 National Security, and -7 Public Interest. Cite the applicable authority on the J&A, unless exempted.

1.14.4. FAR Part 13, *Simplified Acquisition Procedures* directs agencies to defined procedures to the maximum extent practicable for all purchases of supplies or services not exceeding the Simplified Acquisition Threshold (currently \$250,000) per FAR Part 2.101 Definition. The FAR exempts Simplified Acquisition Procedures 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 with the PI. **Note:** Exception from the Simplified Acquisition Threshold are: (1) Acquisitions of supplies or services that, as determined by the head of the agency, are to be used to support a contingency operation; to facilitate defense against or recovery from cyber, nuclear, biological, chemical, or radiological attack; to support a request from the Secretary of State or the Administrator of the United States Agency for International Development to facilitate provision of international disaster assistance pursuant to 22 U.S.C. 2292 or to support response to an emergency or major disaster (42 U.S.C. 5122), (41U.S.C. 1903), the term means– (i) \$800,000 for any contract to be awarded and performed, or purchase to be made, inside the United States ; and (ii) \$1.5 million for any contract to be awarded and performed, or purchase to be made, outside the United States; and (2) Acquisitions of supplies or services that, as determined by the head of the agency, are to be used to support a humanitarian or peacekeeping operation (10 U.S.C. 2302), the term means \$500,000 for any contract to be awarded and performed, or purchase to be made, outside the United States.

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. (T-2)

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

1.15.1.1. AFMC Form 761, *Screening Analysis Worksheet (SAW)*

1.15.1.2. AFMC Form 762, *Contract Repair Screening Analysis Worksheet (CRSAW)*

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

1.15.1.4. AFMC Form 260, *Identifying First Article Requirements*; documenting AFMC Form 813, *Surplus Materiel Assessments*, and recommending Quality Assurance Provisions and requirements on AFMC Form 807 *Special Inspection Requirements*; and applicable Item Descriptions.

1.15.2. This includes services performed in support of Defense Logistics Agency (DLA) managed NSN procurements when the DAF 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.

1.15.4. 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 Office.

1.16. Multi-Functional Team (MFT) Acquisition Concept. Unless another strategic procurement plan, like a Commodity Council strategic contract or DMISA 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 Manager (IM), Materiel Manager (MM), Production Management Specialist (PMS), Supply Planner (SP), Materiel Management Scheduler, 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 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. **Note:** Due to possible differences in Center-level procedural guidance, the acquisition funding Center's guidance will take precedence. **(T-2)**

1.17. DFARS 225.770-4 United States Munitions List or 600 Series of the Commerce Control List states: "Before issuance of a solicitation, the requiring activity will notify the contracting officer in writing whether the items to be acquired are covered by the United States Munitions List or the 600 series of the CCL. The notification will identify any covered item(s) and will provide the pertinent United States Munitions List reference(s) from 22 CFR part 121 or the 600 series of the CCL references from 15 CFR part 774, Supplement No. 1." AFMC Form 761 has an indicator block for this specific compliance area. The RO will indicate whether the items being requested are United States Munitions List or 600 Series of the Commerce Control List (CCL) applicable or not. Marking "Yes" in this area includes one of the conditions below is met but may also indicate other conditions beyond those below are driving the "Yes" decision:

1.17.1. Specialty Metals below DFARS Provisions and Clauses:

1.17.1.1. DFARS 252.225-7008, *Restriction on Acquisition of Specialty Metals.*

1.17.1.2. DFARS 252.225-7009, *Restriction on Acquisition of Certain Articles Containing Specialty Metals.*

1.17.1.3. DFARS 252.225-7010, *Commercial Derivative Military Article—Specialty Metals Compliance Certificate.*

1.17.2. Ball Bearings below DFARS Provisions and Clauses:

1.17.2.1. DFARS 252.225-7016, *Restriction on Acquisition of Ball and Roller Bearings.*

1.17.3. Tantalum & Tungsten & Magnets, DFARS Provisions and Clauses:

1.17.3.1. DFARS 252.225-7052, *Restriction on the Acquisition of Certain Magnets, Tantalum, and Tungsten.*

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/A4/10. AFMC Directorate of Logistics:

2.2.1. Is the Command Office Responsible for the acquisition/sustainment PI operations.

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

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 Property (GFP) or special test (ST) equipment determinations.

2.2.3.3. USAF inter-Service organic depot maintenance functional related to PIs for DMISA creation, management, execution, and termination. For DMISA policy roles and responsibilities see AFMAN 63-122.

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

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

2.3.1. Is designated the PI functional process owner for the AFSC Operating Locations physically performing operations for Tinker AFB, OK, Hill AFB, UT, and Robins AFB, GA.

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

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

2.3.3.1. Will maintain a PR/MIPR support function/office 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. **Note:** AFSC PR/MIPR support function/office will provide centralized PI support for AFMC/USSF activities co-located at their operating location, as capability exists and does not impact AFSC operation accomplishment.

2.3.3.2. Will coordinate Center-level procedural documents with AFMC/A4/10 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 to their personnel. AFLCMC can leverage AFSC training with AFSC pre-coordination/agreement.

2.3.7. Serves as the functional and operational lead for the Acquisition and Due-In system (J041) at its Inventory Control Points (ICPs). AFSC and its J041 system is equally dependent upon both the contracting activity and the PR/MIPR support function/office at each of the ICPs for input and critical operational support, regardless of the requirements owner (AFLCMC, AFNWC, DLA, SSC, or AFSC) initiating the workload.

2.3.7.1. To ensure seamless AFMC/USSF cross-organizational success, AFSC will develop and publish an AFSC level Operating Instruction covering, at a minimum, the roles, responsibilities, policies, and processes for J041 operation.

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

2.4.1. Will execute an effective means to receive, produce, and control PIs (PRs/MIPRs/POs/Miscellaneous Obligation Reimbursement Document (MORD)s/DORs) and associated documents processed at each of their OL.

2.4.2. Will provide PI process and PRPS operations training to their personnel as required.)

2.4.2.1. Will coordinate/collaborate with the AFSC on OL PI procedural and training issues crossing organizational lines. AFLCMC can leverage AFSC training with AFSC pre-coordination/agreement.

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. **Note:** AFLCMC units will 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, PRPS, FMSuite FRC, or DEAMS to generate PIs for non-reportable requirements. AFLCMC and USSF units will receive PIs through FMSuite FRC and AF Defense Enterprise Accounting and Management Systems (DEAMS) when those systems are available for receipt processing by AFLCMC and USSF units.

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

2.4.6. Will utilize a PR/MIPR support function/office to verify PI package containing stocklisted items/contents ensuring package 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. **Note:** AFLCMC may submit stocklisted PI package through the AFSC PR/MIPR support function/office as capability exists.

2.4.6.1. Will develop a standard process to verify PI packages containing non-stocklisted items/content ensuring package are complete, reviewed by the required offices and approved by the appropriate authority prior to release for funds certification and contracting action. **Note:** AFLCMC may submit non-stocklisted PI package through the AFSC PR/MIPR support function/office as capability exists.

2.5. All other AFMC/USSF activities. All other AFMC/USSF activities not previously covered in paragraphs [2.2](#) through [2.4](#):

2.5.1. Execute an effective means to receive, produce, and control PIs 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. Ensure authorized use of any available PI processing system.

2.5.5. Will utilize a PR/MIPR support function/office 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, transaction, and accounting records accuracy. DFAS receives invoices and 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 within the base-level FM office. They also serve as accounting liaison to DFAS and update DFAS records with award and financial data. ALOs may 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. ALOs also ensure MIPRs contain the required footnotes and business rules identified in AFI 65-118, *AF Purchases Using Military Interdepartmental Purchase Requests*.

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 on development of acquisition strategies and preparing performance work statements; advise on using other organizations'/agencies' contract vehicles and associated fees versus in-house procurement; assist with documentation such

as sole source justifications and market research; and provide advice on contract 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. **Note:** DMISAs are inter-Service organic depot maintenance workload agreements and, accordingly, PCOs are not involved in the processing of DMISA PIs or other DMISA workloads. DMISA PI packages are worked, signed, and certified by other logistics and financial entities. See AFMAN 63-122 for DMISA management and execution roles, responsibilities, and details. Additionally, POs for non-contract efforts (DLA Document Automation and Production Service/DLA Document Services, MORDS for test efforts, etc.) do not require PCO coordination.

2.8.1. The PCO is the only person 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 be involved in contributions 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 military professionals (civilian, uniformed military, etc.) are responsible for day-to-day management of their assigned workloads. 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 65-118 OPR, these individuals equate to that publication's Program/Project Manager (PM). ROs primarily consist of: **(T-2)**

2.9.1.1. Item Manager (IM)/Materiel Manager (MM)/Materiel Management scheduler/Supply Planner (SP). The IM/MM/Materiel Management scheduler/Supply Planner 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 and repair event documentation on their items.

2.9.1.2. PMS Seller, SP, or program office Production Manager equivalent. The PMS Seller/SP/program office Production Manager executes asset repair requirements for contract actions if organic capability is exceeded or does not exist (can also execute repair requirements via organic inter-Service DMISA). They also execute the PI for non-organic requirements like system modifications, A&AS, Engineering support, aircraft PDM and Inter-Service requirements, etc. The PMS Seller/SP/program office Production Manager

coordinates with the IM/MM/Materiel Management Scheduler/Supply Planner, 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. **Note:** Paragraphs 2.9.1.1 and 2.9.1.2 both have SPs listed with duties; this is not an error. AFSC has indicated they have SP functions merged at some locations, resulting in some SPs performing the functions of paragraph 2.9.1.1 as well as the PMS seller functions identified in paragraph 2.9.1.2. That merger of functions is not universal across AFMC (AFSC/AFLCMC-HNCS) activities.

2.9.1.3. Program Manager (PM)/Product Support Manager (PSM)/Logistics Management Specialist. PMs/PSMs/Logistics Management Specialist, to different degrees, manage a system or an item over the course of its entire overall lifecycle, 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 DSOR 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.

2.9.2. 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, the PI contributors, to the procurement process. Failure to include the input of these experts in the PI may result in significant delays and/or increased costs. PI contributors include Engineers, Screening Technicians, Resource Advisors/Managers, and Equipment, Packaging, Transportation, Security and Safety Specialists. **Note:** a best practice is for these contributors to be considered for inclusion on MFTs by the team lead.

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. (T-2)

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. (T-2)

2.10.3. No RO or other logistics or acquisition personnel should contact a vendor engaged in the solicitation/proposal process or after contract award without coordination with and the approval of the PCO or Administrative Contracting Officer, as applicable. Only contracting officers may obligate the Government. ROs must work contract performance issues through the PCO or ACO, as applicable. (T-2)

2.10.4. To establish clear segregation of duties on MIPRs, AFI 65-118 now requires the MIPR initiator, MIPR approver, and funds certifier be three separate people.

2.11. PR/MIPR Support Function/Office. Each Center must establish a PR/MIPR support Function/Office at each of their OLs. The preference is an activity/Office Function located at each major operating location or complex to facilitate the PI review/approval process, but this function may be consolidated at one or more locations to facilitate the Center's PIs review/approval process. If a PR/MIPR Support Function/Office is not established by a Center they must ensure/be able to demonstrate, the PR/MIPR Support Function/Office responsibilities assigned in this instruction are performed by an established co-located activity. Efforts of the PR/MIPR support Function/Office are not restricted to actions only in automated information systems. **Note:** AFLCMC Divisions/ program offices may utilize the AFSC PR/MIPR support Function/Office as capability exists at their geographical location in lieu of establishing an independent AFLCMC Function/Office at that location. Due to the nature of AFLCMC program structure/alignment the PR/MIPR Support Function office may be at the Division level within AFLCMC.

2.11.1. The PR/MIPR Support Function/Office is responsible for:

2.11.1.1. 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. Since DMISAs are organic agreements PR/MIPR support function/office has no related contract actions for DMISAs. **Note:** The RO retains the ultimate responsibility for PI content and processing flow. Additionally, the RO reviews DMISA PIs for financial aspects related to completeness, accuracy, G-invoicing compliance and DMISA agreement currency.

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

2.11.1.3. Being the initial point of submission for all incoming MIPRs at the operating locations of Robins AFB GA, Hill AFB UT, Tinker AFB OK and USSF designated locations.

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

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

2.11.1.6. Ensuring PI practices comply with Federal, DoD, DAF, AFMC regulations, procedures and policies as applicable.

2.11.1.7. Ensuring PIs requiring "assets due-in from procurement" record tracking is properly entered in the Acquisition and Due-In System (J041) at the Robins, Hill, and Tinker AFBs. This can be accomplished by the PR/MIPR Support Function/Office or as determined locally. Other activities must implement a tracking mechanism to manage PI flow and MIPR acceptances.

Chapter 3

PI AND CONTRACT TYPES

3.1. PI and Contract Types. There are several factors ROs must consider when determining the optimal method to support their acquisition or procurement requirements with PI actions in order to clearly define, develop, and select the correct 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 (e.g., type, pricing methodology, etc.) to the PCO.

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

3.2.1. Advance PR. An Advance PR is used to give the contracting organization an advance notice of next fiscal year requirements. Advance PRs are unfunded, therefore do not require funds certification or need to flow to the ALO but should include a written statement of funds availability to comply with DAFFARS Mandatory Procedure 5332.7, *Contract Funding*. The Advance PR flows to contracting as a preliminary (not funds certified) PR. 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 FAR Part 32.702, *Contract Funding Policy*). **Note:** Refer to [paragraph 6.3.3.9](#) for changing/amending Advance PRs.

3.2.1.1. The RO must identify the PR as an Advance PR in the Purpose field. **Note:** Do not use Advance PRs 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 that comply with DAFFARS 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 Part 32.702). **Note:** Refer to section 6.3.3.9 for changing/amending Planning PRs. **(T-2)**

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 prepared, if applicable. Also, PRs with “committed funds” should be processed as soon as possible after funds become available.

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 type of MIPR to use; 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 DAFFARS 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. **(T-2)**

3.2.3.1. Be advised when dealing with acquiring agencies, DFARS PGI 208.7004-3, *Use of advance MIPRs*, 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. CCaR and FRC are not configured to support advanced MIPRs.

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. **(T-3)**

3.2.4.1. When using a Zero Dollar PR to establish Definite Quantity or Indefinite Quantity (D type) contracts, it is important to know that 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 PR for the initial associated delivery/task order for the contract’s minimum guarantee (quantity or dollar value, as applicable). The type D contract and the initial delivery/task order must be awarded simultaneously.

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.

3.2.5. Funded PR/DOR. A “funded” PR/DOR is a current fiscal year requirement with identified funding available for “commitment”. The funds holder can certify a Funded PR/DOR either to initiation stage of accounting to validate funds are available (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/DOR is then sent to contracting as a certified (not draft) PR/DOR. Contracting may award a contract from a “committed funds” Funded PR/DOR. **Note:** Contracting may not award a contract from an “initiated funds” funded PR/DOR document. Contracting must receive a “committed funds” certified document using the same PR/DOR number, e.g., PR/DOR 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 default minimum guarantees:

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 DOR/Task Order for at least the minimum required quantity.

3.3.1.2. If an option establishes a minimum buy obligation, the PR 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 (as defined in PI for funded option). Cost data will reflect the estimated obligated costs to exercise an option.

3.3.2. **Unfunded Contract Award Options (as defined in PI).** Unfunded options can extend the contract's POP that orders may be placed against and/or allow additional quantities to be ordered against a contract.

3.3.2.1. To exercise the option, a new funded PR 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 when it may be exercised. If not exercised during that period, the option is lost. Before forwarding the requirement option request to the PCO, 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. If the RO does have a requirement to exercise the option requirement, they forward this requirement request to the PCO who ultimately makes the final decision if the option can be executed.

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 places upon the contractor maximum risk and full responsibility for all 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 are 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 while minimizing the administrative burden on the parties.

