

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 32-1006**



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Civil Engineer

**PREPARATION AND USE OF USAFA
FORMS 101, 103, AND 104**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Frederick L. Williams)

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installation and Facilities*, 27 March 1995. This instruction applies to all Quality Assurance Personnel assigned to the Contract Services Division who are required to submit Progress Reports to the Contracting Officer to affect payment to the contractor. These instructions apply to all 10th Contracting Division (10 CONS/LGCA) personnel and 10th Civil Engineer Contract Services (10 CES/CEOS) personnel. This instruction does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. See Attachment 1 for a glossary of references and supporting information.

1. Procedures (USAFA Form 101, *Work Order Completion Report*).

1.1. Form is initiated by the appropriate contractor personnel and submitted to the appropriate Quality Assurance Personnel (QAP).

1.2. QAP signs for certifying completion of identified work and submits to the Contracting Officer (CO) to affect payment.

2. Procedures (USAFA Form 103, *Contract Discrepancy Report*).

- 2.1. QAP initiates Contract Discrepancy Report (CDR) and submits to Contracting Officer (CO).
- 2.2. CO signs CDR and provides to contractor for response.
- 2.3. Contractor provides response and returns CDR to CO.
- 2.4. CO sends CDR to the functional area for evaluation of contractor's response.
- 2.5. Functional area evaluates response and returns CDR to CO.
- 2.6. CO makes determination of appropriate course of action and disseminates to contractor and QAP.

3. Procedures (USAFA Form 104, *Customer Complaint Record*).

- 3.1. Complainant works through respective Facility Manager who initiates form and submits to the appropriate QAP.
- 3.2. QAP submits completed form to Contracting Officer (CO).

4. Prescribed and Adopted Forms.

4.1. Prescribed Forms.

USAFA Form 101, *Work Order Completion Report*, USAFA Form 103, *Contract Discrepancy Report*, and USAFA Form 102, *Customer Complaint Record*.

4.2. Adopted Forms. AF Form 847, *Recommendation for Change of Publication*.

MARK A. RUSSO, Lt Col, USAF
Commander, 10th Civil Engineer Squadron

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*

AFPD 32-10, *Installation and Facilities*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

CDR—Contract Discrepancy Report

CO—Contracting Officer

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy