

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE INSTRUCTION 63-301**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**1 June 1999**

**Acquisition**

**AIR FORCE COMPETITION AND  
COMMERCIAL ADVOCACY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil>. and the AFRCEPL (CD-ROM), published monthly.

---

OPR: HQ AFRC/LGCM  
(Kay R. Leaphart)  
Supersedes AFI 63-301/AFRES Sup,  
6 February 1998

Certified by: HQ AFRC/LG  
(Col Randolph C. Ryder)  
Pages: 2  
Distribution: F

---

The OPR for this supplement is HQ AFRC/LGCM (Kay R. Leaphart). This supplement implements and extends the guidance of Air Force Instruction (AFI) 63-301, 1 August 1997. It applies to AFRC bases only. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

This revision deletes previous paragraph 3.3.1.1 including the AFRC Form 76, **Noncompetitive Acquisition Analysis Checklist**; deletes the \$100,000 limit for approval of a noncompetitive line item by the contracting officer (previous paragraph 3.3.1.2); and deletes paragraph 4.8.

2.1. Appropriate subordinate activities in this command are AFRC host bases which have an AFRC contracting office. At these bases, the installation commander designates in writing the Chief, Operational Contracting Office, to accomplish the CA responsibility and appoints an alternate to act in the absence of the CA.

3.3.1.1. (Added) The contracting officer reviews the supporting rationale for all proposed line items exceeding \$2,500 as contemplated in AFFARS 5313.106 and FAR Part 6. Forward proposed noncompetitive line items exceeding the contracting officer's warrant limit to HQ AFRC/LGC for approval before issuance of the solicitation. The requiring activity justifies all types of restrictive purchase descriptions, including brand name and urgent statements of need, which must be reviewed by the local CA.

3.3.6. Periodically, but not less than semiannually, brief AFRC host installation commander on the overall competitive acquisition dollar and percentage rate (RCS:HAF-RDC(M&A)7106 Report) and on any problems associated with noncompetitive acquisitions at base level.

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander