

Administrative Changes to AFPD 64-1, *The Contracting System*

OPR: SAF/AQCP

1. Certifying Official: SAF/AQC (Mr. Roger S. Correll)
2. References to AFMAN 37-123, Management of Records, should be changed to AFMAN 33-363, Management of Records, throughout the publication.
3. Delete the following three references in Attachment 1, Glossary of References and Supporting Information, and replace with HAF Mission Directive 1-10, *Assistant Secretary of the Air Force (Acquisition)*, April 8, 2009, as these three references were revoked and incorporated into HAF MD 1-10.
  - (i) Secretary of the Air Force Order 101.1, *Authority and Responsibilities of the Assistant Secretary of the Air Force (Acquisition)*, June 5, 1999 and SAF/AQ Memorandum, Subject: *Delegation of Contract and Agreement Authority*, 30 Nov 1999;
  - (ii) Secretary of the Air Force Order 640.11, *Amendment of Contracts Without Consideration, Correction of Mistakes in Contracts, and Formalization of Informal commitments Under Public Law 85-804*, October 30, 1997; and
  - (iii) Secretary of the Air Force Order 650.3, *Functions of the Air Force Competition Advocate General and Procuring Activity Advocates for Competition*, October 30, 1997.

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**Contracting**



**THE CONTRACTING SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: SAF/AQCP

Certified by: SAF/AQC  
(Mr. Charlie E. Williams, Jr.)

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Pages: 5

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This directive defines and explains the Air Force contracting system, whose primary mission is to acquire and support warfighter capabilities through responsive business solutions. See **Attachment 1** for publications implemented by this policy directive. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afirms.amc.af.mil/>. To recommend changes, conflicts, suggestions, or recommendations to departmental publications, use the AF IMT 847 and route it through the publishing channels to the OPR for the publication. This publication is applicable to the Air Force Reserve but not to the Air National Guard (ANG) or the Civil Air Patrol (CAP).

**SUMMARY OF CHANGES**

AFPD is revised to update OPR and Certifier individual, to remove requirement for Measures of Compliance with Policy and to update the reference information.

- 1.** The Air Force relies on its contracting system to acquire the supplies and services essential to its 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), policy memorandums (PM) and informational guidance (IG).

- 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 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.
  - 2.2. The contracting system includes: effective acquisition planning, solicitation, cost or price analysis; evaluation of offers; source selection; contract award; and contract administration. The contracting activity will provide sound business advice on acquisitions accomplished by other non-Air Force/non-DoD activities for Air Force customers.
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 (APDP) 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 the 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 practices 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 serves as the Competition Advocate General for the Air Force, acts as the senior contracting advisor to the SPE and provides functional management for Air Force contracting personnel.

**7. Terms Explained:**

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

7.2. The contracting officer (CO) 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 properly warranted CO 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.

MICHAEL W. WYNNE  
Secretary of the Air Force

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

This directive implements instructions 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.)

Federal Acquisition Regulation (FAR)

Defense Federal Acquisition Regulation Supplement (DFARS)

Air Force Federal Acquisition Regulation Supplement (AFFARS), Subpart 5301.6, *Contracting Authority and Responsibilities*

Secretary of the Air Force Order 101.1, *Authority and Responsibilities of the Assistant Secretary of the Air Force (Acquisition)*, June 5, 1999 and SAF/ AQ Memorandum, Subject: *Delegation of Contract and Agreement Authority*, 30 Nov 1999

Secretary of the Air Force Order 640.1 1, *Amendment of Contracts Without Consideration, Correction of Mistakes in Contracts, and Formalization of Informal Commitments Under Public Law 85-804*, October 30, 1997

Secretary of the Air Force Order 650.3, *Functions of the Air Force Competition Advocate General and Procuring Activity Advocates for Competition*, October 30, 1997

This directive interfaces with the following documents:

AFFARS, *Air Force Federal Acquisition Regulation Supplement*, 2002 Edition

AFPD 64-2, *Small Business Program*, 1 May 1996

AFPD 64-3, *The Non-Appropriated Fund Contracting System*, 1 December 2005

AFI 64-101, *Cable Television (CATV) Systems On US Air Force Installations*, 1 December 2005

AFI 64-102, *Operational Contracting Program*, 25 July 2005

AFI 64-103, *Leasing US Air Force Aircraft and Related Equipment to Non-government Organizations*, 1 May 1997

AFI 64-105, *Contract Reporting and Contract Profit Reporting System*, 1 August 2000

AFI 64-106, *Industrial Labor Relations Activities*, 25 March 1994

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC)*, 31 January 2006

AFI 64-201, *Small Business Programs*, 1 January 1997

AFI64-301, *Nonappropriated Fund Contracting Policy*, 12 February 2002

AFMAN 37-123, *Management of Records*, 1 August 1994

AFPAM 38-102, *Headquarters United States Air Force Organization and Functions*, 1 January 2004

*Abbreviations and Acronyms*

**AFFARS**—Air Force Federal Acquisition Regulation Supplement

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**ANG**—Air National Guard

**APDP**—Acquisition Professional Development Program

**CAP**—Civil Air Patrol

**CFR**—Code of Federal Regulations

**CO**—Contracting Officer

**DFARS**—Defense Federal Acquisition Regulation Supplement

**DoD**—Department of Defense

**FAR**—Federal Acquisition Regulation

**IG**—Informational Guidance

**NAF**—Nonappropriated funds

**OPR**—Office of Primary Responsibility

**PDO**—Publishing Distribution Office

**PEO**—Program Executive Officer

**PM**—Policy Memoranda

**PMD**—Program Management Directive

**SAF/AQ**—Secretary of the Air Force (Acquisition)

**SAF/AQC**—Deputy Assistant Secretary (Contracting)

**SAF/AQCP**—Deputy Assistant Secretary (Contracting) (Policy Division)

**SECAF**—Secretary of the Air Force

**SPE**—Senior Procurement Executive

**U.S.C.**—United States Code