

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 64-102

9 JUNE 2020



CONTRACTING

INSTALLATION CONTRACTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/AQC

Certified by: SAF/AQC
(Maj General Cameron G. Holt)

Supersedes: AFI 64-102, 09 Oct 2014

Pages: 17

This publication implements Air Force Policy Directive (AFPD) 64-1, *The Contracting System*. It provides guidance and procedures on operational contracting support to support the mission needs of units within installations, including circumstances where the installation contracting office provides above-Base Operating Support (BOS). It applies to all civilian employees and uniformed members of the Regular Air Force and Air Force Reserve who perform duties in Air Force contracting units. It does not apply to the Air Force Operational Test and Evaluation Center, the Air Force Nuclear Weapons Center, or Air National Guard units. This Air Force Instruction (AFI) may be supplemented at any level, but all supplements that directly implement this publication must be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Commanders or equivalent may waive non-tiered requirements but must send a copy of the approved waiver to the OPR of the Higher Headquarter publication being waived within 30 days of approval for situational awareness and process improvement considerations. For tier waiver items, send the publication OPR a completed AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, or an email with the equivalent information content. Ensure all records created as a result of processes prescribed in this publication are maintained in

accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include the following: renaming the AFI from *Operational Contracting Program* to *Installation Contracting*; designating the responsibilities of the Air Force Installation Contracting Center (AFICC); incorporating the evolving role of the Air Force Life Cycle Management Center (AFLCMC) operational contracting organizations (PZIs); updating General Contracting Authority delegation; and establishing the Contracting Support Integration Board (CSIB) to resolve above-BOS contracting support where the mission partner does not have dedicated contracting support or a current support agreement.

1. Program Overview:

1.1. **Overview** . This publication establishes guidance and procedures for the organization and operation of installation contracting units. Source of Contracting Authority and responsibility to contract is vested in the Secretary of Defense as established by the National Security Act of 1947, the Armed Services Procurement Act of 1947. This authority flows through the Secretary of the Air Force, to the Assistant Secretary (Acquisition), to the Deputy Assistant Secretary (Contracting) and Associate Deputy Assistant Secretary (Contracting) as the Head of the Contracting Activity (HCA). Installation contracting may be accomplished by contracting, enterprise sourcing, specialized contracting squadrons, operational contracting offices, or contracting divisions.

2. Roles and Responsibilities:

2.1. **The Secretary of the Air Force (SECAF)** . Head of the Agency with the authority to delegate contracting authority to acquisition officials in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 202.101.

2.2. **The Assistant Secretary of the Air Force (Acquisition, Technology & Logistics) (SAF/AQ)** . The SAF/AQ serves (or is designated as) as the Senior Procurement Executive, unless the terms of a statute or delegation indicate that an action must be done by the Under Secretary of Defense (Acquisition & Sustainment), Secretary of the Air Force or the Under Secretary of the Air Force (USECAF). SAF/AQ responsibilities are described in DFARS 202.101 and Headquarters Air Force Mission Directive (HAFMD) 1-10, Assistant Secretary of the Air Force (Acquisition).

2.3. **The Deputy Assistant Secretary (Contracting) (SAF/AQC)** . Deputy Assistant Secretary (Contracting) and Associate Deputy Assistant Secretary (Contracting) are the HCA for the Air Force with the responsibility and authority to enter into, approve, terminate, and take all other appropriate actions with respect to contracts and agreements (grants, cooperative agreements, and other transactions). (T-1). The HCA concurrently serves as the Head of Awarding or Administering Activity with regards to grants and assistance agreements. SAF/AQC delegations, including the authority to enter into, approve, modify, and terminate contracts, are recorded in Air Force Federal Acquisition Regulation Supplement (AFFARS) Mandatory Procedures (MP) 5301.601. All nondelegable HCA

responsibilities may be exercised only by SAF/AQC. SAF/AQC makes the delegations for all delegable HCA responsibilities including the authority to enter into, approve, modify, and terminate contracts in AFFARS MP5301.601(a)(i). AFFARS MP5301.601(a)(i) also establishes the authority to further redelegate. SAF/AQC is designated as the Air Force Competition Advocate General and provides functional management for Air Force contracting personnel. (reference AFFARS 5306.501).

