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Acquisition

**MANAGEMENT AND OVERSIGHT OF  
ACQUISITION OF SERVICES PROCESS  
(MOASP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policy and procedures for managing and overseeing service contracts for 30th Space Wing in accordance with AFI 63-124, *Performance-Based Service Contracts (PBSC)*, dated 9 Feb 2004, and is effective until superseded or cancelled. This instruction assigns responsibilities and approval authority to contract for services. It requires all Air Force units requesting to contract for any service above \$100,000 to coordinate their Military Interdepartmental Purchase Request (MIPR) through the 30th Contracting Squadron before submitting the MIPR to the 30th Comptroller Squadron. It applies to all 30th Space Wing staff agencies, units, Air Force tenants and Direct Reporting Units (DRUs) assigned or attached to Vandenberg AFB. Public Law 104-13, *Paperwork Reduction Act of 1995*, affect this publication. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, (will become AFMAN 33-322, Volume 4) and Air Force AFRIMS Records Disposition Schedule located at <https://webrims.amc.af.mil/rds/index.cfm>.

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## 1. Purpose.

1.1. This instruction provides implementing guidance and procedures for the 30th Space Wing (30 SW) Management and Oversight of Acquisition of Services Process (MOASP). This process ensures that acquisitions of services for the 30 SW staff agencies, units, Air Force tenants and DRUs are based on clear, performance-based requirements, that outcomes are identified and measurable, and that the acquisitions are properly planned and administered to achieve the intended results.

1.2. The 30 SW MOASP implements acquisition processes established by Air Force and Air Force Space Command (HQ AFSPC), as directed by **Federal Acquisition Regulation (FAR) Part 37, DOD FAR Supplement (DFARS) Part 237, Air Force FAR Supplement (AFFARS) Part 5337 and Section 801 of the FY02 National Defense Authorization Act (NDAA)**. The 30 SW MOASP pertains to all services acquisitions above \$100,000 and up to and including \$10 million for the 30 SW and its tenant units. Acquisitions over \$10 million are subject to the HQ AFSPC and USAF MOASPs.

1.3. Public law requires that a Designated Official (DO) review and approve all services acquisitions in accordance with federal directives and established thresholds.

## 2. Responsibilities.

2.1. Air Force Program Executive Officer for Combat and Mission Support: The Air Force Acquisition Executive (AFAE) has appointed the Air Force Program Executive Officer for Combat and Mission Support (AFPEO/CM) as the Air Force DO for all acquisitions over \$100 million.

2.2. Headquarters Air Force Space Command Contracting Division Chief: AFPEO/CM has appointed the HQ AFSPC Contracting Division Chief (HQ AFSPC/MSK) as the AFSPC DO for acquisitions from over \$10 million and up to and including \$100 million.

2.3. 30th Contracting Squadron Commander: HQ AFSPC/MSK has delegated responsibilities as 30 SW DO for services acquisitions up to and including \$10 million to the 30th Contracting Squadron Commander (30 CONS/CC) or the Director of Business Operations (30 CONS/CD). The 30th Contracting Squadron Commander has further delegated DO approval authority for services between \$100,000 to \$5 million to the 30 CONS/LGCA/LGCB/LGCZ flight chiefs.

2.4. 30th Comptroller Squadron Commander (30 CPTS/CC) shall ensure that all purchase request instruments (e.g. AF Form 9, **Request for Purchase**; DD Form 448, **Military Interdepartmental Purchase Request**, MIPR; etc.) are routed through 30 CONS/LGCP for review and approval prior to being obligated in the Automated Business Services System (ABSS).

2.5. 30 SW staff agencies, units, tenants and DRUs requesting a contract for services shall provide 30CONS/LGCP a draft Statement of Work (SOW) for every service contract action valued at \$100,000 or more, a draft purchase request and, as applicable, a Determination and Findings containing applicable information from **paragraph 5** of this SWI. This action must be accomplished and pre-approval obtained before submitting the purchase request to the 30th Comptroller Squadron (30 CPTS).

## 3. Applicability.

3.1. The 30 SW MOASP is applicable to the following types of services acquisitions:

3.1.1. All services acquisitions above \$100,000 that are procured by 30 CONS.

3.1.2. All services acquisitions above \$100,000 that are procured by another DoD entity (e.g. Army, Navy, DCMA, etc.) on behalf of the 30 SW or its tenants.

3.1.3. All services acquisitions with a total planned value above \$100,000 procured using an inter-agency acquisition (e.g. FAA, Coast Guard, Dept. of Interior, etc.).

3.2. The following types of services acquisitions shall be acquired and managed using MOASP procedures established by HQ AFSPC/MSK and/or AFPEO/CM:

3.2.1. All services acquisitions with a total planned dollar value above \$10 million.

3.2.2. Any acquisition pursuant to an A-76 study involving 300 or more Full Time Equivalents (FTEs).

3.2.3. Any services acquisition that is designated as "Special Interest" by the HQ AFSPC/MSK, AFPEO/CM, Air Force Acquisition Executive (AFAE) or the Under Secretary of Defense Acquisition, Technology and Logistics (USD (AT&L)).

**4. Process.** The implementation of the 30 SW MOASP uses key contracting milestones and events as management controls in the pre-award phase. It then builds on existing management processes, including Business Requirements and Advisory Groups (BRAGs), to implement a post-award review process. The management controls and review process set forth below provides a methodology to ensure the successful acquisition of performance-based services and routine review of contract performance.

## **5. Review and Approval.**

5.1. The applicable 30 SW DO is responsible for approving the acquisition of services through any contract or task order awarded by an agency other than 30 CONS up to and including \$10 million. Before automatically sending funds off base to procure any services, all 30 SW staff agencies, units, tenants and DRUs serviced by 30 CPTS shall obtain pre-approval for their requirement and MIPR from the 30 SW DO.

5.2. For services that are purchased through a DoD contract or task order, the purchase request shall contain one of the following **AFFARS Part 5337.170-3** statements:

5.2.1. "The attached performance-based work statement is being provided IAW **Section 801, 10 USC 2330**. Any contract or task order resulting from this request is to be acquired using performance-based principles." or

5.2.2. "IAW **Section 801, 10 USC 2330**, the Services Designated Official has approved the attached non-performance-based work statement. Any contract or task order resulting from this request is to be acquired using performance-based principles to the maximum extent practical."

5.3. The Economy Act authorizes agencies to enter into mutual agreements to obtain supplies or services by interagency acquisition. For such acquisitions, the MIPR shall contain the following statement:

5.3.1. "The attached purchase request is approved by the Services Designated Official for procurement outside of DoD. This acquisition has been determined to be in the best interest of the government IAW **FAR 17.5**, as supplemented."

5.4. The requesting unit shall provide an Economy Act Determination and Finding (D&F) justifying the use of an interagency acquisition as being in the best interest of the Government. The Economy

Act may not be used to make acquisitions conflicting with any other agency's authority or responsibility. DODI 4000.19, *Interservice And Intragovernmental Support*, requires that D&Fs for interagency orders under the Economy Act be executed by a General Officer or SES (See **FAR Part 17.503** for specific content of the D&F. A sample D&F is provided in **Attachment 6** of this instruction.)

5.5. Examples of interagency acquisitions to which the Economy Act does not apply include—

5.5.1. Acquisitions from required or optional sources of supplies prescribed in **FAR Part 8**, which have separate statutory authority (e.g. Federal Supply Schedule contracts); and

5.5.2. Acquisitions using Government-wide acquisition contracts.

5.6. 30 CPTS shall not process any MIPR that does not have the pre-approval of the 30 SW DO.

## 6. Pre-Award Management Controls.

6.1. All services acquisitions above \$100,000 are subject to the requirements of AFI 63-124, *Performance-Based Service Contracts (PBSC)*. The resulting contracts shall contain performance based objectives and appropriate standards that ensure timely and accurate assessments of the contractor's performance. Each performance-based contract should contain metrics that address the unique performance requirements that measure progress toward the desired outcomes.

6.2. All requirements for services to be acquired by an organization other than 30 CONS are subject to the following pre-award approval process.

6.2.1. Customer sends requirements request package (draft performance-based SOW, MIPR and D&F as applicable) to 30 CONS/LGCP for pre-approval of other than 30 CONS acquisition.

6.2.2. 30 CONS reviews the package to determine if it is in the best interest of the government to be bought by 30 CONS.

6.2.2.1. If 30 CONS determines it is in the best interest of the government to be bought by 30CONS, the request will be disapproved and returned to the customer to initiate the AF Form 9 procurement process.

6.2.2.2. If 30 CONS determines it is in the best interest of the government that the service be purchased by an agency other than 30 CONS, the request will be pre-approved, provided the MIPR contains the PBSA verbiage IAW **AFFARS 5337.170-3**.

6.2.2.3. If the Economy Act is applicable to the requirement being purchased, the customer must provide a Determination and Finding signed by a General Officer or Senior Executive Service (SES) member, **Attachment 6**, in addition to the SOW and MIPR, IAW **FAR Part 17.5 and AFFARS 5337.170-3**.

6.3. Pre-approved packages will be returned to the customer to process the MIPR through 30 CPTS.

6.4. 30 CPTS will process the MIPR through the ABSS, where it will be electronically approved by the applicable 30 CONS/LGCA/LGCB/LGCZ flight chief and the funds forwarded to the acquiring activity.

## 7. Post-Award Management Controls & Reporting Milestones.

7.1. Within 30 days of award of all new services acquisitions over \$100,000 the 30 SW DO shall review the contractor's full assumption of contract workload (e.g. end of phase-in or similar event).

The DO shall conduct the review with the BRAG to determine if the contractor successfully completed phase-in, is fully operational (i.e. effectively meets all requirements identified in the Statement of Work), and is within budget. The BRAG shall report variations in cost, schedule, and/or other performance metrics that are indicators of the contractor's performance. When significant variations exist, the contracting officer or program manager shall include an explanation of the causes for the variance and an assessment of the contractor's corrective action plan.

7.2. All services acquisitions with a value above \$100,000 will be reviewed annually, prior to option exercise, by the BRAG to assess the overall health of the contract. That review will be documented and placed in the official contract file.

7.3. For those acquisitions greater than \$10 million, and up to and including \$100 million, the report and review format shall be the information submitted as part of the Contractor Performance Assessment Reporting System (CPARS), and the semi-annual award fee documentation, if applicable.

7.4. Any services contract experiencing significant variances in anticipated cost, schedule, or performance expectations is subject to a special review at the discretion of the HQ AFSPC DO or AFPEO/CM DO.

**8. HQ AFSPC/MSK Participation in AFPEO/CM Level Acquisitions.** While HQ AFSPC/MSK has no approval authority for acquisitions within the AFPEO/CM threshold, the staff desires to remain informed regarding those contracts. In accordance with the HQ AFSPC MOASP, the 30 SW DO shall assure that a copy of all documents, including e-mails submitted to AFPEO/CM for review, is also submitted to the appropriate HQ AFSPC/MSK Staff Analyst for a concurrent review. HQ AFSPC/MSK will send a copy of their comments to both the contracting officer and the AFPEO/CM upon completion of the HQ AFSPC/MSK review.

**9. Adopted Forms:** AF Form 9, **Request for Purchase**, DD Form 448, **Military Interdepartmental Purchase Request**

DOUGLAS E. JAMES, Lt Col, USAF  
Commander, 30th Contracting Squadron

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *Terms*

**Business Requirements and Advisory Group (BRAG)**—A team of stakeholders responsible for a services acquisition. A BRAG includes not only representatives of the technical and procurement communities, but also stakeholders of the service acquisition and the contractors who provide the services. This team may consist of sub-group(s) responsible for routine contract actions.

**Designated Official (DO)**—means the individual authorized IAW the FY02 **National Defense Authorization Act (NDAA), Section 2330(a)(2)(A)** to exercise responsibility for the management and oversight of the acquisition of services. These responsibilities include certifying services acquisitions are performance-based; approving, in advance, any acquisition that is not performance-based; and approving the acquisition of services procured through the use of a contract or task order being awarded by an agency other than DoD.

