

64-10
Part 39
Broughton
19 Mar 2000

MEMORANDUM FOR ALAFMC (COMMANDER/DIRECTOR/CHIEF)

7 Oct 99

FROM: AFMC/CC
4375 Chidlaw Road, Suite 1
Wright-Patterson AFB OH 45433-5001

SUBJECT: AFMC Policy on Purchasing Information Technology (IT) Products

1. This memorandum establishes AFMC policy and guidance for acquiring all IT products (personal computers, servers, peripherals, and the software already built in the products). AFMC spends approximately \$80M annually on these products. The implementation of this policy will reduce purchase costs and ensure the corporate standards are met, thus reducing life-cycle costs associated with support and maintenance of these products. Further, AFMC policy is to refresh its IT products on no less than a 3-year cycle.
2. To achieve these results, AFMC henceforth requires the exclusive use of the Blanket Purchase Agreement (BPA) contracts managed by the Standard Systems Group Commercial Information Technology-Product Area Directorate (CIT-PAD) for the purchase and maintenance of all IT products. The BPAs provide an optimal combination of quality products, unparalleled customer support and aggressive pricing.
3. To ensure the cost-competitiveness of the BPAs is retained, the CIT-PAD has negotiated predetermined discounts lower than GSA pricing or any other IT provider, along with substantial discounts for orders in excess of \$250K. Information regarding the BPAs and ordering instructions are available at <http://web1.ssg.gunter.af.mil/cit-pad>.
4. Attachment one will be followed for any waiver request based on unique mission requirements or alternative contract vehicles. The base's Single Approval Authority must approve waiver requests and submit quarterly metrics to HQ AFMC/SC of approved waivers. This policy will be officially incorporated into AFI 33-103, Requirements Process, AFMC Supplement 1.
5. Our command point of contact is Mrs. Debra Haley, HQ AFMC CIO, DSN 787-3626, e-mail: debra.haley@wpafb.af.mil. Our functional point of contact is Eric Bradley, AFMC CSO/SCST, DSN 787-7696, e-mail: eric.bradley@wpafb.af.mil.

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GEORGE T. BABBITT
General, USAF
Commander

Attachment:
CIT-PAD Waiver Request Process

cc:
Field CIOs
Field PKs
Field FMs
Field Single Approval Authority

2000-3-H

CIT-PAD WAIVER REQUEST PROCESS

1. The requesting organization must access the Commercial Information Technology-Product Area Directorate (CIT-PAD) Information Technology (IT) Mall at <http://web1.ssg.gunter.af.mil/cit-pad> to purchase the required IT products.
2. If the requirement cannot be satisfied through CIT-PAD, the requesting organization will forward the waiver request to: CIT-PAD@gunter.af.mil and send a copy to the Single Approval Authority (SAA) at your installation.

Note: The requesting organization will prepare a waiver request with sufficient explanation to justify and substantiate its applicable request for exception to this policy. This shall include enough information to determine: (1) if the requesting organization's proposal is the most competitive approach (e.g., price advantage, capability advantage) as compared to the CIT-PAD vehicle(s); or (2) an explanation that the CIT-PAD contractual vehicle(s) do not offer the required product.

3. Within one workday of receipt of such waiver requests for desktops and other commodities such as laptops and printers, the CIT-PAD will respond to the requesting organization (with an info copy to the SAA) of either its coordination on the request or its alternative (presumably more competitive) proposal. For other, more complex orders (such as software, networking, implementation of an enterprise management capability, etc.), the CIT-PAD will normally respond within seven workdays (unless otherwise mutually agreed upon by the requesting organization and CIT-PAD).

Note: Request for waivers will include an apple-to-apple comparison (e.g., if requesting a quote for 100 PCs from a vendor, then also request a quote from the CIT-PAD vendors for a quantity of 100 PCs). The unit cost of one PC derived from a spot price for 100 PCs is not an "apple-to-apple" comparison with the one each list price from the CIT-PAD.

4. Based on evaluation of the CIT-PAD response, the requesting organization will decide:
 - a. If they want to withdraw the waiver request and purchase the CIT-PAD product or the alternative recommended by CIT-PAD or,
 - b. Continue with the process and forward the waiver request to the SAA. The waiver package should contain supporting rationale, such as lack of response within the prescribed time period, and include applicable CIT-PAD information (or coordination) as back-up information.
5. The SAA will evaluate the waiver request including applicable CIT-PAD proposals and render a final decision within two workdays.
 - a. If approved, the requesting organization procures the IT product from the alternative source.
 - b. If disapproved, the requesting organization must use the CIT-PAD to procure the IT product.