2.3.1. Serve as the mission-focused business leader to advise and support contracting actions that meet the needs of installation commanders, Direct Reporting Units (DRUs), deployed commanders, and resident, tenant, and supported units. Installation contracting may be accomplished by contracting, enterprise sourcing, or specialized contracting squadrons, operational contracting offices, contracting divisions, or another organization entity designed to meet local needs.

2.3.2. Implement the Air Force Small Business Programs for awarding contracts to small businesses and the associated categories of the small business programs in accordance with AFI 90-1801, Small Business Programs. Ensure competition and commercial goals are considered when planning an acquisition strategy.

2.3.3. Implement Government Purchase Card (GPC) program which contains adequate policies, processes, and procedures to meet Mission Partner needs while maximizing use of the Expanded Use Program (reference AFI 64-117, Government Purchase Card Program.)

2.3.4. Support the execution of service contract requirements and assist the Air Force Program Executive Office for Combat and Mission Support (AFPEO/CM) in execution of their authorities under AFI 63-138, Acquisition of Services. Support AFPEO/CM to secure authorities and approvals from SAF/AQC and/or SAF/AQ relating to service acquisitions above delegated authority. Support Annual Execution Reviews in accordance with AFI 63-138.

2.3.5. Provide tools, templates, advice and training to the contracting workforce to ensure compliance with labor laws and regulations in accordance with AFI 64-106, Contractor Labor Relations Activities.

2.3.6. Support Expeditionary Operations Functional Area Management and Operational Contract Support to rapidly respond to declared emergencies, contingencies, natural disasters and/or humanitarian events. Plan and manage contingency contracting support in accordance with AFPD 10-4, Operations Planning: Air Expeditionary Force and Global Force Management, AFI 10-401, Air Force Operations Planning and Execution, AFI 10-403, Deployment Planning and Execution and AFI 64-105, Contingency Contracting Support.

2.3.7. Support contracting innovation and streamlining efforts to reduce acquisition lead times, improve mission outcomes for squadrons, reduce costs of ownership of installations, to reinvest time and resources, and improve squadron readiness and lethality. Examples include the application of category management principles at the local, regional, and enterprise wide level, expanded use of Government Purchase Card Program, smart use of AF and Federal government wide contract solutions where

appropriate, force development, development of and maintenance of contracting business systems, and providing policy support.

2.4. Installation/Group Commanders:

2.4.1. Ensure adequate planning and resourcing for contract requirements generation, acquisition planning, procurement and management of contracts throughout the acquisition lifecycle. (T-1).

2.4.2. Ensure compliance with AFI 64-117 to ensure the efficiency, effectiveness and compliance of installation program. Maximize the use of the GPC Expanded Use Guidebook to reduce acquisition delivery lead times, and increase GPC transaction rebates to units. (T-1).

2.4.3. Ensure contracting office facilities have adequate meeting space, information technology, source selection facilities, and parking to facilitate source selections, contractor meetings, negotiations, and performance management reviews. (T-1).

2.4.4. Support local contracting leadership in resolution of contractor personnel labor relations issues in accordance with AFI 64-106. The Air Force maintains regional labor advisors who can assist in resolving labor relations issues. (T-1).

2.4.5. Commanders and requirements customers must ensure due regard for the required exercise of independent professional judgement by the Contracting Officers, Small Business Professionals, comptrollers, auditors, grants and agreements officers, and other acquisition and assistance professionals in meeting Air Force mission needs and fulfilling public policy objectives.

2.5. Installation Contracting Units:

2.5.1. Air Force Materiel Command (AFMC) Center Aligned Operational Activities. AFMC Product Centers, AFLCMC PZIs, Air Force Sustainment Center and Air Force Test Center (AFTC) include operational contracting activities aligned to the AFMC bases to provide installation contracting support of the base and center mission.

