

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

**AIR FORCE RESERVE COMMAND
MISSION DIRECTIVE 004**



16 FEBRUARY 2023

Mission Directive

CONTRACTING FLIGHTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Bradley T. Marcum, GS15)

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This Mission Directive implements guidance in AFI 38-101, *Manpower and Organization*. It delineates the mission, command relationships, and responsibilities of AFRC Contracting Flights. This Mission Directive applies to individuals assigned to HQ AFRC and subordinate units. It does not apply to Regular Air Force, Space Force, or ANG units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System and Records Disposition Schedule. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented.

SUMMARY OF CHANGES

This publication has been revised and changes has been made to the purpose and the references.

1. Mission. Provide policy, procedures, guidance, and contracting support to the Air Force Reserve Command subordinate units and staff to meet the Air Force Reserve Command mission.

1.1. Directs contracting program for the acquisition and administration of commodities, services, and construction requirements in support of Air Force Reserve Command bases.

1.2. Provides contingency contracting services in support of worldwide deployments and emergency operations.

2. Command. The Contracting Flight Commander:

2.1. Reports to the Commander of their assigned Mission Support Group.

2.2. Exercises administrative control over assigned personnel.

3. Responsibilities.

3.1. Execute commander's responsibilities as outlined in AFI 1-2, *Commander's Responsibilities*.

3.2. Provides oversight and execution of the Contracting mission.

JOHN P. HEALY, Lt Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION

References

AFI 1-2, *Commander's Responsibilities*, 8 May 2014

AFI 38-101, *Manpower and Organization*, 29 August 2019

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

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*