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**DEPARTMENT OF THE AIR FORCE**
**WASHINGTON DC**

**OFFICE OF THE ASSISTANT SECRETARY**

MEMORANDUM FOR SEE DISTRIBUTION JAN 13 2000

FROM: SAF/AQ
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Participation of Acquisition Support Teams in Activities Prior to Contract Award

In Lightning Bolt 99-1 we established Acquisition Support Teams (ASTs) at all AFMC Centers as well as the Centralized AST (CAST) at HQ AFMC/AQ. These teams were established to ensure quality and consistency in Air Force pre-award activities. The goal of this effort is to ensure the consistent application of acquisition reform initiatives across AFMC, as well as dissemination of best practices and lessons learned. Accordingly, for all PEO and DAC programs, I hereby direct all single managers to work with their Center's AST in all pre-award activities for contract actions exceeding $10M in total value at product Centers, and $500K for Logistics and Test Centers. These activities include, but are not limited to, risk assessment, acquisition strategy development, performance-based solicitation development, source selection, and contractor debriefing. These efforts include both competitive and sole-source activities.

In order to leverage best practices, lessons learned, and new reform initiatives across the PEO and DAC portfolios, I am also directing the CAST to work with the local ASTs on selected programs. The CAST will select these programs to represent a cross section of reform implementation opportunities at each Center. The CAST will also participate in selected Service Acquisition Executive (SAE) Acquisition Strategy Panels (ASPs), selected Senior ASPs, and selected PEO and DAC portfolio reviews.

DARLEEN A. DRUYUN
Principal Deputy Assistant Secretary
(Acquisition & Management)

cc:
SAF/AQC/AQR/AQI/AQP/AQQ/AQS/AQL
AF/ILM/TEP

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