2.5.2. AFICC is a primary subordinate unit reporting to the Air Force Installation and Mission Support Center and is responsible for executing and managing above wing-level operational acquisitions across the world-wide Air Force enterprise.

2.5.3. Below wing-level contracting units consist of Contracting Squadrons and Numbered Contracting Flights.

2.6. Contracting Unit Commanders Responsibilities: Shall maintain and enforce standards in accordance with AFI 1-2, *Commander's Responsibilities*. (T-1).

2.6.1. Serve as senior business leader in support of the installation commander, tenant units, and other supported organizations to turn requirements and resources into ideal commercial market solutions. Provide smart, effective, efficient and sound business solutions/strategies to meet installation mission requirements. (T-1).

2.6.2. Ensure the unit is appropriately structured and optimize the use of resources to perform installation contracting functions. (T-1).

2.6.3. Manage the contracting program to ensure it effectively meets Mission Partner needs while complying with all applicable laws, executive orders, regulations, and all other applicable procedures. Duties include:

2.6.3.1. Integrate stakeholders into the planning and execution of installation level procurements including acquisition strategies, solicitation, award, administration, closeouts and termination of Air Force contracts.

2.6.3.2. Ensure contract files are established containing the records of all contractual actions in accordance with FAR Subpart 4.8. **(T-3)**.

2.6.3.3. Utilize the CSIB process as outlined at paragraph 3.1.1. to resolve above-BOS workload issues with DRUs, tenants or other joint service or Defense Agencies, not outlined in a support agreement, and where the installation contracting unit cannot, due to capacity, installation policy or other reasons perform the above-BOS workload.

2.6.3.4. Establish and maintain installation contracting education programs to promote Mission Partner and contractor understanding of contracting authorities, roles/responsibilities in the acquisition process, contracting procedures, quality assurance, and encourage effective collaboration to promote socio-economic/small business programs and ensure mission objectives. **(T-3)**.

2.6.3.5. Maintain a self-inspection/self-assessment program in accordance with AFFARS MP5301.601-91, *Air Force Contracting Self-Inspection Program* and AFI 90-201, *The Air Force Inspection System*. **(T-1)**.

2.6.3.6. Ensures execution of unit training and development program ensuring personnel receive appropriate and timely training to meet requirements in the 64PX, 1102 and 6C0X1 Career Field Education and Training Plan (CFETP) and AFI 36-2651, *Air Force Training Program*. **(T-0)**. Executes unit requirement to accomplish and document CCO training in accordance with AFI 64-105.

2.6.3.7. Maintain awareness of and manage contingency contracting plans, continuity of operations plan and base support plan, Contingency Contracting Officer (CCO) training, and personnel readiness in accordance with AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning* and AFI 64-105. See published Contracting Posturing and Sequencing Guidance available on Air & Space Expeditionary Force Online (AEF Online) through the Air Force Portal. Accomplish and document CCO training in accordance with AFI 64-105 and other mandatory training requirements. **(T-1)**.

2.6.3.8. Publish in advance the submission guidance and dates for end of the fiscal year purchase requests based on the type and value of the action. **(T-3)**.

2.6.3.9. Manage the Government Purchase Card program in accordance with AFI 64-117. **(T-1)**.

2.6.3.10. Maintain training programs to meet Defense Acquisition Workforce Improvement Act requirements, Contracting Officer's Representative (COR), Government Purchase Card, decentralized ordering and acquisition requirements. **(T-1)**.

