



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS WARNER ROBINS AIR LOGISTICS CENTER (AFMC)

BE 2497  
Lee

15 MAY 1997

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/TI  
420 SECOND STREET, SUITE 100  
ROBINS AFB, GA 31098-1640

SUBJECT: Screening Policy for the Spare Parts Breakout Program

1. The Acquisition Method Code/Acquisition Method Suffix Code's (AMC/AMSC) present screening threshold for the Spare Parts Breakout program at WR-ALC was established 1 Aug 90 and revised 16 Sep 91 by the Management Support Directorate (LZ). However, due to organizational changes in the management of the program, the screening policy has been revised to reflect the latest changes. Regulatory guidance for the Spare Parts Breakout program is provided by AFI 23-105 and the Defense Federal Acquisition Regulation, Appendix E. This correspondence establishes the current WR-ALC screening policy along with guidelines for accomplishment. This policy only applies to replenishment spares procurements.

2. The established screening threshold for spare parts breakout at WR-ALC is \$10,000, the Purchase Request value, with the following exceptions:

a. The Spare Parts Breakout program does not apply to the following categories of items and does not require screening; insurance items (AAC: "Z"), initial provisioning items, FMS peculiar items, nondefinitive (ND) stock numbered items, obsolete items, phase out items (e.g., one-time buy), parts being acquired under other than specifically defined initial support programs, or parts acquired through local purchase. These items will continue to be assigned an AMC/AMSC of "00" by the item manager for inclusion on the purchase request.

b. Items being procured in a quantity of 10 or less in the following stock class groupings are exempt from screening in accordance with WR-ALC/CD letter dated 25 July 1995: Stock class groupings 1210-1290, 1610-1740, 4920-4933, 5820-6130, and 6210-6920. These items will continue to be assigned an AMC/AMSC of "00" by the item manager. However, if a valid AMC/AMSC exists for a particular item, the AMC/AMSC will be used until it expires.

c. Problem items (excessive price, no source, no bid, etc.) will be screened below the threshold as necessary.

70-41, Atch 97-11D (DFARS Appendix E)

Post to DFARS Appendix E-104 by circling the reference and noting in the margin: "70-41, Atch 97-11D." Then file this atch behind DFARS Appendix E.



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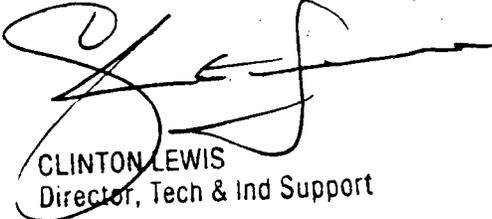
d. Items previously screened and assigned an AMC/AMSC of other than full and open competition will not be rescreened until the purchase request value exceeds \$10,000. The item manager will use an AMSC of "L" on the purchase request. Exceptions are items described in paragraph 2b above.

3. Items previously screened and assigned a full and open competitive AMC/AMSC (AMSC "G") will continue to require rescreening when the code has exceeded the expiration date. This policy applies regardless of the purchase request value. Exceptions are items described in paragraph 2b since those classes of items were not proven to be cost effective in the exempted quantities.

4. Items scheduled for transfer to DLA shall be transferred with a valid AMC/AMSC assigned at the time of transfer.

5. Please note this policy is not to be considered inflexible; requests for screening action on an exception basis will be honored. It is vital that each organization disseminate this revised policy to all personnel involved in the processing of the AMC/AMSC Screening Analysis Worksheet (the old AFMC Form 761).

6. This is a coordinated TI/PK policy letter. Point of contact is Don Looney, WR-ALC/TILC, 6-6570.



CLINTON LEWIS  
Director, Tech & Ind Support

Attachments:

1. CR ltr, 1 Aug 90
2. LZ ltr, 16 Sep 91
3. CD ltr, 25 Jul 95

Distribution: WR-ALC/BC

FM  
LB  
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1 AUG 1990

CR

Acquisition Method Code/Acquisition Method Suffix Code (AMC/AMSC) Screening Policy for Items Under \$10,000 Threshold

MM

PM

1. As previously stated in the CR letter, 15 May 90, the AMC/AMSC screening threshold was increased to \$10,000 upon implementation of Contract Data Management System (CDMS) in CR and MM, effective 14 Jun 90. This action has been taken to ensure the maximum return on investment and improve cost effectiveness.

