

**18 FEBRUARY 2004**



**Contracting**

**PROGRAM MANAGEMENT OF CONTRACT  
MODIFICATIONS FOR MOST EFFICIENT  
ORGANIZATION (MEO), AIRCRAFT  
MAINTENANCE, AND BASE OPERATING  
SUPPORT (BOS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 64-1, *The Contracting System*. It outlines specific unit (or wing) and HQ AETC staff roles and responsibilities for program management of the MEO, aircraft maintenance, and BOS contracts to AETC service activities. It establishes the coordination process for proposed modifications to performance requirements documents (PRD) for BOS and/or aircraft maintenance contracts as well as modifications to MEO performance management plans.

This instruction applies to all current and future contracts procured by the AETC Contracting Squadron (AETC CONS), Randolph AFB TX. It does not apply to Air Force Reserve Command or Air National Guard units.

Units (or wings) will coordinate and provide copies of supplements to this instruction to the Program Management Flight (HQ AETC/LGYP) prior to publication. Recommendations for changes, improvements, or waivers to this instruction should be sent to HQ AETC/LGYP, 2035 First Street West, Randolph AFB TX 78150-4304. **NOTE:** Requests must be approved by the appropriate group commander (or squadron commander, if not assigned to a group) before they are sent to HQ AETC/LGYP.

**Attachment 1** contains a glossary of reference and supporting information. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**1. Goal.** The goal of this instruction is to establish procedures that standardize processes, eliminate redundancies, and ultimately reduce time and work required to coordinate modifications.

**2. Program Management.** HQ AETC/LGYP will:

2.1. Serve as the command focal point for all proposed modifications.

- 2.2. Obtain coordination for and review all modification requests prior to implementation.
- 2.3. Ensure responses to modification packages are evaluated, resolved, and returned to the requesting unit within 20 workdays. **NOTE:** Based on the complexity of some modifications, additional days may be required.

### 3. Process Overview:

- 3.1. When HQ AETC and wing-level functional representatives identify new or changing requirements, discussions between these functional representatives should begin as soon as possible in order to facilitate the approval process. These discussions and related coordination are key to meeting time-line goals and should be completed before the request is submitted to the administrative contracting officer (ACO).
- 3.2. Requests to increase or decrease modifications to the contract that exceed \$100,000 per functional area must be forwarded to HQ AETC/LGYP as soon as possible, but no later than 20 workdays from the date the ACO is informed of the modification requirement. **NOTE:** Coordination with HQ AETC functionals should be completed before submission to the ACO and HQ AETC/LGYP.
- 3.3. Because of the size and complexity of some BOS contracts, there might be several modification proposals from multiple functional areas in progress simultaneously. In an effort to expedite a response to these proposals, it is not necessary to consolidate them prior to their submission to HQ AETC/LGYP.
- 3.4. Within 10 workdays of receiving the request from HQ AETC/LGYP, HQ AETC functionals will approve or disapprove modification requests (to include attaining funding, if required).

**4. Contract Modifications to PRDs.** Contract modification packages generated by the wing will be accomplished in accordance with the flowchart in [Attachment 2](#). Contract modification packages generated at HQ AETC will be accomplished in accordance with the flowchart in [Attachment 3](#).

#### 4.1. Wing and Unit Responsibilities:

- 4.1.1. The performance management office (PMO) or wing functional will coordinate with the HQ AETC functional before submitting the proposed modification to the ACO.
- 4.1.2. The ACO is single point of contact in the wing to ensure continuity for any proposed PRD and/or SOW modifications that encompass multiple functional areas. The ACO will:
  - 4.1.2.1. Ensure proposed modifications to PRDs managed by HQ AETC/LGYP are coordinated with the wing contracting squadron, wing functional representatives, and wing manpower office, as appropriate, before being forwarded to HQ AETC/LGYP. Coordination with the wing manpower office is of utmost importance to ensure the accurate tracking of contract manpower equivalents in accordance with Chapter 6 of AFI 38-201, *Determining Manpower Requirements*. Coordination is also necessary to ensure the proposed modification does not conflict with the criteria identified in Chapter 15 of AFI 38-203, *Commercial Activities Program*.
  - 4.1.2.2. Submit the following information to HQ AETC/LGYP for evaluation and approval:
    - 4.1.2.2.1. A cover memorandum indicating the reason for the proposed modification, which functional areas will be affected, any increase or decrease in manning and/or equip-

ment, and the POC's name, grade, and DSN.

4.1.2.2.2. Government-estimated costs associated with the increase or decrease in requirements, the proposed source of funds, and a planning or funded draft of AF Form 9, **Request for Purchase**, as applicable.

4.1.2.2.3. Applicable workload data.

4.1.2.2.4. Draft modification pages for the PRD.

4.1.2.2.5. Any other supporting information.

4.1.2.3. Once negotiations have been finalized, submit the final modification to the PRD (including modification pages) to HQ AETC/LGYP.

4.1.3. The wing functional representative will complete the AF Form 9. If, through negotiations, additional PRD modifications occur, he or she will obtain coordination or approval through HQ AETC/LGYP.

#### 4.2. HQ AETC Responsibilities:

4.2.1. HQ AETC/LGYP is the central point of contact for all aircraft maintenance and BOS contract modification proposals generated by HQ AETC or the Air Staff. (See **Attachment 3** for a flowchart of the process.) HQ AETC/LGYP will:

4.2.1.1. Review each requirements package for completeness.

4.2.1.2. Coordinate the package through the appropriate headquarters functional area (including HQ AETC/XPM) for comment or action and provide an informational copy to HQ AETC/FM. **NOTE:** The wing functional representative will provide the completed AF Form 9.

4.2.1.3. Resolve all modification package issues with the appropriate wing and HQ AETC functional representatives. For HQ AETC-funded modifications, functional representatives will also coordinate with their appropriate program element monitor (PEM) to ensure funding is available to support the proposed modification that could result in a modification issued by the ACO.

4.2.1.4. Provide PRD modification pages and forward them to the ACO. As necessary, the ACO will negotiate the government's proposed modifications to the PRD and/or SOW with the contractor. As a result of a negotiated modification to the PRD and/or SOW, the ACO will issue a contract modification.

4.2.2. HQ AETC functional representatives, HQ AETC/XPM, and HQ AETC/FM will review all comments, concur or nonconcur, and send their comments to HQ AETC/LGYP. In turn, HQ AETC/LGYP will consolidate all comments, as appropriate, and forward a final determination to the ACO for action.

#### 5. MEO Modifications to PRD:

5.1. Wing functional representatives will coordinate proposed modifications to MEO PRDs through the wing manpower office. The request must include full justification (mission impact, impact if not funded, etc.), a man-year estimate (as required), and page modifications to appropriate sections of the PRD. If the unit manpower office validates that the proposed modification is in the best interest of the government and is not in conflict with the criteria identified in AFI 38-203, Chapter 15, that office

will forward the modification request and the findings justifying the validation to HQ AETC/LGYP for action. HQ AETC/LGYP will coordinate the proposed modification request throughout the HQ AETC staff.

5.2. If Air Staff or HQ AETC personnel generate a new requirement, they will send it to the unit or wing functional representatives for work estimates, justification, and cost or manpower estimates. In that case, HQ AETC/XPM will accomplish workload analysis and generate the manpower requirements with coordination through the wing manpower office.

5.3. HQ AETC/LGYP will provide necessary information, including modification change pages for Air Staff- and HQ AETC-directed requirements. For unit-generated modifications, HQ AETC/LGYP will coordinate:

5.3.1. With HQ AETC/XPM for review and validation of manpower and man-year equivalent requirements.

5.3.2. The draft PRD modification through appropriate HQ AETC functional areas and return approved modifications to the wing manpower office for execution. Do not forward modifications to the wing manpower office until a consensus is reached with the appropriate HQ AETC functional area.

5.4. HQ AETC/LGYP will generate a cover memorandum, attach the modification pages, and forward the completed package to the applicable PMO, functional representative, manpower office, and HQ AETC functional OPRs, as required. For approved or validated changes, HQ AETC/LGYP will forward the package to the appropriate PEM who will initiate program objective memorandum (POM) action, if required, as shown in the flowchart in [Attachment 4](#). In addition, HQ AETC/LGYP will contact HQ AETC/XPM and request the adjustments to the unit manpower document (UMD).

