

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

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 64-116**



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Contracting

**LOCAL AFMC CONTRACTING
SUPPORT TO GEOGRAPHICALLY-
SEPARATED BUYING OFFICES**

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This instruction implements AFPC 64-1, *The Contracting System*. It outlines the Organize, Train, and Equip (OT&E) type staff support that will be provided to AFMC Centers' geographically-separated contracting organizations at AFMC bases. Reference AFMCI 36-2645, *Senior Functional Roles and Responsibilities*, for overarching contracting functional management roles and responsibilities. Reference Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Air Force Federal Acquisition Regulation Supplement (AFFARS), and AFMC/PK Mandatory Procedures for contracting technical guidance (i.e. clearance and review, competition advocacy, etc. This publication does not apply to the following organizations or to their units/subordinate organizations: Air Force Installation and Mission Support Center (AFIMSC); Air Force Research Laboratory (AFRL) organizations located at Wright-Patterson AFB and Kirtland AFB; AFMC contracting organizations located at non-AFMC bases/installations; Air National Guard (ANG); and Air Force Reserve Command (AFRC). Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command (OPR Address: HQ AFMC/PK, 4375 Chidlaw Rd, Wright-Patterson AFB, OH 45433). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See Attachment 1 for glossary of references and supporting information. 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 AFI 33-360, *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 Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Changes include: Delete references to Enterprise Sourcing Group (ESG) and replace with Air Force Installation and Mission Support Center (AFIMSC) title and acronym. On-Site Primary Contracting Support Staff (OSPCSS) Roles and Responsibilities when processing contracting officer warrants (para 2.1.7) and self-assessment programs (para 2.1.14) require update in language. Specifically, the OSPCCS will issue, review, biennially (in lieu of annually) certify, and/or revoke/terminate warrants. Under the Self-Assessment Programs, assessments functionally specific to contracting, the supported organization will be included in the OSPCCS’s local self-assessment programs and self-assessment processes. Documentation of the self-assessment results will be performed by the supported organization and not the OPSCSS, in the AF Contracting Self-Assessment Communicator in the Management Internal Control Toolset (MICT). Workforce Management (para 2.1.19) includes minor grammatical changes in para 2.1.19.1 through 2.1.19.19. Updates to Acronyms (Attachment 1) and References supporting the AFMCI.

1. Background.

1.1. The Center Senior Functional (CSF), as defined in AFMCI 36-2645, is responsible for functional management of their Center’s functional resources and has the authority to assign responsibilities to Organization Senior Functionals (OSFs) (senior functionals within subordinate supported units and non-units). Under this construct, functional management responsibilities and authority flow down from the CSF to subordinate functionals (including subordinate geographically-separated offices). Consequently, a CSF may have geographically-separated subordinate functionals located at an AFMC base where another CSF also has subordinate functionals. For example, the Air Force Test Center (AFTC) contracting CSF (AFTC/PK) not only has subordinate functionals located on-site at Edwards AFB, but also has subordinate functionals located at Eglin AFB where the Air Force Life Cycle Management Center (AFLCMC) contracting CSF (AFLCMC/PK) also has subordinate functionals. In such cases, given limited resources available and the challenges of providing remote support for functional management, AFMC will leverage a primary contracting support staff at the base to provide base-wide staff-level support. In the case of the example given above, the AFLCMC contracting support staff at Eglin AFB will support both their on-site AFLCMC and the AFTC geographically-separated subordinate contracting functionals located at Eglin AFB (a “supporting” and “supported” relationship with AFLCMC supporting and AFTC being supported).

1.2. The on-site primary contracting support staff at each impacted AFMC base is identified in the table below:

Figure 1. On Site Primary Contracting Support Staff.