**Economy Act**—This act permits a Federal agency to order supplies and services from another Federal agency when another more specific statutory authority does not exist. Under this act the head of an agency may place orders with other agencies for goods or services if: funding is available; the head of the ordering agency determines this approach is in the best interest of the Government; the agency receiving the order is able to fill it; and the ordering agency determines the goods or services cannot be provided as conveniently or economically by a commercial enterprise. Economy Act orders are governed by **FAR Part 17.5** and **31 USC 1535**.

**Economy Act Determination and Findings (D&F)**—A written document that explains why it is in the best interest of the Air Force to place an order, under the Economy Act, with an agency outside the DoD (i.e. interagency acquisition). A sample Economy Act D&F can be found at **Attachment 6** in this instruction.

**Interagency Acquisition**—An acquisition in which the requiring/funding agency obtains supplies/services from another agency (the servicing agency) outside the DoD using DD Form 448 to transfer funds to the servicing agency. Example: Air Force forwards a MIPR to Department of Energy (DOE) and DOE orders supplies or services for the Air Force. Either the Economy Act or another authority will apply. When the Economy Act applies, an Economy Act Determination and Findings (D&F) is required.

**Management and Oversight of Acquisition of Services Process (MOASP)**—The process the PEOs and MAJCOM Services Designated Officials will use to provide management and oversight of the acquisition of services in accordance with the FY02 NDAA, Section 801.

**Military Interdepartmental Purchase Request (MIPR)**—Is a document, initiated by requirements personnel and processed via a DD Form 448, used to provide authority and funding to another Government activity for purchase of supplies or services.

**Most Efficient Organization (MEO)**—The staffing plan of the agency tender, developed to represent the agency's most efficient and cost-effective organization. An MEO is required for a standard competition and may include a mix of government personnel and MEO subcontracts.

**Performance-Based**—The term “performance-based”, with respect to a contract or a task order, means that the contract or task order, respectively, includes the use of performance work statements that set forth

requirements in clear, specific, and objective terms with measurable outcomes.

**Service Acquisition**—The execution of one or multiple contracts or other instruments for committing or obligating funds (e.g., funds transfer, placing orders under existing contracts, etc.) to acquire services that meet a specified requirement. Acquisition begins at the point when agency needs are established and includes all functions directly related to the process of fulfilling agency needs by contract, agreements, funds transfer, etc.

**Service Delivery Summary (SDS)**—A summary of the performance objective and performance threshold required by the government in contractor performance. Also known as a Performance Requirements Summary or Services Delivery Summary or Performance Requirements Document.

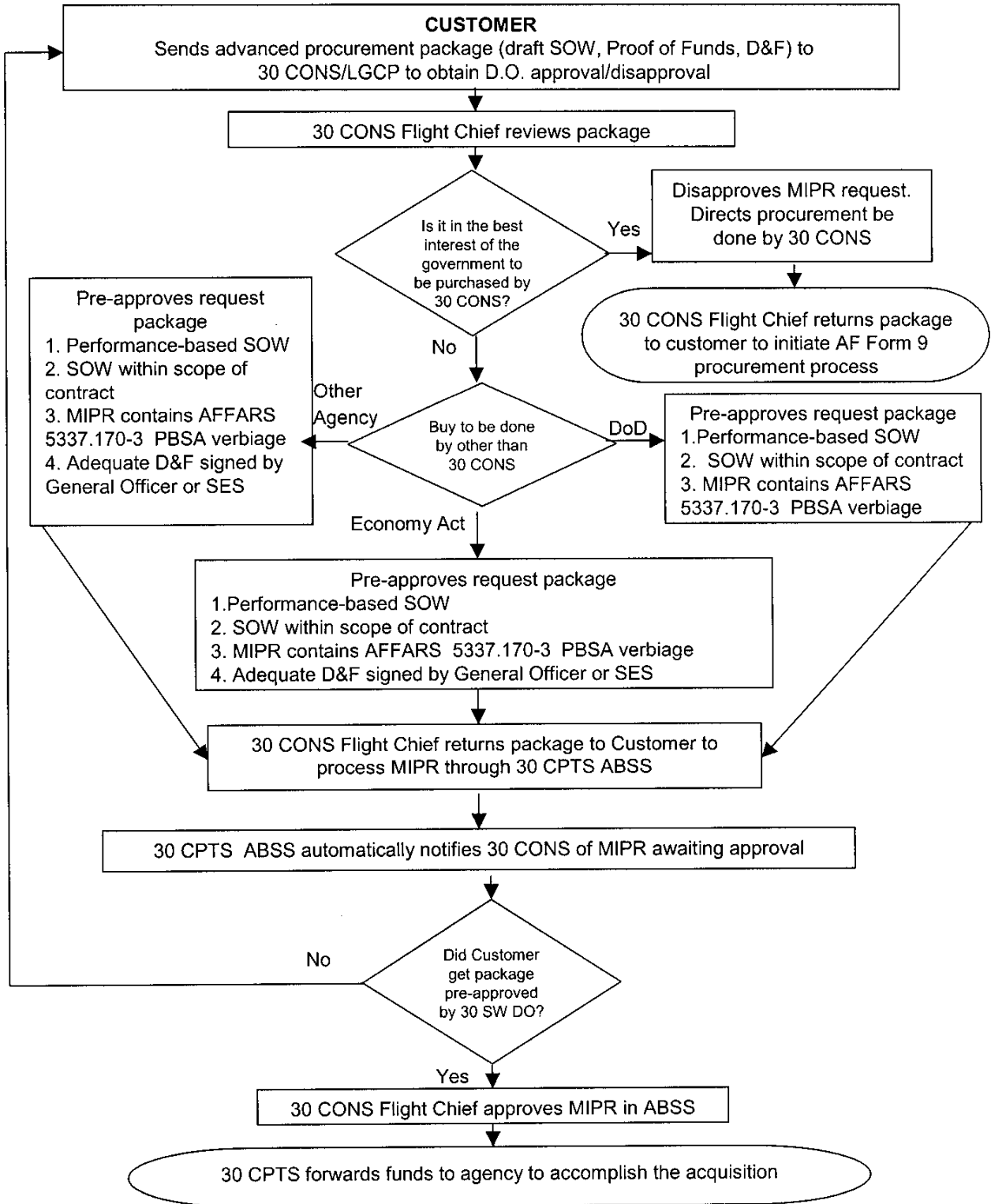
**Service**—A requirement to perform an identifiable task, or tasks, rather than to furnish an end item of supply.