Note: In the case of emergencies (determined by the SAA), coordination of waivers through the CIT-PAD prior to final approval (or disposition) can be dispensed.

6. The SAA will provide waiver request metrics on a quarterly basis to HQ AFMC/SC.

"CIT-PAD POLICY QUESTIONS"

1. Is the ACC/SC preapproved IT inventory list coordinated with the 78CS for network configuration and control purposes? ANS: This question concerns the "ACCWAY Computer Store" program which is being used by Air Combat Command (ACC) tenants on AFMC bases. Yes, the preapproved IT inventory list has been coordinated with the base CS/CG where ACC tenants reside. This was a condition that had to be done before AFMC approval was granted waiving the requirement for the ACC tenant unit to submit a Communications & Information System Requirement Document (CSRD) to the base CS/CG. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
2. How are the Communications Squadrons kept in the loop on Hardware & Software acquisitions, from ACC Tenants that eventually will be placed on their networks without a CSRD from ACC? ANS: This question concerns the "ACCWAY Computer Store" program, which is being used by Air Combat Command (ACC) tenants on AFMC bases. Another condition that had to be done before AFMC approval was granted waiving the requirement for the ACC tenant unit to submit a CSRD to the base CS/CG was that the ACC unit will provide the base CG/CS a list of ordered items within five days of order. In addition, ACC is adding this electronic capability to the ACCWAY Computer Store Program (which allows base CS/CG to automatically receive routed copies of the ordered items). (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
3. How does funding get from the customer to the CIT-PAD Program Office? ANS: By way of certified Reimbursable MIPR (DD Form 448) or Purchase Request (AF Form 9) addressed to the CIT-PAD Program Office. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
4. Will the CIT-PAD Program Office allow for the rollover or banking of end-of-year funds similar to GSA? ANS: No customers will be allowed to bank or rollover end-of-year funds. The funding document (MIPR or PR) should be made out for the exact amount covering both the actual costs of the item plus any additional service charges. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
5. Has there been any discussion on combining the ACCWAY and CIT-PAD development efforts? ANS: Yes. Representatives from AFMC, ACC & SSG met on November 2nd at Gunter AFB to discuss a high-level framework of how the ACCWAY and CIT-PAD efforts could be combined and overlapped. The group agreed to press ahead with the SSG coordinated approach (which includes the ACCWAY electronic coordination piece). As a result, SSG just awarded a task order to Electric Press (one of the industries leaders in Electronic Commerce) to complete the design of the AF IT Mall. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

6. Does CIT-PAD purchases still require a CSRD? ANS: Yes, the use of CIT-PAD requires an approved CSRD from the base CS/CG. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
7. Is there an authorized purchase list of items not requiring a CSRD? ANS: No. Other than supply items such as replacement diskettes/cartridges for floppy, zip, and other types of drives, CD-ROM discs, tape cartridges, keyboards, mice, cables, computer/laptop batteries, cabling, switch boxes for video or printers, adapter plugs/connectors for mice, and keyboards. However, items such as memory upgrades, disk drives, CD_ROM& Zip Drives, SCSI & NIC Cards for installation on existing computers still require a CSRD but can be purchased locally with an IMPAC Card. Note: The "ACCWAY Computer Store" has such a list but only ACC units can use the program. A similar store for AFMC is currently under development. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
8. How does the CIT-PAD policy affect the BRAC Waiver Policy (which is required for purchases over \$2K per AF Directive)? ANS: There is no affect on the BRAC Waiver Policy. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
9. Do CSROs need a CSRD to purchase items off the CIT-PAD BPAs? ANS: Yes, an approved CSRD from the base CS/CG is required. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
10. Can IT Products be purchased off CIT-PAD with an IMPAC Card? ANS: At the moment all of the CIT-PAD BPAs can support on-line IMPAC ordering. In other cases, contracts may provide on-line ordering but require off-line processing of pertinent documents (MIPRs and PRs). In the future CIT-PAD is planning to require all of its participating vendors to provide this ability. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
11. What's the turnaround time for receiving items purchased under the CIT-PAD agreement? ANS: Depending on the ordered item it could be anywhere from 2 to 30 days. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
12. Does pricing on GSA/FTS contracts exceed pre-established contract vehicles such as the IT BPAs? ANS: They shouldn't but if you should find a case where one does please report it immediately to the AFMC focal point listed below. The predetermined discounts offered off the IT2 BPAs were negotiated from the GSA discount pricing. In most cases where I've reviewed claims of GSA pricing being better than the AF BPA have been attributed to a user not doing a true apple-to-apple comparison and not weighing miscellaneous fees such as shipping and warranties etc., (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