3.4.3. Cost-Plus-Fixed-Fee Contracts. A cost-plus-fixed-fee contract is a cost-reimbursement contract that provides for payment to the contractor of a negotiated fee that is fixed at the inception of the contract. The fixed fee does not vary with actual cost, but may be adjusted as a result of changes in the work to be performed under the contract. This contract type permits contracting for efforts that might otherwise present too great a risk to contractors, but it provides the contractor only a minimum incentive to control costs.

3.4.4. Incentive Contracts. Incentive contracts compensate the contractor based on performance and results. They are appropriate when 1) a firm-fixed-price contract is not appropriate 2) the required supplies or services can be acquired at lower costs 3) and, in certain instances, with improved delivery or technical performance, by relating the amount of profit or fee payable under the contract to the contractor's performance a firm-fixed-price contract is not appropriate and the required supplies or services can be acquired at lower costs 4) and, in certain instances, with improved delivery or technical performance, by relating the amount of profit or fee payable under the contract to the contractor's performance. 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) to reward exceptional performance, or early delivery, or cover unexpected production costs, especially when an item is moving from development to production.

3.4.5. Cost-Plus-Award-Fee Contracts. A cost-plus-award-fee contract is a cost-reimbursement contract that provides for a fee consisting of (a)a base amount (which may be zero) fixed at inception of the contract and (b)an award amount, based upon a judgmental evaluation by the Government, sufficient to provide motivation for excellence in contract performance.

3.4.5.1. Once a contract is awarded 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. 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 Determining Official 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.

3.4.6. 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 DOR or Task Order contracts.

3.4.6.1. **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.

3.4.6.2. **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.

3.4.6.3. **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.

3.4.6.3.1. 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.

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

3.4.7. **Time-and-Materials 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-Materials 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.

3.4.7.1. **Labor-Hour Contracts.** A Labor-Hour contract is virtually the same as a Time-and-Materials, with the only difference being that material is not contractor-supplied in a Labor-Hour contract. Labor Hour contracts are variants of Time-and-Materials contracts.

3.4.7.2. **Letter Contracts.** A letter contract 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, *Undefinitized Contract Actions*, for more detail. Letter contracts provide an option to accelerate production actions.

3.4.8. 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 FAR Part 17, *Special Contracting Methods*, and 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). HQ AFMC supply guidance 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**.

3.4.9. Effect of Multi-Year Contracting on Administrative Lead Time (ALT) and Production Lead Time (PLT). ALT (and in some cases PLT) for orders placed against a Multi-Year contract may be substantially less than the ALT/PLT for single-buy contracts. If RO 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:

3.4.9.1. RO will use the reduced ALT/PLT in the consumable/recoverable requirements computation. No adjustment to order quantity or timing is needed, although the RO 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.

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

3.4.9.3. IM/MM/Materiel Management schedulers/SP 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 DoDM 4140.01V1, *DoD Supply Chain Materiel Management Procedures: Operational Requirements, and Air Force Records Information Management System Records Disposition Schedule*. (T-2)

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 procuring activity must determine how these reviews are documented, reference 10 U.S.C. 4324, *Life-cycle Management and Product Support*, and FAR Part 51, *Use of Government Sources by Contractors*. (T-2)

4.1.1. Existing Inventories. The most preferred alternative is to make use of DoD owned materiel. DoDM 4140.01V1, DoDM 4140.01V3, *DoD Supply Chain Materiel Management Procedures: Materiel Sourcing*, and various AFMC logistics/materiel management policies describe the DoD and Air Force Materiel planning and execution strategy along with the execution methodology. In addition to other program aspects, these guidance's detail DoD screening policies and procedures for available assets to minimize new procurements. These include:

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 DAF policy to reuse reclamation and surplus materiel in place of procurement or repair whenever it is timelier and more 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 various AFMC logistics/materiel management policies. DLA can also be sourced through:

4.1.1.1.2. DLA Disposition Services. This DLA organization 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 RO can recover needed items and delay new procurements until the DoD inventory is totally exhausted.

4.1.1.1.2.1. DLA can "push" RO 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 (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 Website <https://www.dla.mil/DispositionServices/DDSR/PropertySearch/>. The RO screening action must be accomplished prior to PR initiation, enabling the RO to complete documentation DLA screening and annotate the date checked along with any available asset balance.

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 the RO a potential item source without generating a new PR action.

4.1.1.3. Inter-Service Supply Support Program (ISSP). Check ICP on-hand balances of other Services that are authorized users of an AFMC managed item depending on Nonconsumable Item Materiel Support Code (NIMSC) assignment, see DoDM 4140.68, *Integrated Materiel Management of Nonconsumable Items*. 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 if permitted by DoDM 4140.68.

4.1.1.3.1. ISSP screening is a "pull" system IMs/MMs/Materiel Management schedulers/SPs 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/Materiel Management scheduler/SP will determine if other Service ICPs have stock/store/issue authority (indicated by a NIMSC of 1, 2, 3, 4, 8, 9, or 0).

4.1.1.3.2. The IM/MM/Materiel Management scheduler will contact the appropriate other Service IMs/MMs/Materiel Management schedulers/SPs to request ISSP screening of the required coded item and assigns a locally controlled "ISSP Document Number". If assets are available, the IM/MM/Materiel Management scheduler/SP 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/Materiel Management scheduler/SP 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. Acceptable and Overhauled Surplus Materiel (e.g., Military materiel/spares, parts, etc.) is an acceptable source of potential inventory permitting it meets FAR Subpart 11.3, *Acceptable Material* (Sep 2023). The Inventory Locator Service® (ILS) is an online network of buyers and sellers of defense related materiel (parts, aircraft and marine spares). This tool facilitates contact with suppliers of potential on-hand stock so initiators/requestors can find surplus materiel using Website (<https://ils-s.cce.af.mil/ils>). **Note:** Site is a controlled site and requires an account and user registration.

4.1.1.5.1. Due to the commercial nature of Commercial Derivative aircraft and engines there is a special emphasis for these end items to be surplus material sourced, as noted

in [paragraph 4.1.1.5](#) above, during the competitive procurement/ acquisition process. It is also recognized the commercial nature of these parts makes it imperative to ensure parts are acquired with FAA Form 8130-3, *Authorized Release Certificate*, *Airworthiness Approval Tag*, and from approved 14 CFR Part 145 *Repair Stations* sources along with meeting any other engineering or technical specification.

4.1.2. Local Manufacture. Utilizing organic fabrication capabilities is at times an economical alternative to buying the item. 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.

4.1.3.1. 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 defined 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.

4.1.3.2. 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 Contracts (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. Available contract options are exercised when they are determined 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. **Note:** FAR 17.103, *Definitions*, provides MYC as contracts more than one (1) program year but not more than five (5) program years.

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: **(T-2)**

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 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 this action in the contract file.

4.2.1.5. Only the quantity immediately needed, or the selected 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.

4.2.1.7.1. 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. The following items/buys are generally not considered Multi-Year contract candidates:

4.2.1.8.1. Numeric Stockage Objective, minimum buy, and insurance buy PIs.

4.2.1.8.2. FMS non-standard PIs and FMS direct cite/country-directed sole source requests for AMC 1 or 2 (competitive) items with no DoD users.

4.2.1.8.3. Emergency/Urgent PIs.

4.2.1.8.4. ND or NC number or Commercial and Government Entity Code/part number PIs.

4.2.1.8.5. Items containing materiel subject to rapid price fluctuations making long-term price forecasting difficult.

4.2.1.8.6. Refer to Center-level procedural guidance for AFMC Form 338 preparation instructions.

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

4.2.2.1. Classic and Expanded multiple year procurement contracting actions. Multiple Year Contracts (MYC), as defined in 10 U.S.C. Chapter 249, *Multiyear Contracts*, sections 3501, *Acquisition of Property*, 3531, *Acquisition of Services*, and 3532, are primarily used for large weapon system acquisitions or service actions. These contracts must specify

quantities, prices, and delivery schedules, and usually a substantial cancellation penalty applies if the Government wants to cancel the buy. Multiple year contract procurements are generally appropriate only for major system buys or large-scale service actions managed by AFMC Product-centers.

4.2.2.2. Indefinite-delivery (ID) contract with or without options. A 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. Using IDIQ contracts can reduce administrative workload if they are pre-priced, or if other substantive requirements are already negotiated and included in the contract. It is essential that the RO accurately describe the nature of the item and requirement.

4.2.3. 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. 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.

4.2.5. Multi-Year Contract Changes. If out-year requirements forecast change prior to contract award, a new request (not an amendment) must be prepared and forwarded to the PCO for approval. (T-2)

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 levels to be included by the PCO in the 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 when the lack of a solicitation/contract VIQ provision would increase 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. 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 are assigned a -3% VIQ; and 100 to 500 are assigned a -5% VIQ. The RO must state in the PR whether smaller or larger VIQs are acceptable.

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.

4.5. 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 DAF 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. **Note:** If using DLA's new e-procurement system an amendment is required if quantity differs from initial amount.

4.5.1. The PI quantity should specify 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 RO has better information, the minimum quantity can be set anywhere between 25% and 100% of the actual required quantity/BEQ and maximum quantity range can be set anywhere between 101% and 150%. Prior to award, the PCO must contact RO via e-mail to confirm the quantity does not exceed the range and verify the final quantity with the RO. **Note:** PRPS requires a median quantity be set, this is the required quantity/BEQ and used to calculate the minimum and maximum ranges. An RO will continue to submit buy quantity for funded range PIs funded to the median quantity. 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."

4.5.1.1. As another example, if a PI amendment is required to make final quantity/funding changes the Purpose Statement indicating that final quantity validation has taken place could be as follows: "Amendment for Final Quantity Validation; Contracting is ready to award". To ensure delays are not incurred, the PCO should send e-mail to the applicable PRPS workflow to expedite with Estimate Award Date.

4.5.2. If the acquisition requires a J&A, the J&A should list the maximum quantity range to avoid the need to redo the J&A in the event more than the required/median quantity must be purchased.

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 (typically due to diminishing manufacturing sources, materiel shortages, or obsolesce). The procurement quantity shall be based upon demand or engineering estimates of mortality sufficient to support the applicable equipment until phased out and supported by a detail product support analysis package such as a business case analysis, Joint Logistics Requirements Review Board (JLRRB) package, cost benefit analysis package, or equivalent analysis. **Note:** LOT buys are also referred to as Life of Need and End of Life buys; reference SD-22, *Diminishing Manufacturing Sources and Materiel Shortages Guidebook*.

4.6.1. LOT buys are an acquisition strategy to consider if replenishment buys may not be viable or practical. Refer to DoDM 4140.01V2, *DoD Supply Chain Materiel Management Procedures: Demand and Supply Planning*, DoDM 4245.15, *Management of Diminishing Manufacturing Sources and Materiel Shortages*, and SD-22 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 effect 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 Assistant Secretary of the Air Force, Acquisition, Technology and Logistics (SAF/AQ) can approve quantities exceeding budgeted/estimated quantities IAW 10 United States Code (USC) 3069, *Buy to Budget Acquisition: End Item*, 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 DAF 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 RO 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 early 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 award. 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 on the PI requesting an 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) will be 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*. The FA requirements are listed below: **(T-2)**

4.10.1. Contractor-Test – Destroyed in Test:

4.10.1.1. Line Item 0001 – Initial Buy Requirement.

4.10.1.1.1. QTY – Total Buy Requirement.

4.10.1.1.2. Unit Price – Each unit cost.

- 4.10.1.1.3. 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. Ship to – DoDAAC or designated ship to point of the production quantity.
- 4.10.1.2. Line Item 0002 – Use same NSN as Buy Requirement FA Test Item.
 - 4.10.1.2.1. QTY – IAW First Article and AFMC Form 260.
 - 4.10.1.2.2. Unit Price – FA cost to produce unit, plus cost of testing.
 - 4.10.1.2.3. Delivery – IAW FA Activity.
 - 4.10.1.2.4. Ship to – DoDAAC or designated ship to point IAW FA activity.
- 4.10.1.3. Line Item 0003 – First Article Test Report (Pseudo NSN).
 - 4.10.1.3.1. QTY - 1.
 - 4.10.1.3.2. Unit Price – Estimated cost of data or Not Separately Priced or To Be Determined.
 - 4.10.1.3.3. Delivery – IAW DD Form 1423-1, *Contract Data Requirements List*.
 - 4.10.1.3.4. Ship to – IAW DD Form 1423-1. **Note:** If a Test Plan is required, an additional line item is required.
- 4.10.2. Contractor Test – Part of Production:
 - 4.10.2.1. Line Item 0001 – Initial Buy Requirement.
 - 4.10.2.1.1. QTY – Total Buy Requirement.
 - 4.10.2.1.2. Unit Price – Each unit cost.
 - 4.10.2.1.3. 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. Ship To – DoDAAC or designated ship to point of production quantity.
 - 4.10.2.2. Line Item 0002 – First Article Test Report (Pseudo NSN).
 - 4.10.2.2.1. QTY – 1.
 - 4.10.2.2.2. Unit Price – Estimated cost of data or Not Separately Priced or To Be Determined.
 - 4.10.2.2.3. Delivery – IAW DD Form 1423-1.
 - 4.10.2.2.4. Ship to – IAW DD Form 1423-1. **Note:** If a Test Plan is required, an additional line item is required.
- 4.10.3. Government Test – Destroyed in Test:
 - 4.10.3.1. Line Item 0001 – Initial Buy Requirement.
 - 4.10.3.1.1. QTY – Total Buy Requirement.
 - 4.10.3.1.2. Unit Price – Each unit cost.
 - 4.10.3.1.3. 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. Ship to – DoDAAC or designated ship to point of production quantity.
- 4.10.3.2. Line Item 0002 – use same NSN as Buy Requirement.
 - 4.10.3.2.1. QTY – IAW FA Activity.
 - 4.10.3.2.2. Unit Price – FA Cost to produce unit, plus cost of testing.
 - 4.10.3.2.3. Delivery – IAW FA Activity AFMC Form 260.
 - 4.10.3.2.4. Ship to – DoDAAC of testing organization.
- 4.10.3.3. Line Item 0003 – First Article Test Report (Pseudo NSN).
 - 4.10.3.3.1. QTY – 1.
 - 4.10.3.3.2. Unit Price – Estimated cost of data or Not Separately Priced or To Be Determined.
 - 4.10.3.3.3. Delivery – IAW DD Form 1423-1.
 - 4.10.3.3.4. Ship to – IAW DD Form 1423-1. **Note:** If a Test Plan is required, an additional line item is required.
- 4.10.4. Government Test – Part of Production:
 - 4.10.4.1. Line Item 0001 – Initial Buy Requirement.
 - 4.10.4.1.1. QTY – Total Buy Requirement.
 - 4.10.4.1.2. Unit Price – Each unit cost.
 - 4.10.4.1.3. 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. Ship to – DoDAAC of testing organization.
 - 4.10.4.2. Line Item 0002 – First Article Test Report (Pseudo NSN).
 - 4.10.4.2.1. QTY – 1.
 - 4.10.4.2.2. Unit Price – Estimated cost of data or Not Separately Priced or To Be Determined.
 - 4.10.4.2.3. Delivery – IAW DD Form 1423-1.
 - 4.10.4.2.4. Ship to – IAW DD Form 1423-1. **Note:** If a Test Plan is required, an additional line item is required.

4.11. 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.

4.11.1. 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.

4.11.2. In order to qualify for air shipment, the RO must provide all available MILSTRIP/MILSTRAP information on the PI or ASI.

4.11.3. Depot computation systems are programmed to direct shipment assets to the highest priority location. Occasionally sustainment/supply chain IMs/MMs/Materiel Management scheduler/SPs/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/MMs/Materiel Management schedulers/SPs/PMSs must suppress the system generated direct shipments and send the asset to the location list in the PI transportation instructions.

