

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

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



**4 DECEMBER 2023**

**Contracting**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 64-1, *The Contracting System*. Reference AFMCI 36-2645, *Senior Functional Roles and Responsibilities*, for overarching contracting functional management roles and responsibilities. This publication applies to the AFMC Centers' geographically-separated contracting organizations at AFMC bases and outlines the Organize, Train, and Equip type staff support that will be provided. This publication does not apply to the following organizations or to their units/subordinate organizations: HQ AFMC/PK, Air Force Life Cycle Management Center (AFLCMC) organizations at Wright-Patterson AFB; Air Force Installation and Mission Support Center; Air Force Research Laboratory (AFRL) organizations located at Wright-Patterson AFB and Kirtland AFB; AFMC contracting organizations located at non-AFMC bases/installations; United States Space Force, Air National Guard; and Air Force Reserve Command. Reference Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and the Department of the Air Force Federal Acquisition Regulation Supplement (DAFFARS). Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command (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 AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule. 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. Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items.

### **SUMMARY OF CHANGES**

This document has been revised and must be completely reviewed. Changes include: Processing contracting officer warrants ([para 2.1.7](#)) procedures required an update on the warranting authority. Clarifying the awards program ([para 2.1.16](#)) and which organization is responsible for these awards. Processing personnel transactions ([para 2.1.19.4](#)) defines that the On-Site Primary Contracting Support Staff (OSPCSS) will be responsible for processing personnel actions as defined in [Figure 1](#). Updates to deployment management support ([para 2.1.19.17](#)) to add clarifying notes. This includes verbiage stating that the UDM can support the deployer via PAS code access and clarifying which organization is responsible for the unit-funded deployment costs. [Para 2.1.19.19](#) has been removed and reserved in its entirety. Due to an update to DAFI 36-2406, *Officer and Enlisted Evaluation Systems*, stratification statements from anyone other than the evaluator has been prohibited. Other updates include minor grammatical changes, removal to any references of the AFMC MPs and PGIs, and updating any AFFARS reference to DAFARS. There are updates to the 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 (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 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
Hanscom AFB	AFLCMC Contracting Staff (AFLCMC/PK Hanscom Operating Location (OL))

Eglin AFB	AFLCMC Contracting Staff (AFLCMC/PK Eglin OL)
Tinker AFB	Air Force Sustainment Center (AFSC) Contracting Staff (AFSC/PK)
Robins AFB	AFSC Contracting Staff (AFSC/PK Robins OL)
Hill AFB	AFSC Contracting Staff (AFSC//PK Hill OL)
Edwards AFB	AFTC Contracting Staff (led by AFTC/PK)
<b>Note:</b> 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 DAFFARS.

2.1.6. Clearance Reviews: The OSPCSS will provide required business/contract clearance reviews in accordance with the thresholds set forth in the DAFFARS.

2.1.7. Warrants: The OSPCSS will issue, track, review, and/or terminate the supported organization's warrants in accordance with DAFFARS MP 5301.603-90 procedures and in coordination with the CSF. The warranting authority is limited to the Senior Contracting Official, Deputy Director, or Technical Director and cannot be delegated down any further. The OSPCSS will administer warrant tests/boards and conduct warrant training as applicable. The supported organization's CSF is 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 DAFFARS procedures. As the warrant issuing organization, the OSPCSS will be responsible for maintaining the warrant documentation required by the DAFFARS in the Air Force Contracting Officer Warrant Tracker. 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.). Note: Should a supported organization desire to retain warranting authority and not utilize

the OSPCSS for all or any part of the warranting process, this is allowable, but must be documented in the Center's support agreement with the OSPCSS. The same levels of warranting authority apply (Senior Contracting Official, Deputy Director, or Technical Director with no further delegations).

#### 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; therefore, local OSPCSS FOIA monitors will receive and distribute requests to supported organizations as appropriate. The supported organization is responsible for providing the information requested and 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 semi-annual 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 and DAFFARS, (including required reporting through the execution chain).

2.1.11. Operational Contracting Support: The OSPCSS will provide operational contracting support to the supported organization comparable to that which it provides to its own contracting organizations. [**Note:** Eglin AFB is an exception, as the OSPCSS at Eglin does not "own" the local operational contracting organization. In this case, AFTC will provide comparable operational contracting support to the various contracting organizations at Eglin AFB.]

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 as requested.

2.1.13. Compliance Inspections and Audit/Inspector General 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/Inspector General 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 (e.g., quarterly and annual awards) 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 special award (e.g., Sijan Leadership Award) and functional award (e.g., annual AF 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, etc.) from either their Center or the Program Executive Officer 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 Programs: The OSPCSS will manage the safety/security/Operations Security 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 actions.

2.1.19.2. Facilitate information sessions and collaborative interview panels for Expedited Hiring Authority actions.

- 2.1.19.3. Manage intern recruiting and rotations.
- 2.1.19.4. Process personnel transactions (i.e., Requests for Personnel Actions and other personnel administrative actions). OSPCSS offices for specific bases that will perform these functions are shown in [Para 1.2.](#), [Figure 1](#). Bases not identified in [Figure 1](#) might have personnel service provided by a non-contracting organization for the supported organization. In those cases, agreements will be put in place to codify that support. [**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 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 programs managed by the OSPCSS unless the supported contracting organization is the host managing the local military physical training 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). **Note 1:** Deployment management support requires delegation of PAS code access for the Unit Deployment Manager to provide support. **Note 2:** Unit-funded deployment/reporting requirements will be funded by the deployer's Center, not the OSPCSS.

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 or the supported organization's CSF chooses to retain this function).

2.1.19.19. RESERVED

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 or Memorandum of Agreement. 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.

HEIDI H. BULLOCK, SES, DAF  
Director of Contracting

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 38-101, *Air Force Organization*, 29 August 2019

AFMCI 36-2645, *Senior Functional Roles and Responsibilities*, 23 October 2023

AFPD 64-1, *The Contracting System*, 06 November 2018

DAFI 36-2406, *Officer and Enlisted Evaluations System*, 4 August 2023

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*, 15 April 2022

***Abbreviations and Acronyms***

**AFLCMC**—Air Force Life Cycle Management Center

**AFRL**—Air Force Research Laboratory

**AFSC**—Air Force Sustainment Center

**AFTC**—Air Force Test Center

**CSF**—Center Senior Functional

**DAFFARS**—Department of the Air Force Federal Acquisition Regulation Supplement

**DFARS**—Defense Federal Acquisition Regulation Supplement

**EIM**—Enterprise Information Management

**FAR**—Federal Acquisition Regulation

**FOIA**—Freedom of Information Act

**OL**—Operating Location

**OPR**—Office of Primary Responsibility

**OSPCSS**—On-Site Primary Contracting Support Staff

**UCA**—Undefinitized Contract Action

***Office Symbols***

**AFLCMC/PK**—AFLCMC Contracting

**AFTC/PK**—AFTC Contracting

**HQ AFMC/PK**—AFMC Headquarters Contracting

**SAF/AQC**—Air Force Contracting