13. Is the CIT-PAD in the business of handling small purchases or competing cases where one item might be cheaper than another? ANS: CIT-PAD offers a variety of contracts covering large quantity buys as well as small purchases less than \$100. In cases where items may be found cheaper elsewhere CIT-PAD upon notification would be willing to contact the vendor in an attempt to negotiate additional price discounts. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
14. Are copies of monthly vendor reports available? ANS: Yes! Subject reports will be made available upon request. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
15. Can GSA Contracting purchase items off the CIT-PAD? ANS: Yes! However, the customer will be responsible for paying two separate service charges. The CIT-PAD embedded charge, which is 1.2%, and the GSA negotiable charge, which could range anywhere from 1-to-4 percent. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
16. Can an IMPAC Cardholder purchase a low dollar printer or scanner (over 500 but less than \$2,500) with an approved CSRD from a local vendor or must he purchase it off the BPA? ANS: IMPAC Card holder(s) should first check the CIT-PAD since there are contracts offering printers and scanners within the specified price range. However, policy does allow IMPAC Cardholders (with approved CSRDs) to locally purchase low dollar items requiring a twenty-four hour turnaround in support of Mission Critical Needs. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
17. Does new policy apply to all of AFMC regardless of the Funding Source? ANS: Regardless of the funding source the new CIT-PAD policy (which is currently responsible for over 75% of all AF acquisitions) should be the recommended approach. Presently, SPACECOM and AFMC have been the only two commands to mandate the policy. Again, all products offered through the CIT-PAD are CIO approved. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
18. Should EOY arrangements with GSA/FTS be discontinued? ANS: On-going projects and acquisitions funded with FY99 EOY monies are not impacted by subject policy. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
19. Is there a better description of what's covered under the IT Products description? ANS: Subject policy does not require users to acquire the following items through the IT2 BPAs: supplies (paper, ink cartridges, notebooks), replacement parts (memory, modems, hard drives, CD-ROMs, batteries etc.) and software or maintenance support. However, CIT-PAD does offer other contract vehicles for acquiring such items and services. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

20. What's the command policy for using the CIT-PAD for AFMC & Tenant Organizations? ANS: For AFMC organizations, AFMC requires the exclusive use of the CIT-PAD contracts for the purchase and maintenance of all Information Technology (IT) products (excludes Oracle purchases since there is an AFMC enterprise license). For non-AFMC tenants, if the item is not covered in the host base/tenant agreement then the tenant does not have to necessarily comply with the item. The base C&I System Officer (CSO) is seen as an advisor to the non-AFMC tenant and can only mandate those things that are put into the host base/tenant agreement. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
21. Does our CIT-PAD process require AFMC field units to submit a CSRD to the local Communications Squadron before purchasing from the CIT-PAD? ANS: Yes. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
22. Did HQ AFMC/PK agree that ACCs process compiles with the intent of AFI-33-103? ANS: This question concerns the "ACCWAY Computer Store" program, which is being used by Air Combat Command (ACC) tenants on AFMC bases. HQ AFMC/SC made the determination that the ACC process complies with the intent of AFI 33-103 once certain conditions on the use of the "ACCWAY Computer Store" are met. HQ AFMC/PK has coordinated on the AFMC policy memo. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
23. Has the AFI-33-103 been reviewed to ensure field comments and concerns are being addressed? ANS: As of date, the field has not had the opportunity to review the draft AFI 33-103 supplement. Until we can ensure that all of the policy memos have been incorporated into the supplement, we will then be ready to send it out to the field for review. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
24. When does the official CIT-PAD Policy go into effect? ANS: Subject policy went into effect on 7 October 1999 and will be incorporated into the AFI 33-103 supplement after field comments have been addressed by the functional OPR. A copy of the policy letter can be accessed at <http://www.afmc-mil.wpafb.af.mil/organizations/HQ-AFMC/SC/scd/scdp/c4policy/>. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
25. When will the policy be "officially incorporated" into AFI 33-103? ANS: All of the signed policy memos have been incorporated into the Draft AFI 33-103, AFMC Sup 1. Note: It should be sent out to the field for review before Thanksgiving. The policy memos are "official" and should be followed. Once the supplement is published, it will replace the policy memos. All of the signed and official policy memos can be found at <http://www.afmc-mil.wpafb.af.mil/organizations/HQ-AFMC/SC/scd/scdp/c4policy/>. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).

