**Air Force Compliance Inspection Checklist**

**Contents**

(Ctrl + click to follow the links below)

1. [Leadership and Management](#one)
2. [General Contracting](#two)
3. [Simplified Acquisition Procedures](#three)
4. [Supplies](#four)
5. [Services](#five)
6. [Construction, A&E, SABER](#six)
7. [Small Business Program](#seven)
8. [Government Purchase Card](#eight)
9. [Business Systems](#nine)
10. [Legend](#legend)
11. [Summary of Changes](#changes)

| **ITEM #** | **ITEM** | **REFERENCE** | **RESULT**  (Yes, No, N/A) |
| --- | --- | --- | --- |
| **1** | **Leadership and Management** |  |  |
| **1.1** | **Critical Compliance Objective 1:** Management of the Contracting activity has established the proper controls, reviews, approvals, plans, and programs. |  |  |
| **1.1.1** | **Management:** |  |  |
| **1.1.1.1** | **DO contracting OFFICERS obtain the required business and contract clearances when required?** | [AFFARS 5301.9001](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P300_20622) |  |
| **1.1.1.2** | **DO contracting OFFICERS obtain legal review when required?** | [AFFARS 5301.602-2(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P141_11236)  [AFI 64-102, para 3.4.17](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) |  |
| **1.1.1.3** | **Does the operational contracting squadron commander MANAGE a comprehensive self-inspection/self-assessment program?** | [AFI 64-102, para 3.4.9](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) |  |
| **1.1.1.4** | Has the operational contracting squadron commander published in advance submission dates for end of fiscal year PRs? | [AFI 64-102, para 3.4.8](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) |  |
| **1.1.2** | **Contracting Officer Appointments/Warrants:** |  |  |
| **1.1.2.1** | **Are the selection, appointment, and termination of contracting officer warrants (including contingency contracting officers) accomplished properly?** | [AFFARS 5301.603-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P225_14577)  [AFFARS 5301.603-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P237_16085)  [AFFARS 5301.603-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P243_16580) |  |
| **1.1.2.2** | Does the appointing official maintain a master file of all appointments that have not been terminated? | [FAR 1.603-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/01.htm#P831_45981) |  |
| **1.1.3** | **Ratifications** |  |  |
| **1.1.3.1** | Are ratifications processed IAW AFFARS MP5301.602-3? | [AFFARS 5301.602-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P207_13942) |  |
| **1.1.4** | **NAF Contracting Support** |  |  |
| **1.1.4.1** | When requested to provide contracting support for NAF activities, does the servicing Contacting Office use the guidance and procedures of AFMAN 64-302 as the method of contracting? | [AFI 64-301](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-301.pdf) |  |
| **1.1.5** | **Customer Education** |  |  |
| **1.1.5.1** | Has the squadron established and maintained a customer education program to explain contracting procedures, help with developing requisitions for requirements, develop and maintain “open” lines of communication, and stress the importance of meaningful partnerships with customers and contractors to ensure the goals and objectives of the Air Force mission are met to the maximum extent practical. | [AFI 64-102, para 3.4.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) |  |
| **1.1.6** | **Government Purchase Card Program** |  |  |
| **1.1.6.1** | Does the contracting squadron commander/chief of the contracting office brief the installation commander on the GPC program at least quarterly? | [AFI 64-117, para 4.3.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **1.1.6.2** | Has the contracting squadron commander/chief of the contracting office designated at least one primary and one alternate A/OPC to manage the installation GPC program? | [AFI 64-117, para 4.3.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **1.1.6.3** | Is the primary A/OPC a minimum GS-1102 series civilian, 6C051 enlisted or has a waiver been obtained from SAF/AQCK? Is the A/OPC Level 1 APDP certified? | [AFI 64-117, para 4.3.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **1.1.6.4** | Has the contracting squadron commander or equivalent issued written authority to cardholders not in contracting organizations to make purchases or place orders? | [AFI 64-117, para 4.3.2.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **1.2** | **Critical Compliance Objective 2:** Training programs are established and aggressively managed within the unit. |  |  |
| **1.2.1** | **Training Program** |  |  |
| **1.2.1.1** | **DOES THE CONTRACTING UNIT COMMANDER/ DIRECTOR/CHIEF MAINTAIN A TRAINING AND MENTORING PROGRAM TO ENSURE OPPORTUNITIES FOR EVERY UNIT MEMBER TO MEET THE “GUIDING PRINCIPLES” LISTED IN AFFARS 5301.102-90?** | [AFFARS 5301.102-90](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P19_545) |  |
| **1.2.1.2** | Has the commander appointed (in writing) an additional duty Unit Training Manager (UTM)? | [AFI 36-2201 V3, para. 4.3.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2201V3.pdf) |  |
| **1.2.1.3** | Is a formal squadron rotational program established and maintained for officer and enlisted members? | [AFI 64-102, para 3.4.5.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) |  |
| **1.2.2** | **On-the-Job Training** |  |  |
| **1.2.2.1** | Do the commander, UTM and supervisors meet the requirements identified in AFI 36-2201 V3, Chapters 4, 5, 6 and Attachment 3? | [AFI 36-2201 V3](http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2201V3.pdf)  [chpts 4, 5, 6, attch 3](http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2201V3.pdf) |  |
| **1.2.3** | **Copper Cap** |  |  |
| **1.2.3.1** | Is a formal rotational training program established for civilians in centrally managed accession programs (e.g., Copper Caps, Interns) as well as locally managed accession programs? | [AFI 64-102, para 3.4.5.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf)  [AFI 36-602, para 3.8](http://www.e-publishing.af.mil/shared/media/epubs/AFI36-602.pdf) |  |
| **1.2.3.2** | Are formal training requirements identified in the intern training plan (ITP) reflecting rotational on-the-job training (OJT) assignments? | [AFI 36-602, para 3.8](http://www.e-publishing.af.mil/shared/media/epubs/AFI36-602.pdf) |  |
| **1.2.3.3** | Has the COPPER CAP intern received quarterly evaluations for the first year, semiannual evaluations after the first year and an annual appraisal? Were copies of the evaluations submitted to AFPC/DPIDG? | [AFI 36-602, para 3.9](http://www.e-publishing.af.mil/shared/media/epubs/AFI36-602.pdf) |  |
| **1.2.4** | **Continuous Learning** |  |  |
| **1.2.4.1** | Are all contracting personnel achieving the mandatory 80 continuous learning points (CLP) within two years? | [DoDI 5000.66](http://www.dtic.mil/whs/directives/corres/html/500066.htm) |  |
| **1.3** | **Critical Compliance Objective 3:** The Contingency Contracting Program is managed IAW prescribed directives. |  |  |
| **1.3.1** | **Contingency Contracting Program Responsibilities** | [AFFARS App CC, para CC-103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P72_8699) |  |
| **1.3.1.1** | Has a primary and alternate unit deployment manager (UDM) been designated in writing? | [AFI 10-403, para 1.6.1.12](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-403.pdf)  (scroll to para 1.6.1.12) |  |
| **1.3.1.2** | Commander review of all tasked OPLANS. This review shall be documented by complying with AFI 10-201, para 1.11.11.1.8 having the commander sign the Doc Statement Has the Sq/CC reviewed all tasked OPLANS using IGCC-301(b)(1), inter-command agreements, joint support plans, and host nation support agreements to determine deployment support requirements? IAW AFI-10-201 | [App CC, para CC-103(c)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P72_8699)  (scroll to para (c)(1))  [IGCC-301(b)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IGCC-301(b)(1).htm#TopOfPage)  [AFI10-201](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-201.pdf) |  |