- 2.6.3.11. Support Nonappropriated Fund instrumentalities in accordance Air Force Manual (AFMAN) 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*. **(T-0)**.
- 2.6.3.12. Promote the use of required sources of supply, small business and competitive procurements.
- 2.6.3.13. Maintain a Contracting Quality Assurance Program and appoint a Quality Assurance Program Coordinator. **(T-1)**.
- 2.6.3.14. Establish local policy as needed to implement a contract review committee.
- 2.7. Director of Business Operations (If Applicable):**
- 2.7.1. Provide oversight and direction to ensure effective installation contracting operations and perform Director of Business Operations responsibilities as assigned. **(T-3)**.
- 2.7.2. Manage civilian development, perform special assignments, projects, initiatives, or other duties as assigned. **(T-3)**.
- 2.7.3. Direct the small business and other socio-economic programs in accordance with AFI 90-1801, *Small Business Programs*, and the FAR when a full-time small business professional has not been appointed. **(T-3)**.
- 2.7.4. Serve as the chairperson or alternate chairperson of the contract review committee **(T-3)**.
- 2.7.5. Maintain best practices in support of established uniform policies and procedures found in AFFARS, MPs, and PGIs. **(T-3)**.
- 2.7.6. Report unit trends found during self-inspections in accordance with AFFARS requirements. **(T-3)**.
- 2.7.7. Serves as the senior civilian procurement official in the squadron/organization with unlimited warrant authority.
- 2.8. Contracting Superintendents:**
- 2.8.1. Manage the self-inspection program in accordance with AFFARS MP5301.601-91, *Air Force Contracting Self-Inspection Program* and AFI 90-201. **(T-3)**.
- 2.8.2. Manage the unit training and development program ensuring personnel receive appropriate and timely training to meet requirements in the 64PX, 1102 and 6C0X1 CFETP and AFI 36-2651. **(T-0)**. Support the unit leadership requirement to accomplish and document CCO training in accordance with AFI 64-105. **(T-3)**.
- 2.8.3. May perform first sergeant duties as an extra duty, if applicable.
- 2.8.4. Advise the flight commanders/chiefs on enlisted matters and perform enlisted personnel career advisor activities. **(T-3)**.
- 2.8.5. Monitor and review operational plans as required. **(T-3)**.
- 2.8.6. Act as unit deployment manager, including managing readiness reporting, and Air and Space Expeditionary Force Reporting Tool, etc., as required. **(T-3)**. Ensure that personnel are deployment ready. **(T-3)**.

2.8.7. Manage unit awards and recognition program. (T-3).

2.8.8. Supervise the Non-commissioned Officer in Charge of the Contingency Support Cell and the Support Section, if applicable.

2.8.9. Chair or co-chair the contract review committee, if appointed. (T-3).

2.8.10. Provide administrative support and manage personnel programs. Performs other administrative duties as assigned. (T-3).

2.9. Acquisition Flight Commanders/Flight Chiefs or Division/Branch Chiefs: Serve as the supervisor and workload manager for flight/division/branch personnel. If a military officer, the duty title is Flight Commander. If civilian employee or enlisted, the duty title is Flight Chief. Perform contracting functions associated with the procurement of services, supplies, construction; units may alter organizational structures for optimal performance. (T-3).

2.9.1. Responsible for the management of all activities assigned to/performed by the acquisition flight/division/branch. Plan and organize activities ensuring effective collaboration with requirements owners/contractors/stakeholders, adequate acquisition planning, socio-economic program/small business participation, execution of award, performance of contract administration, and maintenance of unit programs/systems. (T-3).

2.9.2. Ensure acquisition/system/program compliance with federal statutes, regulations and policy. (T-3).

2.9.3. Ensure development of effective and efficient business solutions to meet mission requirements. (T-3).

2.9.4. Ensure execution of the unit training and development program ensuring personnel within the flight receive appropriate and timely training to meet requirements in the 64PX, 1102 and 6COX1 Career Field Education and Training Plan and AFI 36-2651. (T-0). Support the unit requirement to accomplish and document CCO training in accordance with AFI 64-105. (T-3).

2.9.5. Execute Mission Partner/contractor education programs. (T-3).

2.9.6. Serves as the senior civilian procurement official in the division/flight with unlimited warrant authority.

2.10. Plans and Programs Flight Commander/Flight Chief: As directed, oversees areas including, but not limited to, the following:

2.10.1. Performs oversight of contracting systems administration, Government Purchase Card, quality assurance and other support functions; units may alter organizational structures for optimal performance. (T-3).

2.10.2. Maintain all information technology resources including the operation and management of automated contracting systems and E-commerce initiatives. (T-3).

