



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

AFSPCI63-138\_AFSPCGM2016-02

5 October 2016

### MEMORANDUM FOR AFSPC CENTER, NAF AND WING COMMANDERS HQ AFSPC DIRECTORS

FROM: AFSPC/CC

150 Vandenberg Street, Suite 1105  
Peterson AFB CO 80914-4020

SUBJECT: AFSPC Guidance Memorandum (GM) AFSPCI 63-138, *Contract Support Services (CSS) Requirements Approval Process*

1. By Order of the Commander, Air Force Space Command, this Guidance Memorandum immediately implements changes to AFSPCI 63-138. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other AFSPC publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.
2. Pursuant to the authority delegated to me as the Services Requirements Approval Authority in accordance with AFI 63-138, paragraph 3.5.2., I hereby delegate the Services Requirements Approval Authority for acquisitions less than \$10M to HQ AFSPC Directors and Center, NAF and Wing Commanders, or equivalent, having program responsibility and in the rank of O-6/civilian equivalent or above.
  - a. All requirements with a value  $\geq$ \$150K are required to be documented in the AFSPC Requirement Approval Document (RAD) Database at <https://rad.peterson.af.mil/rad>. Approval thresholds outlined in AFI 63-138, *Acquisition of Services*, Table 1.1., will need to be documented as attached signed documents or CAC signed by the appropriate approval authority within the database.
  - b. CSS requirements  $\geq$ \$10M will be vetted through the AFSPC Corporate Group, Board and Council for approval. AFSPC/CA will chair the AFSPC Council and serve as the Requirements Approval Authority for requirements valued between \$10M - \$100M as well as requirements with a value  $\geq$ \$100M (which will then be forwarded to SAF/AQ for endorsement).
  - c. Indefinite delivery/indefinite quantity (IDIQ) task orders that do not have a previously approved AFSPC RAD for the basic contract will be required to acquire said RAD at the appropriate approval level set forth in this memo.

GUARDIANS OF THE HIGH FRONTIER

**(Note:** Internal AFSPC approved IDIQ requirements such as SMC Acquisition and Financial Support (SAFS) Contract; SMC Technical Services Support (STS-II) Contract and etc. will not require additional approval for individual task orders).

3. This letter supersedes delegation letter dated 19 Oct 15 and delegations contained in AFSPCI 63-138, published 24 Dec 13. Updates will be included in the next version of AFSPCI 63-138 which will be published following the updated publication of the parent guidance, AFI 63-138.

4. This memorandum becomes void after one year from the date of this memorandum or upon incorporating changes in the rewrite of AFSPCI 63-138, whichever is earlier. If you have any questions, please contact Mrs. Toni Gallegos, HQ AFSPC/FMPK, [antoinette.gallegos@us.af.mil](mailto:antoinette.gallegos@us.af.mil), (719) 554-6401/DSN 692-6401.

JOHN E. HYTEN  
General, USAF  
Commander

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

**AIR FORCE SPACE COMMAND  
INSTRUCTION 63-138**



**24 DECEMBER 2013**

***Acquisition***

***CONTRACT SUPPORT SERVICES (CSS)  
REQUIREMENTS APPROVAL PROCESS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFSPC/A8P

Certified by: HQ AFSPC/A8/9  
(Brig Gen Roger W. Teague)

Pages: 18

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This instruction prescribes Air Force Space Command (AFSPC) policy and procedures to implement Air Force Instruction (AFI) 63-138, *Acquisition of Services*, dated May 21, 2013; AFI 63-101/20-101, *Integrated Life Cycle Management (ILCM)*, dated March 7, 2013 – Chapter 8, *Acquisition of Services* and SecAF Policy Memo, *Services Requirement Approval Document Authority*, dated March 22, 2012. This instruction applies to HQ AFSPC Directorates, Numbered Air Forces (NAFs), Centers and Wings that use CSS and assigns responsibilities for processing and approving all AFSPC CSS requirements. This instruction applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units that are assigned to AFSPC. This instruction may not be waived, supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. 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 (AF) Records Disposition Schedule (RDS). This instruction supersedes Headquarters (HQ) AFSPC/A4/7 Memo, *Services Requirements Approval for Services Acquisitions*, dated January 9, 2012.

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## 1. AFSPC Workforce Management Philosophy

1.1. AFSPC's philosophy is to manage its contractor resources as an integral part of its total workforce. Military, DoD civilian, and contractor resources complement one another with unique skills, capabilities, and qualities critical to accomplishing the Command's mission. In managing its total workforce, AFSPC strives to balance the organic and contractor elements in the most efficient and cost effective manner possible. To this end and consistent with assigned missions and workloads, AFSPC organizations annually review current and projected workloads against resources available to perform the workloads and develop estimates of, and program for, their organic manpower and contractor requirements budget lead time away from actual need. In this endeavor, it is important to consider the differences in the skill sets required for the Command's research, development, acquisition, test, sustainment; mission systems operations and maintenance; base/infrastructure activities; the fluidity of new and existing workloads; and the need to maintain a core of organic capability and expertise. To ensure efficient and cost effective resource management, AFSPC organizations shall ensure a resource management process is in place to assess the organization's current resource posture and future resource requirements and to ensure that:

1.2. Organic resources and CSS are efficiently, effectively and judiciously utilized in light of workload requirements and priorities.

