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**Contracting**

**OPERATIONAL CONTRACTING**



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This instruction implements and extends the guidance of AFRPD 64-1, *The Contracting System*. It establishes procedures for operational contracting of supplies, equipment, service and construction for the 440 Airlift Wing. It applies to all organizational and tenant units assigned to General Mitchell IAP-ARS WI.

**SUMMARY OF REVISIONS**

This revision updates Air Force Instructions and dollar thresholds and requirement for determination of Hazardous Materials and Recovered Materials is added.

**1. AF Form 9, Request for Purchase** . Any person authorized by regulation or directive may initiate a purchase request with the following exceptions:

1.1. Purchase requests may be initiated by using activity and approved by incumbents of the following positions for specific supplies/services prior to purchase:

1.1.1. Medical Management Supervisor (SG) for medical supplies/services.

1.1.2. Base Civil Engineer (CE) for construction, refuse, custodial, utilities, and other services necessary for the maintenance and repair of real and installed property.

1.1.3. Chief of Supply (LGS) for purchase of supplies, equipment, approval of rental equipment, laundry and dry cleaning, pharmacy hazardous materials and other related services.

1.1.4. Base Communications Computer Systems Officer (SC) for services for rental and maintenance of communications, computer systems, and typing equipment. All repairs for computers and typing equipment are initiated by SC.

1.1.5. Chief, Information Systems Flight (SCB) for newspaper subscriptions, periodicals, and like items. Also purchase of reproduction equipment and contractual printing services.

1.1.6. Transportation Officer (LGT) for supplies/services necessary to maintain Air Force vehicles and rental of vehicles.

1.2. Base Visual Information (SCV) for photographic, video materials, films, and services.

1.3. Civilian Personnel (DPC) for requests for physical exams and hiring of personnel.

1.4. Services (SV) for food services, billeting, and mortuary services.

1.5. HAZMAT Management Process (HMMP) Working Group (CEV) for all services. CEV will flag AF Forms 9 for HAZMAT by signing statement on Attachment 2.

## 2. Supply Requests:

2.1. The Chief of Supply (LGS) will process all DD Form 1348-1 according to AFMAN 23-110, Vol II, Part 2, *USAF Standard Base Supply System*, and as supplemented by HQ AFRC.

2.2. The Medical Management Supervisor (SG) will process medical purchase requests according to AFMAN 23-110, Vol V, *Air Force Medical Material Management System General*.

## 3. Funding:

3.1. All AF Forms 9 must be sent through LGC for approval, then through the Financial Services Office (FM) so funds may be certified by the disbursing officer. All personnel signing AF Forms 9 must have a current DD Form 577, **Signature Card**, on file in the Finance Office before they are authorized to sign as requesting officials on the form.

3.2. Purchase requests for estimated amounts exceeding \$2,500 will be processed through their using activity unit commander for approval, LGC and then to FM for certification of funds. Provide 3 sources or Sole Source justification (Attachment 7). If the requirement is for services or construction in excess of \$25,000 call the Contracting Officer for special instructions.

## 4. Preparation of Purchase Requests:

4.1. Services. The AF Form 9 should have an adequate, clear, and concise description that the Contracting Office can relay to the vendor. A point of contact, telephone number, building number and office hours must also be included.

4.1.1. When the purchase is for a repair, state serial number, problem, and whether it is an "on site" or "off site" repair. Be realistic when determining the delivery dates.

4.1.2. The Form 9 needs to be prepared with five copies. The original and six copies will be forwarded to LGC for approval, then to FM for funding then back to LGC after all other required approvals have been obtained. A copy should be retained by the initiator for the files (Attachment 1).

4.1.3. Requesting Officer's Block. The purchase request will be signed and approved by the appropriate person set forth in paragraph 3 and paragraph 4. The requestor will determine in each case that sufficient justification exists for the acquisition of the supplies/services and that no purchases are requested which are illegal or contrary to existing directive, and are considered in the best interest of the government.

4.1.4. Incomplete/Improper Purchase Requests. Incomplete or improperly prepared purchase requests received by the Operational Contracting Office that do not contain all the required information will be returned.

4.1.5. All AF Forms 9 must also have the Ozone Depletion Statement and Hazardous Materials Statement attached prior to submittal to the Operational Contracting Office (Attachment 2). All AF Forms 9 must have the Recovered Material Determination (Attachment 3).

4.1.6. It is necessary to attach a Memorandum of Request for Modification to request for additional services or additional funds on an already awarded contract/order (Attachment 4).