| **1.3.1.3** | Has the Sq/CC developed and maintained local checklists and procedures to support the installation Comprehensive Emergency Management Plan (CEMP) using MPCC-301(c) and AFI 10-2501 (See para 4.3.1 & 4.4)? Has the plan been reviewed by the Installation Readiness and Installation Management Flight? | [MPCC-301(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MPCC-301(c).htm#TopOfPage)  [AFI-2501](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-2501.pdf)  (scroll to para 4.3.1 & 4.4) |  |
| **1.3.1.4** | Has all CC training been accomplished and documented as required by MPCC-103(c)(4) and MPCC-401(a)(i) | [App CC para CC-103(c)(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P72_8699)  [MPCC-401(a)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MPCC-401(a)(i).htm#TopOfPage) |  |
| **1.3.1.5** | Are personnel trained in NBCC protection and basic first aid procedures? NBCC and basic first aid training should be documented in deployment folders. (Review AFMAN 10-2602 Chapter 5 in full & AFPAM 10-100 Section 5 in full & Critical Information Checklist) | [AFMAN 10-2602](http://www.e-publishing.af.mil/shared/media/epubs/AFMAN10-2602.pdf)  (scroll to reference)  [AFPAM10-100](http://www.e-publishing.af.mil/shared/media/epubs/AFPAM10-100.pdf)  (scroll to reference) |  |
| **1.3.2** | **Contracting Authority and Organization** |  |  |
| **1.3.2.1** | Has the commander prepared Chapter 34 of the in-garrison expeditionary site plan, Parts I and II, addressing all required items? | [AFI 10-404, Attch 35](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-404.pdf)  (scroll to reference) |  |
| **1.3.2.2** | Are individuals appointed as Contingency Contracting Officers (CCO’s) and meet all requirements for appointment? | [AFFARS 1.603](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P230_14274)  [App CC, para CC-203(b) & (c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P183_16205) |  |
| **1.3.2.3** | Have individuals been issued contracting officer warrants in accordance with Appendix CC para CC-204 prior to deployment? | [App CC para CC-204](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P197_17672) |  |
| **1.3.2.4** | **Is a personnel readiness folder (PRF), containing all required deployment documentation, on file for all UTC postured personnel?** | [AFI 10-403, para 1.6.3.1.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-403.pdf)  (scroll to reference) |  |
| **1.3.2.5** | **Is ART reporting and sequencing accomplished IAW “Contracting Functional Area Prioritization Guidance?” Are line remarks also aligned with guidance?** | [AEF On Line Website](https://aef.afpc.randolph.af.mil/team.aspx) |  |
| **1.3.2.6** | **Have all assigned UTCs been reported in ART?** | [AFI 10-244, para 2.7.4.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-244.pdf)  (scroll to reference) |  |
| **1.3.2.7** | **Have all unit members been associated with a specific AEF bucket and UTC?** | [AFI 10-401, para 11.18.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-401.pdf)  (scroll to reference) |  |
| **1.3.2.8** | Do the individual members know their deployment vulnerability windows? | [AFI 10-401, para 11.18.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-401.pdf)  (scroll to reference) |  |
| **1.3.3** | **Planning** |  |  |
| **1.3.3.1** | Has the operational contracting office documented a review of all current plans tasking the organization for support?  Within six months of taking command, the CONS Sq/CC shall direct a review all Wing OPlans, ensuring the Contracting annex is up to date and current or as required by Wing Plans. . Recommend a MFR is drafted to document this review & maintained by the Unit Deployment Manager or as designated by the Squadron Commander | [AFFARS App CC, para CC-301](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P220_20949)  [AFI 10-401, para 3.9](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-401.pdf)  [IGCC-301(b)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IGCC-301(b)(1).htm#TopOfPage) |  |
| **1.3.3.2** | Has the Sq/CC reviewed the Installation Comprehensive Emergency Management Plan IAW AFI 10-2501 and documented that review on a semi-annual basis | [AFI-2501](http://www.e-publishing.af.mil/shared/media/epubs/AFI10-2501.pdf)  (scroll to para 3.11.21) |  |
| **1.3.3.3** | **Does the contracting squadron maintain at least two Contracting Incident Response Kits as prescribed in MPCC-301(c)(1)?** | [App CC, para CC-301(c)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P220_20949)  [MPCC-301(c)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MPCC-301(c)(1).htm#TopOfPage) |  |
| **1.3.4** | **Kits** |  |  |
| **1.3.4.1** | Has the contracting activity pre-assembled and maintained deployment kits for use during contingency operations in accordance with AFFARS App CC para 302 and MPCC-302(a)? Have the kits been inventoried and documented annually and inspected prior to and upon return from deployment per AFFARS MPCC-302(a)? | [AFFARS App CC, para 302(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P243_24944)  [MPCC-302(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MPCC-302(a).htm#TopOfPage) |  |
| **1.3.4.2** | Has the contracting activity developed and maintained the deployment kits and have they been positioned for rapid retrieval? Further have the kits been inspected at a minimum once yearly? | [AFFARS App CC, para 302(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P243_24944) |  |
| **1.3.4.2** | Have the contents of the kits been updated and outdated material replaced? | [AFFARS App CC, para 302(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P243_24944) |  |
| **1.3.5** | **Training** |  |  |
| **1.3.5.1** | Does the contracting activity maintain a documented list of training for each CCO (both initial and recurring).Document using AF Form 1098 and include in the individuals deployment folder (Both Officer and Enlisted) | [AFFARS App CC, para 401(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm#P252_26517)  [MPCC-401(a)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MPCC-401(a)(i).htm#TopOfPage)  [AF Form 1098](http://www.e-publishing.af.mil/shared/media/epubs/af1098.xfd) |  |
| **2** | **General Contracting** |  |  |
| **2.1** | **Critical Compliance Objective 1: During pre-award, contracts are planned, solicited, and documented properly.** |  |  |
| **2.1.1** | **PR Package** |  |  |
| **2.1.1.1** | Do purchase requests contain sufficient information to accurately define the requirement in terms of (a) functions to be performed (b) performance required (c) essential physical characteristics or (d) that enable and encourage offerors to supply commercial items? | [FAR 11.002](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P10_397) |  |
| **2.1.2** | **Market Research** |  |  |
| **2.1.2.1** | **Was market research conducted to include identifying potential commercial sources and is it appropriately documented?** | [FAR 10.002 (d) & (e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/10.htm#P31_3672)  [FAR 12.101(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P8_805)  [DFARS PGI 207.105(b)(6)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20207_1.htm#P28_428) |  |
| **2.1.2.2** | Was appropriate Market Research conducted for acquisitions involving consolidation, bundling and tiered evaluations? Has 30 day advance notification been given to small businesses affected, as well as consulting with the SBA PCR? | [FAR 10.001](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/10.htm#P5_357)  [DFARS 210.001](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars210.htm) |  |
| **2.1.3** | **Acquisition Planning** |  |  |
| **2.1.3.1** | **Was an Acquisition Plan (AP) or Single Acquisition Management Plan (SAMP)/Life Cycle Management Plan (LCMP) OR STREAMLINED ACQUISITION STRATEGY SUMMARY (SASS)** **written and approved at the appropriate level?** | [FAR 7.105](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P63_11059)  [DFARS 207.105](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars207.htm#P82_3126)  [AFFARS 5307.104-92](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5307.htm#P143_10177) |  |
