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Contracting

THE CONTRACTING SYSTEM

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1. The Air Force relies on its contracting system to acquire the supplies and services essential to its daily operations and warfighting mission. This directive establishes policies to ensure the Air Force contracting system acquires supplies and services that support customer needs at reasonable prices. The system must also meet statutory and regulatory requirements.
2. The contracting system will be responsive to mission needs and requirements, and will award contracts that are in the best interests of the Government. The Air Force will contract for supplies and services using the Federal Acquisition Regulation (FAR), current edition, the Defense FAR Supplement (DFARS), current edition, the Air Force FAR Supplement (AFFARS), and related Air Force instructions (AFI).
 - 2.1. The contracting system will foster an environment where contracting activities and their customers are a team dedicated to meeting Air Force requirements. The contracting system includes effective acquisition planning; solicitation; cost or price analysis; evaluation of offers; source selection; contract award; and contract administration. The customer and the contracting activity will follow sound business practices in making decisions to support the contracting process. They also will exercise the highest standards of ethical conduct and fiscal responsibility. Contract actions must inspire public trust in the Air Force acquisition process.
3. The Air Force will treat all offerors and contractors fairly and equitably. It also will ensure contractors perform according to the contract terms and conditions. Procedures to resolve disputes between contractors and their employees are set by law; the Air Force will remain neutral in dealing with contract-related labor disputes that may occur on Air Force installations.
4. Air Force contracting activities and their customers will consider both technical needs and business strategies when defining and specifying requirements. They will ensure specifications reflect only what is needed to meet the requirements of the mission. They will ensure specifications and statements of work will not unnecessarily restrict competition or innovation. They will use commercial item descriptions as

much as practicable and functional specifications instead of detailed design specifications whenever reasonable.

5. Air Force contracting activities will employ qualified military and civilian members of the acquisition work force. The Air Force will implement the Acquisition Professional Development Program to ensure all people in the contracting work force have the opportunity for training, education and experience needed to meet certification requirements and qualify for advancement.

6. The following responsibilities and authorities are established:

6.1. The Secretary of the Air Force has delegated contracting authority to specific acquisition officials who redelegate that authority to contracting officers. The authority delegated to contracting officers to bind the Government on behalf of

the Air Force is specific and limited, and carries with it a responsibility to act with the utmost integrity and propriety. Those individuals delegated this authority and responsibility, together with their commanders and supervisors, will ensure their actions are within delegated authority and that the highest standards of conduct and business practice are maintained.

6.2. The Assistant Secretary of the Air Force (Acquisition), SAF/AQ, is the Senior Procurement Executive (SPE).

6.3. The Deputy Assistant Secretary (Contracting), SAF/AQC, develops and implements Air Force contracting policies and procedures, and performs surveillance of major command contracting activities. SAF/AQC also acts as the senior contracting advisor to the SPE and provides functional management for Air Force contracting personnel.

7. Terms Explained:

7.1. The Senior Procurement Executive is the individual responsible for the overall management of the Air Force acquisition and contracting system.

7.2. The Contracting Officer is an individual specifically appointed by the Secretary of the Air Force or designee with the authority to enter into, administer, or terminate contracts and execute related determinations and findings within the limits of the authority delegated. Only a contracting officer has the authority to contractually bind the Government on behalf of the Air Force.

8. This policy directive applies to purchases of and contracts for supplies or services using appropriated funds. It may also apply to other business arrangements, such as leasing aircraft to outside parties, entering into Cable TV franchise agreements on Air Force installations, and grants and cooperative agreements. Purchases and contracts using nonappropriated funds (NAF) will comply with designated Air Force instructions. Air Force contracting offices will provide contracting surveillance assistance to NAF purchasing activities.

9. See **Attachment 1** for measures of compliance with this policy.

10. See **Attachment 2** for publications implemented by this policy directive and other instructions with which it interfaces.