4.2. Supplies. The DD Form 1348-1 for supplies will be prepared according to AFMAN 23-110, Vol II and Vol V. Initiators will complete all applicable blocks of the forms, paying specific attention to the following:

4.2.1. Purchase Description. Purchase request will describe the supplies/services to be procured in sufficient detail to permit full and open competition. Current federal or military specifications will be referenced as part of the purchase description whenever applicable and kept by the initiator of the purchase request. The purchase description:

4.2.1.1. Should include a complete generic identification of the item.

4.2.1.2. Should reference all known acceptable brand name products, to include-name of manufacturer, producer, or distributor of each brand name product referenced (and address if not well known); and model, make or catalog number for each, and identity of the commercial catalog in which it appears.

4.2.1.3. May, if necessary to adequately describe an item, use a commercial catalog description or an extract from the catalog. Ensure a copy of each catalog referenced (except parts catalog) is available at the Contracting Office for review by offerors.

4.2.1.4. Should give prospective offerors the opportunity to offer products other than those specifically referenced by brand name, as long as they meet the needs of the Government in essentially the same manner as the brand name product.

4.2.1.5. Must identify those salient physical, functional, or other characteristics, which are essential to the needs of the Government. In the event item descriptions are inadequate for proper purchase actions, the purchase request will be returned to the initiator for the necessary additional information. Purchase requests should have an accurate description, POC and your office hours.

## 5. Receiving Reports and Certificates of Service:

5.1. Services. The requester of the AF Form 9 is responsible for ensuring accomplishment of a receiving report or certificate of services within two workdays after receipt of supplies/services. If the services rendered by a contractor are not satisfactory, the initiator must inform the Contracting Officer in writing, and withhold the submission of receiving report to FM for payment until such time as corrective action is taken. Receiving reports/certificates of service may be accomplished by appropriately completing Block 32 a,b,c on the SF Form 1449, **Solicitation/Contract/Order for Commercial Items**. Block 32b must reflect, signature, printed name, rank/grade, title, organization and DSN phone number. This can only be used for complete payments-check block 36a. On service or construction contracts, receipt of services may be accomplished by letter stating contract number, con-

tractor's name, and period for which services were performed. The letter must be signed by the individual accepting the services and forwarded to the Financial Services Office. All receipts of service must have a copy sent to the Operational Contracting Office (Attachment 5).

5.2. Supplies. For purchase requests on DD Form 1348-1, receiving reports/certificates are processed through Base Supply. If the supply item is inadvertently received by the requesting organization, Base Supply Receiving office MUST be notified immediately.

**6. Ratification for Unauthorized Commitments.** By public law, the US government recognizes only those contractual obligations made by duly appointed Contracting Officers acting within the scope of their appointments. Actions by persons other than the duly appointed Contracting Officers which cause a vendor or contractor to commit any effort which is not covered by a contractual instrument, or is beyond the scope of an existing contract, is considered an unauthorized commitment. In such cases, appropriate administrative or disciplinary action may be taken against the individual concerned.

**7. Sole Source.** A sole source is a request for purchase of items where only one supplier exists or only one source is solicited. Attachment 6 outlines the minimum data required in a sole source letter.

7.1. A sole source item over \$2,500 can only be obtained from one vendor/contractor. Requests for acquisitions from sole source must be completely justified in writing by the initiator for approval by the Operational Contracting Officer. In addition, purchase requests for "brand name" requirements should be fully justified.

7.2. A sole source memo and approval for Non-Competitive (Sole Source) Acquisition is required for purchases over \$2,500 (Attachment 6). Requests for acquisitions from a single source must be completely justified, meeting the standards of the Noncompetitive Acquisition Analysis Checklist as outlined on the AFRC Form 76, and signed by the competition advocate. The sole source justification letter should be attached to the AF Form 9 before approval and fund cite authorization. If the sole source letter does not accompany the purchase, the AF Form 9 will be returned/canceled. The Contracting Officer will insure all required levels of approval are obtained.

**8. Justification/Approval.** Items over \$100,000. The 440th Airlift Wing Contracting Office will forward the justification/approval document to the head of the contracting activity for approval.

PAUL R. COOPER, Brig Gen, USAFR  
Commander

**Attachment 1****INSTRUCTIONS FOR PREPARING AF FORM 9, REQUEST FOR PURCHASE**

This attachment explains the prescribed procedures for preparing the AF Form 9. It also instructs how to request supply items that are not available through the standard USAF supply system. AF Forms 9 cannot cross fiscal years. The fiscal year starts 1 October and ends 30 September. (Block numbers correspond with numbered blocks on Attachment 1). All requests must be typed.

