This instruction prescribes Air Force Space Command (AFSPC) policy and procedures to implement Air Force Instruction (AFI) 63-138, Acquisition of Services, May 11, 2017. 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. This publication may be supplemented at any level, but all Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. It applies to all activities who acquire services through an Air Force Contracting Office or utilize funding appropriated to the AF. Refer recommended changes and questions about this publication to the OPR using Air Force Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).
SUMMARY OF CHANGES

This document is substantially revised and should be reviewed in its entirety. Major changes include the delegation of approval authority thresholds; approval requirements for Indefinite Delivery Indefinite Quantity (IDIQ)/multiple award services contract Task Orders/Delivery Orders (TOs/DOs) and Studies Registry Program (SRP) updated process.

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Chapter 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 and develop estimates of their organic manpower and contractor requirements budget. 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 process is in place to assess the organization’s current resource posture and future resource requirements to ensure that:

1.1.1. 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.

1.1.2. Use of CSS is cost effective, not duplicated and in the strategic interest of the requiring activity, AFSPC and the AF.

1.1.3. Prudent measures are taken to minimize use of, and to reduce organizational reliance on CSS.

1.2. **For purposes of this publication,** the term “Unit” refers to all AFSPC Directorates, NAFs, Centers and Wings.

1.3. **The Requirements Approval Document (RAD) is** a document reflecting approval of contract requirements by the appropriate senior leader based on the projected dollar value (See Table 4.1).
Chapter 2

ORGANIC RESOURCES

2.1. **Use of organic resources** is the first method to consider for accomplishing AFSPC mission requirements.

2.1.1. Unit shall thoroughly evaluate the use of permanent and temporary (e.g. temporary or term appointees) organic resources prior to proposing CSS strategy.

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

2.2.1. Unit shall ensure that organic resources and CSS are efficiently, effectively and judiciously utilized in light of workload requirements and priorities.
Chapter 3

POLICY APPLICATION

3.1. **AFSPC/Commander (CC) has** appointed AFSPC/FM as the AFSPC CSS Programming Requirements Approval Process owner.

   3.1.1. AFSPC/FM has appointed AFSPC/FMP as the RAD Process Owner for Unclassified through Top Secret requirements and AFSPC/FMZ as the RAD Process Owner for Special Access Program/Special Access Required (SAP/SAR) requirements.

   3.1.2. AFSPC/CC has appointed AFSPC/CA as the Requirement Approval Authority (RAA) for RADs valued at >$10M.

3.2. **All CSS acquisitions ≥ Simplified Acquisition Threshold (SAT)** (currently $150K) shall be processed via the AFSPC RAD Database ([https://rad.peterson.af.mil/rad](https://rad.peterson.af.mil/rad)) at the approval thresholds identified in Table 4.1, Services Category (S-CAT) Thresholds for Service Acquisitions within AFSPC.

   3.2.1. AFPEO/SP Program Executive Officer for Space portfolio shall be managed in accordance with AFI 63-138 and not this instruction. Exception: approved RADs shall be documented in the AFSPC RAD Database following approval by the appropriate authority (e.g., PEO/SP, SAF/AQ, etc.).

   3.2.1.1. All SMC A&AS CSS will follow the processes set forth in this instruction.

3.3. **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, exposure to proprietary contract information and inherently governmental function (IGF) issues. Contractor personnel (including FFRDCs) shall not participate in AFSPC Corporate meetings without explicit approval of the Corporate Chair.

3.4. **All contracted studies are to be** entered into the Studies Registry Program (SRP) database maintained by AF/A9 per AFI 90-1603, Air Force Contract Studies Management and Registration, December 31, 2015. Efforts using funding from EEICs 50610, 50611, 50620, 50621, 50670, 50671, 50672 or 50673 require SRP database entry for compliance. AFSPC Studies Registry contact: [john.wesolowski@us.af.mil](mailto:john.wesolowski@us.af.mil), DSN 692-0284.

3.5. **Acquisition of services <SAT are processed at the Unit level IAW Unit guidelines.**
Chapter 4

REQUIREMENTS APPROVAL PROCEDURES

4.1. The RAD Process provides a platform for coordination, discussion of alternatives and senior leader approval to validate CSS requirements. It also presents an opportunity to get input from stakeholders in the early stages of the acquisition process.