4.12. 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 break savings. If appropriate, multi-year contracting techniques are recommended. **Note:** Because of the Base Realignment and Closure decision to transfer Depot Level Repairable item procurement responsibility to DLA, all PRs for Expendability, Recoverability, Reparability Code “T”, Budget Code “8” items must be procured through DLA. Non-DLA PRs may request any Expendability, Recoverability, Reparability Code combination except “T”.

4.12.1. 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.

Table 4.1. Common Data Elements for PI Consolidation.

Common Data Elements for PI Consolidation
Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC)
Commercial and Government Entity Code
Federal Stock Code (FSC) or Materiel Management Aggregation Code (MMAC) - having different/multiple FSC/MMAC doesn't preclude consolidation on PI; just offers opportunity for consolidation.
Priority (Emergency, Urgent, Routine)
Procuring/Funding Agency (PI RO DoDAAC of the requirement owner)

4.13. 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.

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

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

4.13.3. The RO and/or System Program Manager must advise the Contracting Office to ensure the “surge clause” contract verbiage or clause is adequate to execute a vendor’s response to meet the elevated urgency of need driven by the event. **(T-2)**

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

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

4.14. 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 to the System's Acquisition Manager (e.g., the Product Center Program Office) and passes it to the involved AFSC or AFLCMC unit for review. This review identifies standard SE (e.g., SE that is already catalogued and assigned for AFMC management), and must include the following actions: **(T-2)**

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

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

4.14.3. If the alternatives above will not satisfy the total requirement, the program office determines the most appropriate method of procurement either by adding the SE requirement to the production contract or by sending the IM/MM/Materiel Management scheduler/SP a funded PR/MIPR or Fund Cite Authorization for direct cite action.

4.14.4. The IM/MM/Materiel Management scheduler/SP will list the actions taken in the provisioning documentation and item files.

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

4.15. Requirements in Support of Modifications/Time Compliance Technical Order Programs. If the Government is contracting for engineering and developmental modification/Time Compliance Technical Order programs, include a line item on the PI for the spare parts and hardware for those services.

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. Since CAT I MIPRs are for reimbursable efforts only, they will not be processed in PRPS.

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.

5.1.1.3. 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 65-118 for additional guidance. **Note:** If the 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 *Federal Logistics Information System Procedures Manual Multiple Application References/Instructions/Tables and Grids*, Volume 10 for list code/activity identifications and DoDM 4140.68 for additional guidance on PICA/SICA interactions and NIMSC usage.

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 a NASA Form 523, *NASA-Defense Purchase Request*.

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 (e.g., 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*.

5.1.3. Each Center processing MIPRs can 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 Attachment 3 checklist in AFI 65-118 as long as all the AFI checklist items are included and signed by the appropriate functional authority. If advantageous, AFSC, AFLCMC, AFNWC, and USSF entities may develop joint checklists for MIPR processing at Robins, Tinker, Hill, and USSF AFBs. **Note:** AFLCMC has discretion to execute the checklist effort at the Center and/or Division level.

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

5.1.5. The following terms apply to MIPR processes:

5.1.5.1. 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.

5.1.5.2. 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/policies.

5.1.5.3. 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.

5.1.5.4. Inter-agency Support. Refers to requirements obtained from an agency outside DoD. Example: An Air Force unit forwards a MIPR to General Services Administration (GSA) to order supplies/services for the Air Force. GSA is the acquiring inter-agency. Refer to AFI 65-118 for additional guidance.

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

5.1.6.1. MIPRs received in the PR/MIPR support/review function/office 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 (or acquiring activity if non-contract related MIPR) to make sure they will accept the late MIPR and ascertain whether or not the contracting activity (or acquiring activity) will be able to execute a contract by the end of the fiscal year.

5.1.6.2. 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*.

5.1.7. 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.

5.1.7.1. 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 calendar days. Upon receipt of this information, the requiring organization will issue another MIPR amendment to reduce the quantities and funds accordingly.

5.1.7.2. 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.

5.1.7.2.1. 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.

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

5.1.7.3.1. As soon as practicable, but not more than 45 calendar 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.

5.1.7.3.2. The Termination Contracting Officer 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 Termination Contracting Officer will promptly direct the contracting office to send an amended termination data letter to the requiring organization.

5.1.7.3.3. If the requiring organization owes the acquiring organization financial value; they will process a MIPR amendment to reinstate the appropriate amount of funds within 30 calendar days after receiving the amended termination data letter.

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

5.1.7.3.5. 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, *Termination for default*.

5.1.7.4. Accepting Authority, in coordination with the contracting organization, processes the cancellation on incoming MIPRs.

5.2. Incoming MIPRs. The PR/MIPR support function/office will act as the base focal point for all incoming MIPRs at Hill, Tinker and Robins AFBs (usually located in AFSC), except for MIPRs associated with DMISA efforts and AFLCMC Divisions/programs electing to support their own MIPRs. MIPRs associated with DMISA efforts will abide by processes spelled out in the DMISA agreement and specific DMISA policy. The Cell either receives and distributes the MIPR to the applicable accepting organization, who administers the package IAW Center procedures, or validates receipt of MIPR by 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 65-118. **(T-2)**

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 including DMISA. 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 Materiel 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 DoDM 4140.68 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. **(T-2)**

5.2.3.1. All items requested on an incoming MIPR should be limited to one Federal Supply Classification (FSC). Refer to DoDM 4100.39 for group and class structure information. **Note:** MIPRs supporting DMISA workload can cover more than one FSC based on the DMISA terms and exhibits.

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.

5.2.3.3. 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 support/review function/office (or AFLCMC Division equivalent) will **(T-3):**

5.2.5.1. Be the focal point for all incoming MIPRs and track/monitor MIPR status with the exception of MIPRs associated with DMISA efforts. MIPRs associated with DMISA efforts will abide by processes spelled out in the DMISA agreement.

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 Form 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.

5.2.5.4. 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 (T-2):

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

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 applicable program manager. **Note:** MIPRs associated with DMISAs where the USAF is the Agent performing the organic depot maintenance for non-NSN workload will be managed according to the terms of the DMISA.

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

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

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 support for distribution.

5.2.7. MIPR Acceptance Preparation. The DD Form 448-2 is initiated by the PR/MIPR support function/office or AFLCMC Divisions/programs equivalent and sent to the designated MIPR acceptance/rejection decision approval official. The DD Form 448-2 is then returned to the PR/MIPR support function/office who will send completed acceptance back to the requiring organization. Rationale for the denial or other instructions to satisfy the request (e.g., item in stock, submit a MILSTRIP requisition) should be explained on DD Form 448-2. In addition to those instructions, fill out the Accepting Organization Address, Authorized Official (Accepting Official), signature (may be electronic) and date fields.

5.2.7.1. 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 or expensed for DMISA efforts, 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.

5.2.9. 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 sequential DD Form 448-2, marked as Amend 1,2,3, etc. to match the submitted 448 amendment number sequence, The request must identify the exact items involved and reason for the additional funds. The requiring organization must submit a sequential DD Form 448-2 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 DAF Records Information Management System Records Disposition Schedule. **Note:** The PR/MIPR support office/function maintains the electronic files for activities located at Hill AFB.

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*; FAR Part 8, *Required Sources of Supplies and Services*; FAR Part 10, *Market Research*; FAR Part 12, *Acquisition of Commercial Items*; FAR Part 17, *Special Contracting Methods*; DFARS Part 208, *Required Sources of Supplies and Services*; DFARS PGI Part 253.208, *Required Sources of Supplies and Services*; DFARS Part 208.7005, *DFARS Part 217, Special Contracting Methods*; DAFFARS Part 5307, *Acquisition Planning*; DAFFARS Part 5308, *Required Sources of Supplies and Services*; and AFI 65-118.

5.3.1. Outgoing MIPRs Restrictions. MIPRs may not be used for purposes including, but not limited to:

- 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 (inter- Governmental) 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).

5.3.2.1. Before initiating a MIPR, the RO must **(T-2)**:

5.3.2.1.1. Ensure requirement is valid and consult with Financial Management (FM) and the Resource Advisor/Resource Manager (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. If not previously accomplished, 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 DLM 4000.25, *Defense Logistics Management Standards (DLMS)*, for required items quantities the acquiring organization can provide from stock; outgoing MIPR actions are not required for those quantities.

5.3.2.1.3.2. 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 **(T-2)**:

- 5.3.2.2.1. Ensure the checklist in AFI 65-118 and the Center (and AFLCMC Division if applicable) Outgoing MIPR Checklists are complete before MIPR is routed for review and fund certification. The AFI 65-118 checklist contains mandatory coordination and other information, including digital signatures, the PCO needs and is part of the MIPR package. The Center (and AFLCMC Division applicable) checklist(s) is(are) an internal quality control measure to ensure all required MIPR components are included in the package, including the AFI 65-118 checklist, and not submitted to the PCO.
- 5.3.2.2.2. Determine 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, *Management Oversight of Service Contract-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 65-118 and AFI 63-138, *Acquisition Services*, for detailed instructions.
- 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 FAR 46 Subpart.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. A requirement is non-severable if the benefit comes or is delivered at the end of the contract period. Refer to AFI 65-118 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 as either a digitally signed checklist line on the MIPR checklist or as a digitally signed attachment to the checklist and annotated on the checklist indicating attachment is included. Refer to AFI 65-118 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 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 DoDD 5105.65, *Defense Security Cooperation Agency*, and electronic *Security Assistance Management Manual (e-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 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.

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 end of the fiscal year or directing a MIPR amendment to de-obligate the excess funds.

5.3.3.4. Sole/Limited Number of Sources. MIPRs originating at AFMC central contracting activities for sole/limited number of sources procurement are governed by the provisions in the FAR Part 6 and paraphrased in **Section 1.14** of this guidance. **Note:** If the contract will be issued on a sole source basis, appropriate justification (e.g., J&A) 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 DAF 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 such as the 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 the RO should also find out if the acquiring agency has specific requirements they need on the MIPR, this will eliminate the need for certain future amendments.

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 DFARS Subpart 217.5, *Interagency Acquisitions*, 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 warranted contracting officer (FMR Vol 11A, *Reimbursable Operations Policy*, Chapter 3, Paragraph 030501), 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 65-118 for D&F examples, but the dollar thresholds are outdated, so account for Simplified Acquisition Threshold changes in the FAR. Refer to FAR Part 17.5, *Interagency Acquisitions*, and the DoD 7000.14 FMR, 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 Dept. of Treasury FS 7600A, *Interagency Agreement (IAA) General Terms and Conditions (GT&C)*, refer to AFI 65-118 and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, for additional guidance.

5.3.4.1.1.1. Support Agreements are mandatory for all CAT I (Reimbursable) MIPRs. For further guidance refer to DoDI 4000.19. Government

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 DAFI 65-601V1, *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 DoD 7000.14 FMR, Volume 11a, Chapter 2, for additional guidance. **Note:** G-Invoicing Dept. of Treas. FS 7600A is required to be in place before PO (AF Form 185 or AFMC Form 181) is executed.

5.3.4.2.2. DoD Coordinated Acquisition Program: Title 10 USC 3134, *Allocation of Appropriations* and Title 10 USC 3065, *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 by the combatant command commander.

5.3.4.2.2.4. Contiguous United States 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 65-118 for additional guidance.

5.3.4.2.5. 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 per Title 44 United States Code (USC) Section 501, *Government Printing*, unless:

5.3.4.2.5.1. The Government Printing Office cannot provide the printing service if:

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

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

5.3.4.2.5.1.3. A statute authorizes printing by an agency other than the Government Printing Office.

5.3.5. Outgoing MIPR Review. The PR/MIPR support function/office (or AFLCMC Division equivalent) 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 PR/MIPR support function/office will use the Outgoing MIPR Checklist, per AFI 65-118, to review and

process all outgoing MIPR packages. The following coordination must occur before the MIPR package can be forwarded to the acquiring organization. **Note:** AFLCMC activities can also utilize locally developed checklists in addition to the AFI 65-118 checklist. **(T-2)**

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:** FRC and CCaR do not permit any changes on PIs in coordination or certification.

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

5.3.6. MIPR Distribution. Upon MIPR authorization, PR/MIPR support function/office 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 (request), all required attachments annotated with the MIPR number, and a DD Form 448-2 (acceptance) with the requiring organization information forwarded to the acquiring organization.

5.3.6.2. One complete MIPR package consisting of a signed, numbered, and dated DD Form 448 with all required attachments will be maintained as the official case file in the PR/MIPR support function/office or AFLCMC Division files as applicable.

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 253.208-2. Additional guidance can also be found in DFARS PGI 208.7004, *Coordinated Acquisition Procedures*. **(T-2)**

5.3.7.1. Review and Follow Up. The PR/MIPR support function/office or AFLCMC Division equivalent 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 support function/office, AFLCMC Division equivalent, 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.

5.3.8. Contractual Documents. Upon contract receipt, the requiring organization PR/MIPR support function/office or AFLCMC Division equivalent if applicable 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. **(T-2)**

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 support function/office or AFLCMC Division equivalent if applicable must send a follow up request for the missing contract. **Note:** The PR/MIPR support function/office or AFLCMC Division equivalent if applicable must receive a contract within 90 calendar 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 uploads the contract award document to PIEE EDA module for Category II direct cite MIPRs enabling the applicable DFAS field site perform actions. DFAS uses the contract award document to obligate the funds in the accounting system. **(T-2)**

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 Integration System 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. **(T-2)**

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 **Note:** All other aspects of DMISA management are done via the terms of the DMISA:

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 is the preferred method for AFMC contractual efforts.

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 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.

5.3.11. Outgoing MIPR Document Management. (T-3)

5.3.11.1. MIPR Case Files (maintained in PR/MIPR support function/office or AFLCMC Division equivalent) 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 MIPR (DD Form 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 DoD 7000.14 (FMR), Vol 1, Ch 9, *Financial Records Retention*.

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, or logistics/financial personnel for DMISA efforts, to effectively solicit offers and efficiently award a contract to procure an item, repair, or service (DMISAs establish inter-Service agreements in-lieu of contracts). This guidance prescribes the PR process AFMC logisticians will use to develop supply chain and product support requirements into detailed, funds certified, PR packages that accurately define product specifications, bona fide need, time purpose and amount, to facilitate procurement actions. **Note:** DMISA PRs are not contract efforts, thus the PR effort is solely used as a funding mechanism to enable financial execution of the DMISA between DoD/Federal Agencies IAW AFMAN 63-122.

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. Any acceptable PR/PI form/product may be used if they comply with established DoD, SAF, HAF, AFMC or applicable Center Financial, Contracting, or Logistics Policies and are compatible with applicable PR system(s) generated reports or version.

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. The RO should proceed with pre-PR actions while the review is underway, especially if the requirement needs a high-level approval. **(T-2)**

6.1.2.1. Each Center must develop PR Checklists to ensure PR packages include all required content and are coordinated through applicable organizations and/or agencies. The checklist may be system generated. AFLCMC may develop checklists at the Center or Division level. Base level variants are permissible to accommodate local requirements but must be reviewed and approved by the applicable Center or AFLCMC Division in writing. AFMC/USSF Centers may develop joint checklists for PR processing at their applicable locations. The RO should complete the checklist prior to initiating the PR. The checklist may include, but is 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 for stock listed or part number orders/ requisitions.

6.1.2.1.9. Applicable MFT meeting minutes

6.1.2.1.10. Recommended contract or options strategy validation (actual strategy is done well before PR start).

6.1.3. Purchase Request/Purchase Instrument (PR/PI) Preparation. The specific actions needed to develop a PR/PI may be differ depending on the electronic system used to create the PR/PI. For instance, ADIS requires certain PR/PI data elements and codes that are AFSC and program office specific so, it can feed RO contract award status, among other system functions, that different contracting systems supporting used by other AFMC/USSF Centers do not require. Some data elements are unique to the type of action (item/spares buys, repair or service requests, etc.); whereas some systems will have peculiar forms or formats. These are permissible so long as they provide the PCO/DMISA equivalent the information required to adequately solicit/execute the requirement, enable selection of the best proposal and execution of the award. The form data must be easily discernible and preferably sent electronically for funds certification and passed to contracting systems.