Attachment 2

PRE-AWARD APPROVAL FLOW CHART

Figure A2.1.



### Attachment 3

## 30TH SPACE WING MANAGEMENT AND OVERSIGHT OF ACQUISITION OF SERVICES PROCESS (MOASP)

### A3.1. Purpose

A3.1.1. This document establishes a process to ensure that acquisitions of services for the 30th Space Wing (30 SW), including its tenants, are based on clear, performance-based requirements, that required outcomes are identified and measurable, and that the acquisitions are properly planned and administered to achieve the intended results.

A3.1.2. The 30 SW MOASP implements acquisition processes established by Air Force and HQ AFSPC, as directed by **Federal Acquisition Regulation (FAR) Part 37, DOD FAR Supplement (DFARS) Part 237, Air Force FAR Supplement (AFFARS) Part 5337 and Section 801** of the FY02 National Defense Authorization Act. This MOASP pertains to all services acquisitions above \$100,000 and up to and including \$10 million for the 30 SW and its tenant units. Acquisitions over \$10 million are subject to the HQ AFSPC and USAF MOASPs. The 30 SW MOASP also defines the role of the 30th Contracting Squadron Commander (30 CONS/CC) in the process.

**A3.2. Discussion.** Public law requires that a Designated Official (DO) review and approve all services acquisitions in accordance with federal directives and established thresholds. HQ AFSPC/MSK has delegated DO responsibilities for 30 SW acquisitions to the 30th Contracting Squadron Commander (30CONS/CC) or the Director of Business Operations (30 CONS/CD) for services acquisitions up to and including \$10 million.

### A3.3. Applicability.

A3.3.1. The 30 SW MOASP is applicable to the following types of services acquisitions:

A3.3.1.1. All services acquisitions above \$100,000 that are procured by 30 CONS.

A3.3.1.2. Services acquisitions above \$100,000 that are procured by another DoD entity on behalf of the 30 SW or its tenants (e.g. Army, Navy, DCMA, etc.).

A3.3.1.3. All 30 SW services acquisitions with a total planned value above \$100,000 procured by an agency other than DoD (e.g. GSA, Federal Supply Schedule, Dept of Interior, etc.).

A3.3.2. The following types of services acquisitions shall be acquired and managed using MOASP procedures established by HQ AFSPC/MSK and/or AFPEO/CM:

A3.3.2.1. All services acquisitions with a total planned dollar value above \$10 million.

A3.3.2.2. Any acquisition pursuant to an A-76 study involving 300 or more FTEs.

A3.3.2.3. Any services acquisition that is designated as "Special Interest" by the HQ AFSPC/MSK, AFPEO/CM, Air Force Acquisition Executive (AFAE) or the Under Secretary of Defense Acquisition, Technology and Logistics (USD (AT&L)).

**A3.4. Process.** The implementation of the 30SW MOASP uses key contracting milestones and events as management controls in the pre-award phase. It then builds on existing management processes, including Business Requirements and Advisory Groups (BRAGs), to implement a post-award review process. The

management controls and review process set forth below provides a methodology to ensure the successful acquisition of performance-based services and routine review of contract performance. HQ AFSPC/MSK has reserved the right to review any designated Special Interest Items and/or specific acquisitions when significant variations in performance occur.

### **A3.5. Review and Approval.**

A3.5.1. The 30 SW DO is responsible for approving the acquisition of services through any contract or task order awarded by an agency other than the 30th Contracting Squadron up to and including \$10 million. Before sending funds off base to procure any services, all 30 SW staff agencies, units, tenants and DRUs serviced by the 30th Comptroller Squadron (30 CPTS) shall coordinate their requirement and purchase request (e.g. AF Form 9; DD Form 448, MIPR; etc.) with the 30 CONS DO for approval and endorsement.

A3.5.2. For services purchased through a DoD contract or task order, the purchase request shall contain one of the following **AFFARS Part 5337.170-3** statements:

A3.5.2.1. “The attached performance-based work statement is being provided IAW **Section 801, 10 USC 2330**. Any contract or task order resulting from this request is to be acquired using performance-based principles.” Or

A3.5.2.2. “IAW **Section 801, 10 USC 2330**, the Services Designated Official has approved the attached non-performance-based work statement. Any contract or task order resulting from this request is to be acquired using performance-based principles to the maximum extent practical.”

A3.5.3. For the acquisition of services through any contract or task order awarded by an agency other than DoD, the purchase request shall contain the following statement:

A3.5.3.1. “The attached purchase request is approved by the Services Designated Official for procurement outside of DoD. This acquisition has been determined to be in the best interest of the government IAW **FAR 17.5**, as supplemented.”

A3.5.4. The requesting unit shall provide a Determination and Finding (D&F) justifying the use of an interagency acquisition is in the best interest of the Government. DODI 4000.19 requires that D&Fs for interagency orders under the Economy Act be executed by a General Officer or SES (See **FAR Part 17.503** for specific content of the D&F.)

A3.5.5. 30 CPTS shall not process any interagency purchase request that does not have the approval of the 30 CONS/CC or 30 CONS/CD.

### **A3.6. Pre-Award Management Controls.**

A3.6.1. All services acquisitions above \$100,000 are subject to the requirements of AFI 63-124, **Performance-Based Service Contracts (PBSC)**. The resulting contracts shall contain performance based objectives and appropriate metrics that ensure timely and accurate assessments of the contractor’s performance. These objectives (i.e. Service Delivery Summary) should be developed by the MAT; addressed in the Acquisition Plan; approved by the Acquisition Strategy Panel (ASP) when an ASP is required; included in the solicitation; and be made a part of any subsequent contract or agreement. Each performance-based contract should contain metrics that address the unique performance requirements that measure progress toward the desired outcomes.