4.1.1. The Support Services Advisory Panel (SSAP) oversees the Unit's RAD process.

   4.1.1.1. Each AFSPC HQ Directorate, NAF, Center and Wing shall appoint a primary and alternate member to the SSAP via email to AFSPC.FMPK.wf@us.af.mil. Additional SSAP members may be appointed at the Unit’s discretion.

   4.1.1.2. The Unit SSAP, in concert with AFSPC/FMPK, provides staff development to oversee the RAD Process, coordination and approval of the Unit's CSS requirements.

   4.1.1.3. The Unit SSAP member must be knowledgeable of the Unit's mission, functions, resource management process as well as current and future workload/resource posture.

4.1.2. 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 in fulfilling its oversight and recommendation responsibilities and facilitates the timely vetting of CSS requirements through the process.

   4.1.2.1. The SSAP meets as required to review RADs prior to Corporate Meetings.

      4.1.2.1.1. Prior to the meeting the Unit SSAP member ensures that the RAD is properly documented in the RAD Database and that the AFSPC Corporate briefing slides (Attachment 4) have been coordinated within the Unit including the Servicing Manpower Office and are attached to the database entry.

      4.1.2.1.2. The briefing template is available in the “get help” menu of the RAD Database at https://rad.peterson.af.mil/rad.

4.1.3. Unit SSAP member shall attend the AFSPC SSAP meetings (via telecon) as required to explain, advocate and defend the Unit’s CSS requirements in collaboration with the Program Manager (PM), Requirements Initiator (RI), Program Element Monitor (PEM), Resource Advisor, Manpower Officer and Contracting Officer.

   4.1.3.1. The AFSPC SSAP meeting is chaired by HQ AFSPC/FMP and supported by the SSAP Key Members.

   4.1.3.2. The SSAP member works with the team identified in item 4.1.3. to make corrections to the RAD in preparation for the next level vetting.

   4.1.3.3. After review by the AFSPC SSAP, RADs ≥$10M shall be submitted by AFSPC/FMPK to the AFSPC Corporate Group for vetting.

4.1.4. SSAP Key Members include HQ AFSPC/FM, A1, JA, SB, and AFICA, Servicing Contracting Offices, Unit Manpower Offices, Unit Small Business Offices and others act as subject matter experts (SMEs) during the SSAP meetings, as required.
4.2. The AFSPC RAD Database [https://rad.peterson.af.mil/rad](https://rad.peterson.af.mil/rad) is the official database in which the Unit requirement owner, in coordination with the Unit SSAP member, shall document the RAD (see paragraph 4.5.9. for SAP/SAR requirements).

4.3. Responsibility for obtaining approval rests with the requiring activity (i.e., the organization that "owns" the requirement) and the PM. 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.

4.3.1. CSS requirements awarded on a non-AF contract issued to General Services Administration (GSA), Navy, Army, National Aeronautics and/or Space Administration (NASA), etc. require an AFSPC approved RAD.

4.3.2. All Military Interdepartmental Purchase Requests (MIPRs) for CSS valued at ≥SAT require an AFSPC approved RAD prior to submission to the Servicing AF contracting and financial management analysis offices (i.e. CONS, FM, CPTS).

4.3.3. IDIQ (multiple award) services contracts require an AFSPC approved RAD for all TOs/DOs ≥SAT (total, including all option years). In addition, requirements ≥$10M are vetted through the AFSPC Corporate to gain AFSPC/CA approval.

4.3.3.1. IDIQ contracts that have a non-AFSPC approved RAD require an AFSPC approved RAD at approval thresholds identified in Table 4.1. including the following circumstances:

4.3.3.1.1. On-going TOs exercising an option year where no previous AFSPC RAD exists.

4.3.3.1.2. IDIQ contracts external to AFSPC (i.e. NETCENTS) where AFSPC/CA has not previously approved the requirement. NOTE: Internal AFSPC approved IDIQ requirements such as SMC Acquisition and Financial Support Contract (SAFS), SMC Technical Services II (STS-II) etc. do not require an additional AFSPC approval for individual TOs.

4.3.3.2. Air Force Installation and Mission Support Center (AFIMSC) CSS requirements funded by AFSPC valued at >$10M shall be documented in the AFSPC RAD Database, vetted through the AFSPC Corporate Group and Board levels and forwarded by AFSPC/FMPK for final approval to AFIMSC/CA – once signed, FMPK shall notify the Unit and attach the approval document to the database entry.