| **2.1.3.2** | If a significant change occurs (scope, dollar value, contract type, etc) after the LCMP/SAMP/AP/SASS was approved/ signed, is there evidence that the acquisition strategy was updated and routed through the original approving authority? | [AFFARS 5307.104(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5307.htm#P19_477) |  |
| **2.1.13.3** | Did the Contracting Officer review acquisitions to determine if they can be set aside for small business, document the review on DD Form 2579, and get small business specialist coordination? | [FAR 19.501(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P366_83864)  [DFARS 219-201(d)(10)(B)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars219.htm#P133_4150)  [AFFARS 5319.201(d)(10)(B)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5319.htm#P15_158) |  |
| **2.1.3.4** | In contracts involving bundling or consolidation over $5.5M, has the required analysis including alternative strategies to mitigate the effect on small business and actions to maximize small business participation been performed, along with the determination by the SAE that bundling is necessary and justified? | [FAR 7.107](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P138_27261)  [DFARS 207.170-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars207.htm#P137_7011) |  |
| **2.1.3.5** | Are environmental and energy conservation objectives adequately considered and addressed in the acquisition plan and contract requirement? | [FAR 7.105(b)(16)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P63_11059) |  |
| **2.1.3.6** | For contracts based on a lease, charter or similar agreement with terms of 18-months or more, did the contracting officer issue a written determination substantiating that the head of the contracting activity has considered all costs, including estimated termination liability, and determined that the contract is in the best interest of the government? | [DFARS 207.470(a)(1)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars207.htm#P207_10594) |  |
| **2.1.4** | **Non-competitive Actions** |  |  |
| **2.1.4.1** | **Have all noncompetitive acquisitions been justified and approved at the appropriate levels and has the contract file been documented accordingly?** | [FAR 6.303](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm#P198_28040)  [FAR 13.501(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P422_61439)  [FAR 11.105(a)(2)(ii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P72_9548)  [FAR 8.405-6(g)(2)(i-x)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P166_27712)  [AFFARS MP5306.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5306.304.htm#P-1_0) |  |
| **2.1.5** | **Synopsis** |  |  |
| **2.1.5.1** | Are notices of proposed contract actions estimated to exceed $10K but not expected to exceed $25K displayed in a public place or by an appropriate electronic means? | [FAR 5.101(a)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P15_1293) |  |
| **2.1.5.2** | **Are notices of proposed contract actions estimated to exceed $25K transmitted to the government point of entry?** | [FAR 5.003](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P11_1097)  [FAR 5.201(b)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P57_9666)  [FAR 5.101(a)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P15_1293)  [FAR 5.207(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P125_24829) |  |
| **2.1.5.3** | For a combined synopsis/solicitation, was the synopsis prepared IAW regulations? | [FAR 12.603](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P259_46040) |  |
| **2.1.5.4** | Were any exceptions to synopsizing documented in the file? | [FAR 5.202](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P67_10773) |  |
| **2.1.5.5** | **Was information on contract awards exceeding $5.5 million provided to SAF/LLP for "Public Announcement?"** | [FAR 5.303](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P196_32498)  [DFARS 205.303(a)(i) & (ii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars205.htm#P80_2885) |  |
| **2.1.6** | **Interagency Acquisitions** |  |  |
| **2.1.6.1** | **ASSISTED ACQUISITIONS: Are MIPRS reviewed for compliance with Air Force MIPR POlicy (including GSA) including consideration of the fee paid? [CIP]** | [AFI 65-116](http://www.e-publishing.af.mil/shared/media/epubs/AFI65-116.pdf) |  |
| **2.1.6.2** | Assisted Acquisitions: For services over the simplified acquisition threshold, has the Services Designated Official approved any purchase requests for services acquisitions to be purchased using a contract or task order being awarded by an agency other than DoD? | [AFFARS 5337.170-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5337.htm#P23_1053) |  |
| **2.1.6.3** | Direct acquisitions: do contracts and orders to non-DoD agencies include a best interest determination? | [AFFARS 5317.7802-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5317.htm#P91_5439) |  |
| **2.1.6.4** | Are Economy Act purchases supported by a determination and finding (D&F) when required? | [FAR 17.503](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P235_37045)  [AFFARS 5317.5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5317.htm#P49_3389) |  |
| **2.1.7** | **Green Procurement Program** |  |  |
| **2.1.7.1** | Do solicitations and contracts that are for, or specify the use of, recovered materials include the applicable Affirmative Procurement Program provisions (52.223-4, Recovered Material Certification; 52.223-9, Estimate of Percentage of Recovered Material Content for EPA Designated Products)? | [FAR 23.406](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/23.htm#P139_15924) |  |
| **2.1.7.2** | Does the requirements package meet the intent of the Green Procurement Program? (EO13423) |  |  |
| **2.1.8** | **Miscellaneous (Pre-Award)** |  |  |
| **2.1.8.1** | **Does the CLIN structure meet the criteria and structure requirements?** | [DFARS 204.7103-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars204.htm#P1035_24020) |  |
| **2.1.8.2** | When the contract contains both Fixed-Price and Cost-Reimbursement line or sub-line items, was the contract type for each line item or subline item identified? | [DFARS 204.7103-1(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars204.htm#P1035_24020) |  |
| **2.1.8.3** | Are security classification requirements properly documented on the DD Form 254, *Contract Security Classification Specification*? | [FAR 4.4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P51_8035)  [AFI 31-601, Chapter 4](http://www.e-publishing.af.mil/shared/media/epubs/AFI31-601.pdf) |  |
| **2.1.8.4** | When brand name or equal purchase descriptions are used, do they include, in addition to the brand name, a general description of those salient physical, functional, or performance characteristics of the brand name item that an “equal” item must meet to be acceptable for award? | [FAR 11.104(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P69_8910) |  |
| **2.1.8.5** | Do contracts authorizing a quantity variation contain the clause at FAR 52.211-16, "Variation in Quantity"? | [FAR 11.703(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P254_44178)  [FAR 11.701(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P246_41175) |  |
| **2.1.8.6** | Were all blank areas in the clause at FAR 52.211-16 filled in? | [FAR 52.211-16](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_000.htm#P1014_137316) |  |
| **2.1.8.7** | Do purchase orders for subscriptions in which advance payment is authorized, contain the FAR 52.213-2 invoices, clause? | [FAR 13.302-5(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P237_35805) |  |
| **2.1.8.8** | When using sealed bidding procedures, if descriptive literature is required, is a contracting officer's justification included in the file and does the solicitation clearly state the requirements? | [FAR 14.202-5 (b) & (c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/14.htm#P195_26326) |  |
| **2.1.8.9** | Are over and above requirements monitored in accordance with the contract terms and conditions? | [DFARS 217.7702](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P817_45272)  [DFARS 252.217-7028](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252_215.htm#P992_71217) |  |
