



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

29 JUN 2012

POLICY MEMO 12-C-06

MEMORANDUM FOR AFMC/PK, AFLCMC/PK

FROM: SAF/AQC  
1060 Air Force Pentagon  
Washington, DC 20330-1060

SUBJECT: Air Force Federal Acquisition Regulation Supplement (AFFARS) Changes  
Resulting From the Air Force Materiel Command (AFMC) Reorganization  
(AFMC ONLY)

The purpose of this policy memorandum is to clarify contracting authorities within the AFFARS for AFMC in light of the transition to the 5-Center construct. The changes in this memo supersede cited AFFARS paragraphs and apply exclusively to AFMC and its subordinate organizations:

1. **AFFARS 5301.403:** Individual deviation approval authority may be specifically delegated by the Senior Contracting Official (SCO) to a Senior Center Contracting Official (SCCO), except as restricted by DFARS 201.4 and AFFARS 5301.403c.
2. **AFFARS 5301.601(a)(i)(A):** All delegable Head of Contracting Activity (HCA) responsibilities are hereby delegated to the SCO and to the SCCO at the Air Force Life Cycle Management Center (AFLCMC).
  - a. The SCO may redelegate HCA in accordance with the [HCA Reference Matrix](#).
  - b. The SCCO at the AFLCMC may redelegate HCA in accordance with the [HCA Reference Matrix](#).
3. **AFFARS 5301.601(a)(ii)(B):** The authority to enter into, approve, modify, and terminate contracts is hereby redelegated to the SCO and to the SCCO at the AFLCMC. This authority may be redelegated with or without the authority to make successive redelegations and under such terms, conditions, and limitations as may be deemed appropriate. This delegation is a general one, and all other existing or future authority, to the extent that it would, expressly or by reasonable implication, limit the scope of this delegation or impose conditions or restrictions upon the exercise of the authority delegated, will be controlling over it. See 5301.603-1 below.

4. **AFFARS 5301.603-1:** See AFFARS 5301.601(a)(ii)(B) for individuals who are authorized to select and appoint contracting officers and terminate their appointments in accordance with AFFARS 5301.603-1 and MP5301.603. However, warrant authority may only be delegated to the highest contracting official in the contracting chain at geographically separated organizations and AFRL detachments, but in no event will the designee be lower than an 0-6 or GS-15 (or equivalent).
5. **AFFARS 5301.9001(f)(2): for PEO programs and Other Contracting (excluding Operational Contracting)**

Contract Value*	Clearance Approval Authority
ACAT I $\geq$ \$500M	DAS(C) and ADAS(C) for Business Clearance Only (see paragraph (f)(1)(i))
>\$50M	SCCO
\$25M - \$50M	One level below the SCCO (e.g., Chief of Contracting for the Directorate/Division)
\$5M - <\$25M	Two levels below the SCCO (e.g., Chief of Contracting Division/Branch)

6. **AFFARS 5301.9001(f)(3): for Operational Contracting**

Contract Value*	Clearance Approval Authority
>\$2M	SCO or SCCO <sup>1</sup>
\$1M - \$2M	PZIO
\$500K - <\$1M	At least one level above the CO

7. **AFFARS 5301.9001(f)(5):** When the SCCO is the Source Selection Authority (SSA), the CAA for those acquisitions must be one level above the SCCO, the SCO or their deputy. When the SCO or their deputy is the SSA, the CAA for those acquisitions is the Assistant Deputy Assistant Secretary (Contracting) (ADAS(C)). Submit requests for clearance for ADAS(C) approval to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil).
8. **AFFARS 5302.101:** The term "Center Commander" means the field activity commander or civilian equivalent of the AFLCMC, AFNWC, AFSC, AFTC, and AFRL.

<sup>1</sup> The SCO or SCCO may assign a clearance threshold in excess of \$2M, but in no event will the threshold exceed \$25M.

9. **AFFARS 5302.101:** The term "**Chief of the Contracting Office**" means any person who has direct managerial responsibility for the operation of a contracting office as defined in [FAR 2.1](#). Unless specifically excepted, this term may include, at the option of the designated official, the deputy chief or acting chief of the contracting office. This term includes the Contracting Squadron Commander (SQ/CC)/ Operational Contracting Division Chief/Deputy or civilian equivalent.
10. **AFFARS 5302.101:** "**Other Contracting**" means those contracting actions not in a PEO portfolio.
11. **AFFARS 5302.101:** Duties and responsibilities identified throughout the AFFARS for performance by the "**Senior Center Contracting Official (SCCO)**" may be performed by the Directors of Contracting at Eglin Air Force Base, Hanscom Air Force Base, Hill Air Force Base, and Robins Air Force Base, the Deputy Director of Contracting, Assistant Director of Contracting, and the Technical Director/Assistant to the Director of Contracting.
12. **AFFARS 5316.401(d):** The DAS(C) delegates approval of the determination and finding required to justify that the use of an incentive or award fee contract is in the best interest of the Government to the SCO and to the SCCO at the AFLCMC.
13. **AFFARS MP5317.74, paragraph 2:** To comply with the requirements described in [DFARS 217.7402](#), the SCO or the SCCO at the AFLCMC must provide notification to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil) 30 days prior to the issuance of any UCA for a foreign military sale or congressionally mandated long-lead procurement contract that does not adhere to the policies and procedures described in [DFARS 217.74](#).
14. **AFFARS 5335.070-1(a):** The authority to approve requests for indemnification for unusually hazardous risks under [10 U.S.C. 2354](#) is delegated to the SCO and to the SCCO at the AFLCMC, without power to redelegate.
15. **AFFARS MP5343.204-70-1(b)(S-90):** To comply with the requirements described in [DFARS 243.204-70-1](#), the SCO or the SCCO at the AFLCMC must provide notification to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil) 30 days prior to the issuance of an unpriced change order for a foreign military sale that does not adhere to the policies and procedures described in [DFARS 243.204-70](#).

**16. Throughout the AFFARS:**

- a. References to “Designated Acquisition Official (DAO)” are deleted.
- b. References to PKQP are changed to PKQ.
- c. References to PKQI are changed to PKF.

This policy memo is effective as AFMC’s centers stand up and units are either inactivated, redesignated, aligned or attached to their new centers’ framework. This policy memo remains effective until rescinded or specifically incorporated into the AFFARS by publication of an Air Force Acquisition Circular (AFAC).

Please direct any questions to [REDACTED] SAF/AQCP at (571) 256-2409, DSN 260-2409, [REDACTED].

[REDACTED]

Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)