**BLOCK NO - BLOCK TITLE AND ENTRIES**

1. Purchase request number assigned to the requiring activity. See SRAN instruction letter (Atch 7).
2. General Mitchell IAP-ARS, Milwaukee WI 53207-6299.
3. Date of preparation.
4. Enter "LGC".
5. Leave blank.
6. Enter "FM".
7. Enter name of initiating activity and extension for Point of Contact.
8. Leave blank.
9. Enter name of organization requesting item(s).
10. Enter exact location where delivery is to be made including building number.
11. Date material should be received or services are to be completed. General terms such as "ASAP" or "immediately" will not be used. Processing time and acquisition time must be considered. Any emergency request will be hand carried through LGC to the Financial Management office, and back to the Contracting Office by the initiator. Using activity should call ahead to the Contracting Officer with request.

12. Enter item number for each separate item requested (example 0100) as stated in SRAN instruction letter.

13. The originator of the request is responsible for all information which is vital to the development of a good, clear description. Complete information will enable contracting personnel to obtain the service needed at the most economical price and within the time frame required. A clear, concise description will determine the quality of the item or service received the delivery schedule and the price.

13.1. Enter a complete description of the item. The description must include sufficient information to enable suppliers to identify the desired material or services such as the manufacture's name, catalog numbers, model number, size, shape, color, strength, dosage, performance date or power characteristics as applicable.

13.2. If the item is covered by a specification or drawing a copy should be attached to the request to assist the contracting personnel in the purchase.

13.3. Request for repair parts will contain the stock number or manufacturer's part number and item identification of the end item for which the parts are required.

13.4. If there are statutory limitations applicable, e.g., construction, indicate the amount of the limitation.

13.5. When specifications, drawings, Technical Order's, or other documents are referenced as standards for performance, and it is not feasible to provide sufficient copies to include in the solicitation, the initiating activity is responsible for making a copy available for review by prospective contractors.

13.6. On purchase requests for services, enter a complete description of the services to be performed. Describe the end result that must be accomplished or what will constitute satisfactory performance. The government does not take the position to tell the contractor how to accomplish work, only his performance time. Give the scope of work. List the extent and limits of the work. In describing materials to be used to accomplish the work, give a complete description of any material.

13.7. If description of item/service is too extensive, prepare it on a separate page so it can be forwarded to supplier. If item is to be transported to contractor's facility by the government, this must be stated. Arrangements will be made with vehicle maintenance by contracting personnel.

13.8. The following checklist, though not all inclusive, should be used to help in describing the work to be accomplished:

13.8.1. What is it? (Start with proper nomenclature.).

13.8.2. Of what is it made? (Type, grade, alternatives, etc.).

13.8.3. What are the critical elements? (Shape, size, color, height, length, capacity, etc.).

13.8.4. Where is it used? (Restrictive environmental conditions).

13.8.5. For what type of work is it used? (Intended use or purpose, special characteristics, whether it is a component part of complete assembly.).

13.8.6. Work hours. (State work hours in which work is to be accomplished.).

14. Quantity of item required - consider commercial packaging. If the quantity changes, it is the responsibility of the initiator to inform contracting personnel.

15. Unit of issue (e.g., each, dozen, gross, etc.). Identify services as complete job, quarterly inspections, etc.

16. Enter known or estimated unit price.

17. Enter known or estimated total of each item.

18. Enter total of all known or estimated costs.

19. Enter statement: "Beyond in-house capabilities."

20-23. Must be completed by the requesting official authorized to sign the AF Form 9. This individual must have a DD Form 577 (**Signature Card**) on file in the Financial Management Office.

24-26. Must be completed by the unit commander if total estimated cost exceeds \$2,500 or the authority approving the service. (Reference para 3.2. of this Instruction).

27-31. Will be completed by the disbursing agent.

32. Will be completed by requesting activity. Stamp in margin "FOR OFFICIAL USE ONLY".

**NOTE 1:** Information that may assist contracting personnel in completing the acquisition should be included in the item description block of the AF Form 9.

**NOTE 2:** If further assistance in preparing purchase request is required, contracting personnel may be contacted.

**NOTE 3:** All divisions involved in A-76 Study reference AFI 64-109, AFRC Sup for appropriate statements to place on AF Form 9.

**Attachment 2**

**OZONE DEPLETION STATEMENT**

MEMO FOR RECORD

Subject: Ozone Depleting Substances/Chemicals

I have reviewed the requirement including available technical documentation and believe that it does not require the contractor to use Class I Ozone Depleting Chemicals (ODCs) identified in the Air Force Policy in performance of the contract, nor does it require the delivery of these Class I ODCs in any item of supply or as a part of any service.

