



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 45 RMS/RMQC (Mr. Craig M. Kruse)  
Supersedes AFI63-501\_45SWSUP1,  
15 May 1999

Certified by: 45 RMS/CC (Lt Col Clay R. Frasier)  
Pages: 3  
Distribution: F

---

AFI 63-501, 31 MAY 1994, is supplemented as follows:

This supplement applies to 45 SW functional areas involved in performing insight of contractor performance.

**SUMMARY OF REVISIONS**

This revision updates organizational functions and responsibilities. Clarified duties of the Contracting Officer (CO), Functional Area Chief (FAC), Quality Assurance Specialists (QAS), and Quality Assurance Evaluator (QAE).

4.5.3. Ensure FACs, QAEs, and QASs receive contract specific (Phase II) training prior to performing surveillance duties.

4.5.4. Contract Administration Services (CAS) quality assurance functions at the 45th Space Wing will be performed by the 45th Range Management Squadron, Quality Assurance Branch (45 RMS/RMQ).

4.5.4.1. (Added) All FAC, QAE, and QAS personnel will receive orientation and contract surveillance (Phase I) training prior to performing surveillance duties. The FAC or designated representative will assure any additional specialized functional area training for their assigned personnel is conducted and documented.

4.5.4.2. (Added) Designate in writing a Chief Quality Assurance Evaluator (CQAE) for each contract as necessary. The CQAE will be the representative of the QAD. The CQAE: serves as the focal point for the implementation and administration of the Master Surveillance Plan; provides program assessment of surveillance efforts; conducts Quality Assurance Evaluator orientation training of program personnel; supports the Program Manager (PM), Contracting Officer (CO)/Administrative Contracting Officer (ACO), and surveillance team members in QAS/QAE program administration; assists in the development of various surveillance plans and mentors QAEs as required; reviews Corrective Action Requests for QAEs

prior to issuance to the contractor. The CQAE provides a consolidated monthly report of contractor performance based on individual reports from all functional areas to the CO/ACO/PM as required in the Master Surveillance Plan (MSP) for each program. The CQAE will maintain the master file; FACs will maintain area surveillance files.

6.2.1. (Added) Quality Assurance Director (QAD) is the Chief of the Quality Assurance Flight (45 RMS/RMQ) and the 45 SW Quality Assurance focal point for insight.

6.2.2. (Added) Area Surveillance Plan (ASP) will be approved by the FAC and become an attachment to the Master Surveillance Plan. Surveillance checklists will be included in the ASP. All changes to the ASP will be submitted to the CQAE to update the master file.

6.2.3. (Added) Functional areas shall maintain surveillance records and the location of these records should be referenced in the ASP.

6.2.4. (Added) The FAC will report monthly contractor performance to the CO/ACO/PM through the designated CQAE as required in the MSP for each program.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Terms*

**Major Services Contracts**—Contracts that contain higher level quality requirements (i.e., Industry best practices, ISO 9000, MIL-Q-9858A) and have an unlimited dollar value (amount).

SUSAN J. HELMS, Colonel, USAF  
Vice Commander