



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

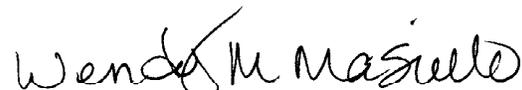
05 Feb 02

MEMORANDUM FOR HQ AFMC/PK

FROM: AAC/PK

SUBJECT: Performance Based Service Acquisition (PBSA) Best Practice (Suspense 5 Feb 02)

1. As requested in your letter Performance Based Service Acquisition (PBSA) Special Project, dated 31 Dec 2001, AAC/PK offers its PBSA Access Database for consideration as a Best Practice. The database has been created and is currently being populated. The following paragraphs outline the vision of the completed database.
2. The database will contain the following information for each service contract:
 - a. Contract administrator/office symbol/phone number,
 - b. Contractor/contract number/name of service,
 - c. Annual/total value of the contract, date contract expires (including all option periods),
 - d. Primary & alternate quality assurance personnel (QAP) name/office symbol/phone number/training information,
 - e. Functional commander/director name/office symbol/training information
3. This database will assist the quality assurance program coordinator (QAPC) and the contract administrator with tracking the appointment and training of QAP, the training for the functional commanders/directors, and contract expiration dates. The QAPC will use the database to generate a monthly report for each functional commander/director showing the names and training status of all their QAPs. This will give them an opportunity to inform the QAPC of any new QAP(s) and their training needs. A report will also be generated identifying expiring contracts to the appropriate contracting officer so business requirements and advisory groups can be activated for the next acquisition.
4. Read only access to the database will be made available to Eglin personnel via the QAPC's homepage. The personnel accessing the database will be encouraged to notify the QAPC of any data that needs to be updated or corrected. If you have any questions, please call our point of contact, Mr. Ted Kopec, AAC/PKXF, DSN 872-3493 extension 4646, or send e-mail to kopect@eglin.af.mil.


WENDY M. MASIELLO, Colonel(s), USAF
Director of Contracting