1.3. Organic resources are not available prior to contracting for proposed CSS workloads.

1.4. Use of CSS is in accordance with statutory and Federal Acquisition Regulation (FAR) provisions, AF and AFSPC policy and guidance unique to the types of services being acquired.

1.5. Use of CSS is both cost effective and in the strategic interest of the requiring activity, AFSPC and the AF.

1.6. All measures are taken to minimize use of, and to reduce organizational reliance on, CSS.

## 2. Policy Application

2.1. AFSPC/Commander (CC) has appointed the AFSPC/A8P as the AFSPC CSS Requirements Approval Process owner.

2.2. The acquisition of all services  $\geq$ \$150K (Simplified Acquisition Threshold (SAT)) (including services in a Program Executive Officer (PEO) portfolio) shall be processed via the AFSPC Services Database, Requirements Approval Document (RAD).

2.2.1. The services in a PEO Portfolio must be processed through the AFSPC RAD database, even though the approval rests at the PEO.

2.3. All new contracted studies are to be entered into the Contract Studies Registry Program (CSRP) database maintained by AF/A9 per the VCSAF Memo, *Air Force Contract Studies Registry Program*, dated 7 June 2012.

2.3.1. A license is required to register studies in the CSRP database. Instructions are located on the AF Portal, Air Force Smart Operations for the 21st Century (AFSO21) page.

2.4. For purposes of this publication, the term "Unit" refers to all AFSPC Directorates, Centers, NAFs and Wings.

2.5. Acquisition of services  $<$ \$150K (SAT) will be processed at the Unit level IAW Unit guidelines.

## 3. Organic Resources

3.1. Use of organic resources is the preferred method for accomplishing AFSPC mission requirements. AFSPC Units shall thoroughly evaluate use of permanent and temporary (e.g. temporary or term appointees) organic resources before considering CSS.

3.2. Each Unit shall maintain an organic capability that is technically able to prescribe and evaluate the work/support that the contractor is to perform.

## 4. Requirements Approval Procedures

4.1. The RAD process is to verify a valid requirement exists. Units with CSS requirements shall appoint a primary and alternate Support Services Advisory Panel (SSAP) member to oversee the Unit's CSS activities. The SSAP member must be knowledgeable of the Unit's mission, functions, resource management process and current and future workload/resource posture. In addition, the SSAP member shall be responsible for advocating the Unit's CSS requirements at the AFSPC SSAP meetings.

4.1.1. Support Services Advisory Panel (SSAP)—The SSAP members are the single point of contact for CSS requirements approval activities within the Unit. In this advisory capacity, the SSAP assists the AFSPC Corporate Process in fulfilling its oversight and recommendation responsibilities for AFSPC CSS requirements and facilitates the timely processing of CSS requirements through the AFSPC Corporate process. The SSAP will include membership from each HQ AFSPC Directorate, Wing, NAF and Center as

appropriate. The AFSPC SSAP is chaired by HQ AFSPC/A8P. The SSAP will meet as required to review RADs prior to Corporate Meetings.

4.1.2. Unit SSAP members shall attend the AFSPC SSAP meetings (remotely or in person) as required and must be able to explain and defend the Unit's CSS requirements. If necessary, the SSAP member will invite the Program Manager (PM)/Requirements Initiator (RI)/Program Element Monitor (PEM), to the meeting to assist in advocating the Unit's CSS requirements and make administrative corrections as needed. The SSAP member will work with the PM/RI/PEM offline to make the corrections and be prepared for the next SSAP meeting. After review by the AFSPC SSAP, RADs >\$1M shall be submitted by AFSPC/A8PK to the AFSPC Group for review.

4.1.3. Key Member Attendance to SSAP meetings. Representatives from HQ AFSPC/A8P, HQ AFSPC/JA, Servicing Contracting Office, Personnel Office, Small Business Office and others as required will act as subject matter experts (SMEs) during the initial review.

4.2. The AFSPC Services Database (<https://tdka-as02-pkn-n/RAD/services>) is the official database in which the PM/RI/PEM, in coordination with the Unit SSAP member, shall document information for all CSS requirements (see paragraph 4.5.8 for Special Access Program (SAP) requirements).

4.3. Approve CSS requirements in accordance with **Table 4.1** The dollar value for the thresholds is the estimated value of the total service requirement for the performance period of the contract to include options. Requirements shall not be split to avoid these thresholds. The dollar threshold of the requirement will determine the approval authority. All CSS requirements  $\geq$  \$150K (SAT) shall be addressed in a RAD.