A3.6.2. To ensure implementation of these requirements, the responsible program manager or contracting officer for all services acquisitions with a total planned dollar value up to and including \$10 million shall submit the draft Acquisition Plan and the draft Statement of Work (SOW) documents to 30 CONS/CC/CD prior to scheduling the ASP and releasing the draft solicitation. Unless delegated, 30 CONS/CC/CD serves as the ASP chairman, and the Acquisition Plan Approval Authority and shall provide formal approval of the aforementioned final documents during the ASP process for all services acquisitions up to and including \$10 million.

A3.6.3. The Contracting Officer serves as the Source Selection Authority (SSA) for services acquisitions up to and including \$10 million. Unless delegated, the 30 SW Commander serves as the SSA for all services acquisitions above \$10 million and up to and including \$25 million. Unless delegated, HQ AFSPC/CV serves as the Source Selection Authority for all services acquisitions greater than \$25 million to \$100 million. These thresholds apply unless the acquisition is designated as a SAF/PEO special interest acquisition.

A3.6.4. Review and approval of contract management controls such as, the Performance Plan, the Service Delivery Summary or similar document, shall be accomplished as part of the Clearance Review prior to award. This review is intended to ensure the required outcomes and supporting metrics are included in the contract or agreement, and reflect any required changes based on the proposal of the selected contractor.

A3.6.5. For all A-76 programs that result in the implementation of a Most Efficient Organization (MEO) service provider, the Management Plan or Performance Plan should include objectives and metrics and be managed and approved in accordance with AFI 38-203, *Commercial Activities Program*.

### **A3.7. Post-Award Management Controls & Reporting Milestones.**

A3.7.1. The 30 SW DO shall review all services acquisitions with a value above \$100,000 and up to and including \$10 million. HQ AFSPC/MSK is the reviewing DO for acquisitions from over \$10 million and up to and including \$100 million. AFPEO/CM is the DO for all acquisitions over \$100 million.

A3.7.2. Services acquisitions awarded after the effective date of policy implementing this MOASP will be reviewed within 30 days of the contractor's full assumption of contract workload (e.g. end of phase-in or similar event). The DO shall conduct the review with the BRAG to determine if the contractor successfully completed phase-in, is fully operational (i.e., effectively meets all requirements identified in the Statement of Work), and is within budget. The BRAG shall report variations in cost, schedule, and/or other performance metrics that are indicators of the contractor's performance. When significant variations exist, the contracting officer or program manager shall include an explanation of the causes for the variance and an assessment of the contractor's corrective action plan.

A3.7.3. All services acquisitions with a value above \$100,000 will be reviewed annually by the BRAG to assess the overall health of the contract. For those acquisitions greater than \$10 million, and up to and including \$100 million, the report and review format shall be the information submitted as part of the Contractor Performance Assessment Reporting System (CPARS), and the semi-annual award fee documentation, if applicable.

A3.7.4. Any services contract experiencing significant variances in anticipated cost, schedule, or performance expectations is subject to a special review at the discretion of the HQ AFSPC/DO or AFPEO/CM DO.

**A3.8. HQ AFSPC/MSK Participation in AFPEO/CM Level Acquisitions.** While HQ AFSPC/MSK has no approval authority for acquisitions within the AFPEO/CM threshold, the staff desires to remain informed regarding those contracts. In accordance with the HQ AFSPC MOASP, the 30 SW DO shall assure that a copy of all documents, including e-mails submitted to AFPEO/CM for review, is also submitted to the appropriate HQ AFSPC/MSK Staff Analyst for a concurrent review. HQ AFSPC/MSK will send a copy of their comments to both the contracting officer and the AFPEO/CM upon completion of the HQ AFSPC/MSK review.

#### Attachment 4

### AFSPC MANAGEMENT AND OVERSIGHT OF ACQUISITION OF SERVICES PROCESS (MOASP)

**A4.1. Purpose.** This AFSPC MOASP implements the process established by the Air Force Program Executive Officer for Services (AFPEO/SV) for all services acquisitions within AFSPC and outlines the role of AFSPC/MSK in the AFPEO/SV process.

**A4.2. Discussion.** This process stipulates the management and review responsibilities of the designated officials for all services acquisitions within AFSPC. The designated official is the HCA or any individual that has been delegated certain HCA responsibilities. The designated official responsibilities have been delegated to AFSPC/MSK and are further delegated based upon the thresholds included in **paragraph 5.1.** unless an acquisition has been determined to be a “Special Interest” item.

**A4.3. Applicability.** The following management process is applicable to all AFSPC services acquisitions, regardless of acquisition source (e.g., MIPRs, GSA Federal Supply Schedule and Federal Technology Schedule acquisitions, etc.), with a total planned value in excess of the simplified acquisition threshold. All services acquisitions with a total planned dollar value less than \$100 million, any acquisition pursuant to an A-76 study involving less than 300 Full Time Equivalents (FTEs), and any services acquisition that meets the above criteria and has not been designated as a “Special Interest” item shall be acquired and managed using these procedures. These procedures do not apply to any of the service acquisitions which fall within the portfolio of the Space PEO (SMC/CC). The Wings and SMC will implement a similar process for the review and approval of all services acquisitions that exceed the simplified acquisition threshold and are within delegated thresholds of authority. This process complements, rather than supersedes, other policy or authority regarding the management, approval, or oversight of A-76 studies.

**A4.4. Process.** The implementation of the AFSPC MOASP uses key contracting milestones and events as management controls in the pre-award phase and builds on the existing management processes (Wing/Base Business Requirements Advisory Group (BRAG) or equivalent program management review) to implement a post-award review process. The management controls and review process set forth below provide a methodology to ensure the successful acquisition of services and routine review of contract performance. The Wings and SMC should delegate review responsibility to the lowest levels of authority consistent with the operational impact and risks associated with services acquisitions. The MAJCOM may review specific acquisitions when significant variations in performance occur, and any designated special interest items.