2.10.3. Prepares monthly, quarterly, or annual reports and metrics, as required. (T-3).

2.10.4. Manages purchase requests and other appropriate funding documents, accurately distributes contractual documents, and provides general administrative support. (T-3).

2.10.5. Ensure for services acquisitions, services shall be based on clear, performance-based requirements to the maximum extent practical in accordance with AFI 63-138. **(T-3)**.

2.10.6. Monitors and reports the acquisition workload. As directed, may manage the quality assurance, GPC programs, and the contract review committee. **(T-3)**.

2.10.7. Manages the quality assurance, Government Purchase Card and the contract review committee programs providing consolidated contract quality assurance and contract specialist functions to enhance acquisition flight/division/branch performance. **(T-3)**.

2.10.8. Perform special assignments and participate in special projects and initiatives. **(T-3)**.

2.10.9. Act as warrant process focal point and manage the Contracting Officer Warrant Program. **(T-3)**.

2.10.10. Support unit leadership and personnel in the tracking, reporting and business systems processes needed to closeout contracts within the allowed timeframes. **(T-3)**.

2.10.11. Ensure execution of the unit training and development program ensuring personnel within the flight receive appropriate and timely training to meet requirements in the 64PX, 1102 and 6C0X1 Career Field Education and Training Plan and AFI 36-2651. **(T-0)**. Support the unit requirement to accomplish and document CCO training in accordance with AFI 64-105. **(T-3)**.

2.11. Contracting Officers:

2.11.1. Contracting Officers have the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. "Administrative contracting officer (ACO)" refers to a contracting officer who is administering contracts. "Termination contracting officer (TCO)" refers to a contracting officer who is settling terminated contracts. A single contracting officer may be responsible for duties in any or all of these areas. (See FAR 2.101). **(T-0)**. Contracting Officers are expected to be mission-focused business leaders translating mission requirements into the optimal goods, services, or construction solutions for the installation mission. **(T-0)**. This requires an understanding of the mission need, the market conditions, vendors, and federal acquisition requirements to deliver mission capability at the right time, at the best value, and within regulatory compliance. **(T-0)**.

2.11.2. Only a warranted Contracting Officer has the authority to enter into, modify, or terminate contracts. **(T-0)**. Contracting officers may bind the Government only to the extent of the authority delegated to them. Contracting officers shall receive from the appointing authority clear instructions in writing regarding the limits of their authority. Information on the limits of the contracting officers' authority shall be readily available to the public and agency personnel. (See FAR 1.602). **(T-0)**.

2.11.3. No contract shall be entered into unless the Contracting Officer ensures that all requirements of law, executive orders, regulations, and all other applicable procedures, including clearances and approvals, have been met. **(T-0)**.

2.11.4. Manage pre-award and post-award acquisition activities to include: acquisition planning, small business office collaboration, execution of award, and performance of contract administration, closeout, and disposition of the contract. **(T-0)**.

2.12. Contingency Support Cell (If Applicable):

2.12.1. Provide planning, programming, and execution of all deployment readiness and training for deployable personnel and equipment within their unit to ensure they are deployment ready. Coordinate, accomplish, and document CCO training in accordance with AFI 64-105, and other mandatory training requirements. **(T-1)**. Serve as Unit Deployment Manager, if appointed.

2.12.2. Provide or schedule all required ancillary training for military personnel subject to deployment. **(T-3)**.

2.12.3. Monitor and report the status of available Unit Type Codes within the functional area. Configures and maintains functional Unit Type Codes as tasked by the Major Commands using available assets. Execute deployment portion of any Time-Phased Force and Deployment Data or Deployment Requirements Manning Document tasking. **(T-3)**.

2.13. Performance Management Flight (Optional):

2.13.1. Perform consolidated contract quality/specialist functions needed to provide complete performance management support to the acquisition flight(s). **(T-3)**. In addition to quality assurance, this office may include the quality assurance program coordinator, contract specialists, and additional multi-functional expertise (additional acquisition personnel, program management, engineers, quality assurance personnel, etc.) as determined by wing senior leadership. This flight may perform pre-award planning, solicitation, source selection, and post-award functions for one or more contracts. Performance management offices are normally established at the direction of the wing commander or Air Force Materiel Command Center-level commander.

