

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



**AIR FORCE INSTRUCTION 63-301**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

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**Acquisition**

**AIR FORCE COMPETITION AND  
COMMERCIAL ADVOCACY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 63-301, 1 August 1997, is supplemented as follows:**

This instruction implements AFPD 63-3, *Competition and Commercial Advocacy*. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

Revisions are limited to those changes necessary to align the supplement with the last revision of AFI 63-301. Changes include revising supplement language to clarify that impediments to commercial practices are subject to impediment tracking and follow-up program, updating references to dates and applicable paragraphs of AFI 63-301, and renumbering the supplement attachment.

3.3.8. Competition advocates at Air Logistic Centers (ALC) and Product Centers shall establish impediment tracking and follow-up programs in accordance with the attached guidelines. ALC and Product Centers will determine how requirements for an impediment tracking and follow-up program should be applied to their subordinate units. Specific requirements of this supplement are optional for other AFMC organizations; however, those organizations must comply with AFI 63-301 requirements to maintain a tracking and follow-up program to remove impediments.

## Attachment 1 (Added)

### IMPEDIMENT TRACKING AND FOLLOW-UP PROGRAM

**A1.1. (Added) ALCs and Product.** ALCs and Product Centers will establish a program for identifying and following-up on impediments to competition or use of commercial practices using the following guidelines.

**A1.2. (Added) Procuring Activity.** Procuring activity competition advocates identify impediments to competition or use of commercial practices which may require tracking and follow-up action.

A1.2.1. (Added) Impediments involve factors which act to limit competition or use of commercial practices. In most cases impediments will be acquisition specific because they impact competition or use of commercial practices on specific items, systems, or services. Impediments can also be systemic in nature by having the effect of unduly restricting competition or use of commercial practices for a broad range of acquisitions. Examples of acquisition specific impediments are missing or incomplete data packages, limited rights to data, and limited availability of tooling. An example of a systemic impediment would be a policy or practice which has a negative impact on competition or use of commercial practices. Both types of impediments are subject to the impediment tracking and follow-up program.

A1.2.2. (Added) The primary vehicle for identifying impediments is J&A reviews; however, other normal activities of the competition advocate, such as participation in acquisition planning meetings, review of acquisition plans, and competition plan development, also provide opportunities for identifying impediments. When participating in J&A reviews, acquisition plan reviews, and other acquisition planning activities, the competition advocate will use market research results as a primary source of information for identifying potential impediments to the use of commercial practices.

**A1.3. (Added) Evaluate Identified Impediments.** Evaluate identified impediments to determine if actions to remove those impediments are warranted. When a determination is made that removal action is warranted, establish an impediment removal plan.

A1.3.1. (Added) Base evaluations on analyses to determine if impediment removal actions are practical in terms of a comparison of anticipated benefits associated with competition or use of commercial practices versus the estimated costs associated with removing the impediment.

A1.3.2. (Added) Impediment removal plans address actions to be taken, organizational responsibilities for accomplishing those actions, and appropriate completion milestones. Revise impediment removal plans, including related milestones, as circumstances warrant. For example, reevaluation is appropriate when it becomes apparent that the current plan is not proving to be effective in removing an impediment in a timely manner. Under such circumstances the reevaluation may lead to a new or revised plan of action, or may result in a decision that further efforts to remove the impediment are no longer justified.

A1.3.3. (Added) Cognizant technical or program management organizations normally accomplish evaluations and develop impediment removal action plans. Results of evaluations, including any impediment removal plans, are coordinated with all appropriate parties. Coordination's normally include all organizations which will ultimately have responsibility for impediment removal action and the competition advocate. For impediments identified as a result of J&A reviews, complete the evaluation and action plan development as part of that process, and summarize results as part of the J&A content dealing with actions being taken to remove or overcome barriers to competition.

A1.3.4. (Added) Procuring activity competition advocates ensure that evaluations are accomplished for all identified impediments. Where appropriate, these responsibilities include notifying the cognizant technical or program management organization of the need to accomplish such evaluations/reevaluation and working with those organizations as appropriate to ensure that the evaluations/reevaluations are completed. As part of their responsibility, the competition advocates ensure that decisions are justified and that appropriate impediment removal action plans are developed. These responsibilities are carried out through the competition advocate's role in reviewing/approving J&As and as the commander's representative for identifying and challenging barriers to full and open competition or use of commercial practices. Competition advocates maintain appropriate documentation of action plans to be used as the basis for tracking impediment removal actions and for use in developing center competition plans.

**A1.4. (Added) Procuring Activity.** Procuring activity competition advocates develop and document a process to track and monitor the status of planned actions to remove impediments. The process also provides for follow-up of identified problems, to include a mechanism to ensure the timely elevation of unresolved problems to appropriate levels of management.

A1.4.1. (Added) Competition advocates determine the method used to track impediment removal actions. The method will provide a means to regularly review the status of planned actions and determine the need for follow-up.

A1.4.2. (Added) Significant delays in completing planned actions will result in appropriate follow-up. Such follow-up actions may include a request to the organization responsible for implementation of the impediment removal action for their plan to resolve the identified problem. Where determined to be appropriate, follow-up may include action to initiate a reevaluation of the current plan to determine if an alternative plan of action is appropriate.

A1.4.3. (Added) Unresolved problems are elevated to appropriate levels of management to achieve satisfactory resolution. This includes elevation to the commander level if lower levels of management are unable to bring the issue to a satisfactory conclusion.

**A1.5. (Added) Procuring Activity Competition.** Procuring activity competition advocates generate and maintained data at the local level which will allow for the effective management of the impediment tracking program.

A1.5.1. (Added) Specific data to be generated/maintained is determined locally, but such data will provide an adequate basis for evaluation of organizational effectiveness in removing impediments in an efficient and timely manner. Examples of the type of data which might be generated/maintained includes the following.

- Total number of ongoing impediments removal actions being tracked.
- Number or percentage of impediments removal actions being tracked which are overage (i.e., actions which have not been completed by the action plan completion date).
- The average number of days overage impediments removal actions exceed the action plan completion date.
- Total number of impediments removal actions which have been closed/completed during the period.
- Number or percentage of completed impediment removal actions which were closed on time (i.e., actions were brought to closure by the action plan completion date).

A1.5.2. (Added) Maintain data for each major organization within the procuring activity with responsibilities for impediment removal actions. Make that data available to management within those organizations on a regular basis. Also maintain data on a procuring activity wide basis and make that data available to the procuring activity commander in conjunction with requirements established in AFI 63-301, paragraph 3.3.6.

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