**Table 4.1. Services Category (S-CAT) Thresholds for Service Acquisitions within AFSPC**

<b>Services Category (S-CAT)</b>	<b>Threshold (Notes 1-3)</b>	<b>Services Designated Official (SDO) (Notes 3, 4 &amp; 5)</b>	<b>Requirement Approval Authority (Notes 5-7)</b>
Special Interest	As designated by USD(AT&L), SAF/AQ or Single Manager for Services (SMS)	AT&L, SAF/AQ; AF Program Executive Office for Combat and Mission Support (AFPEO/CM) as delegated	SAF/AQ
S-CAT I	Acquisitions $\geq$ \$1B	AFPEO/CM or other PEO/TEO (delegable)	SAF/AQ (delegable)
	Acquisitions $\geq$ \$250M <\$1B	AFPEO/CM or other PEO/TEO (delegable) PEO/SP and PEO/SL for all SMC programs except A&AS which remains with AFSPC/CC (silver delegation) Delegable to levels indicated in Note 4	SAF/AQ (delegable)
S-CAT II	Acquisitions $\geq$ \$100M <\$250M	AFPEO/CM or other PEO/TEO (delegable) PEO/SP and PEO/SL for all SMC programs except A&AS which remains with AFSPC/CC (silver delegation) Delegable to levels indicated in Note 4	SAF/AQ (delegable)
	Acquisitions $\geq$ \$10M <\$100M	PEO/TEO or MAJCOM/FOA/DRU/CC (delegable) PEO/SP and PEO/SL for all SMC programs except A&AS which remains with AFSPC/CC Delegable to levels indicated in Note 4	PEO/SP and PEO/SL for all SMC programs except A&AS which remains with AFSPC/CC

S-CAT III	Acquisitions $\geq$ Simplified Acquisition Threshold (SAT) \$150K but $<$ \$10M	<p>PEO/SP and PEO/SL for all SMC programs except A&amp;AS (retained by AFSPC/CC unless delegated)</p> <p>Wing Commanders/HQ Directors SAT to <math>&lt;</math> \$1M</p> <p>AFSPC/CC \$1M to <math>&lt;</math>\$10M (except PEO/SP and PEO/SL programs)</p> <p>Delegable to levels indicated in Note 4</p>	<p>PEO/SP and PEO/SL for all SMC programs except A&amp;AS (retained by AFSPC/CC unless delegated)</p> <p>Wing/Center Commanders/HQ Directors</p> <p>\$150K to <math>&lt;</math> \$1M</p> <p>AFSPC/CC \$1M to <math>&lt;</math>\$10M</p> <p>See Note 7</p>
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## NOTES:

1. The threshold is the cost/price estimate for the total planned service acquisition.
2. Related task orders and/or options within an ordering vehicle shall be viewed as one effort for the purpose of determining the appropriate threshold.
3. SDO for services elements embedded in supply or weapon system contracts is determined by the S-CAT threshold corresponding to the cost/price of the embedded service.
4. SDO delegations: SDO for S-CAT I must be the PEO/TEO or a General Officer/Senior Executive Service (GO/SES) unless waived by SMS. SDO for S-CAT II must be the PEO/TEO or an O-6/GS-15 or higher. SDO for S-CAT III must be the PEO/TEO or an O-5/GS-14 or higher.
5. All SDOs must be within the PEO/TEO or requirements chain. PEO/TEO has authority only for those requirements in that PEO/TEO's portfolio.
6. Approval by an MDA for an ACAT program of record captured within program milestone decision documents shall serve as requirements approval for embedded services. No further approval for those services is required.
7. AFSPC/CC has delegated the Services Requirements Approval Authority for acquisitions  $<$ \$1M to Wing Commanders, Headquarters Directors and Space and Missile Systems Center (for A&AS) having program responsibility and in the rank of O-6/civilian equivalent or above.

4.4. Responsibility for obtaining approval rests with the requiring activity (i.e., the organization that "owns" the requirement). The PM shall provide the approved RAD to the Contracting Office executing the requirement as part of the initial purchase request or other appropriate acquisition request package.

4.4.1. Approval for CSS requirements awarded on a non-AF contract (e.g. Military Interdepartmental Purchase Requests (MIPRs) issued to General Services Administration

(GSA), Navy, Army, National Aeronautics and Space Administration (NASA), etc.). The PM/RI/PEM shall obtain approval, via a RAD, for each requirement obtained via a non-AF contract. The RAD shall be included as part of the initial MIPR package submitted to the Contracting Officer. MIPRs shall not be forwarded to the Servicing Contracting Office without an approved RAD.

4.4.2. Approval for CSS requirements awarded on an existing Indefinite Delivery Indefinite Quantity (IDIQ) contract or multiple award contract that has an approved RAD. The PM/RI/PEM shall not be required to obtain approval of task orders awarded against an IDIQ contract where the basic contract has an approved RAD.

4.4.2.1. The only exception is for the Contract for Space & Missile Capabilities (CSMC) or any follow-on contract. Individual CSMC task orders must have an approved RAD to ensure HQ AFSPC leadership is aware of contractor support being provided to the HQ AFSPC staff.

4.5. CSS Requirements. A flow diagram illustrating the AFSPC CSS Requirements Approval Process is provided at [Attachment 2](#). The following paragraphs expand on this flow diagram.

