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*Contracting*

**GUIDELINES FOR DEALING WITH  
INDUSTRY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction states policy and provides guidance for all Air Force Weather Agency (AFWA) personnel who deal with industry through contacts with contractors and vendors. It implements Air Force policies and guidance found in 36 and 64-series directives and instructions for situations normally encountered by AFWA personnel.

***SUMMARY OF REVISIONS***

Replaces AWS I 64-1. Updates organization name.

- 1. Policy.** Personnel will handle all industry contacts with integrity and propriety. HQ AFWA and each subordinate unit will document the process their personnel will follow in dealing with industry.
- 2. General.** Personnel may come in contact with industry contractors/vendors through informal calls and sales presentations, formulation of requirements, soliciting bids and offers, awarding of contracts, and ensuring compliance with terms of a contract. This instruction pertains to the informal contacts one may have and the periodic requests for information contractors/vendors may make. All other contacts are governed by procedures found in FAR, DoDDs, AFPDs, AFIs, and supporting contracting office's instructions.
- 3. Procedures.** The following procedures apply to all AFWA personnel:
  - 3.1. If you receive written or printed matter of a general sales nature, no action is required. However, if a response is required or if the correspondence is an unsolicited proposal to perform a task or provide a product to the government, contact your supporting contracting office.

3.2. If you receive a telephone call from a contractor, listen to the description of their product, but do not volunteer any information on government procurement requirements. You should advise the contractor of the process which begins with contacting the supporting contracting office.

3.3. Contractors may ask to visit personnel in order to make a sales presentation or demonstration by following the guidance outlined in AFWA HOI 35-1, *Visitor Management*.

3.3.1. Appropriate HQ AFWA Directors or subordinate unit Commanders must approve any visit by a contractor/vendor before any preparation for such a visit takes place.

3.3.2. Arrangements for these demonstrations are made by the supporting contracting office.

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Commander