



DEPARTMENT OF THE AIR FORCE
110 WARNER ROBINS ATR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

64-10, Part 37
Broughton
5 Feb 2001

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MEMORANDUM FOR SEE DISTRIBUTION

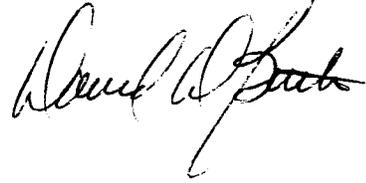
FROM: WR-ALC/PK

SUBJECT: Service Contracts: Management, Administration and Surveillance Team Training

1. This memorandum supersedes previous guidance given in PK Memorandum, 14 Dec 1998, Service Contracts Joint Functional Team (JFT) Training. The product directorates (PDs) continue to require a large number of advisory and assistance services contracts with performance on base. AFMCFARS 5337.91 requires service contracts performed at the center be surveilled by the user (requirements activity) through a written surveillance plan for each service contract or order. A draft surveillance plan and the notification memo to the Contracting Officer regarding functional area evaluator (FAE) appointment by the functional area chief (FAC) should accompany the purchase request or MIPR.
2. In addition, personnel who will be performing surveillance on these contracts must receive specialized training. A course is available (offered on a quarterly basis) to meet this training requirement. Previously, the course was titled Joint Functional Team Training and was available in Prodigy as Course Number PKPB 7001. The course is now titled Advisory and Assistance Services Contracts: Management, Administration and Surveillance and should be requested by sending an e-mail to the current PKPB instructor referenced on the Advisory and Assistance Services website on the PK Homepage. The name change to the course is due to the fact that Advisory and Assistance Services now encompass the services previously categorized separately as Manpower Support.
3. Per AFMCFARS 5337.9103, the Senior Center Contracting Official (SCCO) is to ensure that training is provided and documented for members of the team responsible for managing the contract. Although an initial functional area evaluator notification memo is sent to the Contracting Officer with the purchase request, I have instituted a requirement that the FAE must attend training prior to official designation by the Contracting Officer.
4. Request the above requirements be clearly communicated to all users who will require service contracts with performance on base. Emphasis should continue to be placed on receiving the draft surveillance plan and FAE appointment notification memo with the purchase request/MIPR. The resulting contract will not be awarded until this necessary documentation and training are received.
5. MIPRs that require performance on base, regardless of who makes the award i.e. GSA, Army, etc., must also include a draft surveillance plan, FAE appointment notification memo and training documentation. L_K Division Chiefs acting in the capacity of business advisors will look for this information when reviewing MIPRs.

2001-6-B

6. My point of contact on this subject is Sharon C. Broughton, WR-ALC/PKPB, 66132.



DAVID D. BURTON, SES
Director
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cc:
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WR-ALC/BC

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