3. Procedures:

3.1. Subordinate Installation Contracting Units Must Execute the Following Mission Activities:

3.1.1. The Contract Support Integration Board (CSIB) is an enterprise level workload collection, assessment, assignment and resourcing process for above-BOS Mission Partner requirements (i.e., mission requirements) without dedicated contracting support. The CSIB process is designed to complement the support agreement process for non-standard levels of support outlined in AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. The AFI establishes uniform and consistent procedures for developing and managing intra-service, inter-service (intra-agency), and inter-agency support agreements consistent with AFPD 25-2, *Support Agreements*.

3.1.1.1. The process of requesting non-standard levels of support often begins with the prospective receiver requesting support directly from the contracting office. This

is especially common when the contracting office already provides standard levels of support via an existing support agreement. Additionally, the request may include requirements documents, Military Interdepartmental Purchase Request (MIPR) packages or other documentation defining the requirement.

3.1.1.2. The contracting office reviews the request for support and determines that the support can be provided without the establishment of new agreements or modification of existing agreements or determines that the support cannot be provided without the establishment of new agreements or modification to existing agreements.

3.1.1.3. Contracting office provides procurement operations support.

3.1.1.4. If the contracting office cannot provide support without a new support agreement or modification to existing agreements, the contracting office partners with the prospective receiver and works with the prospective receiver's support agreement manager to enter the support agreement process. This referral and partnership is the gateway to the support agreement process outlined in AFI 25-201 (Figure 3.2.). **Note:** If it is clear that another contracting office is designated to provide the support, the contracting office should refer the prospective receiver to that contracting office.

3.1.1.5. When appropriate, the contracting office will refer the matter to their Senior Contracting Official (SCO) or Director. All referrals must be accompanied by CSIB charts. **(T-1)**.

3.1.1.6. When the contracting office concurs that support is available, but cannot reach agreement on resourcing, duration or other matters, the contracting office may refer the matter to their SCO or Director for assistance. In accordance with AFI 25-201, paragraph 3.6.1.1, the contracting office must notify their SCO or Director prior to the issuance of an impasse memorandum. The contracting office is encouraged to communicate with other contracting offices, which may be better suited to meet the prospective requestor's needs.

3.1.1.7. When a request for support is not supportable with or without resourcing, the contracting office must refer the matter to their SCO or Director prior to the issuance of an impasse memo (AFI 25-201, paragraph 3.6.1.1). **(T-1)**. The contracting office is encouraged to communicate with other contracting offices, which may be better suited to meet the prospective requestor's needs.

3.1.1.8. The SCO or Director will consult with other SCOs, Directors, or prospective Suppliers (as appropriate) to determine the contracting office best suited to provide procurement support. The SCO or Director will notify SAF/AQCA. **(T-1)**.

3.1.1.9. If the SCO or Director is able to match a contracting office to the prospective receiver, both parties will be referred back to the agreements process. **(T-1)**.

3.1.1.10. If the SCO or Director is not able to match a contracting office to the prospective receiver, he/she will notify SAF/AQCA to initiate an AF CSIB. **(T-1)**. Initiation of the AF CSIB initiation should coincide with an impasse notification to Headquarters Air Force Logistics (AF/A4L) consistent with AFI 25-201, paragraph 2.2.1.6.