| **2.1.8.10** | When a collective bargaining agreement represents contractor employees, was a “Notice to Interested Parties” mailed to the incumbent contractor and the collective bargaining agent at least 30 days in advance? | [FAR 22.1010(a) & (b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P898_175492) |  |
| **2.1.8.11** | When the contract involves material of a hazardous nature, is the clause at FAR 52.223-3 included? | [FAR 23.303(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/23.htm#P76_8217) |  |
| **2.1.8.12** | If only foreign items were available, was a non-availability determination completed and approved at the appropriate level? | [DFARS 225.103(b)(i) & (ii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars225.htm#P293_9711) |  |
| **2.1.8.13** | Were the clauses at FAR 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration or FAR 52.232-34, Electronic Funds Transfer – Other than CCR included, as applicable? | [FAR 32.1110(a)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1502_239244) |  |
| **2.1.8.14** | If the contract includes a warranty, did the chief of the contracting office approve its use? | [DFARS 246.704](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars246.htm#P359_17001)  [AFFARS 5346.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5346.htm#P15_149) |  |
| **2.1.9** | **Undefinitized Contract Actions (UCAs)** |  |  |
| **2.1.9.1** | **WHEN AN UNDEFINITIZED CONTRACT ACTION (uCA) IS ISSUED, Does the documentation justify the issuance of the UCA? [GAO]** | [DFARS 217.7403](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P680_36993)  [DFARS 217.7404-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P693_37468)  [DFARS 217.7404-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P721_39617) |  |
| **2.1.9.2** | **when a uca is issued, Does the file document the basis for the profit or fee negotiated to address the portion that had been completed?**  **[CIP]** | [DFARS 217.7404-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P728_39949) |  |
| **2.1.9.3** | **Was the UCA definitized within the 180 day timeframe or did the file contain documentation to extend the definitization schedule? [CIP]** | [DFARS 217.7404-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P705_38328) |  |
| **2.1.9.4** | Was SAF/AQC notified if the UCA was not definitized within 1 year? **[GAO]** | [AFFARS MP5317.7404-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5317.htm#P76_4842) |  |
| **2.2** | **Critical Compliance Objective 2: Contract awards and award decisions are properly executed and documented.** |  |  |
| **2.2.1** | **Source Selections** |  |  |
| **2.2.1.1** | During source selections, after information is presented to the SSA, are updates, revisions, or changes to the evaluation information captured in subsequent documentation in a manner that the original record remains intact? | [AFFARS MP5315.3, para. 4.2.2.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.doc) |  |
| **2.2.1.2** | During source selections, did the Source Selection Evaluation Team (SSET) or Source Selection Advisory Council (SSAC) provide a source selection recommendation to the Source Selection Authority (SSA)? | [AFFARS MP5315.3, para 6.3.4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.doc) |  |
| **2.2.1.3** | Was the Best Value Decision consistent with the solicitation's evaluation factors and subfactors? | [FAR 15.305(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P275_41439)  [FAR 15.308](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P325_55254)  [FAR 13.106-2(a)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P135_19538) |  |
| **2.2.1.4** | Is the competitive range determination properly documented in the contract file? | [FAR 15.306(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P291_46077) |  |
| **2.2.1.5** | When required, was a source selection plan approved by the source selection authority? | [DFARS 215.303(b)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm#P108_3484) |  |
| **2.2.1.6** | When required, was the appropriate source selection decision document (SSDD) prepared to reflect the Source Selection Authority (SSA) integrated assessment and award decision? | [FAR 15.308](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P909_167892)  [AFFARS MP5315.3, para 7.12](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.doc) |  |
| **2.2.1.7** | Did the contracting officer notify unsuccessful offerors within 3-days after contract award? | [FAR 15.503(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P909_167892) |  |
| **2.2.1.8** | **Were debriefings to offerors conducted timely?** | [FAR 15.505](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P937_172705)  [FAR 15.506(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P958_175362) |  |
| **2.2.2** | **Contract Award** |  |  |
| **2.2.2.1** | **Did the Contracting Officer ensure he/she did not award contracts to, or consent to subcontracts with, contractors on the List of Parties Excluded from Federal Procurement and Non-procurement programs?** | [FAR 9.404(c)(7)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P321_57311)  [FAR 9.405](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P346_59676) |  |
| **2.2.2.2** | Did the contracting officer request and receive a detailed technical analysis from the requesting activity when required? | [FAR 15.404-1(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P421_74974) |  |
| **2.2.2.3** | Was documentation completed and included in the file supporting the contracting officer’s determination of responsibility of prospective contractors? | [FAR 9.105-2(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P73_13264) |  |
| **2.2.2.4** | Were amendments issued before/after the established time and date for the Receipt of proposals sent to all offerors that the contracting officer has not eliminated? | [FAR 14.208](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/14.htm#P128_16881)  [FAR 15.206](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P158_25209) |  |
| **2.2.2.5** | Are procedures in effect to safeguard proposals from unauthorized disclosure throughout the source selection process and to secure bids before the bid opening date? | [FAR 3.104-4(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/03.htm#P123_19941)  [FAR 3.104-5(a) & (b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/03.htm#P141_24466)  [FAR 14.401(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/14.htm#P314_46414)  [FAR 15.207(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P173_27162) |  |
| **2.2.2.6** | Were late bids/offers handled properly and were late bidders/offerors promptly notified that bids/offers will not be considered? | [FAR 14.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/14.htm#P294_42329)  [FAR 15.208](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P178_28453) |  |
| **2.2.3** | **Commercial** |  |  |
| **2.2.3.1** | **Are the purchases of commercial items awarded competitively? [GAO]** | [FAR 6.001](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm#P4_506)  [FAR 6.502](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm#P4_506) |  |
| **2.2.3.2** | For the acquisition of commercial items, were only authorized contract types used? | [FAR 12.207](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P62_8925) |  |
| **2.2.3.3** | When acquiring commercial items, were the terms and conditions of the clause at FAR 52.212-4, Contract Terms and Conditions-Commercial Items only tailored in accordance with commercial practices for the item(s) being acquired? | [FAR 12.302](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P130_24331) |  |
| **2.2.3.4** | When acquiring commercial services, were offerors evaluated and award made according to FAR 52.212-2 (COMMERCIAL SERVICES)? | [FAR 12.301(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P109_18452)  [FAR 13.106-1(a)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P113_16575)  [FAR 14.201-5(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/14.htm#P70_8959)  [FAR 15.204-5(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P145_23575) |  |