2. Our AMC/AMSC screening policy concerning those items that fall below the \$10,000 threshold is to be as follows:

a. If the item has previously been screened and the AMC/AMSC is still valid, the Item Manager (IM) will use this code on the Purchase Request (PR).

b. If the item has previously been screened, but the AMC/AMSC has expired or will expire within 120 days of PR initiation, the IM will initiate an AFLC Form 761 and limited screening action will take place. This limited screening action will revalidate or extend the life of the AMC/AMSC, as appropriate, on most items. However, if because of the item's history it is felt that full screening is required, proper measures will be taken to ensure the correct code assignment.

c. Items considered as exceptions will still continue to be screened below the threshold as necessary (overpricing referrals, no source, PR returns, etc).

d. Items not previously screened will be assigned an "L" code by the IM; valid until the Annual Buy Value (ABV) exceeds \$10,000.

e. There is no change to those items not requiring screening (insurance, provisioned items, FMS peculiar, etc). They will continue to be assigned a "00" code by the IM, including those previously screened.

3. Request this information be disseminated to all personnel concerned. This policy has been coordinated with MMM and PMX.

4. Point of contact is David Sweatt, CRE-2, ext 66758.

  
RICHARD L. MOODY  
Deputy Director  
Directorate of Competition Advocacy

SEE ATTACHED COORDINATION AND M/R

M/R: All items previously screened, even under the \$10,000 threshold will be rescreened; however, the code suspense (expiration date) will be as follows:

a. All "1/2G" and "1/2T" coded items will be given a <sup>5</sup>~~10~~ year code suspense.

b. The suspense date for the "A" code will remain at 12 months. Follow-on action must continue to verify data rights.

c. The "D" code should not be assigned to items under the threshold unless problems make reverse engineering action a necessity (no-bid, excessive pricing, etc).

d. The "Q" code will not be assigned to items under the threshold. The "R" code will be used instead.

e. All other codes will be given a suspense of five years.\*

NOTE: Most rescreening action will be as limited as possible. For example, pull the top drawing only to verify the previous code is still valid. On "G" and "T" coded items, request a revision check in order to complete the EDL. More thorough screening action will be accomplished as necessary, especially if the item has had problems in the past. It will be up to the technician to determine to what extent screening action should be pursued.

\* Five years is the longest code suspense authorized by FAR Sup 6, except for "G" code.

SWEATT/CRE-2/66758/2 JUL 90/threshold3/kwp

CRE-2 DS 13 JUL 90

MM *[Signature]* (17)

CRE *[Signature]*

PMX *[Signature]* 7/27

CR (SIGN)

*[Large Signature]*

16 SEP 1991

LZ

Revision to Current Acquisition Method Code/Acquisition Method Suffix Code  
(AMC/AMSC) Screening Policy for Items under \$10,000

LB LF LJ LY LU LN LV LK FM FK

1. The current policy for screening of the AFIC Form 761 was established 1 Aug 90 by the Directorate of Competition Advocacy (CR) in conjunction with the increase of the AMC/AMSC screening threshold to \$10,000. At that time, it was agreed that, once an item had been screened and an AMC/AMSC assigned, the item would continue to be screened regardless of the Annual Buy Value (ABV).

2. A review of Forms 761 completed in the Contract Data Management System (CDMS) thus far in FY91 indicates that a large number of items reviewed have ABVs below the \$10,000 threshold. The following is provided for your information:

- a. Total Forms 761 completed (1 Oct 90 - 26 Jul 91): 2211
- b. Total ABV: \$293,985,666.76
- c. Total Forms 761 Previously Screened (under \$10K): 777
- d. ABV of C: \$3,389,939.37

3. Based on the figures stated above, 35% of the workload reviewed during the specified timeframe was below the \$10,000 threshold and previously screened; however, these items account for only 1% of the total dollars committed. This is unacceptable when measuring manpower versus the potential for dollar savings. It is felt our efforts must be directed toward realizing a more competitive posture for the high dollar items.