AFMC Base	Primary Contracting Support Staff
Eglin AFB	AFLCMC Contracting Staff (led by the Operating Location (OL) PK)
Tinker AFB	Air Force Sustainment Center (AFSC) Contracting Staff (led by AFSC/PK)
Robins AFB	AFSC Contracting Staff (led by OL PK)
Hill AFB	AFSC Contracting Staff (led by OL PK)
Edwards AFB	AFTC Contracting Staff (led by AFTC/PK)

Note: Contracting organizations located at other AFMC bases will rely on organic Center functional staff support unless such support is provided by other staff support organizations IAW established support agreements.

2. On-Site Primary Contracting Support Staff (OSPCSS) Roles and Responsibilities:

2.1. **The OSPCSS will provide the following support to other Centers' geographically-separated contracting functionals located at the same base as follows (unless waived by HQ AFMC/PK):**

2.1.1. RESERVED

2.1.2. RESERVED

2.1.3. Source Selection Support and Contracting Processes/Procedures: The OSPCSS will provide applicable advice, functional training, and source selection support (where applicable).

2.1.4. Protests and Claims: The OSPCSS will provide guidance and input to the protest and claims process; however, the supported organization will remain responsible to report protest status to their CSF.

2.1.5. Pricing: The OSPCSS will provide required pricing support, subject to applicable pricing support thresholds and request for waiver procedures specified in the HQ AFMC/PK Mandatory Procedures.

2.1.6. RESERVED

2.1.7. Warrants: The OSPCSS will issue, review, biennially certify, and/or revoke/terminate warrants in accordance with AFFARS and AFMC procedures and in coordination with the CSF. The OSPCSS will administer warrant tests/boards and conduct warrant training as applicable. The supported organization's CSF will be entitled to voting member representation on the warrant board. Warrants issued through the OSPCSS will be recognized by the supported organization's CSF and will be transferable and/or eligible for reinstatement at other locations in accordance with AFFARS and AFMC procedures. As the warrant issuing organization, the OSPCSS will be responsible for maintaining the warrant documentation required by the AFFARS. The OSPCSS will respond to requests for warrant data (such as total number of unlimited warrants, number of limited warrants, number of suspended/terminated warrants, etc.).

2.1.8. RESERVED

2.1.9. Freedom of Information Act (FOIA): FOIA requests are generally received at the geographic location where the contract files are located, consequently, local FOIA monitors will receive and distribute requests. The OSPCSS is responsible for FOIA tracking and reporting.

2.1.10. Undefined Contracting Actions (UCAs): The OSPCSS will provide UCA advice, process guidance, and monthly UCA data reporting to the supported organization's CSF. The supported organization's CSF is responsible for the monitoring and reporting of all UCA actions in accordance with DFARS, AFFARS, and AFMC procedures (including required reporting through the execution chain).

2.1.11. RESERVED

2.1.12. Unsolicited Proposals: Each buying office is responsible for unsolicited proposals and will manage all required actions. The OSPCSS will provide guidance/assistance via their Subject Matter Experts (SMEs) as requested.

2.1.13. Compliance Inspections and Audit/Inspector General (IG) Visits: The OSPCSS will provide general guidance, policy interpretation, and support to inspection teams; however, the supported organization's CSF is responsible for tracking, reporting, closing, and/or implementing findings and recommendations relative to compliance inspections and audit/IG visits. The OSPCSS will assign a single point of contact/trusted agent to help coordinate contracting inspection logistics and to assist the supported units to track and post the advance information, organizational charts, and other required deliverables.

2.1.14. Self-Assessment Programs: For assessments that are functionally specific to contracting, the supported organization will be included in the OSPCSS's local self-assessment programs and will use their local self-assessment processes. The OSPCSS will assist the supported organization's development of corrective action plans for items discovered during self-assessment; however, the supported organization's CSF will be the approval authority for such plans. The supported organization will be responsible for documenting the results of the assessment in the AF Contracting Self-Assessment Communicator in the Management Internal Control Toolset. [Exemption: AFRL/PK will be responsible for arranging and conducting self-assessment programs, and identifying self-assessment processes for all AFRL organizations.]