| **2.2.3.5** | **Were appropriate commercial acquisition provisions and clauses used where applicable? [CIP]** | [FAR 12.301](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P109_18452)  [FAR 12.302](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P130_24331) |  |
| **2.2.3.6** | **Are solicitation provisions and contract clauses other than those in FAR 12.301 and DFARS 212.301 used only when consistent with FAR 12.302? [CIP]** | [FAR 12.301](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P109_18452)  [FAR 12.302](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P130_24331) |  |
| **2.2.3.7** | For commercial item acquisitions of $1 million and above, did the file include the written determination of the item meeting the commercial definition in FAR 2.101? **[CIP]** | [DFARS 212.102](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars212.htm#P56_1656) |  |
| **2.2.3.8** | Were changes to contracts for commercial items made only by written agreement of the parties? | [FAR 52.212-4(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_000.htm#P1373_187972) |  |
| **2.2.4** | **Cost/Pricing** |  |  |
| **2.2.4.1** | **Does the PNM, PCM or Contracting Officer memorandum contain the statement that the price is fair and reasonable and it was signed by the PCO and others as appropriate? [GAO]** | [FAR 15.406-3(a)(11)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P588_114991) |  |
|
| **2.2.4.2** | **Does the contract file contain documentation that a price or cost analysis was performed on each Task/Delivery Order to ensure a fair and reasonable price? [GAO]** | [FAR 15.404-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P421_74974) |  |
| **2.2.4.3** | **Is data clearly traceable and trackable from sources such as audits, technical reports and proposals (including updates) to its use to develop a negotiation position and negotiation settlement? Is it clear what was not used and why?** | [FAR 15.406-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P588_114991) |  |
| **2.2.4.4** | **Does the analysis consider all reasonably available information other than cost or pricing data?** | [FAR 15.402(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P334_56613) |  |
| **2.2.4.5** | If a procurement is valued under $700K and information other than cost or pricing data was obtained, was an adequate cost analysis performed and documented? | [FAR 15.403-3(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P380_65556)  [FAR 15.404-1(a) & (c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P421_74974)  [10 U.S.C. 2306a(d)](http://www4.law.cornell.edu/uscode/html/uscode10/usc_sec_10_00002306---a000-.html) |  |
| **2.2.4.6** | **When required, was a Certificate of Certified Cost or Pricing Data obtained and executed? Or was a waiver properly processed? [CIP]** | [FAR 15.406-2(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P573_111297)  [10 U.S.C. 2306a(a)(2)](http://www4.law.cornell.edu/uscode/html/uscode10/usc_sec_10_00002306---a000-.html)  [FAR 15.403](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P346_58846)  [AFFARS 5315.403-1(C)(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm#P144_10565) |  |
| **2.2.4.7** | If Cost or Pricing Data was required, is it clear what contractor data was/was not relied upon? | [FAR 15.406-3(a)(6)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P588_114991) |  |
| **2.2.4.8** | **If Cost or Pricing Data was not required based on a commercial item exception, does the contract file document specific steps taken to ensure that a fair and reasonable price was negotiated for the acquisition?** | [FAR 12.209](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P88_13714)  [FAR 15.403-1(b)(3)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P347_58887)  [10 U.S.C. 2306A(d)(1)](http://www4.law.cornell.edu/uscode/html/uscode10/usc_sec_10_00002306---a000-.html) |  |
| **2.2.4.9** | If prior prices were used, were prices adjusted for quantity, escalation and other factors necessary to be comparable to the current price, and was the validity of the reasonableness of the previous price(s) established? | [FAR 15.404-1(b)(2)(ii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P421_74974) |  |
| **2.2.4.10** | If the item being purchased is a spare part or support equipment with a price increase of more than 25% in the most recent 12 month period, did the Contracting Officer certify to the head of the activity that the price increase is fair and reasonable? | [DFARS 215.404-1(2)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm#P188_10409)  [DFARS 217.7504(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P771_42792)  [10 U.S.C. 2452](http://www4.law.cornell.edu/uscode/html/uscode10/usc_sec_10_00002452----000-.html) |  |
| **2.2.5** | **Required Sources of Supply** |  |  |
| **2.2.5.1** | Is UNICOR considered as a source for items that they can furnish and if not utilized, was the appropriate exception cited? | [FAR 8.602](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P306_46188) |  |
| **2.2.5.2** | Were at least three schedule contractors considered prior to placing an order in excess of the micro-purchase threshold? | [FAR 8.405-1(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P88_15186) |  |
| **2.2.5.3** | **Were orders exceeding $100,000 placed against Federal Supply Schedules (FSS) awarded on a competitive basis? (FSS competitive basis is satisfied if offers are received from at least 3 qualified contractors (unless the CO determines that no additional qualified contractors were reasonably able to be identified.)) [CIP]** | [DFARS 208.405-70](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars208.htm#P88_2442) |  |
| **2.2.5.4** | **If the award was not to the low offeror, DOES the file adequately document the Best Value Determination? [DODIG]** | [FAR 8.405-2(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P111_18502) |  |
| **2.2.6** | **Pre-performance** |  |  |
| **2.2.6.1** | Were post award conferences conducted and are they included in the contract file? | [FAR 42.503](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P217_29888)  [DFARS 242.503](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars242.htm#P251_10403) |  |
| **2.2.6.2** | Did the contractor provide written evidence of the required insurance and is a current copy on file? | [FAR 28.301](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P344_56069)  [FAR 52.228-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_227.htm#P554_107095) |  |
| **2.2.6.3** | Were payment, performance and consent of surety bonds submitted and reviewed by the contracting officer? | [FAR 28.102](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P66_10584)  [FAR 28.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P103_15916)  [FAR 28.106-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P161_22909) |  |
| **2.2.7** | **Protests** |  |  |
| **2.2.7.1** | Does the Contracting Officer follow proper procedures to resolve protests? | [FAR 33.1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/33.htm#P4_209) |  |
| **2.2.8** | **Subcontracting** |  |  |
| **2.2.8.1** | If the CO determines that there are no subcontracting possibilities (when a subcontracting plan is required) is there a written determination, approved at a level above the CO contained in the contract file? | [FAR 19.705-2(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P590_136931) |  |
| **2.2.8.2** | If the subcontracting plan has a small disadvantaged business goal of less than 5 percent of the total subcontract amount, is there file documentation approved one level above the CO? | [DFARS 219.705-4(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars219.htm#P267_12754) |  |
| **2.2.8.3** | Has the CO notified SBA of award of contract or contract modification with a subcontracting plan? | [FAR 19.705-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P628_146896) |  |
| **2.2.8.4** | Is the CO acknowledging receipt of Individual Subcontracting Reports (IRS) and Summary Subcontract Reports in eSRS | [FAR 19.705-6(h)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P628_146896) |  |