4. The transfer of DO62 Consumable Items managed by this AIC to the Defense Logistics Agency (DLA) will take place over the next three years; however, this action alone will not alleviate the problems being experienced as a result of the requirements imposed by the current screening policy.

5. Because of the reasons stated above and the fact that further budget constraints on manpower and resources have severely impacted the AMC/AMSC breakout screening program, the Engineering Data Management Division (L2M) has revised the policy to eliminate the requirement to rescreen all items with codes other than "G" until the \$10,000 threshold is exceeded. Effective 1 Oct 91, the AMC/AMSC screening policy will be as follows:

- a. If the item has previously been screened and the AMC/AMSC is still valid, the Item Manager (IM) will use this code on the Purchase Request (PR).

L2M RECORD COPY (11 Sep 91 - car)

Atch:

b. Items considered as exceptions will still continue to be screened below the threshold as necessary (overpricing referrals, no source, no bid, etc).

c. Items previously screened and assigned a full and open competitive code (AMSC "G") will be rescreened regardless of the ABV.

d. Items previously screened and assigned an AMSC other than full and open competitive will not be rescreened until the ABV exceeds the \$10,000 threshold. Only approved sources will be solicited. The Item Manager will assign an AMSC "L" to the PR.

6. There is no change to those items not requiring screening (insurance, initial provisioning items, FMS peculiar, Non-Definitive (ND) MMAC coded items). These items will continue to be assigned a "00" code by the IM, including those previously screened. Reference CICA Operating Procedures, 15 May 89.

7. Please note this policy is not to be considered inflexible; requests for screening action on an exception basis will be honored. It is vital that each organization disseminate this revised policy to all personnel involved in the processing of the AFIC Form 761.

8. Point of contact for this initiative is David Sweatt, LZM-1, ext 66758.

RONALD H HAMILTON, L. Col  
Director  
Management Support

1 Atch  
CR Ltr, 1 Aug 90

cc: CR  
LZ/SBA  
EC

PREVIOUS COORDINATION APPLIES

LZ (SIGN)



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS WARNER ROBINS AIR LOGISTICS CENTER (AFWOC)

25 July 1995

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/ CD

SUBJECT: New Policy for Acquisition Method Code Processing

1. The screening of data and assignment of Acquisition Method Codes (AMCs) is accomplished at Team Robins by WR-ALC/TIL. This effort is required for procurements by Appendix E of the Defense Federal Acquisition Regulation Supplement and Air Force Instruction 23-105. Each directive highlights the need for breakout program managers to apply resources and assign priorities to those parts that have the greatest opportunity for breakout and potential savings. In addition, each DoD component and field activity will develop annual buy thresholds for breakout screening which are consistent with economic considerations and resources. Team Robins currently has a minimum screening threshold of \$10,000 annual buy value for assignment of an AMC. Based on the reasons stated above and recent analysis of 4 years of procurement history, I am directing the following change in how product directorates will submit items to TIL for AMC assignment.

2. Product directorates having management responsibility for stock class groupings 1210-1290, 1510-1740, 4920-4933, 5820-6130, and 6210-6920 will no longer require AMC screening when the purchase request quantity of an item is 10 or less. However, if a valid AMC exists, the AMC will be used for the procurement.

3. An individual J&A should be processed for each acquisition. A model J&A that can be used for these types of acquisitions is attached. An AMC of "00" will be assigned on the purchase request by the item manager on those items qualifying for exclusion from AMC screening in paragraph 2 above.

4. The manpower savings resulting from implementation of this policy will be diverted to accomplishing a 100 percent review of new data before acceptance at WR-ALC. It is WR-ALC's goal to accomplish this effort on all new data packages. In order to facilitate this effort, each product directorate will provide engineering support to TIL as required and available. This up-front type of data review to ensure completeness of the package and determine technical adequacy will pay dividends, both in competitive reprourement of spares and in other logistics support requirements. This effort will also enable us to enforce our contractual rights and remedies when incomplete and/or technically inadequate data is delivered by prime contractors.

