



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

23 JUN 2003

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK

SUBJECT: Policy Reminder--Government-Furnished Vehicles Provided to Contractors

1. Contracts providing motor vehicles as government-furnished equipment (GFE) have been awarded without prior AFMC/LGR approval. AFI 24-301, paragraph 12.1.1 requires activities to obtain MAJCOM/LGT (or equivalent) approval prior to including any government-owned vehicles as GFE in a statement of work and contract solicitation. Requiring activities have the responsibility to obtain this approval. AFFARS 5345.304 requires the contracting officer to ensure the requirements of AFI 24-301 have been met prior to providing motor vehicles to contractors.
2. The purpose of this approval is to facilitate planning for funding the procurement and maintenance of these vehicles. The HQ AFMC/LGR GSA lease program was funded at minimum level for FY04 and is now targeted for further cuts. HQ AFMC/LGR has been able to obtain funding for unapproved requirements in the past, but will no longer be able to do so.
3. Contracting officers must not issue any solicitation or award any contract providing government-owned vehicles to the contractor until the requiring activity provides documentation that they have complied with AFI 24-301, paragraph 12.1.1. This documentation must be included in the contract file.
4. Our POC is Mr. Ken Farr at HQ AFMC/PKPA, DSN 986-0380, for contracting questions, and Mr. John Haley, HQ AFMC/LGRV, DSN 986-0143, for questions concerning vehicle policy.

A handwritten signature in black ink, appearing to read "J.P. Parsons", is positioned above the typed name.

JEFFREY P. PARSONS
Colonel, USAF
Director of Contracting

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