| **2.2.9** | **Unique Identification (UID)** |  |  |
| **2.2.9.1** | For Service and Supply contracts requiring delivery of items meeting the Unique Identification (UID) criteria of DFARS 211.274-2(a)(1)-(3), does the contract include DFARS 252.211-7003, for item marking and valuation? | [DFARS 211.274](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars211.htm#P127_4900) |  |
| **2.3** | **Critical Compliance Objective 3: Contracts are administered and documented properly.** |  |  |
| **2.3.1** | **Funding** |  |  |
| **2.3.1.1** | Did the Contracting Officer (CO) obtain written assurance from responsible fiscal authority that adequate funds are available or expressly condition the contract upon availability of funds? | [FAR 32.702](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1054_166892)  [FAR 43.105](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/43.htm#P44_5207) |  |
| **2.3.1.2** | Is funding limited to one line of accounting (or ACRN) per contract line item or Sub-CLIN at the lowest level? | [DFARS 204.7103-1(a)(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars204.htm#P1035_24020) |  |
| **2.3.1.3** | **If the contract is incrementally funded, is it an authorized use of the cited appropriation(s)?** | [FAR 32.704](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1073_170123) |  |
| **2.3.1.4** | **Is it implemented through the use of an appropriate limitations clause?** | [FAR 32.704](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1073_170123) |  |
| **2.3.1.5** | Unless an exemption applies, did the Contractor submit payment requests using one of the approved electronic forms? | [DFARS 252.232-7003](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars252_232.htm#P61_2253) |  |
| **2.3.1.6** | Did the contracting officer identify, in Section G, Contract Administration Data (Uniform Contract Format), or the contract schedule (Simplified Contract Format), under the heading " Summary for the Payment Office," information sufficient to permit the paying office to readily identify the changes for each contract line and sub line item? | [DFARS 243.171](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars243.htm#P44_1252)  [DFARS PGI 243.171](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20243_1.htm#P25_511) |  |
| **2.3.1.7** | **WAS A CONTRACT FUNDS REVIEW CONDUCTED AND EXCESS FUNDS DE-OBLIGATED?** | [FAR 4.804-5(a)(15)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P380_48087) |  |
| **2.3.1.8** | If the contract is chargeable to a future appropriation, is an availability of funds clause included? | [FAR 32.702](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1054_166892)  [FAR 32.703-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1062_167758) |  |
| **2.3.1.9** | Did the contracting officer include payment instructions as required by DFARS PGI 204.7108, Payment Instructions? | [PGI 204.7108](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20204_71.htm#P838_17237) |  |
| **2.3.2** | **IDIQ and Fair Opportunity** |  |  |
| **2.3.2.1** | **If multiple awards were not made, does the file documentation state why an Indefinite Delivery Indefinite Quantity (IDIQ) multiple award contract was not made? If the award was in excess of $100 million, does the file have an approveD D&F?** | [FAR 16.504 (c)(1)(ii)(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P360_62366)  [FAR 16.504(c)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P360_62366) |  |
| **2.3.2.2** | **On multiple award contracts, did the CO give every awardee a fair opportunity to be considered for a delivery order/task order exceeding the micro-purchase threshold? IF one of the statutory exceptionS WERE USED, DOES THE FILE HAVE AN APPROVED D&f? [GAO/AT&L]** | [FAR 16.505(b)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P407_70177)  [DFARS 216.505-70](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars216.htm#P243_10696) |  |
| **2.3.3** | **Modifications** |  |  |
| **2.3.3.1** | Are modifications to contracts citing the appropriate authority? | [FAR 43.205](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/43.htm#P93_12133)  [FAR 53.243](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/53.htm#P190_22572) |  |
| **2.3.3.2** | Did the contracting officer include a “Statement of Release” in the supplemental agreement when required? | [FAR 43.204(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/43.htm#P70_8883) |  |
| **2.3.4** | **Options** |  |  |
| **2.3.4.1** | Does the total of the basic and option periods for task orders and delivery orders not exceed 10 years (5 for A&AS) unless the head of the agency (SECAF or designee) determines in writing that exceptional circumstances require a longer ordering period? | [DFARS 217.204(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P314_19074) |  |
| **2.3.4.2** | **Were the appropriate provisions and clauses included in the solicitations and contracts that provide for the exercise of options?** | [FAR 17.208](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P180_29951) |  |
| **2.3.4.3** | Did the contracting officer justify in writing the quantities or the term under option, the notification period for exercising the option, and any limitation on option price under 17.203(g); and include the justification document in the contract file? | [FAR 17.205](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P150_25201) |  |
| **2.3.4.4** | Did the CO give the contractor a preliminary written notice to extend the term of the contract by the number of days specified in FAR clause 52.217-9 as well as exercise the option within the appropriate time frame? | [FAR 52.217-9](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P1008_172140) |  |
| **2.3.4.5** | If the CO elects to extend services IAW “Option to Extend Services” clause was the total of all extensions 6 months or less? | [FAR 52.217-8](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P1002_171400) |  |
| **2.3.4.6** | Was the option NTE? If so, was the effort covered by the option synopsized IAW FAR 5.201 and was a J&A for the effort approved? | [AFFARS 5317.207(f)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5317.htm#P44_3128) |  |
| **2.3.4.7** | **Prior to exercising options, did the contracting officer determinine that: (1) Funds are available; (2) The requirement covered by the option fulfills an existing Government need; (3) The exercise of the option is the most advantageous method of fulfilling the Government’s need, price and other factors (see paragraphs (d) and (e) of this section) considered; and (4) The option was synopsized in accordance with Part 5 unless exempted by 5.202(a)(11) or other appropriate exemptions in 5.202?** | [FAR 17.207(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P156_26462) |  |
| **2.3.4.8** | Contracts under a collective bargaining agent (CBA), did the contracting officer give both the incumbent contractor and its employees’ collective bargaining agent written notification of (1) the forthcoming successor contract and the applicable acquisition dates; or (2) the forthcoming contract modification and applicable acquisition dates; or (3) the forthcoming multiple year contract anniversary date was the Union notified prior to the option being exercised? | [FAR 22.1010(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P898_175492) |  |
| **2.3.5** | **CPARS** |  |  |
| **2.3.5.1** | Is the acquisition team documenting contractor performance evaluations and posting information to the Contractor Performance Assessment Reporting System (CPARS) as required? | [FAR 42.1502(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P746_106342)  [AFFARS 5342.1503](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5342.htm#P39_1437) |  |
| **2.3.6** | **Award Fee** |  |  |
| **2.3.6.1** | Are award fee procedures properly documented and followed IAW the award fee plan and FAR 16.404 and 16.405-2? | [FAR 16.405-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P298_50983)  [DFARS PGI 216.405](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20216_4.htm#P29_987)  [DFARS PGI 216.470](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20216_4.htm#P57_2637)  [AFFARS 5316.405-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5316.htm#P30_1023) |  |