2.1.15. Metrics: The OSPCSS will provide metrics data collection support as needed and will assist with data analysis. The supported organization will be responsible for packaging and providing metrics inputs to their CSF.

2.1.16. Awards Program: The OSPCSS will include supported contracting organizations in any local contracting awards programs if the supported organization's CSF does not include them in comparable programs. Any associated monetary awards shall be approved by the supported organization's CSF. The supported organization's CSF is responsible for AFMC/PK annual contracting award nominations.

2.1.17. Facilities and Day-To-Day Operations Expenses: The OSPCSS will provide facilities and management/support of all local contracting facility issues via their local facilities point of contact (POC) (unless these responsibilities are performed and managed by a non-contracting organization for the supported organization). The OSPCSS will make best efforts to match facilities to the needs of the personnel; however, the supported

organization's CSF will be responsible for funding any required facility modifications or non-Government office space/facilities. Unless otherwise mutually agreed upon by the affected Centers, the supported organization will receive their day-to-day operating budget (for items such as supplies, cellular phone/data service, travel, organization-funded training, purchase/maintenance of Automated Data Processing Equipment (ADPE), etc.) from either their Center or the Program Executive Officer (PEO) program(s) which they support, subject to applicable financial management policy and procedures. [Exemption: AFRL's geographically-separated buying offices receive their operating budgets from their respective Technical Directorates, Air Force Office of Scientific Research, or 711th Human Performance Wing whom they support.]

2.1.18. Safety, Security, and Operations Security (OPSEC) Programs: The OSPCSS will manage the safety/security/OPSEC programs and related actions, tracking, and reporting (unless said programs and related activity is performed and managed by a non-contracting organization). In the case of personal accountability recalls (in cases of emergencies/disasters, for instance), the supported contracting organization's personnel will follow local reporting procedures and the on-site primary contracting support staff will inform the supported organization's CSF of any accountability issues/impacts. [Exemption: The AFRL subordinate organizations will follow their Technical Directorate's reporting procedures and will inform their Technical Directorate of any accountability issues/impacts.]

2.1.19. Workforce Management: At each AFMC base, the OSPCSS and supported contracting organizations will collaboratively manage the on-site contracting workforce, with the OSPCSS being the process lead. Supported contracting organizations may retain their hiring authority or their CSF may delegate these authorities to the OSPCSS (if the OSPCSS concurs with the delegation). As workforce management process lead, the OSPCSS will be responsible for the following:

2.1.19.1. Review/screen resumes for Expedited Hiring Authority (EHA) actions.

2.1.19.2. Facilitate information sessions and collaborative interview panels for EHA actions.

2.1.19.3. Manage intern recruiting and rotations.

2.1.19.4. Process personnel transactions (i.e., Requests for Personnel Actions (RPAs)) and other personnel administrative actions (unless these responsibilities are performed and managed by a non-contracting organization for the supported organization). [Exemption: AFRL retains centralized personnel transaction processing for their subordinate functionals.]

2.1.19.5. Facilitate standing and ad hoc collaborative workforce management meetings/forums.

2.1.19.6. Issue base-wide civilian vacancy announcements to facilitate collaborative hiring of multiple positions across the base.

2.1.19.7. Work closely with the supported organizations (and their CSF's as necessary) to foster the collaborative environment and maintain an open line of communication).