6.1.3.1. Each PR/PI must contain a detailed purpose statement to advise the PCO exactly what the RO intends to accomplish. State up front whether the PR/PI is a Basic (initial submission), Advance, Planning, Surge, or Zero-Dollar PR/PI (see [Chapter 3](#) for descriptions). Amendments must state exactly the line item(s) and data element(s) that are being changed by that amendment. Center guidance may include canned purpose statements for the primarily types of PRs used in that Center. (T-2)

6.1.3.2. If the PCO discovers missing attachments, documents, or, if a change to the actual requirement is needed (e.g., funding or quantity change beyond the approved limits set on the PR/PI) they may request an amendment from the RO.

6.2. Delivery Orders Request (DOR). Several contract types allow placing delivery 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 on any acceptable PR/PI form or a PRPS DOR report. **Note:** Some contracts utilize task orders instead of DORs. Task Orders will follow DOR guidance.

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 include the contract number and the buyer's and/or PCO's 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 contract.

6.3. PR/DOR Amendments. After funds certification, any change to a basic PR/DOR 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/DOR or individual un-awarded PR/DOR line items. The RO must obtain PCO concurrence that a proposed change can be executed prior to submitting an amendment. (T-2)

6.3.1. Amendments are submitted to the PCO on any acceptable PR/PI form 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, etc., identify the affected line item(s) and specify exactly the needed changes. Also include the name of the PCO contacted in the purpose field and that they concur with the amendment. 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/DOR. Amendments to add pseudo-coded items must use new line-item numbers for the items being added.

6.3.3. PR/DOR amendments are used to accomplish the following changes to un-awarded PRs/DORs/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/DOR, e.g., adding a data requirement to a services PR/DOR.

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 updated total dollar value in the accounting portion of the applicable Purchase Request/Purchase Instrument (PR/PI) form.

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 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 needs 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 FMSuite FRC. 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. If the Requirement is ready for commitment, process a revised an Advance/Planner PR. For PRPS unlock the Advanced/Planning PR as this becomes a Funded PR.

6.3.3.9.3. Utilize 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 FMSuite FRC for certification is identified as the basic (00) PR. After the basic PR is certified in FMSuite FRC, the PR can be amended to record changes.

6.3.3.9.4. Centers may develop other processes or procedures to send the PCO Advance/Planning PR amendments or changes. However, these processes or procedures 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.

6.3.4. Coordination of Amendments. Upon receipt of a PR/DOR amendment, the following guidelines apply to amendment coordination: **(T-2)**

6.3.4.1. Any change to funds information (amount or fund cite) or certifier's information (time purpose or amount) must be coordinated with the RA and ALO. **Note:** DEAMS and FRC do not allow for amendments to bypass certification for any reason.

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 organizations and/or agencies that coordinated on the basic PR/DOR.

6.3.5. PR/DOR Cancellation Amendment. The PCO/DMISA equivalent can recommend PR/DOR cancellations because the PR/DOR cannot be awarded in a reasonable time, require extensive re-work, or other pertinent circumstance. However, only the RO or an organizationally appointed alternate can cancel a PR/DOR. As stated above, amendments must be coordinated with the PCO/DMISA equivalent prior to processing. When cancelling a PR or line item, enter a reason statement in the PR purpose field clearly stating either that the PR is cancelled in its entirety or stating which specific line items are cancelled. **Note:** PRPS refers to this PR cancellation as a TCA function.

6.4. PR Documentation Management. The preferred storage method for completed PIs is in an electronic repository. If mandated for use, units will use PRPS as the official logistics repository and will maintain a PI system file. (Refer to AFI 33-322).

6.4.1. Contracting retains the official completed PI package.

6.4.2. PI files shall be maintained in accordance with the DAF Records Information Management System, Records Disposition Schedule.

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

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.

7.2. Acquisition Plan (AP). The purpose of acquisition planning is to ensure Government (the Warfighter) requirements are met in the most effective, economical and timely manner. AP contains a clear description of the user's requirement, market research findings, risks involved, forecast Contract Line-Item Number structure, contract type by Contract Line-Item Number and any unique aspects of the acquisition. To develop a sound acquisition strategy, AFMC acquisition personnel should engage the local Acquisition Centers of Excellence 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, if the document is not physically available, is stuck in electronic coordination, is for NATO Support Services, shipping, and/or supply efforts. 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 violations or contractor work stoppage. When applicable, MORD amendments must be accomplished prior to customer funding expiration.

7.3.2. Refer to SAF/FMFC-A (AFAFO) *Processing Miscellaneous Obligation/Reimbursement Documents (MORD) Guide, 2020*, and AFMCMAN 21-149 and SAF/FMFC-A SharePoint (https://usaf.dps.mil/sites/saf-fm/FMF/FMFC/FMFCFA/SitePages/FMFCFA_Home.aspx) for additional guidance.

7.4. AF Form 616, Fund Cite Authorization (FCA), or DD Form 448, Military Interdepartmental Purchase Request (MIPR). The AF Form 616 has been replaced by the DD Form 448 and is no longer permitted to be used or accepted as a valid financial instrument for DAF reimbursable customer orders, see AFI 65-118.

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 in the production of the item. 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. **Note:** The term Government Furnished Property includes both Government Furnished Equipment and Government Furnished Materiel (GFE and GFM).

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, 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 PI 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*. **Note:** AFMC Form 158 requirements can be met narratively in the requirement specifications for NSNs linked to a packaging specification instead of actual inclusion of a packaging attachment.

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 Request for Quote 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 DAFMAN 16-201 (along with its AFMC supplement) and AFMCMAN 21-149, and DFARS 252.209-7002, *Disclosure of Ownership or Control by a Foreign Government*, AFMC or Installation Foreign Disclosure Office 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 work to negotiate a schedule with the contractor and, if the contractor is able to accelerate delivery, will provide the completed ADR to the RO. ADR requests must be processed as emergency/urgent requirements to ensure timely processing.

7.9. AFMC Form 260, *First Article Requirements*. First article requirements are used to ensure a contractor 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 products normally sold in the commercial market, or other circumstances as specified in FAR Part 9.3, *First Article Testing and Approval*. Solicitations containing first article requirements 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 FA testing 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/or 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 52.209-1, *Qualification Requirements*, and AFMCI

23-110, *Post-Award Part Verification and Approval*, for additional guidelines. **Note:** FA testing and approval applies to more situations than just initial vendor/contractor production, see FAR 9.303, *Use*, for a list of appropriate uses.

7.10. 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).

7.10.1. 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 the RO and routed to the appropriate PCO. Under no circumstances will the RO establish direct contact with the contractor to request or task initial shipping instructions without PCO involvement.

7.10.2. The ASI is utilized when changes to shipping instruction are required and are initiated by RO and routed to the appropriate PCO, these changes are limited to quantity and destination. Under no circumstances will the RO establish direct contact with contractor to request, task, or amended shipping instructions.

7.11. AFMC Form 338, *MYC Request Contract Information*. When the RO 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 provide their recommendation to the PCO. Multi-year contracts should be considered for every procurement and utilized whenever possible.

7.12. 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 procurement. A SAW can be initiated for 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. **Note:** The PRPS system is authorized to add additional Approved Sources and Supplier Information data fields to the AFMC Form 761 electronically available in PRPS to enable additional flexibility over/above that offered by the published AFMC Form 761.

7.13. 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.

7.14. 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 AFMCMAN 14-149 for information on how to complete the AFMC Form 762A.

7.15. 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. 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. Air Munitions Specification (Air Spec). Munitions functional experts develop a munitions/safety item checklist for use in defining air munitions requirements for procurement (e.g., replenish stock, services, FMS buys) that replaces official data call meetings. The Air Spec is generally a MS 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/Propellant Actuated Device items are marked, shipments reported, and identifies any specialized applicable hazardous class and explosive markings the shipment needs. The RO prepares the applicable munitions/safety item checklist and uses the information to complete the Air Spec, obtains DMO approval, and attaches Air Spec to the PI.

7.18. 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. If the EDL has a Furnished Method Code of "S" a Bid Set is required. The Bid Set consists of all applicable technical data such as drawings, engineering orders, associated lists, specifications and standards required for future procurement. Refer to DAFI 61-201, *Management of Scientific and Technical Information*, and DFARS 252.227-7016, *Rights in Bid or Proposal Information*.

7.19. Commercial Item Description (CID). A CID is an indexed, simplified product functional or performance characteristic description, managed by the GSA, used if an acceptable commercial product (Commercial Off-the-Shelf) item is available that satisfies the Government need. The CID is a concise, descriptive document that explains the requirement to potential suppliers in simple language. Market research is important to determining whether an available or acceptable commercial product exists. CIDs are used when other Government or non-Government standards exists. Refer to DoDM 4120.24, *Defense Standardization Program (DSP) Policies and Procedures*, for CID preparation instructions and FAR Part 12, *Acquisition of Commercial Items*, guidance.

7.20. Data Item Descriptions (DIDs). A DID defines the intended use, preparation instructions, content, and format requirements for a specific data product. TM-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. Ref: DLA ASSIST site for DIDs

(<https://quicksearch.dla.mil/qsSearch.aspx>) and AFLCMC Product Support Contract Requirements Tool at: <https://usaf.dps.mil/sites/41289/Pages/SitePages/Product-Support-Contracts-Requirements-Tool.aspx> for assistance in DIDs information and research. See T.O. 00-5-3, *Methods and Procedures*, Para 3.6.1. for details on TMCR and DIDs content creation and updates. TM-86-01 is available via USAF ETIMS application - accessible via FAF Portal and is user based restricted.

7.20.1. 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-963C, *Military Standard Data Item Descriptions*, FAR Subpart 11.2, *Using and Maintaining Requirements Documents*.

7.21. DD Form 254, Contract Security Classification Specification. The DD Form 254 is the official document that communicates security requirements of a classified contract or agreement to a contractor.

7.21.1. The Government customer is required to draft, complete, and certify DD Form 254s for prime contractors. Prime contractors are responsible for issuing subcontract DD Form 254s for subcontractors.

7.21.1.1. The originator of the DD Form 254 is the requirements owner (e.g., program manager, systems engineer) unless otherwise delegated.

7.21.1.2. The coordination points of a DD Form 254 involve the servicing information protection office (at a minimum); supporting Special Security Office (as applicable to Sensitive Compartmented Information requirements); and supporting Program Security Officer and Program Manager (as applicable to Special Access Program Requirements).

7.21.1.3. The contracting officer or other individual as otherwise delegated per DoDM5220.22V2_AFMAN16-1406V2, *National Industrial Security Program: Industrial Security Procedures for Government Activities*, and all successor documents, FAR 4.403, *Responsibilities of Contracting Officers*, and DAFFARS 5304.403, *Responsibilities of Contracting Officers*, is responsible for ensuring the DD Form 254 is prepared, coordinated, certified, and distributed.

7.21.2. There are four types of DD Form 254s: Solicitation, Original, Revision, and Final.

7.21.2.1. A solicitation DD Form 254 is drafted, coordinated, and certified for use during the solicitation process. The purpose of a solicitation DD Form 254 is to highlight the security requirements of a potential classified contract or agreement. This affords the contractor the opportunity to determine whether or not it either meets or will meet the requirements of the National Industrial Security Program.

7.21.2.2. An original DD Form 254 is drafted, coordinated, and certified upon contract award or agreement implementation. If an original DD Form 254 is completed after contract award or agreement implementation, the contractor and/or agreement requires modification to incorporate the document.

7.21.2.3. A revised DD Form 254 is drafted, coordinated, and certified in the event security requirements change during the course of the contract. A revised DD Form 254 is requirements dependent as not all contracts or agreements require the document. Changes

in security requirements include, but are not limited to, updated security classification guides, change in level of facility clearance required, change in classified storage at the defense contractor requirement, and/or updated performance locations.

7.21.2.4. A final DD Form 254 is drafted, coordinated, and certified when a defense contractor requires retention of classified information beyond the 2 year retention period after contract completion as authorized in 32 CFR Part 117, *National Industrial Security Program Operating Manual (NISPOM)*, or in circumstances where the Government customer directs the contractor to either destroy or return classified information in its possession within a time period less than the 2 years allowed by the NISPOM. If a contractor requires the retention of classified materiel past the 2-year retention period as authorized by the NISPOM, the contractor is required to submit a request to the Government customer. The Government customer will either approve or deny the request. The Government customer is not obligated to approve all contractor requests for extended retention.

7.21.3. For guidance on completing the DD Form 254, please refer to the official DD Form 254 instructions as posted on the DoD publications website (https://www.esd.whs.mil/Directives/forms/dd0001_0499/) and contact your servicing Information Protection Office for local processing procedures.

7.21.4. For policy guidance on DD Form 254 requirements, please refer to DoDM5220.22V2_AFMAN16-1406V2 and all successor documents. Additional DD Form 254 policy requirements specific to AFMC personnel is located within DoDM5220.22V2_AFMAN16-1406V2_AFMCSUP and all successor documents.

7.22. Dept. Treasury Fiscal Service FS 7600A, *United States Government Inter-Agency Agreement (IAA) Agreement Between Federal Agencies General Terms & Conditions (GT&C)*. FS Form 7600A must be used to document the GT&C of intra-Governmental support agreements involving an OSD or DoD Component that require payment from one party to another. FS Form 7600A may be used for agreements that have a mixture of reimbursable costs for support services and non-reimbursable support. FS Form 7600A may also be used to document and record agreements without reimbursement. The use of a Memorandum of Agreement or DMISA for detailed requirements for reimbursable support does not negate the requirement to capture at least summary information on a FS Form 7600A. Refer to DoDI 4000.19, *Support Agreements*, SAF/FMFC-A *Joint G-Invoicing SOP*, and AFI 65-118 footnotes for additional guidance.

7.23. DD Form 1423, *Contract Data Requirements List (CDRL)*. The CDRL identifies specific data requirements (products), in a standard DoD format, that must be delivered by a contractor to the Government. The PCO uses the CDRL is to provide a standardized method of clearly and unambiguously delineating the Government's minimum essential data needs. The CDRL groups the Government's the data requirements in a single place rather than have them scattered throughout the solicitation or contract. 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 (except for 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 used to order data for the Government must be specific and scheduled through the CDRL approval process. Refer to DoD 5010.12-M for CDRL instructions and DFARS 252.227-7016 through 7038, for guidance in purchasing data.

7.24. DD Form 1653, *Transportation Data for Solicitations*. Transportation Specialists use this form to: (a) make International Commerce Terms recommendations to obtain the most advantageous shipping term for the Government for a particular procurement, and other suggested transportation provisions for inclusion in the solicitation; (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, *Transportation – Transportation in Supply Contracts - DD Form 1653, Transportation Data for Solicitations*

7.25. 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 as the agency asked to provide the ordered goods or services. Refer to section 5.3.4.1 of this publication, AFI 65-118; DoD FMR Volume 11a, Chapter 3; FAR Part 17; DFARS 208, *Required Sources of Supplies and Services*, and DoDI 4000.19.

7.25.1. For each Economy Act Order the following must be used: 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 17.502-2, *The Economy Act*, for additional guidance.

7.26. Engineering Data List (EDL). An EDL is a list of drawing numbers for specific items; information that describes the 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 (AFMC Form 761).

7.27. Agency Affirmative Procurement Plan (AAPP). Agency Affirmative Procurement Plan is defined by DoD as the purchase of environmentally preferable products and services in accordance with federally mandated green purchasing preference programs. The requirements document provided in these PR package requires delivery or use of USDA- designated items at <http://www.biopreferred.gov> or 7 CFR Part 3201, *Guidelines for Designating Biobased Products for Federal Procurement*. 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 AAPP documentation is to

enhance and sustain mission readiness through cost effective procurement that achieves compliance, and reduces resource consumption, and solid/hazardous waste generation. AAPP 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 Title 40, Code of Federal Regulations, Part 247, *Comprehensive Procurement Guideline for Products Containing Recovered Materials*, for additional guidance. **Note:** The AAPP replaced the Green Procurement Program (GPP).