**A4.5. Review and Approval Thresholds.**

A4.5.1. Unless delegated, services acquisitions exceeding the following thresholds are subject to pre-award and post-award review by the AFSPC/MSK:

**Table A4.1. Thresholds**

<u>CONS</u>	<u>Threshold</u>
61st CONS	\$1 Million
90th CONS	\$1 Million
341st CONS	\$1 Million
460th CONS	\$1 Million
21st CONS	\$10 Million
30th CONS	\$10 Million
45th CONS	\$10 Million
50th CONS	\$10 Million
SMC/PK "Other Contracting"	Unlimited

A4.5.2. Contracting Officers should include at least 7 business days in the acquisition schedule for each review conducted by the MAJCOM.

#### **A4.6. Pre-Award Management Controls.**

A4.6.1. All services acquisitions shall contain outcome based objectives and appropriate metrics that ensure timely and accurate assessments of the contractor's performance. These objectives (e.g., Service Delivery Summary) should be developed by the multi-functional team; addressed in the Acquisition Plan; approved by the Acquisition Strategy Panel (ASP), when an ASP is required to be convened; included in the Request for Proposal; and be made a part of any subsequent contract or agreement. Each performance-based instrument should contain metrics that address the unique performance requirements that measure progress toward the desired outcomes. An Acquisition Plan is required for each negotiated services acquisition, other than those using the simplified acquisition procedures. A formal written Acquisition Plan, addressing the applicable factors listed in **FAR 7.105** and its supplements is required on all acquisitions over \$5 Million.

A4.6.2. To ensure implementation of these requirements, the responsible program manager or contracting officer for all services acquisitions with a total planned dollar value in excess of the thresholds established in **Table A4.1.**, shall submit the draft Acquisition Plan and the draft Performance Work Statement (PWS) or similar requirements document to AFSPC/MSKP prior to scheduling the ASP and releasing the draft Request for Proposal. Unless delegated, AFSPC/MSK serves as the ASP chairman, and the Acquisition Plan Approval Authority and shall provide formal approval of the aforementioned final documents during the ASP process for all services acquisitions above organization's threshold up to \$100 Million.

A4.6.3. The Contracting Officer serves as the Source Selection Authority for services acquisitions up to \$10 Million. Unless delegated, the Wing Commander serves as the Source Selection Authority (SSA) for all services acquisitions between \$10 Million and \$25 Million. Unless delegated, AFSPC/CV serves as the Source Selection Authority for all services acquisitions greater than \$25 Million to \$100 Million. These thresholds apply unless the acquisition is designated as a SAF/PEO special interest acquisition.

A4.6.4. Review and approval of the contract management controls such as, the Quality Assurance Surveillance Plan (QASP), the Service Delivery Summary or similar document, shall be accomplished as part of the clearance review. This review is intended to ensure the required outcomes and supporting metrics are included in the contract or agreement and reflect any required changes based on the proposal of the selected contractor.

A4.6.5. For all A-76 programs that result in the implementation of a Most Efficient Organization (MEO) service provider, the Management Plan or Quality Assurance Surveillance Plan should include objectives and metrics and be managed and approved in accordance with AFI 38-203, *Commercial Activities Program*.

**A4.7. Post-Award Management Controls & Reporting Milestones.** All services acquisitions with a value in excess of the simplified acquisition threshold will be reviewed by the designated official and reported as follows:

A4.7.1. Services Acquisitions awarded after the effective date of policy implementing this process will be reviewed within 30 days of the contractor's full assumption of contract workload, for example, end of transition, phase-in or similar event. Unless delegated, the designated official for all reviews between the organization's clearance threshold and \$100 Million is AFSPC/MSK. Unless delegated, the designated official for all SMC/PK service acquisitions is SMC/PK. The designated official shall conduct the review to determine if the contractor successfully completed transition, is fully operational (i.e., effectively meets all requirements identified in the Statement of Work), and is within estimated budget. Reporting requirements will be determined by the designated official. As a minimum, negative variations in cost, schedule, and/or other significant performance metrics should be reported to the appropriate designated official. When significant variations exist, the contracting officer or program manager shall include an explanation of the causes for the variance and an assessment of the contractor's corrective action plan.

A4.7.2. All services acquisitions with a value in excess of the simplified acquisition threshold will be reviewed annually. For those acquisitions below \$100M but greater than the base's threshold, the report and review format shall be the semi-annual award fee documentation, if applicable, and the information submitted as part of the Contractor Performance Assessment Reporting System (CPARS). The intent is to use existing tools and reporting requirements to relay the overall health of the contract without putting undue burden and additional reporting requirements on the multi-functional team.

A4.7.3. Selected contracts and agreements may be reviewed by the AFAE and USD (AT&L). Any services acquisition experiencing significant variances in anticipated cost, schedule, or performance expectations is subject to a special review at the discretion of the AFPEO/SV, the MAJCOM or the designated official.

**A4.8.** In recognition of the numerous variables that drive the performance of service acquisitions, this process seeks to minimize reporting requirements to those that are clearly indicative of the contractor's performance and provide the level of insight desired by higher headquarters. Individual performance metrics that measure discreet items within the PWS/SOW have application and interest at the local level and should be managed accordingly. Above the Base/Wing level, a contractor's performance should only be reported at the macro level in terms of cost and schedule variance or significant performance indicators set forth in each contract/performance plan.



**A4.9.** Pending designation of a Department of Defense data collection system, the Air Force will use the DD350 system to provide required data for internal acquisitions, the Federal Procurement Data System (FPDS) to provide data for acquisitions by non-DoD agencies and manual reporting as required to provide supplemental information requirements.

**A4.10.** AFSPC/PK Participation in AFPEO/SV Level Acquisitions. While AFSPC/MSK has no approval authority for acquisitions within the AFPEO/SV threshold, the AFSPC/MSK staff strives to be supportive of the Wing's goals, requirements, timelines and acquisition business strategy. In this vein, a concurrent copy of all documents submitted to the AFPEO/SV for review shall be submitted to the appropriate AFSPC/MSK Staff Analyst for a concurrent review. A copy of AFSPC/MSK comments shall be sent to both the Contracting Officer and the AFPEO/SV upon completion of the AFSPC/MSK review. Also, keep the AFSPC/MSK staff involved and informed by sending courtesy copies of all email and including the AFSPC/MSK Staff Analyst in all meetings.

