

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 64-117**



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Contracting

**GOVERNMENT PURCHASE CARD USE
WHEN PURCHASING ITEMS USED IN
THE MAINTENANCE REPAIR AND
OVERHAUL OF PROGRAM OFFICE
CONTROLLED COMMODITIES OR
WEAPON SYSTEM PRODUCTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the Government Purchase Card (GPC) policies and procedures for the purchasing of raw stock, parts, materials, services, and special processes used in the Ogden Air Logistics Complex (OO-ALC) Maintenance Repair and Overhaul (MR&O) of commodities or weapon system products and Other Major End Items products purchased via GPC. It augments Department of the Air Force Instruction (DAFI) 64-117, *Government Purchase Card Program*, Air Force Instruction (AFI) 23-101, *Materiel Management Policy*, Air Force Manual (AFMAN) 32-7002 *Environmental Compliance and Pollution Prevention*, AFMAN 23-122, *Materiel Management Procedures*, and Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*. All purchases that are placed on, or applied to, an end item and remain with that end item as part of the MR&O procedures described in the applicable technical orders or technical data, shall be governed by the processes described herein. This instruction does not apply to the United States Air Force Reserve, Air National Guard, or the OO-ALC geographically separated units. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of IAW the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force

(DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

Changes include restructure of information to better define processes and user roles as well as removing confusing verbiage and non-value criteria.

1. Overview. The squadron director is responsible for managing vendor risk by ensuring the affected shop supervisor executes the risk mitigation plan (risk handling plan/countermeasures) as determined in the production risk assessment until the associated risk is decreased to an acceptable level. As the main office for policy and procedures, OO-ALC/OBWC will ensure policy and guidelines are addressed in this instruction and will review/coordinate changes. Compliance with this policy will ensure that purchased products conform to specified technical and purchase requirements; required purchase approvals are obtained; and purchase documentation and data can be accurately tracked to prevent the unintended purchase of counterfeit and unapproved parts. All shops performing MR&O for partnered workloads (Boeing Lockheed Martin, Honeywell, British Aerospace Enterprise, Northrop Grumman, etc.) at OO-ALC shall follow the contractually defined methods/procedures for selecting approved vendors and executing purchases in accordance with (IAW) AFSCMAN 21-102. When the GPC is used, the processes in **paragraph 5** will be followed and the appropriate approvals will be obtained. For the real property installed equipment and utilities, the 309th Maintenance Support Group will follow the policy in AFSCMAN 21-102 and AFSCMAN21-102_OO-ALCSUP. IAW DAFI 64-117, Budget Code 8, depot-repairable items are not allowed to be purchased on the GPC.

2. Purchases Defined by Buy Type.

2.1. Raw stock: Defined as metals, plastics, extrusions, composite materials, etc., or other items requiring further manufacturing or processing before direct application to a commodity or weapon system.

2.2. Parts: Defined as items requiring no further manufacturing, before direct application to a commodity or weapon system. Parts could also be consumable items, which are not reused, repaired or overhauled during maintenance operations, which require no further manufacturing, before direct application to a commodity or weapon system.

2.3. Hazardous Material: Defined as all material that are covered under the Emergency Planning and Community Right-to-Know Act or other applicable host nation, federal, state, or local tracking or reporting requirements and under the Occupational Safety and Health Administration (OSHA) Hazardous Communication Standard (29 CFR 1910.1200) or the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories Standard (29 CFR 1910.1450); Class I or Class II ODS. Exceptions. The term Hazardous Material, as used in this instruction, excludes: Munitions, as defined by AFMAN 21-200, *Munitions and Missile Maintenance Management*; pharmaceuticals managed by an installation pharmacy or formulary; radioactive materials (RAM), as defined in and managed IAW AFMAN 40-201, *Radioactive Materials (RAM) Management*; and hazardous waste.

2.4. Services: Defined as Maintenance processes (e.g., bearing refurbishment, a diesel head overhaul, dynamometer testing, machining, and radiator overhaul) applied to subcomponents, commodities, and/or weapon systems.

2.5. Special processes: Defined as any process for production and/or service provision (e.g., plating, heat treat, anodizing, and high velocity oxygenated fuel) where the resulting output cannot be verified by subsequent monitoring or measurement and as a consequence, deficiencies become apparent only after the product is in use or the service has been delivered.

3. The OO-ALC Government Purchase Card Tracking System-(GPC-TS).

3.1. GPC-TS is the system used for all GPC buy types identified within this instruction. This system contains the Evaluated Vendor List (EVL), vendor performance, vendor approval status, and the information associated with each GPC purchase.