5. Implementing these procedures will enhance processing time for procuring these items, eliminate nonproductive AMC screening, lessen product directorate and TIL workload, and have virtually no loss of actual competition. This policy is effective immediately and will remain in effect until further notice. If you have any questions, please call the point of contact, Mr. Don Looney, WR-ALC/TILC, at extension 66570.



STEPHEN L. DAVIS  
Executive Director

Attachment:  
Model J&A

I. DEPARTMENT OF THE AIR FORCE  
JUSTIFICATION AND APPROVAL, PART I  
PD: \_\_\_\_\_  
WARNER ROBINS AIR LOGISTICS CENTER  
{X} INDIVIDUAL

PR Number: \_\_\_\_\_

Category: ( ) Other Contracting ( ) DAC Program ( ) PEO Program

II. NATURE OF THE ACTION: Due to the circumstances described below, this activity will acquire the following using Other Than Full and Open Competition (OTF&OC) procedures:

- a. Source(s): \_\_\_\_\_
- b. Spares in support of (Program/End Item/System) \_\_\_\_\_
- c. Type Requirements: ( ) Air Force ( ) FMS ( ) Other \_\_\_\_\_
- d. Special Features: ( ) Warranty ( ) Surplus ( ) Other \_\_\_\_\_
- e. Type contract: \_\_\_\_\_

III. DESCRIPTION OF REQUIREMENT:

a. Narrative description of the supplies or services being acquired: \_\_\_\_\_

b. NSN	Qty	Est U/P	Est Total Price
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c. Total estimated cost of this acquisition: \$ \_\_\_\_\_

IV. STATUTORY AUTHORITY: 10 U.S.C. 2304(c)(1) as implemented by FAR 6.302-1. Only One or a Limited Number of Responsible Sources, and No Other Supplies or Services Will Satisfy Agency Requirements.

V. DEMONSTRATION THAT AUTHORITY IS APPROPRIATE: The agency's needs can only be satisfied by the unique supplies or services available from the above cited source(s) based on the following: A study/analysis completed in Jan 95, and on file in TILC and PKPC, reveals it is not cost effective to compile a complete engineering data package or to attempt to qualify new sources for items in stock groups 1210-1290, 1610-1740, 4920-4933, 5820-6130, and 6210-6920 when the acquisition is for a quantity of 10 or less. This quantity includes all requirements in process or contemplated at this time.

VI. EFFORTS TAKEN TO ADD ADDITIONAL SOURCES OR TO SOLICIT FROM AS MANY SOURCES AS POSSIBLE: This requirement will be synopsisized in the CBD citing conditions which preclude Full and Open Competition (F&OC). All interested sources will be evaluated to determine if further action to acquire data or qualify additional sources is beneficial to the Air Force.

VII. MARKET SURVEY: A market survey will not be performed on this item as it has been determined that qualifying new sources is not cost effective on items in this stock class when buys meet the criteria described in paragraph V.

VIII. OTHER PERTINENT FACTS SUPPORTING USE OF THE AUTHORITY: A review of historical data indicates efforts to acquire this type of item under F&OC is not consistent with economic considerations and resources. This finding is supported by the study referenced above and in WR-ALC/II policy letter dated \_\_\_\_\_ and approved by WR-ALC/CC.

IX. ACTIONS CURRENTLY IN PROGRESS OR WHICH WILL BE TAKEN TO REMOVE THE COMPETITIVE BARRIERS ON SUBSEQUENT ACQUISITIONS: As indicated above, the results of the study/analysis indicate it is not cost effective to attempt to qualify new sources on these particular items under the cited conditions. Individual situations/items will continue to be reviewed to ensure the acquisition meets the stated criteria.

X. CERTIFICATION: I hereby certify that the above information is complete and accurate.

PR Initiator:

Date: