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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

Policy Memo 2002-PK-006

16 SEP 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK
4375 Chidlaw Road, Rm S208
Wright-Patterson AFB OH 45433-5006

SUBJECT: New Repair Contracting Delivery Performance Policy

1. Over the last year we have worked to develop an automated repair delivery tracking system to fill a void in our ability to gauge repair contractors' delivery performance. This automated process was briefed and accepted at the Nov 01 Directors of Contracting Conference and we institutionalized the necessary policy in the recent AFMCFARS rewrite. This policy and a comprehensive version of the process is attached.

2. This new process requires the Contracting Business Intelligence System (CBIS) to interface with both Automated Contract Preparation System Version 15 (ACPS-15) and the Mechanization of Contract Administration Services (MOCAS) system. From a systems standpoint, only the MOCAS function is operational. An operational test at OC-ALC indicates ACPS-15 still needs fine tuning. We will not mandate exclusive use of ACPS-15 until it is operationally ready. CBIS programming for repair delivery tracking will occur according to command priorities.

3. In the interim, we need to educate and train our contracting personnel on the proper way to structure delivery schedules to facilitate tracking delivery performance. Successfully implementing a new repair delivery tracking process requires the complete support of the contracting and logistics professionals at your center. Please give this new policy your fullest support. Once all system aspects of the process are operational, we will place the complete process in the Contract Repair Guide and provide training materials on how to execute the process. Our POC is Mr. Robert Hill at HQ AFMC/PKL, DSN 986-0314.

JEFFREY P. PARSONS
Colonel, USAF
Director of Contracting

Attachment:
Repair Contracting Delivery Performance Policy & Process

2003_01

cc: HQ AFMC/AE/LG
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REPAIR CONTRACTING DELIVERY PERFORMANCE POLICY & PROCESS

1. Whether we are tracking individual items to support our customers' immediate needs or we are involved in supplier management, it is critically important for the acquisition team to track contractor delivery performance in all maintenance and modification contracts. Knowledge about repair contractor delivery performance is necessary for past performance evaluation and for the successful operation of delivery incentives. Exchangeable items represent a significant source of parts for AFMC's external and internal customers.

2. Contract Repair Teams (CRP Guide, Chapter 5) will assign responsibility for tracking delivery performance on individual orders. If the cognizant production management specialist does the tracking, they should utilize the asset visibility system provided by HQ AFMC/LG and augmented, as necessary, by contractor provided reports.

(a) Notwithstanding any HQ AFMC/LG reporting requirements, each exchangeable repair contract will establish a data line item which requires at least monthly reports on the dates of reparable receipts by CLIN, subCLIN, or ELIN as appropriate. The reports will be provided to the cognizant DCMA procurement technician with copies to the PCO. DCMA will use these reports to calculate firm delivery dates for event-driven delivery schedules. DCMA will periodically validate the dates provided by the contractor (Reference DCMA Information Memorandum No. 02-81, attached).

(b) ACPS-15 will provide an estimated date to MOCAS for repair contracts with event-driven delivery schedules, for example, After Receipt of Reparable (ARR). That date will be entered into MOCAS with an "E" for estimated. DCMA requires their technical specialists to calculate and enter a firm delivery date into MOCAS when the date of reparable receipt is known. The firm date will be indicated as an actual date (code "A") in MOCAS.

3. Exchangeable repair contracts require specific CLIN structures when there are multiple output national stock numbers permitted. Whenever a family of part numbers may be input under a specific repair and modification, the CLIN and the output parts may have different NSNs. In this case, each output NSN must have a separate subCLIN. This will permit assigning a completion date to a specific reparable for delivery schedule-tracking purposes.

4. Since delivery schedule-tracking relies on automated systems (ACPS-15 & MOCAS), the preferred delivery schedule is a specific date. To the maximum extent possible, negotiate specific delivery dates.

(a) When contracts/orders are issued for the repair of exchangeables and the reparable items are not in the contractor's possession, it is necessary to issue the requirement with a contingent delivery schedule. This is typically stated as ARR.

(b) All other contingencies should be kept from the delivery schedules. These other contingencies often arise from contractor capacity limitations. Instead of stating this limitation in the schedule, provide a Special Contract Requirement that requires the contractor to notify the PCO or ACO when the capacity limitation has been breached,

along with a revised delivery schedule. The appropriate contracting officer would then modify the delivery schedule.

(c) Another such capacity situation may exist where the delivery schedule is based upon the completion of a prior order or contract. This contingency prevents any reasonable method of delivery schedule tracking. Contract provisions should be negotiated that require the contractor to provide the capacity limitation notice and revised delivery schedule mentioned in the preceding paragraph.

(d) Do not cite a repair order delivery schedule by referencing the basic contract (e.g., IAW Basic).

Attachment:
DCMA Information Memorandum No. 02-81

Information Memorandum No. 02-081
Memorandum For DCMA CMOs
Subject: Tracking of Maintenance, Overhaul, Modification, and Repair Deliverables
Date: 15 Nov 2001
Target Audience: Industrial Specialists, Operations and Technical Assessment Group Team Leaders and Supervisors, Procurement Technicians, CMAs, and MOCAS Trusted Agents.

New Information/Guidance/Tools:

- The FAR specifies that buying activities consider past performance data in the contract award process. As such, DCMA's buying activity customers rely on MOCAS delivery performance "source" data that feeds their past performance data systems. Recent feedback from buying activities emphasized their need for accurate MOCAS delivery performance data, especially on reparable contracts.

- Individuals responsible for tracking and monitoring performance for reparable deliverables must ensure that MOCAS delivery dates accurately reflect current contractual requirements. Where the delivery turnaround time is clearly defined, e.g. 90 days ARR (After Receipt of Reparable), firm delivery dates must be calculated from the date of contractor receipt and be input into MOCAS as reparables are received.

- Responsibility for inputting and updating MOCAS with current delivery dates based on the receipt date of the reparable lies with the Contract Administration Team, typically the Industrial Specialist or Procurement Technician. Receipt of the reparable should be identified via in-plant surveillance using a risk based approach of physical verification or review of contractor records.

- For more information consult Section F, paragraph d, of the "Integrity of MOCAS Delivery Performance Data" document. Additional guidance and policy on this subject will be incorporated in the next release of the Schedule and Delivery Management One Book Chapter.

Point of Contact for Further Information:
mmelnyk@hq.dcma.mil /DCMA-OCT/703-428-0944
nstearns@dcmai.dcma.mil /DCMAI-OCT/703-428-1752
bqillen@dcmae.dcma.mil /DCMAE-OCT/617-753-4892
rfratzke@dcmaw.dcma.mil /DCMAW-OCT/310-900-6509
orocha@dcmaw.dcma.mil /DCMAW-OCT/310-900-6552

Signature:

Sydney Pope,
Director, Contract Technical Operations