3.2. Access to the GPC-TS will require a DD Form 2875, *System Authorization Access Request*.

3.3. Each initiated purchase in the system is assigned a unique GPC identification (ID) number.

3.4. Various screen prompt selections direct the user to input the required data into the fields indicated based on the type of items purchased. The user shall fill in the required fields with the correct information and upload the required documents.

4. GPC Purchasing Criteria Defined.

4.1. Proof of Backorder (POB): A valid backorder in the Naval Air Systems Command Industrial Material Management System (NIMMS) with a requisition in D035K along with the estimated delivery date that will not meet the requirement of the repair actions.

4.2. Engineer (EN) Approval Letter: As outlined in section 8.

4.3. Request for Quote (RFQ): A request to a company to provide the availability of the item, cost, and the delivery date. An example of a RFQ is available for download in the GPC-TS.

4.4. Invoice and/or Receipt: Vendor-provided documents, confirming the goods or services were provided to the customer.

4.5. Certificate of Conformance (COC): Approval of Certificate of Conformity that is granted to a product that meets a minimum set of regulatory, technical and safety requirements. If COC cannot be provided, a form of documented information will suffice but must include all of the following, a traceable contract number, national stock number, part number, or cage code. If processing a Part Number Supply Support Request (PNSSR) GPC buy at a minimum, must have, a valid part number that correlates to an active PNSSR.

5. The GPC purchase buy type process is authorized based on the following requirements: GPC purchase buy types are authorized when the earliest delivery date exceeds the critical path date established by the production schedule or a verified mission capable requirement exists. The following criteria and conditions also must be met by each buy type by providing proof in GPC-TS.

5.1. Raw Stock:

5.1.1. POB Exception: A backorder is not required for raw stock that is non-stock listed.

5.1.2. EN Approval Letter – Maintenance Production EN

5.1.3. RFQ

5.1.4. Invoice

5.1.5. COC

5.2. Parts:

5.2.1. POB

5.2.2. EN Approval Letter – Engineering Support Activity (ESA)

5.2.3. RFQ

5.2.4. Invoice

5.2.5. COC

5.3. Hazardous Material:

5.3.1. Enterprise Environmental Safety and Occupational Health (EESOH) -Management Information System will be used to order hazardous materials.

5.3.2. POB Exception: For locally assigned stock numbers and EESOH stock listed material an EESOH authorization letter for GPC purchase is required.

5.3.3. EN Approval Letter-Maintenance Production EN.

5.3.4. RFQ

5.3.5. Invoice

5.3.6. COC

5.4. Services:

5.4.1. EN Approval Letter- Reviewed and Approved by Group and Squadron EN.

5.4.2. RFQ

5.4.3. Invoice

5.4.4. Organic capability does not exist.

5.4.5. Organic capability exists, but is not currently available due to extenuating circumstances (e.g., equipment failure).

5.4.6. Organic capacity is insufficient to support customer's requirements.

5.4.7. Any service intended to be continually outsourced shall be put under contract (e.g., Blanket Purchase Agreement [BPA]).

5.5. Special process.

5.5.1. All outsourced and special processes shall be validated by the process EN using the below criteria if not National Aerospace and Defense Contractors Accreditation Program (NADCAP) certified. Validation is accomplished at the vendor's location, by an examination of objective evidence that an outsourced special process is consistent with the specific technical requirement and/or the specified intended use is met. This validation process will evaluate the following.

5.5.2. Equipment.

5.5.3. Qualification of personnel.

5.5.4. Methods and procedures (work instructions).

- 5.5.5. Quality control and assurance plans.
- 5.5.6. Process control data.
- 5.5.7. Record retention.
- 5.5.8. Organic capability does not exist.
- 5.5.9. Organic capability exists, but is not currently available due to extenuating circumstances (e.g., equipment failure).
- 5.5.10. Any special processes intended to be continually outsourced shall be put under contract (e.g., BPA).
- 5.5.11. Re-validation of outsourced special processes and vendors occurs with each purchase. Internal validation occurs with the mandated 2-year review cycle of the process order or master process order wherein the validation is documented, with the Production EN Approval Letter.
- 5.5.12. Invoice
- 5.5.13. COC

6. Blanket Purchase Agreement.

- 6.1. BPAs: A simplified method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply.
- 6.2. Call out BPA Contract Number.
- 6.3. EN Approval Letter –Exception not required if called out in BPA.
- 6.4. RFQ- Exception not required if called out in BPA.
- 6.5. Invoice
- 6.6. COC- Exception not required if called out in BPA.
- 6.7. Contact your Defense Logistics Agency-Aviation Customer Support Specialist to determine if material is on the BPA.