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SignatureOffice Symbol/Date

**HAZARDOUS MATERIALS STATEMENT**

MEMO FOR RECORD:

SUBJECT: Hazardous Materials

I have reviewed the requirement including available technical documentation, and believe that it does not require the contractor to use Hazardous Materials in performance of the contract, nor does it require the delivery of these Hazardous Materials in any item of supply or as a part of any service.

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SignatureOffice Symbol/Date

Attachment 3

RECOVERED MATERIALS DETERMINATION

Instructions:

This determination is to be completed by the procurement originator where the items or deliverables subject to \_\_\_\_\_ AFB's Affirmative Procurement Program for Recovered Materials are being procured from outside vendors. This determination is not required for items requisitioned from established Federal supply sources.

The procurement originator checks off which items(s) apply to the procurement request, and signs and dates the bottom of the determination.

The completed determination becomes part of the Contracting Office contract file.

Procurement Request No.: \_\_\_\_\_

The Statement of Work/Specifications covering this procurement request is subject to \_\_\_\_\_ AFB's Affirmative Procurement Program for Recovered materials. The items being procured are:

- \_\_\_\_\_ Paper and Paper Products
- \_\_\_\_\_ Transportation Products (Traffic Barricades or Traffic Cones, Parking stops, Delineators, Flexible Delineators and Channelizers
- \_\_\_\_\_ Lubricating Oils Containing Re-Refined Oil
- \_\_\_\_\_ Retread Tires
- \_\_\_\_\_ Landscaping Products (Hydraulic Mulch or Compost, Garden and Soaker Hoses, and Lawn and Garden Edging)
- \_\_\_\_\_ Shower and Restroom Dividers
- \_\_\_\_\_ Latex Paint
- \_\_\_\_\_ Plastic Fencing
- \_\_\_\_\_ Office Recycling Containers or Office Waste Receptacles
- \_\_\_\_\_ Reclaimed Engine Coolants
- \_\_\_\_\_ Plastic Desktop Accessories
- \_\_\_\_\_ Building Insulation
- \_\_\_\_\_ Printer Ribbons

- Structural Fiberboard
- Plastic Envelopes
- Laminated Paperboard
- Remanufactured or Recycled Toner Cartridges for Laser Printers, Photocopiers, Facsimile Machines, or Micrographic Printers
- Pallets
- Cement and Concrete Containing Fly Ash or Ground Granulated Blast Furnace Slag
- Plastic Trash Bags
- Carpet
- Other Recycled-Content Items Not in EPA Guidelines, but Included in \_\_\_\_\_ AFB's \_\_\_\_\_ Patio Blocks Affirmative Procurement Plan (Describe item on reverse of form)
- Floor Tiles
- Binders
- Other
- Not Applicable

**I hereby certify the Statement of Work/Specifications for the requisition of materials/services listed above complies with applicable \_\_\_\_\_ AFB preference standards for recycled/recovered materials.**

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Division Chief of Commander of the Date  
 Requesting Activity

**Attachment 4****MEMORANDUM FOR REQUESTING A MODIFICATION**

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR LGC

FROM: (Functional Address Symbol of Initiating Activity)

SUBJECT: Modification of Purchase Order F47606-

1. To modify an existing contract and/or purchase order you need to state the number of the contract/purchase order, explain the particulars of the modification and rational for modifying. If additional funds are not required so state in your modification request.
2. If additional funds are required, an AF Form 9 must accompany the request. Include a government estimate with cost break down. The Form 9 must be stamped "For Official Use Only". If changes are extensive, please attach on a separate sheet.

(Signature and title block of division chief)

2 Attachments

1. AF Form 9
2. Cost Estimate

**Attachment 5**

**RECEIPT OF SERVICES**

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE  
GEN MITCHELL IAP-ARS, WI 53207

RECEIPT OF SERVICES

Date:

Contract/purchase order number:

Description of items/services received:

Quantity of items/services received:

Dollar value of items/services received:

“I certify that the item/services were received and accepted on \_\_\_\_\_.  
(month, day, year)

Signature\_\_\_\_\_

(Printed name)\_\_\_\_\_

(Rank/grade)\_\_\_\_\_

(Title)\_\_\_\_\_

(Organization)\_\_\_\_\_

(Phone)\_\_\_\_\_

**Attachment 6****SOLE SOURCE MEMO**

Date

MEMORANDUM FOR LGC

FROM: (Functional Address Symbol of Initiating Activity)

SUBJECT: Sole Source Justification for Purchase of (State item(s))

1. A brief non-technical description of the supplies/services to be acquired.
  
2. A clear, concise statement of the facts justifying the award of a sole source contract. For example, if the justification is urgency, then the time constraint and the reason why only one contractor can meet the requirement shall be explained; and/or, if the justification is the unique capabilities possessed by only one contractor, then state the reasons why another contractor has or can obtain these capabilities and why these capabilities are essential for contract performance.
  