7.27.1. ROs may initiate AAPP 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.

7.28. 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 number of 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.

7.29. 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*.

7.30. Inter-Agency Agreement. An Inter-Agency 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 inter-agency acquiring agency. Refer to AFI 65-118 for additional guidance.

7.31. International Agreement Competitive Restriction (IACR). IACR is used in lieu of a J&A (satisfies the statutory requirements) when an 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, *International Agreement* authorizes the use of OTF&OC under the authority of Title 10 USC 3201, *Full and Open Competition*.

7.32. 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 65-118.

7.33. 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 Part 6.3 and guidelines in DAFFARS 5306.304, and Title 10 USC 3201.

7.34. 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*.

7.35. 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 3201(c).

7.36. Market Research. Provide the information garnered from analyzing marketplace capabilities, technology, and competitive sources 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, *Policy*, section (a) (2). The resultant Market Research Report 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 acquisition planning process. The written summary of the market research is done by the program office, and is the result of a cooperative effort by contracting personnel, technical personnel, Small Business Office, and the Small Business Administration/Procurement Center Representative. Refer to FAR Part 10 for additional guidance.

7.37. Memorandum of Agreement. These memoranda 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 materiel. Memorandum of Agreements 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.

7.38. Memorandum of Understanding. These memoranda 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.

7.39. 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 DAFFARS 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*.

7.40. Performance Plan (PP). See Quality Assurance Surveillance Plan (see [paragraph 7.43](#)).

7.41. 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. At a minimum a PWS includes:

7.41.1. Description of Services/General Information (definitions, etc.)

7.41.2. Services Summary (SS)

7.41.3. Government-Furnished Property and Services, if applicable.

7.41.4. Appendices such as workload estimates, labor hour rates, square footage, industrial safety and health provisions, etc.

7.42. 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 DoDM 4120.24 for additional guidance.

7.43. Quality Assurance Surveillance Plan. 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.

7.44. 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 AFMCMAN 21-149 for additional guidance. **Note:** A Materiel Qualification Requirement is used by some organizations for specific item types e.g., F100 engines.

7.45. 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 the 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. **Note:** RADs for depot maintenance repair requirements are not required if the repair effort is in compliance with the approved AFI 63-122 DSOR decision. Additional information is found in AFI 63-138.

7.46. Sole Source Justification. Sole Source Justification is a type 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; or it is necessary that the item being acquired from the one source be compatible and interchangeable with existing equipment.

7.47. Source of Repair Assignment Process. The Source of Repair Assignment process is part of the total DSOR process. It is the primary process the Air Force uses to posture depot level workloads for both hardware, software, and crypto assets. It applies to both new acquisition and fielded programs. Refer to AFMAN 63-122 for more details.

7.48. Source Qualification Statement. 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 Source Qualification Statement requirements established by the engineers. Refer to AFMCI 23-113 for requirement.

7.49. Special Test (Tooling)/Special Test Equipment Procedures. Special Testing /Special Testing Equipment indicate special tools or testing are required and whether the Government owns the required Special Testing/Special Testing Equipment. This is determined during item technical screening or Statement of Objective/Statement of Work/Maintenance Work Specification/Work Description Document (SOO/SOW/MWS) preparation. Refer to AFMCMAN 21-149 for additional guidance.

7.49.1. **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 Part 45, *Government Property*, (101, 102 and 602).

7.49.2. **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.

7.50. 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.

7.51. Statement of Objective (SOO). The SOO is used to document the overall performance objectives and is used in solicitations when the Government intends to provide the maximum flexibility to each offeror to propose an innovative approach. Refer to FAR Subpart 2.1, *Definitions*, for additional guidance.

7.52. 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, *Ordering Procedures for Services Requiring a Statement of Work*, and FAR 37.602, *Performance Work Statement*, for additional guidance.

7.53. Streamlined Market Acquisition Approach Document. Streamlined Market Acquisition Approach Document refers to the minimum documentation needed for actions that require a documented acquisition plan IAW Simplified Acquisition Procedures in FAR Part 13. DAFFARS 5307.104-92, *Acquisition Strategy Panels (ASP) and Approval Authority (AP)*, lists several exemptions including replenishment spares not requiring design, development or testing before production, and modification within the contract scope, among others. The Streamlined Market Acquisition Approach Document is a tool used to accomplish acquisition planning documentation required in FAR 7.1 *Acquisition Plans* and detailed in DAFFARS 5307.104-92.

7.54. 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 Subpart 45.5, *Government Property – Support Government Property Administration*, guidance and are incorporated by reference into the contract. Refer to DAFMAN 23-119, *Government Furnished Property*, and AFMCMAN 21-149 for additional guidance.

7.55. United Nations/Department of Transportation Specification Packaging. IAW 49CFR and/or AFMAN 24-210, *Packaging of Hazardous Materials*, tests are conducted to ensure packaging meets prescribed United Nations/Department of Transportation protection standards for HAZMAT items in transit.

7.56. Urgent Justification Statement (UJS). UJSs document compelling circumstances for accelerating technical requirements, such as engineering studies and other miscellaneous services, through procurement. Refer to **Section 1.13** (Determining PI Priority) of this policy for additional guidance.

7.57. Visitor Security Procedures (aka Local Security Procedures). The servicing information protection office is responsible for communicating local security procedures to the contractor. Local security procedures only apply to on-installation classified performance. Please contact your servicing information protection office for additional information on how this is accomplished.

7.58. Wage Determination Document. 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 Labor Standards– Definitions*, and FAR Part 52.222-42, *Statement of Equivalent Rates for Federal Hires*, for additional guidance.

7.59. Waiver for Qualification Requirements. Document that states why the source should not have to meet the qualification requirements, as stated in the contract. Refer to FAR Part 9.2 for additional guidance.

7.60. 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.

7.61. Workload Approval Document. The Workload Approval Document is a request for a temporary change in the assignment of source of repair (SOR) workload. The PM will submit a Workload Approval Document describing the workload that requires a shift between organic SOR locations, contract SOR to organic SOR, organic SOR to contract SOR, 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 Section 2466, *Limitations on the Performance of Depot-Level Maintenance of Materiel*, for additional guidance.

LYLE K. DREW, Brigadier General, USAF
Director of Logistics, Civil Engineering,
Force Protection and Nuclear Integration

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFI 24-602V2, *Cargo Movement*, 12 June 2019
- AFI 25-201, *Inter-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013
- AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021
- AFI 63-101_20-101, *Integrated Life Cycle Management*, 30 June 2020
- AFI 63-138, *Acquisition of Services*, 30 September 2019
- AFI 65-118, *Air Force Purchases using Military Interdepartmental Purchase Requests (MIPRs)*, 8 April 2020
- AFI 91-202, *USAF Mishap Prevention Program*, 12 March 2020
- AFMAN 24-210, *Packaging of Hazardous Material*, 21 April 2015
- AFMAN 63-122, *Depot Source of Repair Planning and Activation*, 21 January 2020
- AFMCI 20-104, *Item Unique Identification*, 17 November 2017
- AFMCI 23-110, *Post-Award Verification and Approval*, 3 April 2020
- AFMCI 23-111, *Reclamation of Air Force Property*, 1 February 2019
- AFMCI 23-113, *Pre-Award Qualifications of New or Additional Parts Sources and the Use of the Source Approval Request (SAR)*, 31 March 2020
- AFMCI 24-201, *AFMC Packaging & Materials Handling Policies and Procedures*, 21 June 2022
- AFMCI 63-1201, *Implementing Operational Safety, Suitability and Effectiveness (OSS&E) and Life Cycle System Engineering (LCSE)*, 28 March 2017
- AFMCMAN 21-149, *Contract Depot Maintenance (CDM) Program*, 28 April 2020
- AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*, 17 October 2019
- AFPD 63-1/20-1, *Integrated Life Cycle Management*, 7 August 2018
- DAFI 61-201, *Management of Scientific and Technical Information (STINFO)*, 30 November 2020
- DAFI 65-601 Volume 1, *Budget Guidance and Procedures*, 24 October 2018
- DAFI 90-160, *Publications and Forms Management*, 14 April 2022
- DAFFARS Part 5304.403, *Responsibilities of Contracting Officers*, 7 July 2023
- DAFFARS Part 5306.3, *Other than Full and Open Competition*, 7 July 2023
- DAFFARS 5306.304, *Approval of the Justification*, 7 July 2023

DAFFARS 5306.304(a), *Other than Full and Open Competition Justification and Approval Preparation Guide and Template*, 7 July 2023

DAFFARS Part 5307, *Acquisition Planning*, 7 July 2023

DAFFARS 5307-104-92, *Acquisition Strategy Panels (ASP) and Approval Authority (AP)*, 7 July 2023

DAFFARS Part 5308, *Required Sources of Supplies and Services*, 7 July 2023

DAFFARS Part 5323, *Environment, Energy & Water Efficiency, Renewable Energy Technologies, Occupational Safety and Drug Free Workplace*, 7 July 2023

DAFFARS 5317.1, *Multiyear Contracting*, 7 July 2023

DAFFARS Mandatory Procedure 5332.7, *Contract Funding*, 7 July 2023

DAFMAN 16-201, *Department of The AF Foreign Disclosure & Technology Transfer Program*, 19 January 2021

DAFMAN 23-119, *Government Furnished Property*, 6 April 2022

DLM 4000.25, *Defense Logistics Management Standards (DLMS)*, 27 December 2022

DFARS 206.302-4, *International Agreement*, 22 December 2023

DFARS 208, *Required Sources of Supplies and Services*, 17 November 2023

DFARS 211.274, *Item Identification and Valuation Requirements*, current edition

DFARS Subpart 207.1, *Acquisition Planning – Acquisition Plans*, 20 May 2021

DFARS Subpart 207.503, *Acquisition Planning - Inherently Governmental Functions- Policy*, 10 January 2008

DFARS Subpart 208.70, *Coordinated Acquisitions*, 1 December 2006

DFARS 208.7005, *Military Interdepartmental Purchase Requests*, 22 December 2023

DFARS Part 217, *Special Contracting Methods*, 22 December 2023

DFARS 252.209-7002, *Disclosure of Ownership or Control by a Foreign Government*, 29 September 2023

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DFARS PGI 208.7004-4, *Required Sources of Supply and Services - Coordinated Acquisition – Procedures - Cut Off Date for Submission of Category II MIPRs*, 17 November 2023

DFARS PGI 208.7004-5, *Notification of Inability to Obligate on Category II MIPRs*, 21 July 2008

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DFARS PGI 217.7506, *Spare Parts Breakout Program*, 17 November 2023

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14 CFR Part 145, *Repair Stations*, current edition

32 CFR Part 117, *National Industrial Security Program Operating Manual (NISPOM)*, current edition

40 CFR Part 247, *Comprehensive Procurement Guideline for Products Containing Recovered Materials*, current edition

10 USC § 2464, *Core Logistics Capabilities*
10 USC § 2466, *Limitations on the Performance of Depot- Level Maintenance of Materiel*
10 USC § 3065, *Assignment and Delegation of Procurement Functions and Responsibilities*
10 USC § 3069, *Buy to Budget Acquisition: End Items*
10 USC § 3134, *Allocation of Appropriations*
10 USC § 3201, *Full and Open Competition*
10 USC § 3501, *Multiyear Contracts: Acquisition of Property*
10 USC § 3531, *Multiyear Contracts: Acquisition of Services*
10 USC § 3532, *[Omitted]*
10 USC § 4324, *Life-cycle Management and Product Support*
31 USC § 1535, *Economy Act*
41 USC § 6307, *Contracts with Federal Government-owned establishments and availability of appropriations*
42 USC § 6962, *Federal Procurement*
44 USC § 501, *Government Printing*

Prescribed Forms

AFMC Form 200, *Accelerated Delivery Request*
AFMC Form 270, *Request for Issuance of Shipping Instructions*
AFMC Form 338, *MYC Request/Contract Info*
AFMC Form 761, *Screening Analysis Worksheet*
AFMC Form 807, *Quality Assurance/ Special Inspection Requirements*
AFMC Form 813, *Surplus Materiel Worksheet*

Adopted Forms

DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*
DAF Form 847, *Recommendation for Change of Publication*
DD Form 250, *Material Inspection and Receiving Report*
DD Form 254, *Contract Security Classification Specification*
DD Form 350, *Individual Contracting Action Report*
DD Form 448, *Military Interdepartmental Purchase Request*
DD Form 448-2, *Acceptance of MIPR*
DD Form 1423, *Contract Data Requirements List (CDRL)*
DD Form 1653, *Transportation Data for Solicitations*

AF Form 9, *Request for Purchase*

AF Form 185, *Project Order*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 616, *Fund Cite Authorization*

AFMC Form 8, *GFM/Loan/Lease Availability/Supportability Request/Acquisition Assessment*

AFMC Form 158, *Packaging Requirements*

AFMC Form 191, *Foreign Disclosure Procurement Decision Worksheet*

AFMC Form 260, *First Article Requirements*

AFMC Form 318, *Item Contracting History Record*

AFMC Form 762, *Contract Repair Screening Analysis Worksheet*

AFMC Form 762A, *Repair Data List*

Department of Treasury Bureau of the Fiscal Service, FS Form 7600A, *United States Government Interagency Agreement (IAA) Agreement Between Federal Agencies General Terms & Conditions (GT&C) Section*

FAA Form 8130-3 *Authorized Release Certificate, Airworthiness Approval Tag*

NASA Form 523, *NASA-Defense Purchase Request*

Abbreviations and Acronyms

A&A—Advisory and Assistance Services

A&AS—Advisory and Assistance Services

ADIS—Acquisition Due-in System

ADR—Accelerated Delivery Request

AFSC—Air Force Sustainment Center

AFLCMC—Air Force Life Cycle Management Center

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

AQLT—Acquisition Lead Time

AAPP—Agency Affirmative Procurement Plan

ASI—Amended Shipping Instructions

BEQ—Best Estimated Quantity

BOA—Basic Order Agreement
CCaR—Comprehensive, Cost and Requirement (system)
CBT—Contract Buy Team
CCL—Commerce Control List
CDRL—Contract Data Requirements List
CET—Contract Engineering Team
CID—Commercial Item Description
CLT—Contract Lead Time
CRSAW—Contract Repair Screening Analysis Worksheet
CRT—Contract Repair Team
D&F—Determinations and Findings
DDL—Delegation of Disclosure Authority Letter
DAFFARS—Department of Air Force Federal Acquisition Regulation Supplement
DEAMS—Defense Enterprise Accounting and Management System
DFARS—Defense Federal Acquisition Regulation Supplement
DFAS—Defense Finance and Accounting Service
DID—Data Item Description
DLIS—Federal Logistics Information System Multiple Application
DLA—Defense Logistics Agency
DMISA—Depot Maintenance Inter-Service Support Agreement
DMO—Data Management Office
DoDAAC—Department of Defense Activity Address Code
DOR—Delivery Order Request
DSOR—Depot Source of Repair
EDL—Engineering Data List
EN—Engineer
ES—Equipment Specialist
F&OC—Full & Open Competition
FAR—Federal Acquisition Regulation
FCA—Fund Cite Authorization
FDO—Foreign Disclosure Office
FFP—Firm-fixed price

FM—Financial Management
FMR—DoD Financial Management Regulation
FMS—Foreign Military Sales
FS—Financial Service
FSC—Federal Supply Classification
GFE—Government Furnished Equipment
GFM—Government Furnished Materiel
GFP—Government Furnished Property
G-INV—Government Invoicing
GPC—Government Purchase Card
GSA—General Services Administration
HAZMAT—Hazardous Materiel
IACR—International Agreement Competitive Restriction
ICP—Inventory Control Points
ID—Indefinite-Delivery
IDIQ—Indefinite Delivery/Indefinite Quantity
IGF—Inherently Governmental Function
IM—Item Manager
IMT—Information Management Tool
ISI—Initial Shipping Instructions
ISM—Industrial Security Manual
ISSP—Inter-Service Supply Support Program
IUID—Item Unique Identification
J&A—Justification and Approval
JQR—Justification Qualification Requirement
LOT—Life of Type (buys)
LOA—Letter of Offer & Acceptance
MFT—Multi-Functional Team
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
MMS—Materiel Management Scheduler
MORD—Miscellaneous Obligation Reimbursement Document
MYC—Multiple Year Contract
NASA—National Aeronautics and Space Administration
NC—Non-cataloged Stock Number
ND—Non-listed Stock Number
NDAA—National Defense Authorization Act
NIIN—National Item Identification Number
NIMSC—Nonconsumable Item Materiel Support Code
NMCS—Non-Mission Capable Supply
NSN—National Stock Number
ODS—Ozone Depleting Substance
OSHA—Occupational, Safety and Health Administration
OTF&OC—Other Than Full and Open Competition
PCO—Procuring Contracting Officer
PD—Purchase Description
PGI—Procedures, Guidance & Information
PI—Purchase Instrument
PICA—Primary Inventory Control Activity
PLT—Production Lead Time
PM—Program Manager
PMS—Production Management Specialist
PO—Project Order
POP—Period of Performance
PP—Performance Plan
PWS—Performance Work Statement
PR—Purchase Order
PRPS—Purchase Request Process System (D203)
QDP—Quantity Discount Procedures
RA—Resource Advisor

RAD—Requirements Approval Document
RDL—Repair Data List
RDS—Records Disposition Schedule
RM—Resource Manager
RMC—Repair Method Code
RMSC—Repair Method Suffix Code
RO—Requirement Owner
SAMM—Security Assistance Management Manual
SASS—Streamlined Acquisition Strategy Summary
SAW—Screening Analysis Worksheet
SDN—Standard Document Number
SDO—Services Designated Official
SE—Support Equipment
SICA—Secondary Inventory Control Activities
SON—Statement of Need
SOS—Source of Supply
SOO—Statement of Objective
SOW—Statement of Work
SP—Supply Planner
SPD—System Program Director
SS—Services Summary
ST—Special Test/Tooling or Screening Technician
STD—Standard
STE—Special Test Equipment
TCA—Total Cancellation Amendment
TO—Technical Order
UJS—Urgent Justification Statement
USC—United States Code
VIQ—Variation in Quantity
VPP—Voluntary Protection Program

Office Symbols

SAF/AQ—Air Force Acquisition

SAF/FMFC-A—Air Force Accounting and Finance Office -Accounting

AFMC/A4/10—Air Force Materiel Command, Director of Logistics, Civil Engineering, Force Protection, and Nuclear Integration

AFMC/A4R—Air Force Materiel Command, Logistics Readiness Division

AFMC/A4RM—Air Force Materiel Command, Supply Chain Management Branch

AFMC/FM—Air Force Materiel Command/Financial Management

AFMC/PK—Air Force Materiel Command/Directorate of Contracting

Terms

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). AFMC logistics/materiel management policy 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/MM/SP/Materiel Management scheduler records this data on an AFMC Form 318, *Item Contracting History Record*. IM/MM/SP/Materiel Management scheduler may exclude historical observations that will not impact future performance. Exclusions may be based on the IM/MM/SP/Materiel Management scheduler's knowledge, experience, and judgment or may result from an automated decision process. 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 DoDM 4140.01, and various AFMC logistics/materiel management policies for more detail. **AQLT Note:** 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: (A) System overlaid values received from the procurement tracking system based on current or completed contracts. (B) System default values, when no other data exists. (C) Values manually input by the IM/MM/SP/PMS Seller/Materiel Management scheduler during file maintenance. (D) The IM/MM/SP/PMS Seller/Materiel Management scheduler must confirm the lead time values in the requirements system data files. The IM/MM/SP/PMS Seller/Materiel Management scheduler will ensure realistic lead time values are maintained in the data files.

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, *Spare Parts Breakout Program*.

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 DoDM 4140.01V2, *DoD Supply Chain Management Procedures: Demand and Supply Planning* for more information.

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.

Air Force Records Information Management System Records Disposition Schedule—The Air Force Records Information Management System (AFRIMS) is a mandatory AF-wide system. It provides AF Records Managers, at all levels of organization, a tool to manage and prepare file plans and associated records management products. AFRIMS also provides real-time access and management of the USAF Records Disposition Schedule (RDS). Users can access via CAC at the following link: afrims.cce.af.mil

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/PI is put into rework or sits in an awaiting funds status.

End Item—A final combination of end products, component parts, or materiel ready for its intended use, e.g., a ship, tank, mobile machine shop, or aircraft. Refer to DoDM 4140.01V1.

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.

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.

Government Furnished Property (GFP)—Government Furnished Property is property, which may be capital Government Furnished Equipment (GFE) or non-capital Government Furnished Materials (GFM) and which is owned by the Federal Government. Property in the possession of,

or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract.

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 barcode. Refer to DFARS Subpart 211.274 for additional guidance.

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 (typically due to diminishing manufacturing sources, materiel shortages, or obsolesce). The procurement quantity shall be based upon demand or engineering estimates of mortality sufficient to support the applicable equipment until phased out. Refer to DoDM 4140.01V2 for additional details and approval procedures for LOT buys.

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 various AFMC logistics/materiel management policies. 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.

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 17.1 for further guidance.

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).

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 DoDM 4140.01V2 for more information.

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.

Repair Method Code/Repair Method Suffix Code (RMC/RMSC)—Two single digit alpha/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 AFMCMAN 21-149 for more detail.

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.

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.

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.

Technical Data Package—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.

Attachment 2**AGREEMENT MATRIX**

A2.1. Agreement Matrix Reference Guide. The below **Table A2.1. Agreement Matrix Reference** is a job reference product provided to aid users understanding in the various types of agreements related to classes of supply, DoD capability types, types of work, G-INV applicability and other pertinent information.

Table A2.1. Agreement Matrix Reference.

Applicable Code of Supply	Type of Work	Category (Reimbursable/ Direct Cost/ Other)	Invited Acquisition (Y/N)	Order Instrument Type	Agreement Type(s)	IF Incentivized	System Code	W780A Contract Level (Activity)	6 Greater Activity Purchase Order	Trading Partner	PA in Risk	W780A Contract Level (Activity)
2	Foreign/Military Government utilization of AFMCI (AFMCI WF) OR On application for direct procurement of material/equipment	Direct Cost***	Y	Journal Voucher	FMS Case**	SAMES CGR	SAMES, BR OS, CGR, DEANS*, CASETRAC*	N/A**	Requester	AFMCI WF (including for FMS Nation)	AE 16-101, ABMCI 16-101	53. Hardware & Tools 55. Industrial Products 6 Office Management 15.2. Tooling, Clothing & Equipment
Note: For all FMS SA offers the order instrument type is FMS Case** and the agreement type is purchase agreement or bill of materials (BOM) contract (see for "Buy" in column 7).												
2	Foreign/Military Sales (via SAMES) Initial order	Direct Cost**	Y	Journal Voucher	FMS Case**	SAMES CGR	SAMES, BR OS, CGR, DEANS*, CASETRAC*	N/A**	Requester	FMS Nation, AFMCI, AFSAT, DLA	AE 16-101, ABMCI 16-101	53. Hardware & Tools 55. Industrial Products 6 Office Management 15.2. Tooling, Clothing & Equipment
Note: For all FMS SA offers the order instrument type is FMS Case** and the agreement type is purchase agreement or bill of materials (BOM) contract (see for "Buy" in column 7).												
2	Foreign/Military Sales (via SAMES) Sustaining support for CLSA Cases	Reimbursable / Indirect	Y	Journal Voucher	FMSO 112**	SAMES CGR	SAMES, BR OS, CGR, DEANS*, CASETRAC*	N/A**	Requester	DCA, Air Force Clothing and Toxic Office, DoD ICP	AE 16-101, ABMCI 16-101	53. Hardware & Tools 55. Industrial Products 6 Office Management 15.2. Tooling, Clothing & Equipment
Note: For all FMS SA offers the order instrument type is FMS Case** and the agreement type is purchase agreement or bill of materials (BOM) contract (see for "Buy" in column 7).												
2	General Support items of clothing, individual equipment, tentage, organizational toolkits and tool kits, hand tools, material, administrative, and food/communications (JP 40)	Direct Cost***	Y	DD Form 448 (MFR), AF Form 188	FS 1600, MDA	BR OS, FM Suite-FRC, APO	BR OS, BR Suite-FRC, MFR, APO	MAJCOM/FLD/COM DR UFGO/NAF, Single Center or Complex	Requester	DCA, Air Force Clothing and Toxic Office, DoD ICP		53. Hardware & Tools 55. Industrial Products 6 Office Management 15.2. Tooling, Clothing & Equipment
Note: MSTR is used for requests. Reimbursement for FS orders (see column 7) is not applicable for this instrument type.												
3	Petroleum, Oils, Lubricants (POL) Petroleum (including geologic items), fuels, lubricants, hydraulic and metal working, preservatives, liquidation compound gases, coolants, dicing and desulfurization compounds, plus components and additives of such products (JP 40)	Direct Cost***	Y	DD Form 448 (MFR), AF Form 188	FS 1600, MDA	BR OS, FM Suite-FRC, APO	CGR, DEANS	MAJCOM/FLD/COM DR UFGO/NAF, Single Center or Complex	Requester	DLA		57. Oils, Lubricants and Waxes 17. Fuels
DLA orders with DLA Entry												
4	Construction/Barrier: Materials that support fortification, obstacle and barrier construction, and construction material for base development and general engineering (JP 40)	Direct Cost***	Y	DD Form 448 (MFR), AF Form 188	FS 1600A	Fed/Mil, Ability One*	Federal/Ability One	MAJCOM/FLD/COM DR UFGO/NAF, Single Center or Complex	Requester	DLA		4 Facilities & Construction
MSTR is used for requests.												
4	Construction/Barrier: Materials that support fortification, obstacle and barrier construction, and construction material for base development and general engineering (JP 40) - Efficiencies through MLECON (AFMCI/AFRC)	Direct Cost***	Y	DD Form 448 (MFR), AF Form 188	FS 1600A	Fed/Mil, Ability One*	Federal/Ability One	Tenant Organizational or Federal Agreement, Single Purchase/Project Orders	Requester	DLA		4 Facilities & Construction
Above Government Purchase Order (GPO) Authority												
4	Construction/Barrier: Materials that support fortification, obstacle and barrier construction, and construction material for base development and general engineering (JP 40)	Reimbursable	N	DD Form 448 (MFR)	FS 1600A, MDA	CGR	CGR, DEANS	Tenant Organizational or Federal Agreement, Single Purchase/Project Orders	Requester	DLA		4 Facilities & Construction
Above Government Purchase Order (GPO) Authority												
4	Construction/Barrier: Materials that support fortification, obstacle and barrier construction, and construction material for base development and general engineering (JP 40) - Efficiencies through MLECON (AFMCI/AFRC)	Reimbursable	N	DD Form 448 (MFR)	FS 1600A, MDA	CGR	CGR, DEANS	Tenant Organizational or Federal Agreement, Single Purchase/Project Orders	Requester	DLA		4 Facilities & Construction
Above Government Purchase Order (GPO) Authority												

Applicable Category of Supply	Type of Work	Category (Reimbursable/ Direct Cost/ Other)	Invited Acquisition (Y/N)	Purchase Instrument Type	Agreement Types	Restrictions	Special Use	FPMR/Circular Level (AFR)	Contract Activity Purchase Order	Trading Partner	Min/Max \$	AWC/Circular/ NO Contract Capability
5	Program Office Procurements of end items/systems/sub-systems (not spares)	Direct Cost	Y	DD Form 448 (MFR)	FS 700A, MOA	CCAR	CCAR, DEAMS*	Service Level Agreement, Multi-Functional, or 2-Ltr/Level 2 Single Center or Complex	Requester	Other DoD Service Federal Agency (including their ICPs)	AFMAN 21-200, DAFMAN 21-201, AF16-401_20-101, AF16-401 series, G-20V SOP	0. Weapons & Ammunition
Can use MLSTRIP for Support Equipment asset/contract no funding actions												
5	Repairable Consumable spare bags (any EBR/C) - Program Office Initial Spares Inventory Augmentation bags or SICAs non-MLSTRIP funded sustainment spare bags (NMSC is other than "S")	Direct Cost	Y	DD Form 448 (MFR), AF Form 16	FS 700A, MOA	BRIS, BN State-FRC, APO	PPFS, FM State-FRC, NBO*, APO	Service Level Agreement, Multi-Functional, or 2-Ltr/Level 2 Single Center or Complex	Requester	DLA BK, Other Service ICPs	AFMAN 21-200, DAFMAN 21-201, AFMCDAFI 20-101, AF16-401 series, AFMAN 21-201, AFSC 23-401, DoD 400019	0. Weapons & Ammunition
Does not include MLSTRIP/NMSC's orders (bars for non-NMSC Systems can use MLSTRIP document for tracking but not funding). Note: G-20V applicable in Federal Acquisition Regulation Subpart 17.5 for functions of other Agency contracts (where except).												
5	Depot Overhaul (End Item or Commodity Repair)	Reimbursable	Y	DD Form 448 (MFR), AF Form 16	DDP Schedule and Depot Customer Workload Agreement (DCWA)	BRIS, BN State-FRC, APO	PPFS, FM State-FRC, NBO*, APO	Two or more AF Centers and AF Complexes within the same MAJCOM are part to the same agreement	Service or	Internal AF	AFMAN 21-200, DAFMAN 21-201, AFMAN 21-201, AFMCDAFI 20-101	0. Equipment Related Services 0. Electronic & Communication Services
Depot Maintenance effort for DAF managed Class IX commodities Agreement between AFSC 4466 SCMW ICB and AFSC Air Logistics Complex business office (OB)												
5	Foreign Military Sales (FMS) Initial spares	Direct Cost	Y	Journal Voucher	FMS Case**	SAMS CCAR	SAMS, PROS, CCAR, DEAMS*, CASSTRAC*	N/A	Requester	FMS Nation, AFLOMCEB	AFMAN 21-200, DAFMAN 21-201, AF16-401, AFMCI 116-101	0. Weapons & Ammunition
Note for all FMS/SA efforts: the funds are deposited into Treasury Trust funds and AFSA/C program office, etc. is existing procurements to be bill of FMS requirement (pass for "Buyer" in column 13)												
5	Foreign Military Sales (FMS) Sustainment support for Repair and Return Cases	Direct Cost	Y	Journal Voucher	FMS Case**	SAMS CCAR	SAMS, PROS, CCAR, DEAMS*, CASSTRAC*	N/A**	Requester	FMS Nation, AFLOMCEB	AF16-401, AFMCI 116-101	0. Equipment Related Services 0. Electronic & Communication Services
Note for all FMS/SA efforts: the funds are deposited into Treasury Trust funds and AFSA/C program office, etc. is existing procurements to be bill of FMS requirement (pass for "Buyer" in column 13)												
5	Foreign Military Sales (FMS) Sustainment support for CLSSA Cases	Reimbursable/ Interfund	Y	Journal Voucher	FMSO 11**	SAMS CCAR	SAMS, PROS, CCAR, DEAMS*, CASSTRAC*	N/A**	Requester	AFLOMCEB, DoD/ICP	AF16-401, AFMCI 116-101	0. Equipment Related Services 0. Electronic & Communication Services
Note for all FMS/SA efforts: the funds are deposited into Treasury Trust funds and AFSA/C program office, etc. is existing procurements to be bill of FMS requirement (pass for "Buyer" in column 13)												
5	Foreign Military Government (FMG) issues of AFSA/C (AFLOM/WF) (B) On application for direct procurement of material or services	Direct Cost	Y	Journal Voucher	FMS Case**	SAMS CCAR	SAMS, PROS, CCAR, DEAMS*, CASSTRAC*	N/A**	Requester	AFLOM/WF existing for FMS Nation	AF16-401, AFMCI 116-101	0. Equipment Related Services 0. Electronic & Communication Services
Note for all FMS/SA efforts: the funds are deposited into Treasury Trust funds and AFSA/C program office, etc. is existing procurements to be bill of FMS requirement (pass for "Buyer" in column 13)												
7	Avionics/Modem Requirements for Depot Overhaul (PDM/ULDN)	Direct Cost	Y	DD Form 448 (MFR), AF Form 16	DDP Schedule and Depot Customer Workload Agreement (DCWA), and Fixed Price Workload	CCAR, APO	CCAR, FM State-FRC, DEAMS*	Two or more AF Centers and AF Complexes within the same MAJCOM are part to the same agreement	Service or	Internal AF	AFMAN 21-200, DAFMAN 21-201, AFMCDAFI 20-101	0. Equipment Related Services 0. Electronic & Communication Services
Depot Maintenance effort for DAF customers Class VI end items												
7	DMSA - AF as Principal workload requirement owner (CF - "Exhibit 1-end items") (II - commodity)	Reimbursable	Y	DD Form 448 (MFR), AF Form 16	DMSA (includes Depot Customer Workload Agreement (DCWA))	CCAR	CCAR, FM State-FRC, DEAMS*	Single Center or Complex	Requester	Other DoD Service Federal Agency	DoD 415118G, AFMAN 21-200, AFMCDAFI 20-101, G-20V SOP, AFSC 23-401	0. Miscellaneous S&E 0. Equipment Related Services 0. Electronic & Communication Services
DMSA used in conjunction w/ FS 700A. DMSA is managed by the Air Force Maintenance Information Service Management Office (MISO) whereas the FS 700A is managed by the Program Office Foral Point.												

Applicable Class of Supply	Type of Work	Category (Restrictable/ Direct Cost, Other)	Anticipated Acquisition Rate (%)	Parties Instrument Type	Agreement Types	IF Job Order	System used	FS/MSA Contract Level (Activity)	Execution Activity (Purchase Order)	Trading Partner	Policy Rule	FPM Greater and Generic Capability
7	DMSA - AF as Agent in Depot Maintenance Provider (GF - "Exhibit I - end items" "II - accommodations")	Reimbursable	N	DD Form 443 (NPR), AF Form 185	DMSA (includes Depot Customer Workload Agreement "DCWA")	FM Suite-FRC	FM Suite-RC, NRO*	Single Center or Complex	Service	Other DoD Service Federal Agency	DoD 415119G, AFMAN 65-101, AFMCI 471 20-101, G-INTY SOP, AFMCI 15-101	16. Mixed line out S&E 18. Equipment Related Services 19. Electronic & Communication Services
DMSA used in conjunction w/ FS 760A. DMSA is managed by the applicable Maintenance/Intra-Service Management Office (MSO) whereas the FS 760A is managed by the Program Office focal point.												
7	Repairable and buy (any ERRC) - Program Office Initial Spares Inventory Augmentation buy or SICA non-MLSTRP funded sustainment spare buy (NDMBC is other than "S")	Direct Cost	Y	DD Form 443 (NPR), AF Form 185	FS 760A, MOA	PROS, FM Suite-FRC, APO	IRPS, FM Suite-FRC, NRO*, APO	Service Level Agreement, Multi-Functional, or 3-Dr Level 2 Single Center or Complex	Requestor	DCA PIC, Other Service ICPIs	AFMCI 471 20-101, AF 65-601 series, AFMAN 65-143, AFMCI 15-101, DoD 400019	11. Aircraft, Ships, Submarines & Land Combat Vehicles
Does not include MLSTRP/NDMBC orders those for non-NDMBC items can use MLSTRP document for tracking but not for funding. Note: G-INTY applicability - Federal Acquisition Regulation Subjects (7.5 utilization of other Agency contracts) which are except.												
7	AF Organic Programmed Depot Maintenance "PDM/DCM" (Aircraft and Missile)	Reimbursable	N	AFMC Form 181	Depot Customer Workload Agreement "DCWA")	APD	CCB, FM Suite-FRC, DEAMS* NRO*	Single Center or Complex	Requestor	AFMCI, USSF, other DoD Services	AFMAN 65-143	16. Mixed line out S&E 18. Equipment Related Services 19. Electronic & Communication Services
End item repair action or trials performed by AFSCAFLCMC organic depot maintenance activities												
7	GF repairable and buy ERRC (AFRCA) - non-MLSTRP funded sustainment spare buy (NDMBC is other than "S")	Direct Cost	Y	DD Form 443 (MTR)	FS 760A, MOA	PROS, FM Suite-FRC, APO	IRPS, FM Suite-FRC, NRO*, APO	Service Level Agreement, Multi-Functional, or 3-Dr Level 2 Single Center or Complex	Service	DCA PIC, Other Service ICPIs	AFMCI 471 20-101, AF 65-601 series, AFMAN 65-143, AFMCI 15-101, DoD 400010	11. Aircraft, Ships, Submarines & Land Combat Vehicles
Does not include MLSTRP/NDMBC orders those for non-NDMBC items can use MLSTRP document for tracking but not for funding. Note: G-INTY applicability - Federal Acquisition Regulation Subjects (7.5 utilization of other Agency contracts) which are except.												
7	AFSC Engineering Contracts using WCF	Reimbursable	N	DD Form 443 (NPR), AF Form 185, AFMC Form 181	FS 760A, MOA	PROS, FM Suite-FRC, APO	PROS, FM Suite-RC, APO	Single Center or Complex	Requestor	Other DoD Service Federal Agency	AFMCI 471 20-101, AF 65-601 series, AFMCI 15-101, G-INTY SOP	16. Mixed line out S&E 18. Equipment Related Services 19. Electronic & Communication Services
No notes												
7	COMSEC OCC SICA Sustainment replacement buy (not Initial Spares) - from other Service PCA (NDMBC 1, 2, 3, 4, 5)	Direct Cost	N	DD Form 443 (NPR), AF Form 185, AFMC Form 181	FS 760A, MOA	CCB, APO	CCB, DEAMS*, APO	Single Center or Complex	Requestor	Other DoD Service Federal Agency (including their ICPIs)	AFMCI 471 20-101, AF 65-601 series, G-INTY SOP	14. Sustainment S&E 14.2. Engine Components & Sp Eq 14.3. Materials 14.4. Supply Parts
Use MLSTRP/NDMBC for provision RVC items are NDMBC 1, 3 or 5												
7	Program Office Procurements of end items and sub-systems (not equip)	Direct Cost	N	DD Form 443 (MTR)	FS 760A, MOA	CCB	CCB, DEAMS*	Single Center or Complex, Single Purchase Project Orders	Requestor	Other DoD Service Federal Agency (including their ICPIs)	AF 65-101, AF 65-601 series, G-INTY SOP	11. Aircraft, Ships, Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment 17. Research and Development
Can use MLSTRP for Support Equipment asset orders but not funding actions												
7	Foreign Military Government Utilization of AFSC (AFCON/WF) BRCA application for direct procurement of material for a service	Direct Cost	Y	Journal Voucher	FMS Cls**	SAMES/CCB	SAMES, PROS, CCB, DEAMS*, C/AS/ETRA*	N/A**	Requestor	FMS Nation	AF 16-101, AFMCI 16-101	11. Aircraft, Ships, Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment 17. Research and Development 19. Electronic & Communication Services
Note for all FMS SA offers the funds are deposited into Treasury Trust funds and AFSC program office, etc. is issuing procurements on behalf of FMS agreement (use for "Buyer" incident "Y")												
7	Foreign Military Sales (via SAMES) Initial spares	Direct Cost	Y	Journal Voucher	FMS Cls**	SAMES/CCB	SAMES, PROS, CCB, DEAMS*, C/AS/ETRA*	N/A**	Requestor	FMS Nation, AFCONC (Program), AFCONC RVC, AFSC DoD ICPIs	AF 16-101, AFMCI 16-101	11. Aircraft, Ships, Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment 17. Research and Development
Note for all FMS SA offers the funds are deposited into Treasury Trust funds and AFSC program office, etc. is issuing procurements on behalf of FMS agreement (use for "Buyer" incident "Y")												

Applicable Class of Supply	Type of Work	Category (Reimbursable, Direct Cost, Other)	Award Acquisition (Y/N)	Purchase Instrument Type	Agreement Type	FS Initial Abb	Service Abb	FS 700A Contract Level (Abbrev)	Acquisition Authority Purchase Order	Trading Partner	Policy Risk	POB/Contractor's Core Capabilities
7	Foreign Military Sales (via SAMIS) Sustainment support for Repair and Return cases	Direct Cost	Y	Journal Voucher	Repair and Return FMS Case**	SAMIS CGAR	SAMES, PROS, CGR, DEANIS*, C.ASETRAC*	N/A**	Requester	FMS Nation, AFSC	AFI 16-101, AFMCI 16-101	74. Sustainment S&E 18. Equipment Related Services 19E Electronic & Communication Services
Note: For all FMS S&E efforts, the funds are deposited into Treasury Trust funds and AFSC program offices, or, in certain programs on behalf of FMS in support of the "Buyer" in column "7".												
7	Foreign Military Sales (via SAMIS) Sustainment support for CLSBA cases	Reimbursable Interfund	N	Journal Voucher	FMSO 11P*	SAMIS CGAR	SAMES, PROS, CGR, DEANIS*, C.ASETRAC*	N/A**	Requester	FMS Nation, AFSC, AFLCMC RVC, DoD ICP	AFI 16-101, AFMCI 16-101	74. Sustainment S&E 18. Equipment Related Services 19I. Equipment Maintenance
Note: For all FMS S&E efforts, the funds are deposited into Treasury Trust funds and AFSC program offices, or, in certain programs on behalf of FMS in support of the "Buyer" in column "7".												
7	WCF Solds (AF PICA) Initial Special Inventory Augmentation or non-MLSTRIP sustainment operations	Direct Cost	Y	DD Form 448 (MFR)	FS 700A, MDA	PPPS, FM Suite-BR, C, APO	BRPS, FM Suite-FRC, NRD*, APO	Service Level Agreement, Multi-Functional, or 1-Ltr Level 2 Single; Single Center or Complex	Requester	DLA PX, Other Service ICPs	AFMCDAR 20-101, AFI 61-401 series AFMAN 61-414, AFSCI 21-101, DoDI 4000.19	11. Aircraft, Ship/Submarine & Land Combat Vehicles 12. Electronic & Communication Equipment 17. Research and Development
MLSTRIP transaction with EndUse via MFR.												
7	WCF Solds (AF PICA) Government Inventory Control Point (G-ICP) Logistics Reassignment to Contractor Inventory Control Point (C-ICP) Program Office buy-out	Direct Cost	Y	DD Form 448 (MFR)	FS 700A, MDA	PPPS, FM Suite-BR, C, APO	BRPS, FM Suite-FRC, NRD*, APO	Service Level Agreement, Multi-Functional, or 1-Ltr Level 2 Single; Single Center or Complex	Requester	AFSC	AFMCDAR 20-101, AFI 61-401 series AFMAN 61-414, AFSCI 21-101, DoDI 4000.19, AFI 21-101, AFMAN 21-101	74. Sustainment S&E 142. Engines, Components & Spz Eq 143. Materials 144. Supply Parts
EndUse via MFR.												
7	WCF Solds (AF PICA) Government Inventory Control Point (G-ICP) Logistics Reassignment to Contractor Inventory Control Point (C-ICP) Disput (Finalized)	Disput Finalized	N	N/A	FS 700A, MDA	PPPS, FM Suite-BR, C, APO	BRPS, FM Suite-FRC, NRD*, APO	Service Level Agreement, Multi-Functional, or 1-Ltr Level 2 Single; Single Center or Complex	Requester	AFLCMC, USSF	AFMCDAR 20-101, AFI 61-401 series AFMAN 61-414, AFSCI 21-101, DoDI 4000.19, AFI 21-101, AFMAN 21-101, WESSCOM 21-101	74. Sustainment S&E 142. Engines, Components & Spz Eq 143. Materials 144. Supply Parts
MLSTRIP Disput assets transferred at the contractor's (MFR) activity (C-ICP), CS&G-S only loss.												
8	Medical Supplies, Spares and Medical Expense Equipment (including Medical Dental) (JP 4.0)	Direct Cost	N	DD Form 448 (MFR), DMLES transaction	FS 700, MDA, BPA	DMLES	DMLES	Service Level Agreement, Multi-Functional, or 1-Ltr Level 2 Single; Single Center or Complex (includes AFMBA)	Requester	DLA Medical/Proc Voucher, DLA Electronic Catalog (ECAT), DLA ICP, DLA Troop Support, GSA	AFMAN 41-209, AFMAN 41-216	10. Medical
AF Working Capital Fund/Medical Dental Division (AFWCF/MDD) is permitted to be used for services.												
8	Medical Facility and Medical Dental Equipment (JP 4.0)	Direct Cost	N	DD Form 448 (MFR), DMLES transaction	FS 700, MDA, BPA	DMLES	DMLES - Equipment Management and Equipment Request Module	Service Level Agreement, Multi-Functional, or 1-Ltr Level 2 Single; Single Center or Complex (includes AFMBA)	Requester	DLA Medical/Proc Voucher, DLA Electronic Catalog (ECAT), DLA ICP, DLA Troop Support, GSA	AFMAN 41-209, AFMAN 41-216	10. Medical
EndUse is defined by the use of the Medical Materiel Treatment Facility, Central ARM/DA SGM Operations and Maintenance, or Investment facilities per AFMAN 41-209, para 6.9.												
9	Disput Overhead (Commodity Repair)	Reimbursable	N	DD Form 448 (MFR), AF Form 185	Disput Schedule and Disput Customer Workload Agreement (DCWA)	PPPS, FM Suite-BR, C, APO	BRPS, FM Suite-FRC, NRD*, APO	Two or more AF Centers and AF Complexes within the same MAJCOM are part to the same agreement.	Requester	Internal AF	AFMAN 61-414, AFMCDAR 20-101	18. Equipment Related Services 19I. Electronic & Communication Services - Equipment Maintenance
Core MAJCOMs eligible for DA Equipment Class II commodity. A request to use AFSC 4196 SCMW, CPB and AFSC 4197 Logistics Commodity business offices (LPI).												
9	DMCSA - AF as Principal (workload requirement owner) (WCF spares - Exhibit D - commodity F)	Reimbursable	N	DD Form 448 (MFR), AF Form 185, AFMCI Form 181	DMCSA (includes Disput Customer Workload Agreement "DCWA")	BRPS	BRPS, FM Suite-FRC, NRD*, APO	Single Center or Complex	Requester	Other DoD Service/Federal Agency	DoDI 4151.18G, AFMAN 61-414, AFMCDAR 20-101, C-INV SOP, AFSCI 21-101	74. Sustainment S&E 16. Miscellaneous S&E 17. Research and Development 18. Equipment Related Services 19. Electronic & Communication Services - Equipment Maintenance
DMCSA used in conjunction with FS 700A. DMCSA is covered by the available Maintenance or Service Management Office (MSO) to issue the FS 700A supported by the Contract Buy Point.												