- 2.1.19.8. Manage local career development rotations.
- 2.1.19.9. Manage base-wide workforce development.
- 2.1.19.10. Provide functional career guidance/mentoring.
- 2.1.19.11. Manage and track Acquisition Professional Development Program (APDP) certifications and provide status to the supported organization's CSF (supported organization's CSF is responsible for any required Center-level reporting). [Exemption: AFRL retains this responsibility for their subordinate functionals.]
- 2.1.19.12. Manage and track Continuous Learning currency and provide status to the supported organization's CSF (supported organization's CSF is responsible for Center-level reporting). [Exemption: AFRL retains this responsibility for their subordinate functionals.]
- 2.1.19.13. Manage local functional training programs/events and include supported contracting organizations in these programs/events.
- 2.1.19.14. Manage personnel security actions/responsibilities such as in-processing, reinvestigations, and incident investigations (unless these responsibilities are performed and managed by a non-contracting organization for the supported organization).
- 2.1.19.15. Provide a trusted agent for all Drug Testing designated positions. [Exemption: AFRL will provide a trusted agent for all Drug Testing designated positions located within AFRL subordinate organizations.]
- 2.1.19.16. Include supported contracting organization military personnel in any local military physical training (PT) programs managed by the OSPCSS unless the supported contracting organization is the host managing the local military PT program.
- 2.1.19.17. Provide deployment management support comparable to the local support they provide to their Center's functional personnel (unless these responsibilities are performed and managed by a non-contracting organization for the supported organization).
- 2.1.19.18. Prepare and process military decorations/awards (unless these responsibilities are performed and managed by a non-contracting organization for the supported organization).
- 2.1.19.19. Provide input for supported organization's recommendations to their CSF for military Officer Performance Report (OPR), Enlisted Performance Report (EPR), and Performance Recommendation Form (PRF) stratifications.
- 2.1.20. Systems Support: The OSPCSS will provide system support for those systems managed functionally. For those systems managed by the site Communications Squadron, the on-site primary contracting support staff will provide functional support as outlined in any established Service Level Agreement (SLA) or Memorandum of Agreement (MOA). Overall portfolio management responsibilities for the contracting business systems are retained by HQ AFMC/PK or SAF/AQC. Electronic Information Management (EIM) is an enterprise capability and is not considered a separate

functionally-managed business system. The supported contracting organization is responsible for establishing and managing their EIM site(s) within established EIM capability. The OSPCSS will provide EIM content guidance, as necessary. For all other systems support, the OSPCSS will provide support comparable to the support they provide to their Center's local contracting functionals.

2.1.21. Contracting Data Queries/Reporting: The OSPCSS will perform functional data queries as requested and may assist in evaluation/analysis upon request and subject to other workload priorities.

2.1.22. File Room Support: If a contracting file room capability is available, the OSPCSS will provide the same capability to supported contracting organizations.

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Director of Contracting

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

AFPD 64-1, *The Contracting System*, 07 December 2006

AFI 38-101, *Air Force Organization*, 16 March 2011

AFMCI 36-2645, *Senior Functional Roles and Responsibilities*, 20 June 2014

AFI 90-201, *The Air Force Inspection System*, 21 April 2015

AFI 90-201_AFMCSUP, *The Air Force Inspection System*, 06 March 2014

Abbreviations and Acronyms

ADPE—Automated Data Processing Equipment

AFB—Air Force Base

AFFARS—Air Force Federal Acquisition Regulation Supplement

AFIMSC—Air Force Installation and Mission Support Center

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFRL—Air Force Research Laboratory

AFSC—Air Force Sustainment Center

AFTC—Air Force Test Center

ANG—Air National Guard

APDP—Acquisition Professional Development Program

CSF—Center Senior Functional

DFARS—Defense Federal Acquisition Regulation Supplement

EHA—Expedited Hiring Authority

EIM—Enterprise Information Management

EPR—Enlisted Performance Report

FAR—Federal Acquisition Regulation

FOIA—Freedom of Information Act

HQ—Headquarters

IAW—In Accordance With

IG—Inspector General

MICP—Management Internal Controls Program

MOA—Memorandum of Agreement

OL—Operating Location

OPR—Office of Primary Responsibility

OPR—Officer Performance Report

OPSEC—Operations Security

OSF—Organization Senior Functional

OT&E—Organize, Train and Equip

PEO—Program Executive Officer

POC—Point of Contact

PRF—Promotion Recommendation Form

PT—Physical Training

RDS—Records Disposition Schedule

RPA—Request for Personnel Action

SAF—Secretary of the Air Force

SLA—Service Level Agreement

SME—Subject Matter Expert

UCA—Undefinitized Contract Action