4.5.1. Establishing and Validating CSS Requirements. Each Unit shall develop internal management controls for efficient and effective workforce use and development. The Unit shall conduct an annual assessment of its current and future workload and resource requirements. This assessment shall support execution, planning and programming (Program Objective Memorandum [POM] or President's Budget (PB) activities).

4.5.1.1. Requirements for new contracts  $\geq$ \$1M will be vetted through the AFSPC Corporate Process and approved prior to the Acquisition Strategy Panel (ASP).

4.5.2. Preparing the RAD. The PM/RI/PEM shall work with the resource advisor and user representative to identify funding and prepare a RAD in the AFSPC Services Database. (<https://tdka-as02-pkn-n/RAD/services>). SSAP members will be included in all coordination for continuity and proper database input procedures.

4.5.2.1. The RAD shall be completed and staffed by government personnel only -- support contractor personnel shall not prepare requirements for approval due to potential conflict of interest and inherently governmental function issues.

4.5.2.2. All aspects of the RAD will be input via AFSPC Services Database. RADs  $>$ \$1M will be heard by AFSPC Corporate Process. In addition to submitting the RAD via the Database, Units will submit the required briefing slides via email to AFSPC/A8PK Workflow to be added to the next round of Corporate Process meetings. (See template at [Attachment 4](#).)

4.5.2.3. Approval of the requirement through this process does not constitute funding approval or availability. Approval of an unfunded requirement may be requested in order to posture the requirement for potential fall-out funds.

4.5.2.4. All service requirements shall be addressed in a RAD. Incomplete RADs shall be returned for rework.

4.5.2.5. The PM/RI/PEM shall coordinate the CSS requirement with the Unit SSAP member before obtaining final validation, review and coordination by the Unit CC

and before presenting the requirement to the AFSPC Corporate Process for AFSPC/CC and/or SAF/AQ approval.

4.5.2.6. Validation of the RAD signifies the approval authority: agrees the proposed service requirement is not inherently governmental; cannot be supported through additional training or development of the Unit's organic workforce or through internal workload/resource realignment; and concurs with the proposed requirement.

4.5.2.7. Once the RAD has received Unit CC coordination, the RAD will be electronically routed through the Unit SSAP member via the AFSPC Services Database to AFSPC/A8PK.

4.5.3. The Unit shall process all CSS requirements valued  $\geq$ \$150K (SAT) and  $<$ \$1M using the AFSPC Services Database with appropriate approval levels within the Unit.

4.5.4. Coordination and Approval of CSS Requirements. All AFSPC CSS requirements  $\geq$ \$1M shall be processed via the AFSPC Services Database and will require coordination/approval by AFSPC/CC via the AFSPC Corporate Process (IAW AFSPCHOI 16-10, *AFSPC Corporate Process*).

4.5.4.1. The first coordination step is for the SSAP member to ensure all necessary information has been input into the AFSPC Services Database (see paragraph 4.2).

4.5.4.2. Once the RAD has been approved by the SSAP, AFSPC/A8PK will submit the RAD to the AFSPC Corporate Process for review (Group, Board and Council). (see paragraph 4.5.8. for SAP requirements). The SSAP member will coordinate read aheads and a briefer with A8PK. (see paragraph 4.5.2.2)

4.5.4.3. At the AFSPC Corporate Group meeting, if approved, the RAD will receive 3-letter coord within the MAJCOM. Documenting the coordination in the RAD database will be the responsibility of the SSAP member.

4.5.4.4. Presenter at the Group and Board meetings. The PEM, RAD originator or suitable member will present the RAD to the Group and Board. If the RAD originator is selected to present, the PEM (located at Peterson AFB) will be prepared to present in case of a VTC malfunction or non-availability of the off-site presenter. The Unit's representative or PEM, must be able to explain and defend the Unit's CSS requirements at the Group and Board meetings. Note: Board and Council briefers must be consistent and approved by NAF or Center leadership.

4.5.5. The AFSPC Group and Board shall review RADs as required. The review will result in one of the following recommendations to the next Corporate Process level.

4.5.5.1. Approve, meaning the RAD is ready for the next Corporate level review.

4.5.5.2. Revisit, meaning there is additional information necessary. Unit representative or PEM shall prepare for the next scheduled meeting at that level.

4.5.5.3. Recommend disapproval, meaning there is a fundamental problem with the requirement and further action is not appropriate.

4.5.6. After receiving an approval recommendation from the Board, the RAD will be submitted for Council review/approval. At the Council meeting, A8P shall present all RADs to the Council as an overview. The Unit briefer will present the RAD to the

Council. The originating 2-letter Council member shall provide input as needed during meeting.

4.5.7. The Unit's SSAP member shall document the AFSPC/CC's decision in the AFSPC Services Database. AFSPC/A8PK will submit approval memos for AFSPC/CC signature and return the memos to the Unit for processing. PM/RI/PEM may track the status of a requirement at any point in the process by checking the database. Information on CSS requirements that are not approved is retained in the AFSPC Services Database for historical purposes.