4.4. Approve CSS requirements in accordance with Table 4.1. The proposed/estimated value of the requirement is based on the entire performance period of the contract including all option years and extensions. Requirements shall not be split to avoid thresholds. The threshold of the requirement determines the approval authority. All CSS requirements ≥SAT shall be addressed in a RAD.

4.5. CSS Requirements Approval Process flow diagram illustrating the AFSPC RAD Process is provided at Attachment 2. The following paragraphs expand on the diagram. (See paragraph 4.5.9. for SAP/SAR requirements.)

4.5.1. Identify need for CSS: The PM/RI/PEM and other team members begin the process of identifying, assessing and validating the services support required by following established internal management controls for efficient and effective workforce use.
4.5.2. Develop Performance Work Statement (PWS)/Statement of Work (SOW) and coordinate with your Servicing Manpower Office to verify the proposed service requirement does not contain any IGF.

4.5.3. Identify the funding source. Identify the proposed funding source by coordinating with Unit resource advisor, FM or CPTS and SSAP for funds to be programmed for the life of the proposed contract period. Note: Approval of the requirement through this process does not constitute funding approval or availability.

4.5.3.1. Approval of an unfunded requirement may be requested in order to posture the requirement for potential fall-out funds.

4.5.4. Prepare/Coordinate the RAD. Process all CSS requirements with a value \( \geq \) SAT using the AFSPC RAD Database ([https://rad.peterson.af.mil/rad](https://rad.peterson.af.mil/rad)) with appropriate approval levels outlined in Table 4.1 of this instruction.

4.5.4.1. Include the Unit SSAP member in all preparation/coordination for continuity and proper database input procedures and before obtaining coordination from the Unit CC.

4.5.4.2. The database entry shall, at a minimum, include attachments of the AFSPC RAD Briefing slides (template available at the “get help” menu of the AFSPC RAD Database [https://rad.peterson.af.mil/rad](https://rad.peterson.af.mil/rad) - sample at Attachment 4.), IGF Manpower Office review memo and signed RAD memo (RAA electronic approval in lieu of RAD memo). Other documents may be uploaded at the Unit’s discretion.

4.5.4.3. Incomplete RADs shall be returned for rework by the Unit SSAP member.

4.5.5. RADs with a value < $10M shall be approved by AFSPC Director, NAF/Center/WG/CC or delegate (if approved by delegate, delegation memo must accompany approval memo attached to the database entry).

4.5.6. RADs with a value \( \geq \$10M \) shall be approved by the AFSPC/CA via the AFSPC Corporate (IAW AFSPCHOI 16-10, AFSPC Corporate Process).

4.5.6.1. Approval of RADs valued at \( \geq \$10M \) is required prior to signing of the Acquisition Plan. The ASP Chair may take into consideration extenuating circumstances of a RAD being unapproved prior to the ASP and may grant a waiver to extend the RAD approval timeline. However, the RAD must be approved by the RAA prior to solicitation release. Document the extenuating circumstances in the waiver request, briefing slides, or minutes.

4.5.6.2. Upon Unit CC coordination, the RAD shall be electronically routed through the SSAP member via the AFSPC RAD Database to AFSPC/FMPK to initiate vetting through the AFSPC Corporate beginning with the SSAP meeting.

4.5.6.3. Once the RAD is approved at the SSAP meeting, AFSPC/FMPK submits the RAD to the AFSPC Corporate for vetting IAW AFSPCHOI 16-10.

4.5.6.3.1. The SSAP member shall coordinate read aheads and briefer with FMPK.

4.5.6.3.2. Briefer at the Group, Board and Council meetings shall be the Requirement Owner, PM or other suitable member and approved by the Directorate, NAF or Center leadership.
4.5.6.3.3. If briefing via video teleconferencing (VTC), the PEM (located at Peterson AFB) shall be prepared to present in case of a VTC malfunction or non-availability of the off-site presenter.

4.5.6.3.4. The briefer or PEM, must be able to explain and defend the Unit's CSS requirements at the Group, Board and Council meetings.

4.5.6.4. The AFSPC Corporate Group and Board vetting shall result in one of the following recommendations to the next Corporate level.

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

   4.5.6.4.2. Re-visit, meaning there is additional information necessary. Presenting Unit team shall prepare for the next scheduled meeting at that level.