## Attachment 5

### USAF MANAGEMENT AND OVERSIGHT OF ACQUISITION OF SERVICES PROCESS

**A5.1. Purpose.** This process implements paragraph (d) of Section 801 of the National Defense Authorization Act for Fiscal Year 2002 (Public Law 107 - 107) and Department of Defense (DoD) policy guidance issued by memorandum dated 31 May 2002, Subject: Acquisition of Services.

**A5.2. Discussion.** **10 USC 2330** (a) & (b) require that a Designated Official review and approve, in advance, all services acquisitions in accordance with established thresholds. **Section 801(d)** requires the establishment of a DoD program review structure for services acquisitions that is similar to the process applied to the procurement of weapon systems. The Designated Official shall ensure that services acquisitions are based on a strategic approach and that business arrangements comply with applicable statutes, regulations and policies. DoD policy establishes thresholds and delegates responsibility for services acquisitions between \$500M and \$2B to the Air Force Acquisition Executive (AFAE), except for services acquisitions identified by the USD (AT&L) as special interest. Except for major weapon system and Space program acquisitions, the AFAE has appointed the Air Force Program Executive Officer for Services (AFPEO/SV) as the designated official to review all services acquisitions. The Under Secretary of the Air Force (SAF/US) and System Program Executive Officers (PEO) are Designated Officials for the programs in their respective portfolios. Information Technology (IT) acquisitions are subject to appendix C of USD (AT&L) policy memorandum dated 31 May 02 and thresholds identified for Major Automated Information Systems in DODI 5000.2., *Operation of the Defense Acquisition System*, AFPEO/SV retains authority for the review and approval of all services acquisitions with a total planned dollar value in excess of \$100M and all acquisitions pursuant to A-76 studies that involve 300 or more Full Time Equivalents (FTE). After the required OSD review and approval, this process will be issued, as Air Force acquisition policy, for implementation by the Major Commands (MAJCOM). Upon review and approval of MAJCOM procedures, the AFPEO/SV may delegate management and review responsibilities to designated officials within the MAJCOM for all services acquisitions with a total planned dollar value of less than \$100M. MAJCOM designated officials may further delegate these authorities.

**A5.3. Applicability.** The following management process is applicable to all services acquisitions, regardless of source, with a total planned value in excess of the simplified acquisition threshold. All services acquisitions with a total planned dollar value in excess of \$100 million, any acquisition pursuant to an A-76 study involving 300 or more FTEs, and any services acquisition that is designated as "Special Interest" by the AFAE or the Under Secretary of Defense Acquisition, Technology and Logistics (USD (AT&L)) shall be acquired and managed using these procedures. USAF Major Commands (MAJCOM) will implement a similar process for the review and approval of all services acquisitions that exceed the simplified acquisition threshold. This process complements, rather than supersedes, other policy or authority regarding the management, approval, or oversight of A-76 studies.

**A5.4. Process.** The implementation of the Services Acquisition Oversight Process uses key contracting milestones and events as management controls in the pre-award phase and builds on the existing management processes (Wing/Base Business Requirements Advisory Group (BRAG) or equivalent program management review) to implement a post-award review process. The management controls and review process set forth below provide a methodology to ensure the successful acquisition of services and routine review of contract performance. MAJCOMs should delegate review responsibility to the lowest levels of

authority consistent with the operational impact and risks associated with services acquisitions. Higher headquarters should review specific acquisitions when significant variations in performance occur.

#### **A5.5. Review and Approval Thresholds.**

A5.5.1. Unless delegated by the USD (AT&L), services acquisitions exceeding a total planned dollar value of \$2 billion, or designated as special interest by the USD (AT&L) or AFAE, are subject to pre-award control and post-award review by the USD (AT&L) and/or the AFAE.

A5.5.2. Unless delegated, services acquisitions exceeding a total planned dollar value of \$100 Million or conducted pursuant to A-76 studies involving 300 or more FTEs are subject to pre-award control and post-award review by the AFPEO/SV.

A5.5.3. Contracting Officers should include 30 days in the acquisition schedule for each review conducted by the AFPEO/SV or AFAE and 90 days for each review conducted by the USD (AT&L).

#### **A5.6. Pre-Award Management Controls.**

A5.6.1. All services acquisitions shall contain outcome based objectives and appropriate metrics that ensure timely and accurate assessments of the contractor's performance. These objectives and overarching metrics should be developed by the requiring activities, addressed in the Acquisition Plan, approved by the Acquisition Strategy Panel (ASP), included in the Request for Proposal, and be made a part of any subsequent contract or agreement. Each performance-based instrument should contain metrics that address the unique performance requirements that measure progress toward the desired outcomes. Regardless of DFAR guidance an Acquisition Plan or abbreviated Acquisition Strategy document prepared IAW appendix A of the OSD policy is required for each services acquisition.

A5.6.2. To ensure implementation of these requirements, the responsible program manager or contracting officer for all services acquisitions with a total planned dollar value in excess of \$100 million or pursuant to A-76 studies involving 300 or more FTEs shall submit the draft acquisition plan and the draft Performance Work Statement (PWS) or similar requirements document to the AFPEO/SV prior to scheduling the ASP and releasing the draft Request for Proposal. Unless delegated, the AFPEO/SV serves as the Source Selection Authority (SSA), the ASP chairman, and the Acquisition Plan Approval Authority and shall provide formal approval of the aforementioned final documents during the ASP process. Additionally, after the completion of source selection but prior to contract award, the contract shall be forwarded for review and approval of the contract management controls such as, the Quality Assurance Surveillance Plan (QASP), the Services Delivery Schedule or similar document. This review is intended to ensure the required outcomes and supporting metrics are included in the contract or agreement and reflect any required changes based on the proposal of the selected contractor.

A5.6.3. For all A-76 programs that result in the implementation of a Most Efficient Organization (MEO) service provider, the Management Plan or Quality Assurance Surveillance Plan should include objectives and metrics and be managed and approved in accordance with AFI 38-203, ***Commercial Activities Program***.