7. Multiple buy types in the GPC-TS.

- 7.1. When multiple buy types are associated with the same purchased product, all purchasing processes for the applicable buy types shall be followed and the required documentation uploaded to the GPC-TS. **EXAMPLE:** Paying the same company for steel (raw stock) and the heat treatment of the steel (special process) in the same purchase. Both purchasing processes for raw stock and special processes are followed and the documentation for both are uploaded.

8. Engineering approval letter. *Is required for all GPC purchases regardless of buy type, all criteria and conditions defined.*

8.1. Squadron process EN will compare the purchase requirements to the technical requirements contained in the Technical Order (TO), to ensure compliance. If the requested item(s) are not governed by a specification, standard (e.g., Aerospace Material Specification, America Society for Testing and Material, Society of Automotive Engineers, or brand name communicated through program office-controlled TO or drawings), the squadron process EN shall provide the approval letter to the appropriate ESA for signature. An example ESA letter can be found on the OO-ALC/OBWC Production Support SharePoint.

8.1.1. Official letterhead with date, signature and with the following information:

8.1.2. Item nomenclature (s).

8.1.3. Vendor name and address.

8.1.4. Part number(s) and/or national stock number(s).

8.1.5. Effective Date. ESA letter effective date will not exceed 1 year past signature date. If using an AFMC Form 202 for ESA justification, the ESA effective date shall not exceed AFMC Form 202 expiration date.

8.1.6. Governing technical data requirements to include, as applicable: TO number and publication date, specifications and/or standards with revision dates, drawing numbers and revisions.

8.1.7. For parts being used on the end item, the approval letter shall only be signed by the ESA.

8.1.8. The squadron process EN will identify which vendors are approved or disapproved in the GPC-TS.

8.1.9. Engineering authority by the ESA is not necessary for raw stock, chemicals, and special processes identified by military standard or specification in the technical order/manual. These types of orders may be approved by the production EN.

8.1.10. Air Force Materiel Command (AFMC) Form 202, *Nonconforming Technical Assist Request and Reply*, can **only** be used for a **one-time** substitution for the procurement of parts, components, or materials determined to be a suitable substitution or replacement to fulfill a critical shortage or urgent need to prevent a work stoppage IAW AFMCMAN 63-1202, paragraph 1.3.

8.1.11. AFMC Form 202 shall not be utilized for recurring GPC purchases. If repeat purchases are needed, the production EN shall utilize the approval letter format for ESA approval for a reoccurring requirement. When using the AFMC Form 202 for ESA justification, it shall be included with the ESA letter and uploaded to the GPC Tracking System.

8.1.12. Deleted.

9. The Organization will:

9.1. Appoint a GPC point of contact (POC), at a minimum, at the squadron-level to provide oversight. NOTE: The GPC POC will be required to perform analysis of purchases to ensure the intent of the policy is met and make recommendations for corrective actions.

9.2. Will approve or disapprove all GPC purchase requests as defined in [paragraph 5](#) through [paragraph 5.5.13](#).

10. Requestor/Cardholder will:

10.1. Submit an ESA approval letter prior to starting the purchase process. The purpose of the ESA approval letter is to ensure the vendor is qualified and the item being purchased meets the technical requirements.

10.2. Will submit an RFQ to the vendor(s) provided by the ESA or a vendor on the EVL for quote.

10.3. Once the quote is received, the requestor will initiate the purchase buy type in the GPC-TS. The requestor will compare the ESA provided vendor to the EVL. If the ESA provided vendor is not in the EVL follow the steps in [paragraph 17](#) risk assessment.

10.4. When the cardholder receives the purchased item, the cardholder will upload all remaining documents into the GPC-TS (outlined in [paragraph 5](#)).

10.5. Follow up with the technician, lead, process EN, etc., to determine the evaluation to input into the GPC-TS for each line item associated with the GPC ID. The quality, quantity, and on-time delivery is rated by selecting the appropriate number on the point scale for each question on the evaluation.

10.6. Quality will be weighed twice as much as quantity and on-time delivery.

10.7. Evaluation numbers are averaged to generate scores for each vendor's buy type; these scores are linked to the GPC ID numbers used to generate the score and can be found in the EVL.

10.8. Re-evaluation of each vendor on the EVL occurs with each purchase.

10.9. The point scale rating is as follows:

10.9.1. 1-3 Disapproved.

10.9.2. 4-6 Conditional.

10.9.3. 7-9 Approved.

10.10. When all required documentation is received and uploaded to the GPC-TS; the cardholder will send to the group POC, who will review for accuracy, completeness, and be the final signature/closing authority.

10.11. Deleted.

11. Group GPC POC will:

11.1. The appointed group POC will be responsible for the groups' and the squadrons' GPC processes.

11.2. Be the interface between the users assigned to the group.

11.3. At a minimum, every 6 months review and validate the user list and functional role, for their group, and request changes through the system OPR.

11.4. Ensure the cardholder/requestor only submit purchase buy type using vendors on the EVL and follow the rules/process laid out for the buy type herein.

11.5. Upload new vendor to the GPC-TS when required.

11.6. Review all purchase buy types to ensure all approval documentation and attachments are uploaded to the GPC-TS.

11.7. GPC purchase buy types, with missing documentation, will be disapproved and sent back to the cardholder/requestor for action.

11.8. Once the purchase buy type has been approved by the group GPC POC, the package will be returned to the Production Support Chief for final approval to purchase.

11.9. To eliminate the amount of open orders in the GPC-TS, the group GPC POC will review all incomplete GPC purchases monthly. The group GPC POC will request the cardholder validate open purchase requests and take necessary action to close them as applicable.

12. Production Support Flight Chief (PSFC). Also referred to as the Exchangeable Production Support Center/Weapon System Chief] **will:**

12.1. Ensure all the required approval documentation and attachments are uploaded to the GPC-TS prior to the purchase.

12.2. The PSFC may assign someone to perform the review and approve or disapprove the purchases; however, the PFSC is responsible for the accuracy of the purchases. Once the package is reviewed and approved, the PSFC will sign the package.

13. Vendor Selection:

13.1. Only vendors on the EVL can be selected for purchases. *NOTE: If the ESA provided a vendor that is not on the EVL, follow the steps in (paragraph 17..)*

13.2. Vendors will be selected based on status, lowest cost and fastest delivery.

14. Vendor Status:

14.1. Vendor status is based on individual buy types from the previous purchase evaluations. One of three possible statuses, approved, conditional, or disapproved, is assigned to each vendor on the EVL within the GPC-TS.

14.2. Individual buy type scores are provided for each vendor based on the evaluation performed. The buy type score will be used to determine the extra documentation and approvals required before the purchase can be made.

14.3. Score ranges for the three statuses are listed below, along with the levels of control and documentation required for each.

14.4. Approved (6.00 – 9.00 score). Results from sufficient performance. No risk assessment is required.

14.5. Conditional (3.00 – 5.99 score). Vendors are demoted to conditional status based on low evaluation scores.

14.6. Disapproved (1.00 – 2.99 rating). Consistent low evaluation scores. Vendors are demoted to disapproved status based on low evaluation scores.

14.7. Results from poor performance, newly added to EVL, or no purchase history (0.00 score). A risk assessment is required.

14.8. At any time, the squadron POC, group POC or the PFSC can lower a vendor's buy type status.

15. Vendors Who Do Not Meet the Criteria.

15.1. Vendors who are not on the EVL.

15.2. The selected buy type for the vendor is in a conditional or disapproved status.

15.3. Disapproved vendors are not available for selection unless the appropriate level of approval is given based on the results of the risk assessment and no alternate vendor can be found.

15.4. Vendor must have a current NADCAP certificate or been validated by the OO-ALC validation procedure.

15.5. Vendor NADCAP certificates can be added to the EVL by the squadron POC or PSFC.

16. New Vendors.

16.1. Newly added vendors shall be given a conditional status for each buy type. The status will change based on the specific buy type purchase evaluations.

16.2. Vendors may be promoted to conditional status upon completion of a suitable corrective action issued by the benefiting squadrons' process EN.

17. Risk Assessment:

17.1. A risk assessment(s) will be filled out for each of a vendor's buy type(s) that is on a conditional, disapproved status, or if the ESA provided a vendor that is not on the EVL.

17.2. Vendor risk is based on quality and quantity, on-time delivery and/or cost. Greater emphasis shall be placed on vendor quality.

17.3. Assessment of vendor risk is accomplished within GPC-TS.

17.4. The group chief EN, or their designee, is responsible for ensuring the completion of the production risk assessment in the GPC-TS, which includes determining the appropriate risk mitigation plan (risk handling plan/countermeasures).

17.5. When a purchase is desired from a conditional or disapproved vendor, and a sufficient alternate vendor cannot be found, the group chief EN/designee will appoint someone to complete the risk assessment.

17.6. The appointed person is responsible for ensuring the completion of the risk assessment in the GPC-TS, which includes determining the appropriate risk mitigation plan when a purchase is desired from a disapproved vendor.