4.5.7.1. After the RAD has been vetted through the Corporate Process, the SSAP Member shall ensure coordination is documented (for 2 and 3-letter coord) in the AFSPC Services Database prior to submission for final approval and submission to respective Contracting Office for processing.

4.5.8. AFSPC/A8/9 has appointed the AFSPC/A8Z as the AFSPC Requirements Approval Process owner for SAP/SAR requirements.

4.5.8.1. Special Access Program/Special Access Required (SAP/SAR) Service Requirements. SAP/SAR CSS requirements are not completely exempt from the unclassified RAD process. When it is determined by the PM, Program Security Office (PSO) and HQ AFSPC/A8Z that the requirement cannot follow normal procedures due to classification or security reasons and that inclusion in the database could compromise the program; the PM/RI/PEM shall follow a modified process using hard-copy forms and shall communicate via secure program channels only (see template at [Attachment 3](#)). The Unit CC shall coordinate on the RAD and shall process via appropriate program channels for approval based on the service acquisition thresholds defined in [Table 4.1](#)

4.5.8.2. SAP access requires formal approval and receipt of a program brief. Access to SAPs shall not be granted to AFSPC personnel solely for the purpose of coordinating/processing a RAD. All documents must comply with classifications and markings IAW the Joint Air Force-Army-Navy (JAFAN) Manual, Chapter 4.

4.5.8.3. Preparing the RAD for SAP/SAR requirements. The PM/RI/PEM shall prepare a hard-copy RAD following the format found in the AFSPC Services Database (<https://tdka-as02-pkn-n/RAD/services>). The PM/RI/PEM shall coordinate the CSS requirement with HQ AFSPC/A8Z via secure program channels before obtaining final validation, review and coordination by the Unit's CC and before processing the requirement for AFSPC/CC and/or AF SAE approval.

4.5.8.4. HQ AFSPC/A8Z shall review all SAP/SAR RADs for accuracy and shall return all incomplete RADs to the PM/RI/PEM initiator for rework and re-submission. The HQ AFSPC/A8Z action officer assigned to the Unit shall represent the Unit's CSS requirement if the field Unit is unable to provide a representative.

4.5.8.5. Coordination and Approval of SAP/SAR CSS Requirements. All SAP/SAR AFSPC CSS requirements shall be coordinated/approved through a modified AFSPC Corporate Process. A modified AFSPC Group (HQ AFSPC A8/9, A8Z, and others as deemed necessary) is the initial entry point for all SAP/SAR RADs submitted for AFSPC/CC approval, in lieu of the SSAP review.

4.5.8.6. Once the SAP/SAR RAD has received Unit CC coordination, a sanitized RAD shall be electronically entered into the AFSPC Services Database identifying HQ AFSPC/A8Z as the owner of the requirement. This is necessary in order to track the requirement through the process even though no classified information will be included in the RAD.

4.6. CSS Requirements  $\geq$ \$100M. For CSS requirements  $\geq$ \$100M, the Unit SSAP member shall guide the RAD through the Corporate process as identified in paragraph 4.5. (4.5.8. for SAP/SAR requirements).

4.6.1. Following coordination by AFSPC/CC, the RAD will be processed through AFPEO/CM for SAF/AQ review and approval. SAP/SAR requirements will be processed through SAF/AQL for SAF/AQ approval.

4.7. For requirements  $\geq$ \$100M. SAF/AQ review typically takes 45 working days from the time of receipt of a complete CSS requirement by the SSAP member facilitating the RAD. If review cannot be accomplished within this timeframe, the PM/RI/PEM shall be notified of the expected timeframe.

## 5. Acquiring CSS

5.1. After the approval of a RAD, the PM/RI/PEM shall work with the cognizant contracting office and develop the Purchase Request (PR) package. All CSS purchase request/acquisition request packages must include an approved RAD prior to submission to the cognizant contracting office. All services contracts  $\geq$ \$150K (SAT) must be traceable to an underlying RAD.

## 6. Responsibilities

6.1. HQ AFSPC/A8/9 shall:

6.1.1. Appoint AFSPC/A8P as lead to manage RADs process.

6.1.2. HQ AFSPC/A8P shall chair and administer the AFSPC SSAP.

6.1.3. HQ AFSPC/A8Z shall chair and administer the AFSPC SSAP for SAP/SAR services.

6.1.3.1. HQ AFSPC/A8Z shall forward SAP/SAR requirements  $\geq$ \$100M through SAF/AQL to process for SAF/AQ approval.

6.1.4. HQ AFSPC/A8PK will be responsible for managing the AFSPC Services Database for processing RADs and will provide training for RAD database usage to SSAP members.

6.1.4.1. HQ AFSPC/A8PK will collect annual SSAP member appointment memos and send out quarterly/semi-annual requirements.