Applicable Class of Supply	Type of Work	Category (Reimbursable, Direct Care, Other)	Initial Acquisition (Y/N)	Purchase Agreement Type	Agreement Types	IF Involved in	System Used	FS 7804, Order Lead (Activity)	Co-Order Activity (Purchase Order)	Trading Partner	FMS/ICR#	AFMCI Order/AFMCI Capability
9	DMSA - AF as Principal work load requirement (over "E" exhibit - end item/ "I" - commodity)	Reimbursable	N	ID Form 448 (NPR), AF Form 185	DMSA (includes Depot Customer Workload Agreement "DCWA")	CCAR	CCAR, FM State-FRC, DE-AMS*	Single Center or Complex	Requestor	Other DoD Service Federal Agency	DoD: 4151-10; AFMAY 6-4-12; AFMCDAFI 20-101; G-NTV SOP; AFSC 15-101	14. Sustainment SAE 16. Miscellaneous SAE 17. Research and Development 18. Equipment Related Services 19. Electronic & Communication Services- Equipment Maintenance
DMSA used in conjunction w/ FS 7804. DMSA is managed by the applicable Maintenance/Intr-Service Management Office (MISO) whereas the FS 7804 is managed by the Program Office Focal Point.												
9	DMSA - AF as Agent Depot Maintenance Provider (WCF gates - "Exhibit I" - commodity)	Reimbursable	N	ID Form 448 (NPR), AF Form 185	DMSA (includes Depot Customer Workload Agreement "DCWA")	FM State-FRC	FM State-FRC, MDO*	Single Center or Complex	Service	Other DoD Service Federal Agency	DoD: 4151-10; AFMAY 6-4-12; AFMCDAFI 20-101; G-NTV SOP; AFSC 15-101	14. Sustainment SAE 16. Miscellaneous SAE 17. Research and Development 18. Equipment Related Services 19. Electronic & Communication Services- Equipment Maintenance
DMSA used in conjunction w/ FS 7804. DMSA is managed by the applicable Maintenance/Intr-Service Management Office (MISO) whereas the FS 7804 is managed by the Center Focal Point.												
9	DMSA - AF as Agent Depot Maintenance Provider (CF - "Exhibit I" - end item/ "I" - commodity)	Reimbursable	N	ID Form 448 (NPR), AF Form 185	DMSA (includes Depot Customer Workload Agreement "DCWA")	FM State-FRC	FM State-FRC, MDO*	Single Center or Complex	Service	Other DoD Service Federal Agency	DoD: 4151-10; AFMAY 6-4-12; AFMCDAFI 20-101; G-NTV SOP; AFSC 15-101	14. Sustainment SAE 16. Miscellaneous SAE 17. Research and Development 18. Equipment Related Services 19. Electronic & Communication Services- Equipment Maintenance
DMSA used in conjunction w/ FS 7804. DMSA is managed by the applicable Maintenance/Intr-Service Management Office (MISO) whereas the FS 7804 is managed by the Program Office Focal Point.												
9	Conservable Buy - Initial Spare Inventory Augmentation	Reimbursable	N	ID Form 448 (NPR), AF Form 185, AFMC Form 181	FS 7804, MDA	PPPS, FM State-FRC, APO	PPPS, FM State-FRC, MDO*, APO	Service Level Agreement, Multi-Functional, or 3-Lr Level 1 Single Center or Complex	Requestor	DLA GSA TCP	AFMCDAFI 20-101; AFT 65-80 series; AFMAY 6-4-16	11. Aircraft, Ship/ Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment
Does not include MELSTRIP orders (see buy an. for list, project, etc.)												
9	Repairable asset buys (any ERRC) - Program Office Initial Spare Inventory Augmentation buys or SOCA non-MELSTRIP funded sustainment spare buys (NMBC is other than "S")	Direct Care	Y	ID Form 448 (NPR), AF Form 185, AFMC Form 181	FS 7804, MDA	PPPS, FM State-FRC, APO	PPPS, FM State-FRC, MDO*, APO	Service Level Agreement, Multi-Functional, or 3-Lr Level 1 Single Center or Complex	Purchase	DLA IX, Other Service TCPs	AFMCDAFI 20-101; AFT 65-80 series; AFMAY 6-4-16; AFSC 15-101; DoD: 4000.20	11. Aircraft, Ship/ Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment 14. Sustainment SAE
Does not include MELSTRIP NMBC orders (see for non-NMBC items use MELSTRIP document for trackable not for funding). Note: G-NTV applicable - Federal Acquisition Regulation Subpart 17.51 (definition of other Agency contracts) which are except.												
9	AF repairable sells (any ERRC) (AF PICA) - non-MELSTRIP funded sustainment spare buys (NMBC is other than "S")	Direct Care	Y	ID Form 448 (MTR)	FS 7804, MDA	PPPS, FM State-FRC, APO	PPPS, FM State-FRC, MDO*, APO	Service Level Agreement, Multi-Functional, or 3-Lr Level 1 Single Center or Complex	Service	DLA IX, Other Service TCPs	AFMCDAFI 20-101; AFT 65-80 series; AFMAY 6-4-16; AFSC 15-101; DoD: 4000.20	11. Aircraft, Ship/ Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment 14. Sustainment SAE
Does not include MELSTRIP NMBC orders (see for non-NMBC items use MELSTRIP document for trackable not for funding). Note: G-NTV applicable - Federal Acquisition Regulation Subpart 17.51 (definition of other Agency contracts) which are except.												
9	AFSC Engineering Covers using WCF	Reimbursable		ID Form 448 (NPR), AF Form 185, AFMC Form 181	FS 7804, MDA	PPPS, FM State-FRC, APO	PPPS, FM State-FRC, APO	Single Center or Complex	Requestor	Other DoD Service Federal Agency	AFMCDAFI 20-101; AFT 65-80 series; AFSC 15-101; G-NTV SOP	2.6. Technical and Engineering Services (see-T) 14. Sustainment SAE
No notes												
9	COMSEC OCC SOCA Sustainment replacement buys (not Initial Spares) - from other Service PICA (NMBC 1, 2, 3, 4, 8)	Direct Care		ID Form 448 (NPR), AF Form 185, AFMC Form 181	FS 7804, MDA	CCAR, APO	CCAR, DE-AMS*, APO	Service Level Agreement, Multi-Functional, or 3-Lr Level 1 Single Center or Complex	Requestor	Other DoD Service Federal Agency (including their TCPs)	AFMCDAFI 20-101; AFT 65-80 series; G-NTV SOP	11. Aircraft, Ship/ Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment 14. Sustainment SAE
Go MELSTRIP NMBC process. HXC items are NMBC 1, 2, 3 & 8												
9	Program Office Initial Spare Inventory Augmentation (including COMSEC OCC) - any ERRC from any source	Direct Care		ID Form 448 (MTR)	FS 7804, MDA	CCAR	CCAR, DE-AMS*	Service Level Agreement, Multi-Functional, or 3-Lr Level 1 Single Center or Complex	Requestor	Other DoD Service Federal Agency (including their TCPs)	AFT 65-101, 20-101; AFT 65-80 series; AFMCDAFI 20-101, FMR 7000.14; G-NTV SOP	11. Aircraft, Ship/ Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment 14. Sustainment SAE
Go MELSTRIP for second-order replacement (trackable, not where not outside of TCP cost)												

Applicable Class of Supply	Type of Work	Category (Determinable Direct Cost, Other)	Material Acquired for (Y/N)	Purchase Agreement Type	Agreement Types	FY Thresholds	System Cost	IS 700A Order Level (A/B/C)	Contract Activity Determination	Trading Partner	NAF Acct#	FPO/Contractor Capability
9	Foreign Military Government utilization of AHSAC (AFLCMC/WF) PPOs application for direct procurement of material or services	Direct Cost	Y	Journal Voucher	FMS Case**	SUBSCGR	SAMS, IR/OS, CGR, DEAMS*, CASETRAC*	N/A**	Requestor	FMS Nation	01-16-01 06MC1-16-01	14. Support S&E 16. Miscellaneous S&E 17. Research and Development 18. Equipment Related Services 19. Electronic & Communication Services Equipment Maintenance
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												
9	Foreign Military Sales (via SAMS) initial queries	Direct Cost	Y	Journal Voucher	FMS Case**	SUBSCGR	SAMS, IR/OS, CGR, DEAMS*, CASETRAC*	N/A**	Requestor	FMS Nation	01-16-01 06MC1-16-01	11. Aircraft, Ships Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												
9	Foreign Military Sales (via SAMS) Support support for Repair and Return Cases	Direct Cost	Y	Journal Voucher	Repair and Return FMS Case**	SUBSCGR	SAMS, IR/OS, CGR, DEAMS*, CASETRAC*	N/A**	Requestor	FMS Nation	01-16-01 06MC1-16-01	14. Support S&E 16. Miscellaneous S&E 17. Research and Development 18. Equipment Related Services 19. Electronic & Communication Services Equipment Maintenance
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												
9	Foreign Military Sales (via SAMS) Support support for CLSSA Cases	Reimbursable Interfund	N	Journal Voucher	FMSOU1**	SUBSCGR	SAMS, IR/OS, CGR, DEAMS*, CASETRAC*	N/A**	Requestor	FMS Nation, AFSC, AHSAC/CMC/INVC, DoD CP	01-16-01 06MC1-16-01	14. Support S&E 16. Miscellaneous S&E 17. Research and Development 18. Equipment Related Services 19. Electronic & Communication Services Equipment Maintenance
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												
10	Program Office Procurements of end items systems/subsystems (air spares)	Direct Cost		DD Form 440 (MIR)	FS 7000, MOA	CGR	CGR, DEAMS*	Service Level Agreement, Multi-Functional, or 2-Lit Level 2 Single Center or Contract	Requestor	Other DoD Service Provider Agency (including other C/P)	01-16-01_20-01, 01-16-01 06MC1-16-01	11. Aircraft, Ships Submarines & Land Combat Vehicles 13. Electronic & Communication Equipment
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												
Combination of material or services (any classes)	Foreign Military Government utilization of AHSAC (AFLCMC/WF) PPOs application for direct procurement of material or services	Direct Cost	Y	Journal Voucher	FMS Case**	SUBSCGR	SAMS, IR/OS, CGR, DEAMS*, CASETRAC*	N/A**	Requestor	AFLCMC/WF existing for FMS Nation	01-16-01 06MC1-16-01	Numerous Dependent on effort
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												
Combination of material or services (any classes)	Acquisition and reciprocal provision of logistics support, supplies, or services (LSSB) between the US Armed Forces and military forces of nations or international organizations with which the US has a concluded ACSA	In-Kind	Y	N/A	Acquisition and Cross-Servicing Agreement (ACSA)-dla = Logistics Support Agreement (LSA) Mutual Support Agreement (MSA) Mutual Logistics Support Agreement (MLSA)	ACSA Global Automated Tracking and Reporting System (AGATRS)	ACSA Global Automated Tracking and Reporting System (AGATRS)	MAACOM/FLDCOM (DBL/FOUNAF)	Service	Military forces of nations or international organizations with which the US has a concluded ACSA	01-25-01	Numerous Dependent on effort
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												
Combination of material or services (any classes)	Acquisition and reciprocal provision of logistics support, supplies, or services (LSSB) between the US Armed Forces and military forces of nations or international organizations with which the US has a concluded ACSA	Reimbursable	Y	N/A	Acquisition and Cross-Servicing Agreement (ACSA)-dla = Logistics Support Agreement (LSA) Mutual Support Agreement (MSA) Mutual Logistics Support Agreement (MLSA)	ACSA Global Automated Tracking and Reporting System (AGATRS)	ACSA Global Automated Tracking and Reporting System (AGATRS)	MAACOM/FLDCOM (DBL/FOUNAF)	Service	Military forces of nations or international organizations with which the US has a concluded ACSA	01-25-01	Numerous Dependent on effort
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												
Combination of material or services (any classes)	Acquisition and reciprocal provision of logistics support, supplies, or services (LSSB) between the US Armed Forces and military forces of nations or international organizations with which the US has a concluded ACSA	Reimbursable	Y	N/A	Acquisition and Cross-Servicing Agreement (ACSA)-dla = Logistics Support Agreement (LSA) Mutual Support Agreement (MSA) Mutual Logistics Support Agreement (MLSA)	ACSA Global Automated Tracking and Reporting System (AGATRS)	ACSA Global Automated Tracking and Reporting System (AGATRS)	MAACOM/FLDCOM (DBL/FOUNAF)	Service	Military forces of nations or international organizations with which the US has a concluded ACSA	01-25-01	Numerous Dependent on effort
Note for all FMS/SA efforts: the funds are reported into Treasury. That funds are AHSAC program office etc. is an existing procurement on behalf of FMS requirement (reason for "Other" in column "FY")												

Applicable Class of Supply	Type of Work	Category (Reimbursable, Direct Cost, Other)	Initial Acquisition (Y/N)	Purchase Agreement Type	Funding Source	System Unit	BS 760A Grant Level (A/B/C)	Is Grantor Active Purchaser/Seller	Trading Partner	Policy/Rule	OMB Circular/ DoD Grant Capability	
Effort Service	Science and Tech Projects	Reimbursable	N	DD Form 48 (MTR), AF Form 105, AFMC Form 181	Statement of Capabilities (SOC), Budget Estimate (BEA), Cooperative Research and Development Agreement (CRADA)	CC&R, APO	CC&R, DEAMS*, APO	Single Center or Complex	Requestor	Other DoD Service of Federal Agency	AFRCL 16-108	2.8. Technical and Engineering Services (not T) (F. Research and Development)
No notes												
Effort Service	Science and Tech Projects	Direct Cost	Y	DD Form 48 (MTR), AF Form 105, AFMC Form 181	Statement of Capabilities (SOC), Budget Estimate (BEA), Cooperative Research and Development Agreement (CRADA)	CC&R, APO	CC&R, DEAMS*, APO	Single Center or Complex	Requestor	Other DoD Service of Federal Agency	AFRCL 16-108	2.8. Technical and Engineering Services (not T) (F. Research and Development)
No notes												
Effort Service	Program Office Procurement of Services	Reimbursable	N	DD Form 48 (MTR)	ES 760A, MOA	CC&R	CC&R, DEAMS*	Single Center or Complex	Requestor	Other DoD Service of Federal Agency (not including ICPs)	AFI 64-101_20-101, AFI 64-601 series, AFI 63-138, G-INV SCP	1.5. IT Outsourcing 2.8. Technical and Engineering Services (not T) (F. Research and Development)
Not applicable to paid services or DMSA.												
Effort Service	Host Tenant Support Base Operating Support (BOS) (not ACSA)	Reimbursable	N	DD Form 48 (MTR)	ES 760A, MOA	CC&R, FMS Suite-FRC	CC&R, FMS Suite-FRC, DEAMS*	Host-Tenant Support Agreement (HTSA), Base Level Only)	Serviceor	AFMSC, other MAJCOMs, or Services of Federal Agencies	DoDI 4000.19, AFI 25-201, G-INV SCP	Various/ Dependent on effort
Does not include support under Air Force Cross-Service Support Agreements (ACSA)												
Effort Service	Community Partnership Program	Reimbursable	Y	N/A	Inter-Governmental Agreement			Single Center or Complex, Tenant Organization or Functional Agreement	Either	Non-Federal Governmental Entities	AFPD 94-21	Various/ Dependent on effort
Note: for all FMS SA efforts the funds are deposited into Treasury Trust funds and AFSAC program office, etc. is executing procurements on behalf of FMS requirement (reason for "Buyer" in column "Y")												
Effort Service	Local Community Emergency Response	Reimbursable In-Kind	N	N/A	Mutual Aid Agreement			Non-Reimbursable Functional MOAs	Either	Non-Federal Governmental Entities		Various/ Dependent on effort
No notes												
Effort Service	Host Tenant Support Base Operating Support (not ACSA)	Reimbursable	Y	DD Form 48 (MTR)	ES 760A, MOA	CC&R, FMS Suite-FRC	CC&R, FMS Suite-FRC, DEAMS*	Single Center or Complex, Host-Tenant Support Agreement (HTSA), Base Level Only)	Requestor	AFMSC, other MAJCOMs, or Services of Federal Agencies	DoDI 4000.19, AFI 25-201, G-INV SCP	Various/ Dependent on effort
Does not include support under Air Force Cross-Service Support Agreements (ACSA)												
Note: * Indicates future state information systems (IS) ** International agreements are not in G-Invocing system and do not require Dept of Texas ES 760A. *** If there is a reimbursable component to a direct cost funding document then the agreement is required in G-INV; if not then it is not required for inclusion in G-INV.												