



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

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Office of the Assistant Secretary

CONTRACTING POLICY MEMO 97-C-16

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Air Force Laboratory Consolidation

The Air Force consolidated Armstrong Laboratory, Phillips Laboratory, Wright Laboratory, Rome Laboratory, the Air Force Office of Scientific Research, and HQ AFMC Science and Technology Directorate into a new organization titled Air Force Research Laboratory (AFRL) effective 31 October 1997.

We amended the Air Force Federal Acquisition Regulation Supplement (AFFARS) to reflect this consolidation. References to the old laboratory structure were removed or revised to reflect the new AFRL organization, and to clarify contracting approval and authority for laboratory requirements. The attached AFFARS changes are effective 31 October 1997 and will be included in a future Air Force Acquisition Circular.

//signed//

WALKER LEE EVEY
Associate Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
AFFARS changes

Air Force Research Laboratory Standup, AFFARS CASE 97-05

SUBPART 5301.6—CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES

5301.603 Selection, appointment, and termination of appointment.

5301.603-3 Appointment.

(a) Authority to appoint contracting officers is included in the authority of the HCA (see 5301.601-91) and the delegations of general contracting authority (see 5301.601-92 (a)). In order to provide a consistent system and delegations of authority to appoint contracting officers for PEO and DAC Programs, as well as Other Contracting (see 5302.101), the authority to appoint contracting officers is delegated to the MAJCOM, FOA, and DRU Directors of Contracting, with authority to redelegate to field activity Directors of Contracting. [For Air Force Research Laboratory, authority may be redelegated to the first contracting official in the contract chain subordinate to the SCCO.]

SUBPART 5301.90—CLEARANCE PROCESS

5301.9006-3 Contract actions requiring review and approval.

(c) For PEO and DAC Program contract actions identified in paragraph (a) that have a dollar value less than \$5 million:

(1) BOCOs/SLCOs may delegate RFP review responsibility, BCRA, and CCAA to a level no lower than the contracting officer;

**ATTACHMENT 5301-4 REVIEW AND APPROVAL THRESHOLDS
REVIEW/APPROVAL AUTHORITIES
PEO/DAC PROGRAMS**

AUTHORITY LEVEL (1)

<u>ESTIMATED VALUE</u>	<u>RFP</u>	<u>BCRA</u>	<u>BCAA COMP</u>	<u>NON-COMP</u>	<u>CCAA</u>
< \$50M	BOCO/SLCO	BOCO/SLCO	SSA (3)	SM (6)	BOCO/SLCO
≥ \$50M to < \$500M	SCCO (5)	SCCO (5)	SSA (3)	PEO/DAC (4)	SCCO (5)
≥ \$500M	AFMC/PK (2)	AFMC/PK (2)	SSA (3)	PEO/DAC (4)	AFMC/PK (2)

NOTES:

(5) The SCCO may delegate these authorities to the Buying Office Contracting Official (BOCO) and the Senior Laboratory Contracting Official (SLCO) on a case-by-case basis.

SUBPART 5302.1—DEFINITIONS

5302.101 Definitions.

"Center Commander" means, in AFMC, the field activity commander of Aeronautical Systems Center, Air Force Development Test Center, Air Force Flight Test Center, Arnold Engineering Development Center, Electronic Systems Center, Human Systems Center, Oklahoma City Air Logistics Center, Ogden Air Logistics Center, Sacramento Air Logistics Center, San Antonio Air Logistics Center, Space and Missile Systems Center, [and] Warner Robins Air Logistics Center, ~~and the Director of Air Force Office of Scientific Research.~~ [AFRL/CC has Center Commander authority for contracting issues.]

"Designated Acquisition Commander (DAC)" means, in AFMC, the individual who supervises execution of programs that are not assigned to a PEO. The commanders of AFMC product centers and logistics centers act in this capacity. DACs, like PEOs, are accountable to the AFAE. [AFRL/CC has DAC authority for designated programs.]