6.1.4.2. HQ AFSPC/A8PK will coordinate packages and briefers with Corporate Process Secretariat for submitted RADs.

6.1.4.3. HQ AFSPC/A8PK will submit a quarterly report of service requirements approved during that quarter with an estimated annual value of \$10M or more to the SMS. (per AFI63-138, 3.4.2)

6.2. The AFSPC SSAP shall:

- 6.2.1. Forward requirements  $\geq$ \$100M through the AF PEO/CM to process for SAF/AQ approval after coordination through AFSPC Corporate Process.
- 6.2.2. Process requirements  $\geq$ \$1M and  $<$ \$100M for AFSPC/CC review/approval in accordance with this instruction and AFSPCHOI 16-10.
- 6.2.3. Review CSS RADs for accuracy and completeness prior to AFSPC Corporate Process submission.
- 6.2.4. Ensure all Corporate Process decisions are clearly documented in the AFSPC Services Database.

6.3. Each HQ AFSPC Directorate shall:

- 6.3.1. Appoint a primary and alternate member to the AFSPC SSAP in writing to AFSPC/A8PK.
- 6.3.2. Ensure appointed SSAP member attends SSAP meetings (remotely or in person if located at Peterson AFB) as required and advocate for Unit CSS requirements.
- 6.3.3. Assist the PM/RI/PEM in preparing the CSS RADs (or in reworking CSS RADs) as required for HQ requirements.
- 6.3.4. Forward all CSS requirements  $\geq$ \$1M via the AFSPC Services Database for AFSPC/CC approval (for requirements  $\geq$ \$100M, following AFSPC/CC coordination, A8PK will forward to SAF/AQ approval in accordance with this instruction).
- 6.3.5. Use the manual process described in [paragraph 4.5.8](#) for all SAP/SAR service requirements.
- 6.3.6. Provide required information (i.e. support data calls, etc.) upon request to AFSPC/A8P and SAF/AQ.
- 6.3.7. Provide 3-Letter and 2-Letter coord on RADs as required at the Group/Board meetings.
- 6.3.8. Attend Corporate Process meetings as required.

6.4. Wings/NAFs/Center's shall:

- 6.4.1. Appoint a primary and alternate member to the AFSPC SSAP in writing to AFSPC/A8PK. Re-accomplish memo as necessary (due to PCS's or re-assignment of duties).
- 6.4.2. Ensure appointed SSAP member attends SSAP meetings (remotely or in person if located at Peterson AFB) as required and advocate for Unit CSS requirements.
- 6.4.3. Annually review current and future workload and resource requirements.
- 6.4.4. Establish a centralized management approach for CSS that meets the intent of this policy for RADs not requiring AFSPC/CC coordination/approval.
- 6.4.5. Review and validate CSS requirements as identified by PM or RI.
- 6.4.6. Provide required information (i.e. support data calls, etc.) upon request to AFSPC/A8P and SAF/AQ.

6.5. The PM/RI/PEM shall:

6.5.1. Obtain appropriate approval for all service requirements in accordance with this instruction.

6.5.2. Determine whether proposed workload is inherently governmental (FAR 7.5). If work is inherently governmental, the task should be removed or rewritten to ensure the task is not inherently governmental.

6.5.3. Coordinate all requirements for manpower resources with the appropriate Manpower and Organization function in accordance with AFI 38-201.

6.5.4. Submit request to program for organic resources to accomplish assigned workload, as appropriate.

6.5.5. Prepare RAD (or rework RAD, if required) in coordination with the Unit SSAP member via the AFSPC Services Database for all proposed service requirements.

6.6. The resource advisor shall verify that sufficient funds are available to acquire the CSS.

ROGER W. TEAGUE, Brigadier General, USAF  
Director of Plans, Programs and Analyses

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

AFI 63-138, *Acquisition of Services*, 21 May 2013

AFI 63-101/20-101, *Integrated Life Cycle Management (ILCM)*, 7 March 2013

SecAF Policy Memo, *Services Requirement Approval Document Authority*, 22 March 2012

***Abbreviations and Acronyms***

**A&AS**—Advisory and Assistance

**ACC**—Air Combat Command

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPEO**—Air Force Program Executive Office

**AFSO21**—Air Force Smart Operations for the 21st Century

**AFSPC**—Air Force Space Command

**APOM**—Amended Program Objective Memorandum

**ASP**—Acquisition Strategy Panel

**CAE**—Component Acquisition Executive

**CC**—Commander

**CL**—Civilian Leader

**CLS**—Contractor Logistics Support

**CM**—Combat and Mission Support

**CAC**—Common Access Card

**CSS**—Contract Support Services

**CSRP**—Contract Studies Registry Program

**DDD**—Determination Decision Document

**DoD**—Department of Defense

**DoDI**—Department of Defense Issuance

**FAR**—Federal Acquisition Regulation

**ICS**—Interim Contractor Support

**K**—Thousand

**FY**—Fiscal Year

**GSA**—General Services Administration  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IDIQ**—Indefinite Delivery, Indefinite Quantity  
**ILCM**—Integrated Life Cycle Management  
**JAFAN**—Joint Air Force-Army-Navy  
**M**—Million  
**MAJCOM**—Major Command  
**MIPR**—Military Interdepartmental Purchase Request  
**NAF**—Numbered Air Force  
**NASA**—National Aeronautics and Space Administration  
**PB**—President’s Budget  
**PDM**—Programmed Depot Maintenance  
**PEM**—Program Element Monitor  
**PEO**—Program Executive Officer  
**POM**—Program Objective Memorandum  
**PM**—Program Manager  
**PR**—Purchase Request  
**PSO**—Program Security Officer  
**R&D**—Research and Development  
**RAD**—Requirements Approval Document  
**RDS**—Records Disposition Schedule  
**RI**—Requirements Initiator  
**S-CAT**—Services Category  
**SAE**—Service Acquisition Executive  
**SAF/AQL**—Secretary of the Air Force, Special Programs  
**SAF/AQX**—Secretary of the Air Force, Acquisition  
**SAP/SAR**—Special Access Program/Special Access Required  
**SAT**—Simplified Acquisition Threshold  
**SDO**—Services Designated Official  
**SME**—Subject Matter Experts  
**SMS**—Single Manager for Services

**SSAP**—Support Services Advisory Panel

**VCSAF**—Vice Chief of Staff of the United States Air Force

### *Terms*

**AFSPC Corporate Process (IAW AFSPCHOI 16—10)**—The Corporate Process provides a flexible means to vet major issues through HQ AFSPC and subordinate NAFs and centers. It is the primary forum for corporate deliberations when timeliness and/or face-to-face deliberations are essential. The AFSPC Corporate Process also facilitates the transition of programmatic decision-making from a functional requirements view to a corporate AFSPC-framed, capabilities-focused process. In addition, the process ensures the pros and cons for all major decisions are captured to enable senior command leadership to make informed decisions.

**Contract Services, Contract Support Services or Services**—For the purposes of this policy, these terms are the services covered in paragraph 1.2.1 of AFI 63-138. The contractor performing these tasks can be either physically co-located with an organization, or geographically separated.

**Requirements Approval Document (RAD)**—The RAD is the form on which all CSS requirements  $\geq$ \$150K (SAT) shall be documented. PM/RI/PEM shall use the AFSPC Services Database to document CSS requirements. For access to the AFSPC Services Database, users will need a Common Access Card (CAC) card. The AFSPC Services Database can be accessed at: <https://tdka-as02-pkn-n/RAD/services>. This is the active database where all AFSPC CSS requirements are captured. For initial logon: When prompted for a CAC card, select name with the EMAIL certificate. The AFSPC Services Training Database can be accessed at: <https://tdka-as02-pkn-n/RAD/services>. This is the site that is used for development testing and training of the AFSPC Services Database. *This is a training site only. Do not use this database to enter CSS requirements that need approval.* Instructions on how to complete a RAD in the AFSPC Services Database can be accessed at: <https://tdka-as02-pkn-n/RAD/services>. The RAD instructions may also be accessed by entering the active or training database; click on "help" in the upper right hand of the screen, then click on "Getting Started."

**Service Acquisition Executive (SAE)**— The Official responsible for systems acquisition in the AF. The SAE may also be referred to as the Component Acquisition Executive (CAE).

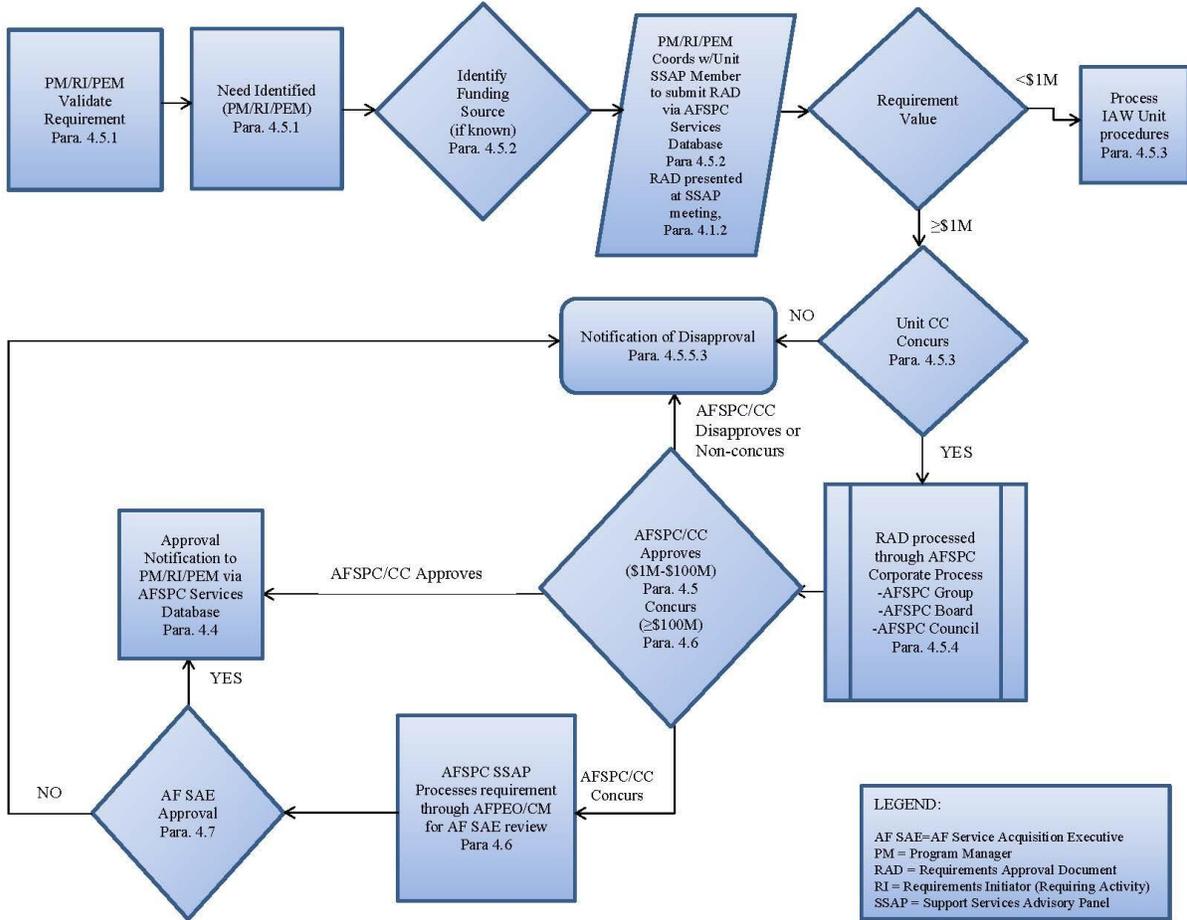
**Special Session**—Special Session of the Group or Council is convened anytime a Special Access Program services requirement needs to be processed. The purpose of this modified process is to meet the intent of the law and Department of Defense (DoD) guidance while not compromising program security.

**Support Services Advisory Panel (SSAP)**— The SSAP is the AFSPC single point of contact for CSS requirements approval activities. In this advisory capacity, the SSAP assists the Corporate AFSPC Group/Board in fulfilling its oversight and approval responsibilities for AFSPC CSS requirements and facilitates the timely processing of CSS requirements through the AFSPC Corporate process. The SSAP will normally include membership from each HQ AFSPC Directorate, Wing, NAF and Center as appropriate. The AFSPC SSAP is chaired by HQ AFSPC/A8P. The SSAP meets on a monthly basis or as required to review RADs.

Attachment 2

OVERVIEW OF THE AFSPC CONTRACT SUPPORT SERVICE (CSS) REQUIREMENTS APPROVAL PROCESS

Figure A2.1. OVERVIEW OF THE AFSPC CONTRACT SUPPORT SERVICE (CSS) REQUIREMENTS APPROVAL PROCESS



**Attachment 3**  
**SAMPLE RAD DATABASE INPUT TEMPLATE**

**Figure A3.1. SAMPLE RAD DATABASE INPUT TEMPLATE**

FOR OFFICIAL USE ONLY: ACQUISITION SENSITIVE INFORMATION: DO NOT FORWARD			
Requirements Approval Document (RAD) FY			
<b>General Information</b>			
RAD Name:		Center:	
POC:		Wing/Office:	
DSN:		Date Created:	
<b>Description of Contract Sustainment Support (CSS) Requirement</b>			
Requirements Type:			
Funding Source:			
Description:			
Impact of Non-Approval:			
<b>Planned Acquisition Approach</b>			
Contract Type:		Projected Award Date:	
Requirement Type:		Period of Performance Start Date:	
Competitive:		Period of Performance End Date:	
SCO Waiver Request:			
<b>Extended Use Justification</b>			
Justification:			
<b>Transition Plan</b>			
Transition Plan:			
<b>Certification</b>			
This is a requirement for either a study, analysis, evaluation, or service requirement. The requirement described above has been reviewed for the most cost-effective and efficient means of accomplishment. The requirement described above is not an inherently government function as defined in Office of Federal Procurement Policy, Policy letter 92-1 and FAR Subpart 7.5 Appropriate Military or Civilian DOD personnel. In accordance with AFI 38-201, the appropriate manpower office has reviewed/coordinated on the proposed requirement.			
<b>Summary Requirements</b>			
Project Number	Project Name/Phase	Amount	EEIC
	Labor (CMEs/FTEs)	\$0.00	
	Other Direct Costs (ODCs) - Travel, Material, Equipment		Qty =
		\$0.00	
	Labor (CMEs/FTEs)		Qty =
	Other Direct Costs (ODCs) - Travel, Material, Equipment		
	<b>GRAND TOTAL REQUIREMENT</b>	<b>\$0.00</b>	
	<b>GRAND TOTAL Other - ODCs, Travel, Material</b>	<b>\$0.00</b>	
	<b>GRAND TOTAL Labor (CMEs/FTEs)</b>	<b>\$0.00</b>	CMEs/FTEs =
<b>Certification and Coordination</b>			
<b>Approval</b>			
FOR OFFICIAL USE ONLY: ACQUISITION SENSITIVE INFORMATION: DO NOT FORWARD			

Attachment 4

SAMPLE AFSPC CORPORATE PROCESS BRIEFING TEMPLATE

Figure A4.1. SAMPLE AFSPC CORPORATE PROCESS BRIEFING TEMPLATE