17.7. Any issues or roadblocks encountered during the purchasing process, that cannot be resolved by the group chief EN, shall be communicated through the group chief EN to the OO-ALC/EN Director for disposition.

18. Acceptance of Vendor Risk.

18.1. The following levels of approval (signatures on the Production Risk Assessment worksheet) shall be obtained based on the risk level determined in the production risk assessment in the GPC-TS.

18.2. High risk. Acceptance shall be by the group chief EN and group/squadron director with concurrence from complex leadership (OO-ALC/CC, DV or CV).

18.3. Medium risk. Acceptance shall be by the group chief EN and group/squadron director.

18.4. Low risk. Acceptance shall be by the group chief EN or designee.

18.5. If unacceptable risks remain after implementation of the risk mitigation plan (risk handling plan/countermeasures) as outlined in the risk assessment through the GPC-TS, the appropriate supervisory levels will be informed and a new modified risk assessment may be completed.

19. Corrective Action. When it is determined that a vendor (or external provider) is responsible for not fulfilling requirements or non-conformance is identified, the customer group process EN and cardholder shall:

19.1. Notify the organizations (squadrons) of the non-conforming processes, products, or services to ensure the non-conformity does not affect maintenance. Take action to control/isolate the non-conforming product (material, service or process).

19.2. Notify the vendor of the non-conforming processes, products, or services and obtain appropriate disposition, which may include replacing the product or modifying/re-accomplishing the requirement, or reimbursing the purchase.

19.3. Based on the severity of the non-conformance/impact to production (cost, quality, schedule), change the vendors buy type approval status to conditional or begin the process for getting the supplier disapproved.

19.4. If the disapproved vendor contacts the unit, to resume business relations with the squadron, their history will be reviewed to determine what caused them to be disapproved.

19.5. The appropriate EN will create a corrective action plan and provide it to the disapproved vendor.

19.6. The appropriate EN will monitor and track the vendor's corrective actions and progress, and upon completion, request the vendors status be changed in the GPC-TS.

20. Configuration Control Board Meeting (CCB) will:

20.1. The purpose of the CCB is to ensure the accuracy of the policy coincides with the GPC-TS to ensure required changes are made/reviewed semi-annually.

20.2. OO-ALC/OBWC will schedule and chair the CCB meeting. OO-ALC/OBWC will ensure that each squadron or group is represented. Additionally, the GPC system administrator will be invited to the CCB meetings.

20.3. System change requests/recommendations may be made during the CCB.

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Commander, Ogden Air Logistics Complex

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

AFI23-101, *Materiel Management Policy*, 22 October 2020

AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020

AFSCMAN21-102_OO-ALCSUP, *Depot Maintenance Management*, 26 July 2023

DAFI 64-117, *Government Purchase Card Program*, 19 May 2022

AFMAN 21-200, *Munitions and Missile Maintenance Management*, 9 August 2018

AFMAN 23-122, *Materiel Management Procedures*, 27 October 2020

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

AFMAN 40-201, *Radioactive Materials (RAM) Management*, 29 March 2019

AFMCMAN 63-1202, *Engineering Technical Assistance Request (ETAR) Process*, 30 September 2022

AFSCMAN 21-102, *Depot Maintenance Management*, 5 April 2021

AFSCMAN 21-102_OO-ALCSUP, *Depot Maintenance Management*, 25 August 2021

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AFMC Form 202, *Engineer Technical Assist Request FF*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 2875, *System Authorization Access Request (SAAR)*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFSCMAN—Air Force Sustainment Center Manual

BPA—Blanket Purchase Agreement

CCB—Configuration Control Board

COC—Certificate of Conformance

DAF—Department of the Air Force

DAFI—Department of the Air Force

EESOH—Enterprise Environmental Safety and Occupational Health

EN—Engineer

ESA—Engineering Support Activity

ETAR—Engineering Technical Assistance Request

EVL—Evaluated Vendors List

GPC—Government Purchase Card

GPC-TS—Government Purchase Card - Tracking System

ID—Identification

IAW—In Accordance With

MR&O—Maintenance Repair and Overhaul

NADCAP—National Aerospace and Defense Contractors Accreditation Program

OO-ALC—Ogden Air Logistics Complex

OSHA—Occupational Safety and Health Administration

OPR—Office of Primary Responsibility

PNSSR—Part Number Supply Support Request

POB—Proof of Backorder

POC—Point of Contact

PSFC—Production Support Flight Chief

RAM—Radioactive Material

RFQ—Request for Quote

TO—Technical Order