"Other Contracting" means those efforts taken to support acquisition programs, maintain and repair fielded weapon systems, and support Air Force operations. The term includes, but is not limited to, contracts for local purchase and other operational support; replenishment spares; programmed depot maintenance; weapon system modifications which do not involve significant development; contractor logistics support; manpower and support; and science and technology (i.e., research, exploratory development or advanced development ~~that is bought in a laboratory~~ and not intended for a system specific application (6.1, 6.2, or 6.3A funds)).

"Senior Center Contracting Official (SCCO)" means an individual in an AFMC direct reporting unit (i.e., Aeronautical Systems Center, Air Force Development Test Center, Air Force Flight Test Center, ~~Air Force Office of Scientific Research,~~ [Air Force Research Laboratory,] Arnold Engineering Development Center, Electronic Systems Center, Human Systems Center, Oklahoma City Air Logistics Center, Ogden Air Logistics Center, Sacramento Air Logistics Center, San Antonio Air Logistics Center, Space and Missile Systems Center, or Warner Robins Air Logistics Center) serving in the position of Director of Contracting and reporting directly to the Center Commander ~~or the Director of AFOSR.~~ This authority may also be exercised by the Deputy Director of Contracting, Assistant Director of Contracting, and the Technical Assistant to the Director of Contracting.

~~"Senior Laboratory Contracting Official" means an individual in an AFMC subordinate unit (i.e., Rome Laboratory, Wright Laboratory or Phillips Laboratory) serving in the position of Director of Contracting and directly supporting the laboratory commander.~~

"Single Manager (SM)" means the general term used to describe System Program Directors (SPDs), Product Group Managers (PGMs), ~~and Materiel Group Managers (MGMs)~~, [and Technology Directors (TDs)] who are the individuals responsible for a system, product group, ~~or materiel group~~, [or major research area] and report directly to a Program Executive Officer (PEO) or Designated Acquisition Commander (DAC). ~~Laboratory Commanders may exercise the same FAR authorities as the single manager.~~

~~"Technology Executive Officer (TEO)" means the individual who administers the Science & Technology (S&T) program and reports on S&T matters directly to the AFAE. The TEO is the Director, Science and Technology (HQ AFMC/ST) and is the PEO/DAC equivalent for S&T programs.~~

["Technology Director" means the single manager responsible for a major research area and its portfolio.]

SUBPART 5306.2 FULL AND OPEN COMPETITION AFTER EXCLUSION OF SOURCES

5306.202 Establishing or maintaining alternative sources.

For contract actions under (b)(1)(i) above, the contracting officer shall submit the proposed D&F to SAF/AQCS concurrently with the request for AP approval. The contracting officer shall follow the J&A procedures in 5306.304-91 when processing the D&F. The solicitation shall not be issued until after the D&F is signed by the SPE. For AFMC PEO actions, the Senior Center Contracting Official (SCCO) shall be afforded three work days to review/comment on D&Fs prior to submission to the PEO. For AFMC DAC Programs and AFMC Other Contracting, Senior Center ~~or Laboratory~~ Contracting Official coordination shall be obtained on all D&Fs.

5306.302-4 International agreement.

(3) For PEO Programs assigned outside of AFMC and for Other Contracting, the responsibility for preparing the IACR is delegated to the principal staff officer (or designee) responsible for contracting for the command, FOA, or DRU. The command, FOA, or DRU competition advocate (or designee) is delegated approval authority. For AFMC, Senior Center ~~or Laboratory~~ Contracting Officials are delegated the responsibility for preparing the IACR and the respective competition advocate is the approval authority.

5306.303-290 Justification review document.

(d) For AFMC PEO actions, the Buying Office Contracting Official (BOCO) shall also sign the JRD. For AFMC DAC programs and Other Contracting within AFMC, the Senior Center ~~or Laboratory~~ Contracting Official shall also sign the JRD.

5306.304-91 Procedures for J&As requiring approval by the SPE.

(2) For AFMC DAC Programs, the DAC shall sign the justification. Procedures for processing the J&A after signature are the same as for PEO programs, except all correspondence and documentation (e.g., authorizations to release the RFP) shall be sent to the SCCO. For AFMC DAC actions, all justifications requiring SPE approval shall be coordinated with the Senior Center ~~or Laboratory~~ Contracting Official prior to submittal to SAF/AQCS.

(c) *Clearing FAAA exceptions.* The contracting officer is responsible for clearing the exceptions. For AFMC PEO actions, the contracting officer shall afford the SCCO three work days to review/comment on the documentation necessary to clear the exception prior to submittal. The contracting officer submits the documentation through the PEO to SAF/AQCS. For AFMC DAC actions and Other Contracting, the contracting officer is responsible for obtaining the Senior Center ~~or Laboratory~~ Contracting Official's coordination and submitting the clearance documentation through the DAC [or Center Commander] to SAF/AQCS.

5306.501 Requirement.

The organizations listed below have been designated "procuring activities" pursuant to FAR 6.501:

Assistant Secretary of the Air Force (Acquisition) (SAF/AQ)
Deputy Assistant Secretary (Contracting) (SAF/AQC)
Air Combat Command
Air Education and Training Command
Air Mobility Command
Air Force Materiel Command
- Headquarters, Air Force Materiel Command

- Aeronautical Systems Center
 - Aeronautical Systems Center/OL-PK
 - Aeronautical Systems Center/PKW
 - ~~Wright Laboratory~~
 - Air Force Development Test Center
 - Air Force Flight Test Center
 - ~~Air Force Office of Scientific Research~~
 - [- Air Force Research Laboratory
 - Air Force Office of Scientific Research
 - Armstrong Research Site
 - Phillips Research Site
 - Rome Research Site
 - Wright Research Site]
 - Arnold Engineering Development Center
 - Electronic Systems Center
 - 38th Engineering Installation Wing
 - ~~Rome Laboratory~~
 - Standard Systems Group
 - Materiel Systems Group
 - Human Systems Center
 - Oklahoma City Air Logistics Center
 - Ogden Air Logistics Center
 - Sacramento Air Logistics Center
 - San Antonio Air Logistics Center
 - Space and Missile Systems Center
 - ~~Phillips Laboratory~~
 - Warner Robins Air Logistics Center
- Air Force Space Command
 Pacific Air Forces
 United States Air Forces in Europe
 11th Support Wing
 Air Force Reserve Command
 Air Force Special Operations Command
 USAF Academy
 Air Force Operational Test and Evaluation Command

5307.104-90 Air Force procedures for acquisition plans

(b) Approval requirements.

(2) For AFMC, acquisition plan approval authority is as follows:

PEO and DAC Programs and Other Contracting (Non Information Technology)

<u>Threshold</u>	<u>PEO Program</u>	<u>DAC Program</u>	<u>Other Contracting***</u>	<u>Review/Coordinate</u>
\$5M to < \$50M	SM*	SM*	Center CC (delegable)	BOCO/ SLCO /****
≥ \$50M to < \$500M	PEO	DAC	Center CC	SCCO
≥ \$500M	PDASAF(A&M)	PDASAF(A&M)	PDASAF(A&M)	SAF/AQC

Information Technology, Not Integral to a Weapon System

<u>Threshold</u>	<u>PEO Program</u>	<u>DAC Program</u>	<u>Other Contracting</u>	<u>Review/Coordinate****</u>
\$5M to < \$15/30M**	SM*	SM*	Center CC (delegable)	BOCO/SLCG/****
≥ \$15/30M** to < \$120M and non-MAIS	PEO	DAC	Center CC	SCCO
≥ \$120M or MAIS*****	PDASAF(A&M)	PDASAF(A&M)	PDASAF(A&M)	SAF/AQC

* Single Manager (SM) includes System Program Director (SPD), Product Group Manager (PGM), and Materiel Group Manager (MGM), and [Technology Director (TD)]~~Lab Commander~~.