| **2.3.7** | **Terminations** |  |  |
| **2.3.7.1** | **WERE CURE AND SHOW CAUSE NOTICES ISSUED TIMELY AND PROPERLY?** | [FAR 49.402-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/49.htm#P444_80272) |  |
| **2.3.7.2** | Were the procedures for termination for convenience and termination for default followed to include the required review by Air Force Material Command Law Office, Directorate of Contract Dispute Resolution (AFMCLO/JAB)? | [FAR 49.100](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/49.htm#P19_3001)  [FAR 49.402-3(d) & (e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/49.htm#P444_80272)  [AFFARS 5349.402-3(f)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5349.htm#P24_658)  [AFFARS 5333.291(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5333.htm#P51_3295) |  |
| **2.3.8** | **Claims** |  |  |
| **2.3.8.1** | Does the Contracting Officer follow proper procedures in determining and processing claims? | [FAR 33.2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/33.htm#P133_28721) |  |
| **2.3.9** | **Closeout** |  |  |
| **2.3.9.1** | **Were contract files closed in accordance with the procedures at FAR 4.804-5?** | [FAR 4.804-1(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P353_44896) |  |
| **2.3.9.2** | Were quick close-out procedures used, when appropriate, to reduce administrative costs and deobligate funds? | [FAR 42.708](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P415_59238) |  |
| **2.3.9.3** | Were contract files properly stored, handled, and disposed of after being closed? | [FAR 4.805](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P413_50637) |  |
| **2.3.10** | **Utilities** |  |  |
| **2.3.10.1** | Is the MAJCOM immediately notified of proposed rate increases on contracts with regulated utilities? | [AFI 32-1061, para 1.7.8, 2.13.3.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI32-1061.pdf) |  |
| **2.3.10.2** | Has the contracting officer obtained from the civil engineering copies of utility service annual reviews on AF 3550, 3551 or 3552, as appropriate and are invoices reviewed and processed in a timely manner by civil engineering? | [AFI 32-1061, para 2.12, 2.15.5](http://www.e-publishing.af.mil/shared/media/epubs/AFI32-1061.pdf)  [FAR 41.401](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/41.htm#P136_24802) |  |
| **2.3.10.3** | Are utility services above the simplified acquisition threshold obtained by bilateral written contract? | [FAR 41.201(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/41.htm#P41_6685) |  |
| **2.3.10.4** | Are all utility accounts, with annual values exceeding the simplified acquisition threshold, reviewed on an annual basis to ensure that the utility supplier is furnishing the services to each facility under the utility's most economical, applicable rate and to examine competitive markets for more advantageous service offerings? | [FAR 41.401](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/41.htm#P136_24802) |  |
| **3** | **Simplified Acquisition Procedures** |  |  |
| **3.1** | **Critical Compliance Objective 1:** Simplified Acquisitions are solicited, awarded, administered and documented properly. |  |  |
| **3.1.1** | **Purchase/Delivery orders** |  |  |
| **3.1.1.1** | Are "brand name or equal" descriptions used when the salient characteristics are firm requirements that an "equal" item must meet? | [FAR 11.104(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P69_8910) |  |
| **3.1.1.2** | Is FAR 52.211-6, Brand Name or Equal, included when brand name or equal purchase descriptions are included? | [FAR 11.107(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P86_11335) |  |
| **3.1.1.3** | Did the CO post the brand name justification for acquisitions exceeding $25K that use brand name specifications to the Government wide point of entry (GPE)/ (FedBizOpps) or the e-Buy system? | [FAR 5.102 (a)(6)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P30_4524) |  |
| **3.1.1.4** | Were quotes or offers evaluated inclusive of transportation charges from the shipping point of the supplier to the delivery destination | [FAR 13.106-2(1)(1)(ii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P135_19538) |  |
| **3.1.1.5** | **Did the contracting officer document the proposed price as fair and reasonable prior to award? (affirmative statement is required to include the basis) [DODIG]** | [FAR 13.106-3(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P151_21962) |  |
| **3.1.2** | **Clauses** |  |  |
| **3.1.2.1** | **Do purchase/delivery orders contain all required clauses?** | [FAR 13.302-5(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P237_35805) |  |
| **3.1.2.2** | Do orders authorizing a quantity variation contain the clause at FAR 52.211-16, "Variation in Quantity"? | [FAR 11.703(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P254_44178)  [FAR 11.701(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P246_41175) |  |
| **3.1.2.3** | Do purchase orders for subscriptions, in which advance payment is authorized, contain the FAR 52.213-2, invoices clause? | [FAR 13.302-5(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P237_35805) |  |
| **3.1.3** | **Cancellation of Purchase Orders** |  |  |
| **3.1.3.1** | If cancellations are issued via letter, does the contractor acknowledge the cancellation in writing? | [FAR 13.302-4(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P230_34664) |  |
| **3.1.4** | **Post Award** |  |  |
| **3.1.4.1** | If a contractor has accepted an order in writing, is a termination processed IAW established guidelines? | [FAR 13.302-4(a)(1) & (2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P230_34664) |  |
| **3.1.5** | **Blanket Purchase Agreements** |  |  |
| **3.1.5.1** | Does the BPA contain the required clauses? | [FAR 13.303-3(a)(1)-(6) & b](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P272_40479) |  |
| **3.1.5.2** | When the aggregate value of the BPA is estimated to exceed $2,500 is the Service Contract Act included when services are involved? | [FAR 22.1006](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P795_155173) |  |
| **3.1.5.3** | Are BPAs reserved for small businesses or is the set-aside dissolved? Is the notification current if names are used? | [FAR 13.303-5 (c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P298_44316) |  |
| **3.1.5.4** | Does the Contracting Officer furnish the BPA supplier with a list of individuals authorized to place calls either by name, title, or position, along with his/her organization and the dollar limitation for each call? | [FAR 13.303-3(a)(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P272_40479) |  |
| **3.1.5.5** | Does the documentation of BPA calls cite the appropriate purchase requisitions and accounting and appropriation data? (Does not apply to purchases made via GPC) | [FAR 13.303-5(e)(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P298_44316) |  |
| **3.1.5.6** | **ARE THERE SUFFICIENT BPAS ESTABLISHED TO ENSURE COMPETITION FOR PURCHASES EXPECTED TO EXCEED THE MICRO-PURCHASE THRESHOLD OR IS THE BPA COMPETED?** | [FAR 13.303-5(d)(1) & (2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P298_44316) |  |
| **3.1.5.7** | **Does the Contracting Officer review BPA's at least annually to ensure AUTHORIZED procedures are followed?** | [FAR 13.303-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P316_46949) |  |
| **3.1.6** | **Un-Priced Purchase Orders** |  |  |
| **3.1.6.1** | Were un-priced purchase orders written and monitored IAW regulations? | [FAR 13.302-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P215_32699) |  |
| **4** | **Supplies** |  |  |
| **4.1** | **Critical Compliance Objective 1:** Supply contracts are solicited, awarded, administered and documented properly. |  |  |
| **4.1.1** | **Pre-award** |  |  |
| **4.1.1.1** | Was Market Research conducted to determine whether commercial or NDI products were available, and is this appropriately documented in the file commensurate with size and complexity of the program? | [FAR 10.002(d) & (e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/10.htm#P31_3672)  [DFARS 207.105(b)(6)](http://farsite.hill.af.mil/VFDFARa.HTM) |  |
