



**DEPARTMENT OF THE AIR FORCE**  
**78th Mission Support Group (AFMC)**  
**Robins Air Force Base Georgia**

MEMORANDUM FOR: Robins AFB Organizations Utilizing the CWI Program

FROM: 78 CONS

SUBJECT: Requirement Processing Guidance

The Contracting With Individuals (CWI) Program is an invaluable tool for fulfilling manpower support needs. However, there are misconceptions about the program that have been reflected in recent purchase requests, which have resulted in contract award delays. Early planning is the key to overcoming these misconceptions and awarding your requirement in the quickest time possible.

The information below is not intended to be a "how to" guide for preparing your requirement, but is a reminder of the similarities and differences among the various acquisition procedures that are available.

1. Acquisitions under the CWI Program are intended to be conducted under competitive small business set-aside procedures. The individuals who form the potential candidate pool are "small businesses," and must have taken the specified steps to be eligible.
2. Utilization of the CWI Program does not relieve you of the responsibility of conducting and documenting market research in accordance with FAR 10. This documentation must be included in the PR package. A sole source requirement does not preclude market research-it is the market research that validates that your requirement is sole source.
3. Utilization of the CWI Program does not relieve you of the responsibility of justifying sole source awards in accordance with FAR 6.
4. Utilization of the CWI Program does not waive the requirements of AFI-63-124, Performance Based Service Contracts. Recent changes to the AFI can be found at [http://www.e-publishing.af.mil/pubfiles/af/ic/afi63-124\\_ic2004-1/afi63-124\\_ic2004-1.pdf](http://www.e-publishing.af.mil/pubfiles/af/ic/afi63-124_ic2004-1/afi63-124_ic2004-1.pdf).
5. Contracts for personal services, whereby the Government directs the day-to-day work activities of the contractor, are prohibited.
6. Workloads currently being performed by contractors certified under the Small Business Administration's 8(a) Business Development Program [i.e. performed by an 8(a) contractor] should not be considered for follow-on awards under the CWI Program.

If market research indicates that there are two or more eligible CWI participants to fulfill your requirement, it will be processed as a small business set-aside under the CWI Program. If there

is only one eligible CWI candidate, a Justification and Approval (J&A) is required and your requirement will be processed utilizing routine sole source procedures. Sole source awards can also be made by the various matrixed contracting organizations.

For additional information or guidance, you can contact LaVelle Barnett/78<sup>th</sup> CONS/PKA/6-3438 , Nita Steinmetz/78<sup>th</sup> CONS/PKB/63695, or the undersigned.



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