- 3.1.1.11. SAF/AQCA will consult with the SCO or Director to review the requirements and efforts to match a contracting office to the prospective receiver. **(T-1)**.
- 3.1.1.12. SAF/AQCA will schedule an AF CSIB meeting with the principle board members or their designated alternates. After the presentation of the issues, standing members of the AF CSIB will assign the workload to a cognizant contracting office or recommend a contracting office to provide procurement support to the prospective receiver. If the contracting office and prospective receiver concur with the decision, the AF CSIB will refer the parties back to the agreements process. **(T-1)**.
- 3.1.1.13. If the parties are unable to reach agreement after a recommendation by the AF CSIB, the SCO or Director will refer the matter back to SAF/AQCA for engagement at the HAF level. If HAF level stakeholders are able to match a contracting office to the prospective receiver, both parties will be referred back to the agreements process. **(T-1)**.
- 3.1.2. Implement a GPC program consistent with AFI 64-117. **(T-1)**. Maximize the use of the GPC Expanded Use Guidebook to reduce acquisition and delivery times, increase GPC transaction rebates to units and leverage the GPC as a payment tool and to reduce use of purchase orders, where applicable.
- 3.1.3. Provide guidance and functional oversight to ensure contracting actions are properly planned, based on sound business judgment and comply with all applicable laws, executive orders and regulations. **(T-1)**.
- 3.1.4. Implement the Small Business Administration program for awarding contracts to small business and the associated categories of the small business program according to AFI 90-1801. **(T-1)**.
- 3.1.5. Apply labor advisor tools, templates, and training to ensure accurate implementation of labor laws and wage determinations. Oversee contractor personnel labor relations issues (reference AFI 64-106). **(T-1)**.
- 3.1.6. Plan and manage contingency contracting support in accordance with AFI 64-105, *Contingency Contracting Support*, AFPD 10-4, AFI 10-401 *Air Force Operations Planning and Execution*, and AFI 10-403, *Deployment Planning and Execution*. **(T-1)**.
- 3.1.7. Manage the Self-Assessment Program. **(T-1)**.
- 3.2. Organizations Requiring Contracting Support:** Shall plan and coordinate requirements with the contracting unit and comptroller. **(T-1)**. This ensures acquisition lead-time requirements and fiscal funding profiles are adequately addressed. Plan and implement post-award contract management activities in conjunction with the supporting operational contracting unit. **(T-1)**.
- 3.2.1. Requiring activity is the military or other designated supported organization that is responsible for the support function and/or mission being resourced through commercial/noncommercial means. The requiring activity has specific requirements development responsibilities to include development of contract requirements packages. Must provide support to the contract management process via nomination by the COR Supervisor of a technically qualified unit COR and receiving officials. **(T-1)**.

3.2.2. Perform and document market research/market intelligence in accordance with FAR Part 10, Market Research. **(T-0)**.

3.2.3. In coordination with the contracting office, comptroller, and other stakeholders, develop and document requirements, acquisition strategies/plans, justifications and approvals, determinations, and quality assurance methods; obtain approvals and ensure adequate funding with sufficient lead-time to meet mission requirements. **(T-3)**.

3.2.4. Nominate CORs in accordance with FAR 1.604, and agency supplements, ensuring adequate experience and sufficient time to perform COR duties. **(T-0)**. AF policy, guidance, and templates for the nomination and appointment of CORs are found at AFFARS Mandatory Procedure 5301.602-2(d).

3.2.5. Assign qualified personnel to use Government Purchase Cards and to perform the duties of primary and alternate Government Purchase Card approving official in accordance with AFI 64-117. **(T-1)**.

3.2.6. Ensures contractor support critical to mission execution is designated as mission essential as defined in DFARS 252.237-7023. **(T-0)**.

3.2.7. May, at their discretion, appoint, in writing, multi-functional teams (i.e., a group of key stakeholders with the required skill sets) to manage services acquisition (i.e., from acquisition planning to contract closeout) in accordance with AFI 63-138. Furthermore, foster a robust environment that successfully supports the multi-functional teams and corrects/elevates delays or problems not resolvable by the multi-functional team. May establish teams on a permanent or temporary basis; and may request a Contracting Officer be assigned as a team member.

