



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

22 MAY 2003

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK
4375 Chidlaw Rd, Rm S208
Wright-Patterson AFB OH 45433-5006

SUBJECT: Delegation of Acquisition Professional Development Program (APDP)
Certification Authorities

1. APDP certification authority for contracting Levels I, II, and III is delegated to the Senior Center Contracting Official at each Major Center Direct Reporting Unit (DRU). Certification authority is applicable to civilians and military including reservists. Re-delegation of this authority below the DRU is not authorized.

2. In order to maintain consistency in the APDP certification process across the Air Force, the following guidelines apply:

- Level III certifying officials must be at least a Colonel or GS-15 equivalent.
- Certifying officials should be certified in the functional specialty and at the same level they are certifying. Contracting functional specialty includes Industrial/Contract Property Management and Purchasing.
- Adjudication of mandatory certification standards and fulfillment of Level III courses must be approved at the MAJCOM level.

3. The UCI Checklist is in the process of being revised to add APDP certification administration as an oversight compliance inspection item.

4. If you have questions, please contact William Watts, AFMC/PKX, DSN 986-0346 or email William.watts@wpafb.af.mil.

A handwritten signature in black ink, appearing to read "J.P. Parsons", is located above the typed name.

JEFFREY P. PARSONS
Colonel, USAF
Director of Contracting

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