(c) APs requiring Final Acquisition Action Approval (FAAA) by the SPE.

(2) When AP approval by the SPE is required, the following procedures apply:

(i) APs requiring SPE approval shall be signed by the contracting officer, chief of the contracting office, and program manager. Additionally, for AFMC PEO actions, APs requiring SPE approval shall be signed by the BOCO and for AFMC DAC actions, by the Senior Center ~~or Laboratory~~ Contracting Official. The responsible PEO or DAC shall also sign the AP prior to submitting it to SAF/AQCS for SPE approval. For Other Contracting, signature shall be in accordance with command procedures.

(iii) For AFMC DAC Programs, procedures for processing the AP after signature by the DAC are the same as for PEO programs, except authorization and SPE directions will be sent to the Senior Center ~~or Laboratory~~ Contracting Official.

PART 5319—SMALL BUSINESS PROGRAMS

SUBPART 5319.2—POLICIES

5319.201 General policy.

(v) When Air Force participation is required in conferences conducted to assist small businesses, small business specialists will serve as the Air Force representatives. SAF/SB will assign responsibility for providing Air Force representation to commands with bases in the area of the particular conference. In the case of Congressionally sponsored Federal procurement conferences, responsibility is assigned as follows:

~~[Rome Research Site]~~ New York north of Orange and Putnam Counties; Pennsylvania except Delaware, Montgomery, Bucks, Philadelphia, and Chester Counties.

~~HQ AFMC/PL~~

Arizona; New Mexico; Texas west of Ector, Crane, Pecos, and Brewster Counties.

~~[Phillips Research Site]~~

AA-105 Source Selection Authority (SSA).

Table A – AFMC Source Selection Authority (SSA) Thresholds

PEO and DAC Programs (non Information Technology)// Other Contracting

<u>Threshold</u>	<u>SSA (Delegable)</u>	<u>SSP Review</u>
\$5M to < \$50M	Single Manager*	BOCO/SLCO[//***]
≥ \$50M to < \$500M	PEO or DAC//Center CC	SCCO
≥ \$500M	ASAF(A)	SSAC

MAIS Programs and non-MAIS Information Technology Acquisitions

<u>Threshold</u>	<u>SSA (Delegable)</u>	<u>SSP Review</u>
\$5M to < \$15/30M**	Single Manager*	BOCO/SLCO[//***]
≥ \$15/30M** to < \$120M and non-MAIS	PEO or DAC//Center CC	SCCO
≥ \$120M or MAIS	PDASAF(A&M)	SSAC

* Single Manager (SM) includes System Program Director (SPD), Product Group Manager (PGM), Materiel Group Manager (MGM), and ~~Lab Commander~~[Technology Director (TD)].

*** [For other contracting, the first contracting official in the contract chain subordinate to the SCCO.]

BB-105 Source Selection Authority (SSA).

Table A – AFMC Source Selection Authority (SSA) Thresholds

PEO and DAC Programs (non Information Technology)// Other Contracting

<u>Threshold</u>	<u>SSA (Delegable)</u>	<u>SSP Review</u>
\$5M to < \$50M	Single Manager*	BOCO/SLCO[//***]
≥ \$50M to < \$500M	PEO or DAC//Center CC	SCCO
≥ \$500M	ASAF(A)	SSAC

MAIS Programs and non-MAIS Information Technology Acquisitions

<u>Threshold</u>	<u>SSA (Delegable)</u>	<u>SSP Review</u>
\$5M to < \$15/30M**	Single Manager*	BOCO/SLCO[//***]
≥ \$15/30M** to < \$120M and non-MAIS	PEO or DAC//Center CC	SCCO
≥ \$120M or MAIS	PDASAF(A&M)	SSAC

* Single Manager (SM) includes System Program Director (SPD), Product Group Manager (PGM), Materiel Group Manager (MGM), and ~~and Lab Commander~~[Technology Director (TD)].

*** [For other contracting, the first contracting official in the contract chain subordinate to the SCCO.]