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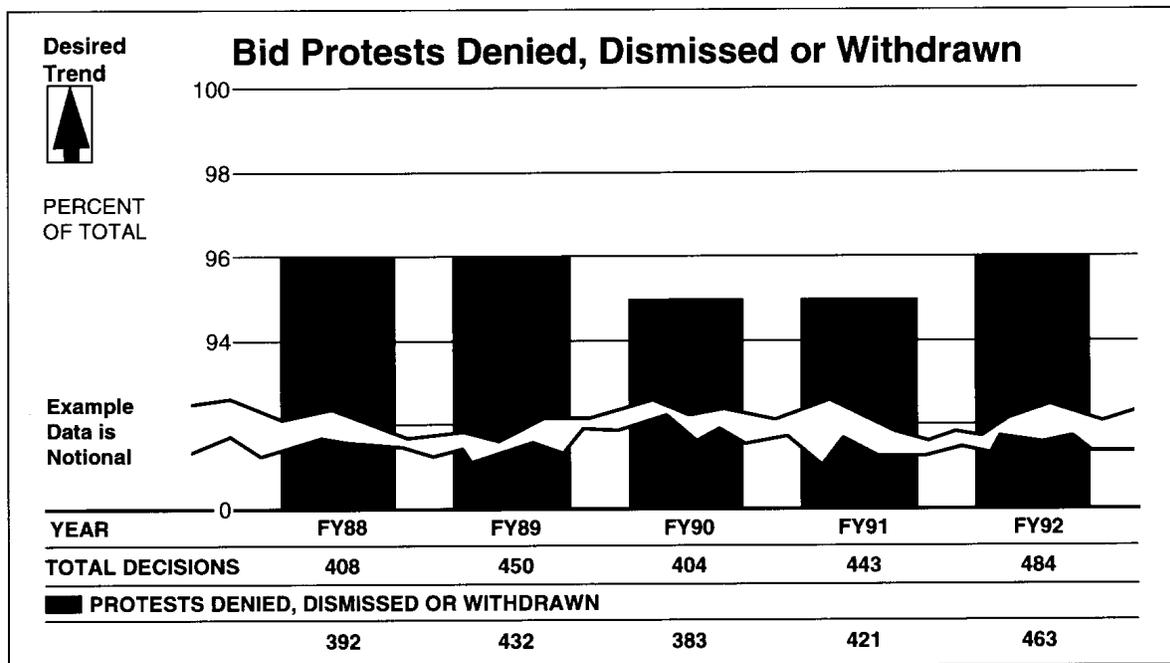
Attachment 1

MEASURES OF COMPLIANCE WITH POLICY

A1.1. Compliance with Air Force contracting policy will be assessed by a measurement based on bid protests: Bid Protests Denied, Dismissed or Withdrawn. The measurement graphics will display trends relating to changes in the measure over time. Data are displayed on a fiscal year basis. SAF/AQCX collects and maintains data required for policy compliance measurement.

A1.1.1. Bid Protests Denied, Dismissed or Withdrawn. The measure indicates the proportion of protests that are denied, dismissed, or withdrawn in a given fiscal year within the bid protest forums of the General Accounting Office and the General Services Board of Contract Appeals compared to the number of protest decisions received in that fiscal year. This measure reflects an evaluation of compliance with policy and regulation based on decisions by unbiased bodies for those acquisitions in which a bidder has identified dissatisfaction with the contracting process. Five years of statistics will be shown in the form of a bar chart (**Figure A1.1.**).

Figure A1.1. Sample Metric of Bid Protests Denied, Dismissed or Withdrawn.



Attachment 2

PUBLICATIONS WITH RELATED POLICIES AND INSTRUCTIONS

A2.1. This directive implements guidance from the following documents:

Title 10, United States Code

Office of Federal Procurement Policy Act, as amended (Title 41, United States Code, 401, et seq.)

FAR

DFARS

AFFARS, Subpart 5301.6, Contracting Authority and Responsibilities

Secretary of the Air Force Order 650.4, General Contracting Authority, May 21, 1992

A2.2. This directive interfaces with the following documents:

Publication Designation	Title	Former Publication or Date
AFFARS		
AFI 36-2837	Contracting, Manufacturing, and Quality Assurance Awards Program (PA)	AFR 900-19
AFI 64-101	Cable Television (CATV) Systems on US Air Force Installations	AFR 70-3
AFI 64-102	Operational Contracting	AFR 70-8
AFI 64-103	Leasing US Air Force Aircraft and Related Equipment to Nongovernment Organizations	AFR 70-10
AFI 64-104	Weapon System Warranties	AFR 70-11
AFI 64-105	Contract Reporting and Contract Profit Reporting Systems	AFR 70-12
AFI 64-106	Industrial Labor Relations Activities	AFR 79-1
AFI 64-107	Nonappropriated Fund Contracting	AFR 176-9
AFI 64-108	Service Contracts	AFR 400-28, Volume 1