**A5.7. Post-Award Management Controls & Reporting Milestones.** All services acquisitions with a value in excess of the simplified acquisition threshold will be reviewed by the designated official and reported as follows:

A5.7.1. Services Acquisitions awarded after the effective date of policy implementing this process will be reviewed within 30 days of the contractor's full assumption of contract workload, for example, end of transition, phase-in or similar event. In accordance with MAJCOM instructions the designated official shall conduct the review to determine if the contractor successfully completed transition, is fully operational, and is within estimated budget. Reporting requirements will be determined by the MAJCOM designated official. As a minimum, negative variations in cost, schedule, and/or other significant performance metrics should be reported to the appropriate designated official. When significant variations exist, the contracting officer or program manager shall include an explanation of the causes for the variance and an assessment of the contractor's corrective action plan.

A5.7.2. All services acquisitions with a value in excess of the simplified acquisition threshold will be reviewed annually. Report and review format is determined by the MAJCOM. As noted in **paragraph A5.7.1.** above, contracts and agreements with cost and schedule variances or significant negative performance indicators should include causative explanations and future expectations of performance.

A5.7.3. All services acquisitions in excess of \$100 million are reported to and reviewed by AFPEO/SV at the end of each year of performance. Reports will conform to the requirements of **paragraph A5.7.1.**

A5.7.4. Selected contracts and agreements may be reviewed by the **AFAE** and USD (AT&L).

A5.7.5. Any services acquisition experiencing significant variances in anticipated cost, schedule, or performance expectations is subject to a special review at the discretion of the AFPEO/SV, the MAJCOM or the designated official.

**A5.8.** In recognition of the numerous variables that drive the performance of service acquisitions, this process seeks to minimize reporting requirements to those that are clearly indicative of the contractor's performance and provide the level of insight desired by higher headquarters. Individual performance metrics that measure discreet items within the PWS have application and interest at the local level and should be managed accordingly. Above the Base/Wing level, a contractor's performance should only be reported at the macro level in terms of cost and schedule variance or significant performance indicators set forth in each contract/performance plan.

**A5.9.** Pending designation of a Department of Defense data collection system, the Air Force will use the DD350 system to provide required data for internal acquisitions, the Federal Procurement Data System (FPDS) to provide data for acquisitions by non-DoD agencies and manual reporting as required to provide supplemental information requirements.

**Attachment 6****SAMPLE ECONOMY ACT DETERMINATION AND FINDINGS**

DEPARTMENT OF THE AIR FORCE

AIR FORCE \_\_\_\_\_ COMMAND

DETERMINATION AND FINDINGS

INTERAGENCY ACQUISITION UNDER THE ECONOMY ACT

ACQUISITION OF ***(insert DESCRIPTION OF SERVICE)***

Vandenberg Air Force Base, California

Provided by ***Agency Making Economy Act Purchase***

MIPR # \_\_\_\_\_ Date: \_\_\_\_\_

1. I have reviewed the requirement for ***(insert description of supply or service to be procured)*** that ***(insert Air Force requiring activity)*** intends to place with ***(insert agency)*** as an interagency order under the Economy Act. My review produced the following findings:

**FINDINGS**

- a. The proposed acquisition is authorized under the authority of the Economy Act;
- b. The Air Force is legally authorized to acquire the proposed ***(service or supply)***;
- c. Adequate FY \_\_\_\_ ***(type of funds)*** funds are available ***(\$ amount)***;
- d. The action does not conflict with any other agency's authority or responsibility. Specifically, a review of Part 8 of the Federal Acquisition Regulation and Part 208 of the Defense Federal Acquisition Regulation Supplement, reveals the responsibility for acquiring this ***(service or supply)*** has not been assigned to an agency other than the one proposed.
- e. The ***(service or supply)*** cannot be provided as conveniently or more economically by private contractors under an Air Force contract due to ***(provide reason why in this paragraph)***;
- f. The ***(servicing agency)*** has unique expertise or ability not available within the Department of Defense;

- g. The (servicing agency) will accept the order and can satisfy the requirement;
- h. The (service or supply) is clearly within the scope of activities of (insert agency) and that agency normally contracts for (and/or produces in-house) those supplies or services for itself;
- i. The cost to the Air Force for the requirement, including the administrative fees charged by (insert agency), appears to be reasonable. The fees proposed to be paid to by (insert agency) do not exceed the (insert agency's) actual cost (or estimated costs if actual costs are unknown) of entering into and administering the contract or other agreement under which the order is filled;
- j. The contract administration procedures related to (insert agency) contract are adequate for Air Force requirements (or the order contains additional contract administration requirements that will result in contract administration procedures that comply with Air Force and DoD regulations and policies);
- k. All approvals and authorizations required by Air Force and/or DoD policies for acquiring the supplies or services have been obtained;
- or,
- k. I know of no approvals or authorizations required by Air Force and/or DoD policies for acquiring the (service or supply) that have not been received;
- l. The requirement is a bona fide need of the Air Force;

***(Insert the following if the work will be performed by a Federally Funded Research and Development Center)***

m. The work will be performed by a Federally Funded Research and Development Center (FFRDC). Performance by the FFRDC will not place the servicing agency and its FFRDC in direct competition with private sources;

***(Insert the following if the work was previously performed by Government personnel and will now be performed by a contractor under a servicing agency's contract, or if the work was previously performed under a contract)***

- n. The requiring activity has complied with the requirements of FAR 7.3.

DETERMINATION

2. Given the findings outlined above, I hereby determine that it is in the best interest of the Government to place an order for *(insert requirement)* with *(insert agency)* under the authority of the Economy Act.

\_\_\_\_\_  
***Program Manager's signature***

1st Ind, 30 CONS/CC/DBO

MEMORANDUM FOR 14 AF/CC

This document has been reviewed and approved.

\_\_\_\_\_  
date

\_\_\_\_\_  
Commander, 30th Contracting Squadron

2nd Ind, 14 AF/CC

MEMORANDUM FOR ***(Requesting Office)***

This document is approved.

\_\_\_\_\_  
date

\_\_\_\_\_  
Commander, 14th Air Force

*General Officer/SES Approval* (in accordance with **DFARS 217.500** which calls out **DODI 4000.19**)