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

4.5.6.5. Following approval at the Board level, the RAD shall be scheduled for the Council level final approval.

   4.5.6.5.1. Board approved AFIMSC RADs will be forwarded by FMPK to AFIMSC/CA for final approval.

4.5.7. AFSPC/CA Approves. FMPK is responsible for documenting the AFSPC Corporate coordination in the AFSPC RAD Database as well as submitting approval memo for AFSPC/CA’s signature and final approval. FMPK shall attach a copy of the signed memo to the RAD in the AFSPC RAD Database.

   4.5.7.1. PM/RI/PEM may track the status of a requirement at any point in the process by checking the database.

   4.5.7.2. Information on CSS requirements that are not approved are retained in the AFSPC RAD Database for historical purposes.

4.5.8. The SSAP shall ensure that the approved RAD is submitted to respective Contracting Office with the acquisition package (Acq Plan, IGF Manpower Office review memo, an Independent Government Cost Estimate (IGCE) and Market Research).

4.5.9. SAP/SAR CSS requirements are not exempt from the RAD process. When it is determined by the PM, Program Security Office (PSO) or HQ AFSPC/FMZ that the requirement cannot follow normal procedures due to classification or security reasons, the PM/RI/PEM shall follow a modified process using hard-copy forms and shall communicate via secure program channels only (see sample template at Attachment 3). The Unit CC or delegated PM shall coordinate on the RAD and process via appropriate program channels for approval based on the service acquisition thresholds defined in Table 4.1.

   4.5.9.1. 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 classification markings IAW DoDM 5205.07, DoD Special Access Program (SAP) Security Manual; DODI 5200.01, DoD Information Security Program and Protection of Sensitive Compartmented Information and AFI 16-1404, Air Force Information Security Program.
4.5.9.2. Preparing the RAD for SAP/SAR requirements. The PM/RI/PEM shall prepare a hard-copy RAD using the AFSPC Corporate briefing slides (Attachment 4) making sure to add appropriate classification markings. The briefing template can be found on the “get help” menu of the AFSPC RAD Database (https://rad.peterson.af.mil/rad). The PM/RI/PEM shall coordinate the CSS requirement with HQ AFSPC/FMZ via secure program channels before obtaining final validation, review and coordination by the Unit's CC and before processing the requirement for AFSPC/CA (or appropriately cleared leadership) for approval.

4.5.9.3. HQ AFSPC/FMZ shall review all SAP/SAR RADs for accuracy and shall return all incomplete RADs to the initiator for rework and resubmission.

4.5.9.4. SAP/SAR CSS requirements shall be coordinated/approved through a modified AFSPC Corporate Process. A modified AFSPC Group (HQ AFSPC/FM, FMZ, and others as deemed necessary) is the initial entry point for all SAP/SAR RADs submitted for AFSPC/CA approval.

4.5.9.5. Once the SAP/SAR RAD has received Unit CC coordination, a sanitized RAD shall be electronically entered into the AFSPC RAD Database identifying HQ AFSPC/FMZ as the owner of the requirement. This is necessary in order to track the requirement through the process.

4.6. CSS requirements deemed as Special Interest by USD (AT&L), SAF/AQ, PEO/CM or SSM shall follow the process as identified in paragraph 4.5 (4.5.9. for SAP/SAR requirements); additional coordination is the responsibility of FMPK.

4.6.1. Special Interest RAD Approved by SSM. FMPK is responsible for documenting the AFSPC Corporate coordination in the AFSPC RAD Database as well as submitting SSM approval package for signature and final approval. FMPK shall attach a copy of the signed memo to the RAD in the AFSPC RAD Database.
Table 4.1. Services Category (S-CAT) Thresholds for Service Acquisitions within AFSPC.

<table>
<thead>
<tr>
<th>Requirements Approval Authority</th>
<th>Requirement Approval Document (RAD) Level (based on proposed/estimated value of the requirement)</th>
<th>AFSPC (MAJCOM) Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Interest</td>
<td>As designated by USD(AT&amp;L), SAF/AQ, PEO/CM or SSM (all dollar values)</td>
<td>AFSPC/CA</td>
</tr>
<tr>
<td>S-CAT I</td>
<td>Est. total value ≥$1B or ≥$300M in any one year</td>
<td>AFSPC/CA</td>
</tr>
<tr>
<td>S-CAT II</td>
<td>Est. total value ≥$250M but &lt; $1B</td>
<td>AFSPC/CA</td>
</tr>
<tr>
<td>S-CAT III</td>
<td>Est. total value: ≥$100M but &lt;$250M</td>
<td>AFSPC/CA</td>
</tr>
<tr>
<td>S-CAT IV</td>
<td>Est. total value: ≥$10M but &lt;$100M</td>
<td>AFSPC/CA</td>
</tr>
<tr>
<td>S-CAT V</td>
<td>Est. total value: ≥SAT &lt; $10M</td>
<td>DIRECTOR/NAF/CENTER/WG/CC (delegable)</td>
</tr>
</tbody>
</table>

NOTES:
1. Authority for services embedded in supply or weapon system’s contracts is determined by the S-CAT threshold corresponding to the total cost/price of the embedded service (does not include the supply or products portion of the requirement).
2. S-CAT V to no lower than O-5/GS-14 (or equivalent).
3. S-CAT V, if delegated below DIRECTOR/NAF/CENTER/WG/CC, approval memo must be accompanied by the delegation memo as attachments in the RAD Database entry.
4. IAW AFI 63-138 3.3: An amended RAD is mandatory for any proposed action that results in:
   1) An increase of 25% (cumulative)
   2) Any proposed modification and/or TO that would result in work that was not previously approved
   3) If the new value exceeds the original RAA’s authority
Chapter 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 >SAT must include an approved RAD.

5.1.1. IAW AFI 65-118, Air Force Purchases Using MIPRS. All MIPRs leaving the installation shall be reviewed by the local contracting office.
Chapter 6

RESPONSIBILITIES

6.1. HQ AFSPC/FM shall:

6.1.1. Appoint AFSPC/FMP as the AFSPC RAD Process Owner.

6.1.1.1. HQ AFSPC/FMP shall chair and administer the AFSPC SSAP.

6.1.2. Appoint HQ AFSPC/FMZ as the AFSPC RAD Process Owner for SAP/SAR RADs

6.1.3. HQ AFSPC/FMPK is responsible for managing the AFSPC RAD Database for processing RADs and providing training for RAD Process and Database usage to SSAP members.

6.1.3.1. HQ AFSPC/FMPK shall monitor SSAP member appointments and engage with Units to identify CSS requiring RADs.

6.1.3.2. HQ AFSPC/FMPK shall coordinate non SAP/SAR packages and briefers with AFSPC Corporate Secretariat for submitted RADs.

6.1.3.3. HQ AFSPC/FMPK shall ensure all AFSPC Corporate decisions are clearly documented in the AFSPC RAD Database.

6.1.3.4. HQ AFSPC/FMPK shall submit a quarterly report of service requirements approved during that quarter with an estimated value of ≥$10M to the SSM. (per AFI 63-138)

6.2. Each HQ AFSPC Directorate, NAF, Center and Wing shall:

6.2.1. Submit to AFSPC/FMPK a primary and alternate member to the AFSPC SSAP.

6.2.2. Ensure appointed SSAP member attends SSAP meetings (via telecon) as required to advocate for Unit CSS requirements.

6.2.3. Coordinate with the Unit PM/RI/PEM in preparing RADs and annually review and validate current and future CSS requirements.

6.2.4. Ensure all CSS requirements ≥SAT are documented in the AFSPC RAD Database and coordinate requirements ≥$10M through AFSPC Corporate for AFSPC/CA approval.

6.2.5. Establish procedures similar to the AFSPC Corporate for requirements review, validation and approval processes for acquisitions of services with an estimated total value at or above the SAT, but less than $10M approved at the Unit level.

6.2.6. Use the manual process described in paragraph 4.5.9. for all SAP/SAR service requirements and coordinate with AFSPC/FMZ.

6.2.7. Provide required information (i.e. data calls, etc.) upon request to AFSPC/FMP and SAF/AQ.

6.2.8. Provide Director or NAF/Center/Wing CC coord on RADs as required at the Group/Board/Council meetings.
6.2.9. Attend AFSPC Corporate meetings as required (via VTC or in person for HQ personnel).

6.3. The AFSPC SSAP Key Members shall:

6.3.1. Attend SSAP meetings via telecon or in person to provide SME input and recommendations to the presenting Unit(s).

6.4. The AFSPC SSAP shall:

6.4.1. Coordinate all CSS RADs with a value ≥SAT (including all option years and extensions) by ensuring accurate documentation in AFSPC RAD Database.

6.4.2. Coordinate requirement approvals valued at ≥$10M for AFSPC/CA review/approval via the AFSPC Corporate Process in accordance with this instruction and AFSPCHOI 16-10.

6.4.3. Review CSS RADs for accuracy and completeness prior to AFSPC Corporate submission.

6.4.4. Continuously review Unit’s compliance with this instruction and document results in the Management Internal Control Toolset (MICT) Self-Assessment Communicators (SACs) IAW AFI 90-201.

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. Ensure that the proposed workload has been reviewed for IGF by the Servicing Manpower Office in accordance with applicable AFIs and policies. If work is inherently governmental, the task should be removed or rewritten to ensure the tasks do not contain any IGF.

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

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

6.6. The resource advisor shall provide an assurance of funds; confirm funds have been programmed in the appropriate fiscal year and/or ensure that a UFR is submitted to acquire the required funding.

TRENT H. EDWARDS, Brigadier General, USAF
Director, Programming, Financial Management and Comptroller
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
Public Law 111-383 Sec. 863, Requirements for the Acquisition of Services, January 7, 2011
DoDI 5000.74, Defense Acquisition of Services, January 5, 2016
AFI 63-101/20-101, Integrated Life Cycle Management (ILCM), May 9, 2017
AFI 63-138, Acquisition of Services, May 11, 2017
AFSPCHOI 16-10, AFSPC Corporate Process, April 24, 2014
DODI 5200.01, DoD Information Security Program and Protection of Sensitive Compartmented Information, April 21, 2016
AFI 90-201, Air Force Inspection System, April 21, 2015

Abbreviations and Acronyms
A&AS—Advisory and Assistance Services
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFSPC—Air Force Space Command
ASP—Acquisition Strategy Panel
CAE—Component Acquisition Executive
CC—Commander
CM—Combat and Mission Support
CAC—Common Access Card
CPTS—Comptroller Squadron
CSS—Contract Support Services
DO—Delivery Order
DoD—Department of Defense
DoDI—Department of Defense Issuance
SAFS—SMC Acquisition and Financial Support Contract
SAT—Simplified Acquisition Threshold
SME—Subject Matter Experts
SOW—Statement of Work
SSM—Senior Services Manager
SRP—Studies Registry Program (formerly CSRP)
SSAP—Support Services Advisory Panel
STS II—SMC Technical Services Support Contract
TO—Task Order
VTC—Video Teleconference

Terms

Advisory and Assistance Services (A&AS)—Those services provided under contract by nongovernmental sources to support or improve: organizational policy development; decision-making; management and administration; program and/or project management and administration; or R&D activities. It can also mean the furnishing of professional advice or assistance rendered to improve the effectiveness of federal management processes or procedures (including those of an engineering and technical nature). In rendering the foregoing services, outputs may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training, and the day-to-day aid of support personnel needed for the successful performance of ongoing Federal operations.

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 ≥SAT shall be documented. PM/RI/PEM shall use the AFSPC RAD Database to document CSS requirements. For access to the AFSPC RAD Database, users need a Common Access Card (CAC) card. The AFSPC RAD Database can be accessed at: https://rad.peterson.af.mil/rad. 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. Instructions, templates and checklists to aide in completing a RAD in the AFSPC RAD Database are available in the RAD Database "get help" menu in the upper right hand of the screen.
Service Acquisition Executive (SAE)—The SAE is the senior official responsible for the management of acquisition of contract services on behalf of the AF. The SAE is the Services Designated Official (SDO) with authority to assign responsibilities.

Special Interest Item—Any other service (to include R&D, construction, A&E, utilities and Foreign Military Sales (FMS)) or service related acquisition designated as a special interest item by the Under Secretary of Defense, Acquisition Technology & Logistics (USD AT&L), the Service Acquisition Executive (SAE), or the Senior Services Manager (SSM).

Special Session—Special Session of the Group, Board 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. The SSAP includes membership from each HQ AFSPC Directorate, NAF, Center and Wing as appropriate. The AFSPC SSAP is chaired by HQ AFSPC/FMP. The SSAP meets 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.

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<td>Funding Source:</td>
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<td>Description:</td>
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<td>Impact of Non-Approval:</td>
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<th>Transition Plan</th>
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| Certification |

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<td>Amount</td>
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<td>GRAND TOTAL Labor (CME+TTEs)</td>
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Certification and Coordination

Approval
Attachment 4

SAMPLE AFSPC CORPORATE BRIEFING TEMPLATE


Figure A4.1. Sample AFSPC Corporate Briefing Template.