3.2.8. Organizations (or Mission Partners) requiring local purchase support submit purchase requests to the contracting squadron to initiate the contracting process. **(T-1)**. Examples of funding documents, that may also include some of the above listed data, include:

3.2.8.1. AF Form 9, *Request for Purchase* (completed in accordance with local procedures).

3.2.8.2. AF Form 616, *Fund Cite Authorization* (FCA).

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

3.2.8.4. DD Form 448, *Military Interdepartmental Purchase Request* (MIPR).

3.2.9. For services acquisitions, services shall be based on clear, performance-based requirements to the maximum extent practical in accordance with AFI 63-138, *Acquisition of Services*. (T-1). A Requirement Approval Document (RAD) shall be accomplished for all services acquisitions with a total anticipated value greater than or equal to the Simplified Acquisition Threshold (reference AFI 63-138). (T-1). The RAD should be part of initial acquisition package. Must also ensure requirement is coordinated with the local manpower and operations security offices in accordance with AFI 38-101, *Manpower and Organization*, and AFI 10-701, *Operations Security (OPSEC)*. (T-1).

WILLIAM B. ROPER, JR.
Assistant Secretary of the Air Force (Acquisition,
Technology & Logistics)

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

Air Force Federal Acquisition Regulation Supplement (AFFARS)

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

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006

AFI 10-403, *Deployment Planning and Execution*, 20 September 2012

AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 24 July 2019

AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019

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Adopted Forms

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AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*

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

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

AFFARS—Air Force Federal Acquisition Regulation Supplement

AFI—Air Force Instruction

AFICC—Air Force Installation Contracting Center

AFLCMC—Air Force Life Cycle Management Center

AFMC—Air Force Materiel Command

AFMAN—Air Force Manual

AFTC—Air Force Test Center

BOS—Base Operating Support

CCO—Contingency Contracting Officer

COR—Contracting Officer Representative

CSIB—Contracting Support Integration Board

DFARS—Defense Acquisition Regulation Supplement

DOD—Department of Defense

DRU—Direct Reporting Unit

FAR—Federal Acquisition Regulation

GPC—Government-wide Purchase Card

HCA—Head of the Contracting Activity

HAF—Headquarters Air Force

HAFMD—Headquarters Air Force Mission Directive

MAJCOM—Major Command

MIPR—Military Interdepartmental Purchase Request

MP—Mandatory Procedure

NAF—Nonappropriated Fund

OPR—Office of Primary Responsibility

RAD—Requirement Approval Document

SAF/AQ—Assistant Secretary of the Air Force (Acquisition)

SAF/AQC—Deputy Assistant Secretary (Contracting)

SCO—Senior Contracting Official

SECAF—Secretary of the Air Force

TCO—Termination Contracting Officer

USECAF—Under Secretary of the Air Force

Terms

Base Operating Support (BOS)—Directly assisting, maintaining, supplying, and distributing support of forces at the operating location. See the DoD Dictionary of Military and Associated Terms and JP 4-0.

Contingency Contracting Officer (CCO)—A CCO is a person with contracting authority to enter into, administer, and terminate contracts on behalf of the Government in support of a local contingency, steady-state deployment, or other contingency operations. The CCO also acts as the primary business advisor to the deployed/incident commander or the Emergency Operations director.

Contracting Officer—A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. “Administrative contracting officer (ACO)” refers to a contracting officer who is administering contracts. “Termination contracting officer (TCO)” refers to a contracting officer who is settling terminated contracts. A single contracting officer may be responsible for duties in any or all of these areas.

Contract Support Integration Board (CSIB)—An enterprise level workload collection, assessment, assignment and resourcing process for above-Base Operations Support mission partner requirements (i.e., mission requirements) without dedicated contracting support.

Head of the Contracting Activity (HCA)—The person or position designated in AFFARS MP5301.601 (or authorized designee).

Mission Partners—A unit that is a tenant, Direct Reporting Unit, Product Center, intra or inter-agency unit or other units supported by the wing, center, or MAJCOM installation seeking above base operating support for contracting. Mission Partners, as applied in this instance, are seeking above-BOS contracting support such as enterprise wide software maintenance, IT system

solutions across that functional community, or other regional or enterprise wide contracting solutions, where installations are only required to provide BOS level contracting support.

Mission Requirement—Product, service, or construction needed to execute the requiring activity mission.

Quality Assurance—Planned and systematic pattern of all actions necessary to provide adequate confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved.

PZI—Operational contracting organizations within AFMC and AFLCMC that purchase commodities and services for maintenance wing mission partners