26. Who is the base SAA (for McClellan AFB)? Is it the same as the CSO? ANS: In General Babbitt's (6 April 99 Memo), Operation, Maintenance and Upgrade of the Information Network, Base Installation Commanders were asked to review the Single Approval Authority list (that was attached to the memo), and provide HQ AFMC/SC with a written validation that the base POC was correct (<http://www.afmc-mil.wpafb.af.mil/organizations/HQ-AFMC/SC/scd/scdp/c4policy/>). In the attachment, Lt. Col Braboy was listed as the SAA for McClellan. We did not receive a written validation from McClellan, replacing Lt. Col Braboy as the designated SAA. Secondly, the CSO and the SAA is not always the same person. In fact, according to the McClellan list the CSO and SAA are two different people. The CSO is Bear Ard and the SAA is Lt. Col Braboy. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
27. How is the Single Approving Authority (SAA) appointed? ANS: The base installation commander appoints the SAA. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
28. If AFMC appoints the SAA, when and how will the bases be notified? (Request a copy of any appointment letters processed). ANS: The base installation commander, not AFMC, appoints the SAA. Attached is an updated copy of the validations received from the field. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
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SAs.doc
29. Can delegated base CSOs act on behalf of the SAA or will separate delegations of authority need to be processed? ANS: No, the base CSO cannot act on behalf of the SAA, although at most bases the CSO and SAA are the same person. The base installation commander appoints the SAA. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
30. What metrics is required and what format will be used to submit quarterly metrics of approved waivers to HQ AFMC/SC? ANS: HQ AFMC/SC plans to provide a sample form that can be referenced in the supplement and used by the field when submitting their quarterly metric reports. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
31. Does the policy apply only to purchases of new and complete computer systems? ANS: Yes. However, items such as memory upgrades, disk drives, CD_ROM & Zip Drives, SCSI & NIC Cards for installation on existing computers still require a CSRD but can be purchased locally with an IMPAC Card. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
32. In Paragraph 2 of Subject letter it states "AFMC henceforth requires the exclusive use of BPA contracts...for the purchase and maintenance of all IT products. Does this mean maintenance of existing IT products that need repair must go through the BPA

or can that maintenance still be acquired locally? ANS: No. Subject policy allows for the maintenance on existing systems to still be acquired locally. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

33. Are "IT Products" inclusive of upgrades of existing systems? Please define this term as applicable to the CIT-PAD policy? ANS: No. For example, the following upgrades (disk drives, CD_ROM & Zip Drives, SCSI & NIC Cards) on existing systems still require a CSRD but can be purchased locally with an IMPAC Card. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
34. Does subject policy exclude software purchases that are not part of a system purchase? ANS: No. Users are still required to use the CIT-PAD contracts for software acquisitions. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
35. What should a user do in case they find a price better than what's being offered from the CIT-PAD? ANS: Report it immediately to the AFMC Focal Point listed below. In turn, the AFMC POC will contact the CIT-PAD Program Office requesting an official investigation be conducted with the suppliers and vendors in question. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
36. How are SAAs designated and why do some based have two? ANS: ANS: The base installation commander who appoints the SAA has the authority to appoint as many SAAs as they desire. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
37. Does a buying activity at a Geographically Separate Units (GSUs) need to process a waiver; or does the unit process the waiver via the SAA at Hanscom or via the locally SAA? ANS: In this case, the Geographically Separate Unit (GSU) is responsible for completing and submitting the required waiver. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
38. Does this policy infer that there is no minimum dollar threshold? ANS: No. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
39. Is there a dollar threshold associated with this policy and if not, does it apply to all IT purchases regardless of the method used to procure i.e. IMPAC, Purchase Orders/Delivery Orders)? ANS: No! There is no minimum threshold because the CIT-PAD vehicles are designed to easily handle this type of buy simply by using your IMPAC card and the vendor's web site. If there are existing ID/IQ vehicles that have not met minimum buy requirements then that would clearly be a good justification for a waiver that can be approved locally at ESC/XP. ANS: No. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