3. A statement of actions to be taken by the requiring activity to preclude the necessity for future sole source acquisition of the same supplies/services (e.g., conducting a market survey to determine potential sources).
  
4. The following certification must be included, "I certify that all possible research to find an acceptable substitute within the required time has been accomplished and no other item will suffice."

(Signature and title block of division chief)

**Attachment 7**

**SRAN INSTRUCTION MEMO**

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR

FROM: LGC

SUBJECT: AF Form 9 Purchase Request Number/Service Request Action Number (SRAN)

1. This letter is to inform you that each office at the 440th Airlift Wing has their own SRAN number. It has been noted that this SRAN number is not always compatible with the service requested.
2. In order to be compatible, the SRAN number should be as follows:
  - a. 1st and 2nd Positions

IDENTIFIERCUSTOMERREMARKS

FHChaplainSupplies & Services

FINonappropriated FundsSupplies

FMMedical SupplySupplies & Services

FONonappropriated FundsServices & Construction when total non-appropriated funds are used

FPBase FuelsFuels

FQBase Civil EngineerA-E, Construction, Utilities

FUBase CommunicationsSupplies & Services

F2 or F4Other AF Base ActivitiesSupplies

F3Base Civil EngineerSupplies

F5Base Civil EngineerNonpersonal Services;i.e., rentals, engraving, custodial, food service  
 F6, 7, 8, or 9Other AF Base ActivitiesNonpersonal services; i.e., rentals, maintenance, etc.

b. 3rd and 4th Positions

Base ID - 05 = General Mitchell Field

c. 5th and 6th Positions

Customer ID - (Example - LG)

SP (Security Forces)FM (Accounting)BC (SPTG/CC) AP (34 APS)

SE (Safety)DO (AW/OG)XP (Plans)

IM (Info Systems)TS (95 TAS)MQ (MSS)

PA (Public Affairs)SB (SGPB)AL (ALCF) LC (LGC)

RS (Recruiting)LG (Logistics CC)WC (AW/CC) MX (Maintenance)

LS (Supply)SV (Services Flight)MS (Military Personnel)

MA (Maintenance)DW (Readiness)DP (Civilian Personnel)

LT (Transportation)FH (Chaplain)JA (Judge Advocate)

\*Exception: For CE, these positions will be OO for original PR and AA, AB, etc. for additional funds.

d. 7th through 10th Positions

Current fiscal year = 1 digit

Current Julian date = 3 digit

NOTE: This 10- position PR number goes in block entitled NO of the AF Form 9.

e. 11th through 14th Positions - These four digits are inserted in the column entitled "ITEM" on AF Form 9

(a) First Purchase Request (PR) of the day - 01

Second PR of the day = 02

(b) First line item of the PR = 00

Second line item of the PR = 01

(Example - 0100)

3. The entire 14 digit number would be: F605LG42300100

This would indicate to Contracting that Logistics at General Mitchell would like a Non-personal service and it is their first purchase request for that day.

4. This information is effective as of 1 Oct 94. Any AF Forms 9 not complying with this format will be returned.

Operational Contracting Officer

## Attachment 8

### DEFINITIONS

1. Local Purchase. Local purchase is the authorized purchase of supplies/services by an installation for its own use or the use of an installation or activity logistically supported by it. Local purchase is not limited to the immediate geographical area in which the purchasing installation is located.
2. Paying Office. The paying office is the office identified on the contract/purchase order which makes payments under the contract/purchase order.
3. Contracting Office. The office, identified on the purchase order, which awards and administers a contract or purchase order for supplies/services.
4. Lead Time. The period between receipt of the purchase request in the Contracting Office to the date of obligation. Date of obligation is when the order is issued, a call is placed, or a notice of award is given. Delivery time is not included in lead time. The date on the AF Form 9 **Request for Purchase**, in the block "Not Later Than" is the requested delivery date for the service.
5. Follow Up:
  - 5.1. Follow up by exception. For supplies or services requested on an AF Form 9, the requester is to notify the Operational Contracting Office six days after delivery date specified in Block 10 of SF Form 1449, **Solicitation/Contract/Order for Commercial Items** if services have not been performed.
  - 5.2. Follow up for local purchase supply items, the Base Contracting Automated System (BCAS) notifies contracting of overdue items and follow up.
6. Purchase Requests. Purchase requests are the AF Form 9 or DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**.