## 6. Form Adopted. AF Form 9.

JOE F. HARRISON, Colonel, USAF  
Deputy Director of Logistics

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 64-1, *The Contracting System*

AFMAN 37-139, *Records Disposition Schedule*

AFI 38-201, *Determining Manpower Requirements*

AFI 38-203, *Commercial Activities Program*

***Abbreviations and Acronyms***

**ACO**—administrative contracting officer

**BOS**—base operating support

**CO**—contracting officer

**MEO**—most efficient organization

**PEM**—program element monitor

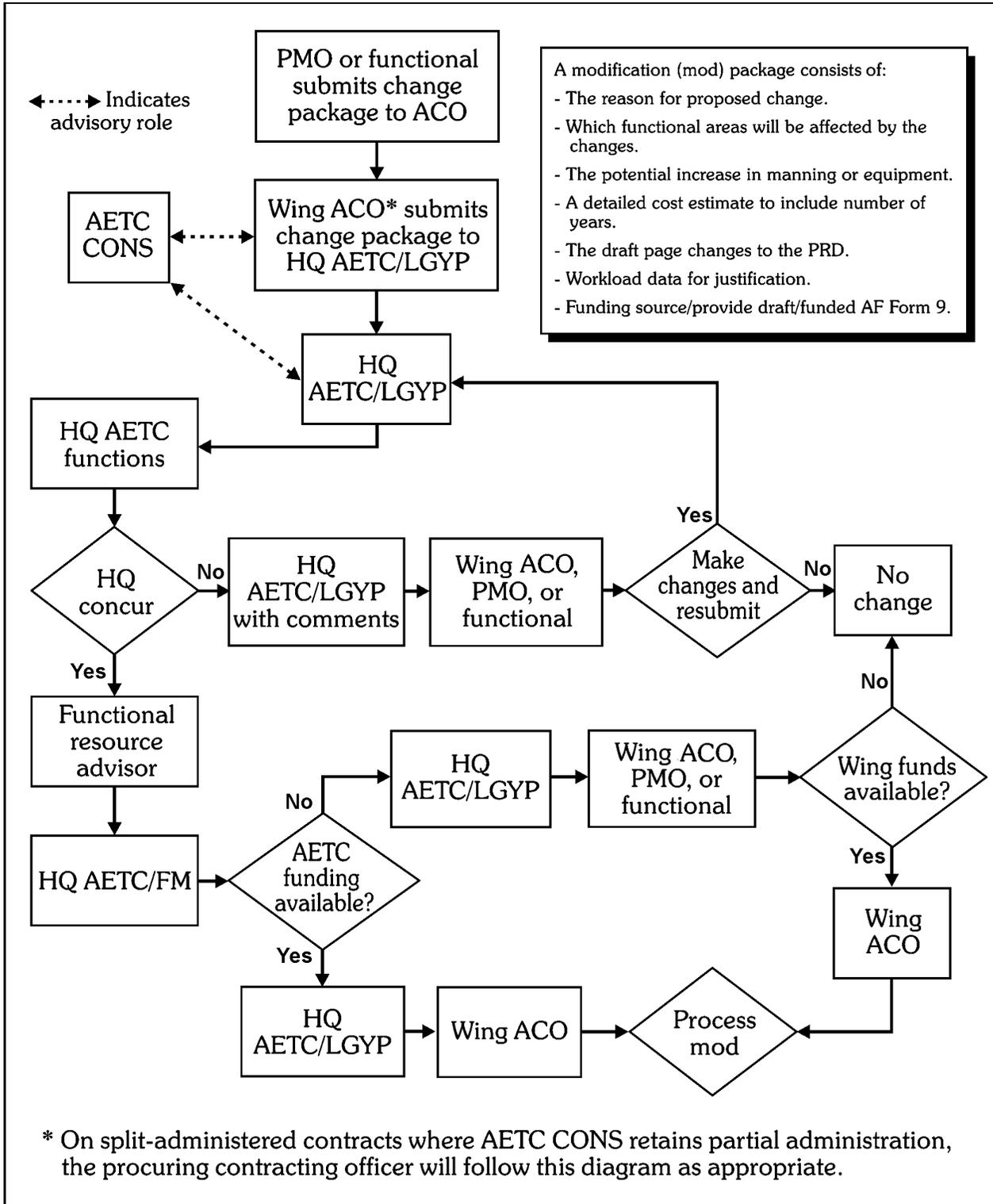
**PMO**—performance management office

**PRD**—performance requirements document

**UMD**—unit manning document

Attachment 2

PROCESS FOR WING-PROPOSED MODIFICATIONS



Attachment 3

PROCESS FOR HQ AETC-PROPOSED MODIFICATIONS

