



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

Office Of The Assistant Secretary

20 JUL 2000

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

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

SUBJECT: Performance-Based Services Acquisition (PBSA)

Your leadership in implementing PBSA and AFI 63-124, *Performance-Based Service Contracts*, is a huge step forward to institutionalize PBSA throughout the Air Force. The establishment of Business Requirements & Advisory Groups (BRAG) and involving the functional communities in developing performance-based requirements have facilitated a cultural change in how requirements are described and developed. While there are numerous PBSA success stories Air Force-wide, we must continue to emphasize its use.

PBSA has been fully embraced and supported by senior leadership. USD (AT&L) issued a memo (Atch 1) directing the Air Force to achieve 50% PBSA contracts by the year 2005. Subsequently, the AF/CV memo (Atch 2) directs all functional communities to use PBSA for the acquisition of services.

I am confident that the Air Force will achieve 50% PBSA contracts by 2005 with your continued support. The Air Force PBSA Implementation Plan represents our approach to meeting the directives in the USD (AT&L) 5 Apr 00 memo and describes the criteria a contract must meet to be categorized as performance-based. Specifically, all MAJCOM/FOA/DRU Contracting activities will:

- a. Comply with AFI 63-124 and use PBSA strategies and methodologies for all services contracts to the maximum extent practicable.
- b. Ensure all relevant workforce personnel, to include all functional communities receive PBSA training. In accordance with the USD (AT&L) memo, all relevant workforce personnel must attend PBSA training by 5 Apr 01. In addition to MAJCOM or locally developed PBSA training, courses are also available on the AF Contracting web page: <http://www.safaq.hq.af.mil/contracting/toolkit/part37/>.
- c. Report all applicable performance-based contract actions for services via the Federal Procurement Data System on the DD Form 350, Individual Contracting Action Report, (currently being revised), beginning 1 Oct 00. The DD Form 350 reporting system will be used to track achievement of 50% PBSA by 2005.

Once again, I applaud the hard work our Contracting workforce has accomplished in awarding service contracts using PBSA. The point of contact for PBSA is Major Skip Solis, SAF/AQCO, DSN 425-7024, e-mail: skip.solis@pentagon.af.mil. Visit the Air Force Contracting web site to access the Air Force PBSA Implementation Plan and for more PBSA related information.



JEFFREY P. PARSONS, Col, USAF  
Acting Associate Deputy Assistant  
Secretary (Contracting)  
Assistant Secretary (Acquisition)

Attachments:

1. USD (AT&L) Memo, 5 Apr 00
  2. AF/CV Memo, 12 Jul 00
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