40. How does a tenant organization coordinate their request for waivers, if no host tenant agreement for the Communication Squadron to support them in these types of efforts exist? ANS: AFMC tenants will coordinate their waiver with the base Single Approving Authority (SAA) which is usually the base CSO. Non-AFMC tenant organizations do not have to comply with the AFMC CIT-PAD policy *unless* it is part of the host tenant agreement. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
41. Is the small business coordination requirement required when using the CIT-PAD Contracts for items less than \$25K? ANS: Awaiting official response from HQ AFMC/PK. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
42. For further clarification please clarify the role difference between the CIO & COO? ANS: There's a separate Chief Operating Officers (COOs), in charge of one of the following eight Business Areas: Product Support (AFMC/DR), Science and Technology (AFRL/CC), Test and Evaluation (AFMC/DO), Supply Management (AFMC/LG), Depot Maintenance (AFMC/LG), Information Services (AFMC/DR), Information Management (AFMC/SC), and Installations and Support (AFMC/CE). The Chief Information Officer (CIO), for AFMC is Mrs. Haley. She was appointed by AFMC/CC. Mrs. Haley is dual-hatted; she is both the CIO and COO for AFMC and the Information Management Business Area). There is a CIO at each AFMC base. According to an AFMC/CC memo, AFMC Information Management and Technology (no date), "The CIO will be responsible for operating and maintaining our command's computing and communications infrastructure whereas commanders in the field and staff functions will be responsible for mission needs and financial resources." The "commanders in the field and staff functions" are the COOs. (POC: Linda Hollen, HQ AFMC/SCDP-Policy Branch, DSN 787-2017, E-Mail: linda.hollen@wpafb.af.mil).
43. Does AFMC still require completion of a CSRD when completing an acquisition through CIT-PAD? ANS: Yes, an approved CSRD from the base CS/CG is required. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
44. The subject policy memo does not preclude a user from using other CIT-PAD Contracts (for example I-Case for Enterprise Software)? ANS: No. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
45. Does subject policy mandate that you break out separately IT components that are part of a system contract end-item? ANS: Subject policy does not mandate that you break out separately IT components that are part of a system contract end item. In fact, in this case you are not buying an IT component you are buying an end item that contains IT. We do recommend that you consider breaking out IT components if they are not integral to the end item and could easily be provided as GFP but this policy does not mandate any such breakout. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

46. Does existing policy prohibit users from using their IMPAC Cards for small local items for things they can get done fairly quickly? ANS: No. Policy does allow IMPAC Cardholders (with approved CSRDs) to locally purchase low dollar items requiring a twenty-four hour turnaround in support of Mission Critical Needs. (POC: John Lee, AFMC CSO/SCSC-Customer Support Branch, DSN 787-7358, E-Mail: johh.lee@wpafb.af.mil).
47. Does this policy apply to buying small quantities of RAM, disc drives, SCSI cards etc.? ANS: No. Items such as memory upgrades, disk drives, CD-ROM & Zip Drives, SCSI & NIC Cards for installation on existing computers still require a CSRD but can be purchased locally with an IMPAC Card. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
48. Is AFMC CSO/SCO expected and required to use the CIT-PAD Contract Vehicles for their next AFMC NCC Toolset support contract? ANS: Awaiting answer from Gunter. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
49. Does an AFRL Research Site, not located on an Air Force Base have the authority to assign it's own SAA? ANS: Pending approval of the Base Installation Commander. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
50. Does R&D contracts that require IT purchase also fall under this policy? What if the IT was ultimately included in the final deliverable to the Government (e.g. breadboard and brassboard model)? If it did apply, how would we get our contractors to comply? ANS: This question requires further research. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
51. Who should be requesting the waivers? Contracting Office or user organizations? ANS: User organizations are responsible for requesting and processing requested waivers. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
52. Does the policy apply just to AFMC funded purchases or also, to outside user requirements? What about outside the Air Force? DOD? ANS: Subject policy applies to all AFMC purchases regardless of the source or color of funding. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).
53. Should BRAC bases continue to refresh their IT inventories according to the suggested three-year refresh schedule? ANS: Yes, we highly recommend that all the BRAC bases continue to refresh at least 33% of their inventories annually. (POC: Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil).

54. Does a user still have to complete the waiver process for items and products that's not offered through the CIT-PAD? ANS: Upon AFMC POC authorization (that a particular product is not offered through the CIT-PAD) a user may opt to use other contract vehicles to acquire the requested items and products. (POC: *Eric D. Bradley, AFMC CSO/SCST-Information Technology & Architecture Branch, DSN 787-7696, E-Mail: eric.bradley@wpafb.af.mil*).