| **4.1.1.2** | If the item being purchased is a spare part or support equipment with a price increase of more than 25% in the most recent 12 month period, did the Contracting Officer certify to the Head of the Activity the reasons for the increase? | [DFARS 215.404-1(a)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm#P188_10409)  [DFARS 217.7505](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars217.htm#P774_42967) |  |
| **4.1.2** | **Contract Review and Award** |  |  |
| **4.1.2.1** | Does the documentation include assurance that the warranty is enforceable and that an adequate administrative system for reporting defects exists? | [FAR 46.703(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm#P259_41214) |  |
| **4.1.2.2** | Do FMS modifications indicate that they are a FMS requirement on the front of the modification and make reference to each FMS case identifier code by Line/Subline Item Number? | [DFARS 243.170](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars243.htm#P41_1082) |  |
| **5** | **Services** |  |  |
| **5.1** | **Critical Compliance Objective 1:** Service contracts are solicited, awarded, administered and documented properly. |  |  |
| **5.1.1** | **Acquisition Plan/Milestones/Acquisition Strategy** |  |  |
| **5.1.1.1** | Does the Agency use PBSA for all service acquisitions with an annual contract value above the Simplified Acquisition Threshold, with the exceptions of those listed in FAR 37.102(a)(1)? If not, has the non-PBSA acquisition been approved by the SDO? | [AFI 63-124, Para 1.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf)  [AFFARS 5337.170-2(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5337.htm#P23_1053) |  |
| **5.1.1.2** | Does the performance plan (above the simplified acquisition threshold) include the following information: work requiring surveillance, the method of surveillance, the place where the Government performs the quality assurance, and is the inspection documented on an inspection or receiving report form or commercial shipping document/packing list? | [FAR 46.401](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm#P150_22821) |  |
| **5.1.1.3** | Were acquisition strategy panels conducted for nonrecurring acquisitions estimated to exceed $5,500,000, A-76 initiatives, privatization, and all source selections? | [AFFARS 5307.104-90](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5307.htm#P41_2839) |  |
| **5.1.1.4** | For a source selection, was a source selection plan approved by the source selection authority? | [AFFARS MP5315.3, para 4.3.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.doc) |  |
| **5.1.1.5** | Do service contracts that cross fiscal years meet the requirements of FAR? | [FAR 32.703-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1070_169169)  [FAR 37.106 (c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm#P71_10067) |  |
| **5.1.1.6** | Does the period of performance not exceed one year for severable services? | [FAR 32.703-3(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1070_169169) |  |
| **5.1.1.7** | **For any service over the Simplified Acquisition Threshold, was the Guidance Memorandum on Acquisition of services followed for required approval?** | [AFFARS 5337.5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5337.htm#P43_3541)  [SAF/AQ Memo, 24 Apr 08](https://www.my.af.mil/gcss-af/USAF/AFP40/d/1075940151/Files/5337/aq-memo-24apr08.pdf) |  |
| **5.1.1.8** | Are performance-based contracts actually performed and administered as performance-based arrangements? **[GAO]** | [DPAP Memo, 16 Aug 06](http://www.acq.osd.mil/dpap/policy/policyvault/2006-1623-DPAP.pdf#zoom=100%) |  |
| **5.1.2** | **SOW/Specifications/Performance Plan Review** |  |  |
| **5.1.2.1** | Were performance-based contracting methods used in preparation of the performance work statement (PWS) or Statement of Objectives (SOO)? | [FAR 37.602 (a) and (b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm#P247_36992) |  |
| **5.1.2.2** | Was AFI 63-124 used to develop the Performance Work Statement for a service contract over $100,000 annually? | [AFI 63-124, para. 1.4.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf) |  |
| **5.1.2.3** | Does the PWS/SOO identify services determined to be essential for performance during crisis and require the development of a contractor contingency plan? | [DODI 3020.37, para 6.1 thru 6.10](http://www.dtic.mil/whs/directives/corres/pdf/302037p.pdf) |  |
| **5.1.2.4** | Does the performance work statement (at a minimum) contain elements in AFI 63-124 paragraph 1.4.3. through 1.4.3.4. | [AFI 63-124, para 1.4.3 - 1.4.3.4](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf) |  |
| **5.1.2.5** | Does the Performance Plan identify elements outlined in AFI 63-124 paragraphs 1.4.3.2? | [AFI 63-124, para 1.4.3.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf) |  |
| **5.1.2.6** | Does the contract include a services summary citing the performance objectives and performance threshold? | [AFI 63-124, para 1.4.3.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf) & 1.4.5 |  |
| **5.1.3** | **Justification Documentation** |  |  |
| **5.1.3.1** | When foreign end items are purchased, is there a determination approved at the appropriate level? | [DFARS 225.103 (a)(ii)(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars225.htm#P293_9711) |  |
| **5.1.4** | **Quality Assurance Program   (AFI 63-124 and AFFARS MP 5346.103)** |  |  |
| **5.1.4.1** | **Has a Quality Assurance Program Coordinator (QAPC) for service contracts been appointed, in writing, to act as the liasion between contracting and customers by providing guidance and assistance on the QA Program?** | [AFFARS MP5346.103 1.c](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5346.103.htm#P-1_0) |  |
| **5.1.4.2** | **Does the QAPC provide Phase I training to QAPs and Functional Commanders/Directors (FC/FD), maintain FC/FD TRAINING documentation and provide refresher training when necessary to ensure the Quality Assurance (QA) personnel are up to date with all required changes?** | [FAR 46.401](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm#P150_22821) |  |
| **5.1.4.3** | Does the QAPC’s Phase I Training Program consist of the material required by MP5346.103 2.B.(1)? | [AFFARS MP5346.103 2.b.(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5346.103.htm#P-1_0) |  |
| **5.1.4.4** | Is the “Health of Services Acquisitions” provided annually to senior leadership? |  |  |
| **5.1.4.5** | Has the CO designated the Contracting Officer’s Representative (COR) in writing and was the contractor provided written notification IAW DFARS 201.602-2 (2)? | [DFARS 201.602-2(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars201.htm#P277_15458) |  |
| **5.1.4.6** | **Have QA personnel received both Phase I / II training prior to contract award AND IS TRAINING DOCUMENTATION MAINTAINED BY THE QAPC AND CO? [GAO]** | [AFFARS MP5346.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5346.103.htm#P-1_0) |  |
| **5.1.4.7** | Was Phase II training to QA personnel for each contract monitored? | [AFFARS MP5346.103 2.b.(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5346.103.htm#P-1_0) |  |
| **5.1.4.8** | Has Senior Leadership appointed a multi-functional team of key stakeholders with the necessary set of skills to ensure that all services acquisitions integrate the needs of the mission with the requirement to procure performance-based services acquisitions? | [AFI 63-124, para 2.5.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf) |  |
| **5.1.4.9** | Does the Agency ensure the performance-based service acquisition consists of elements as outlined in AFI 63-124 paragraphs 1.4.1 through 1.4.3? | [AFI 63-124, para 1.4.1 - 1.4.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf) |  |
| **5.1.4.10** | Are incentives tied to performance objectives? | [AFI 63-124, para 1.4. - 1.4.5.](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf) |  |
| **5.1.4.11** | Are Contractors informed of the names, duties, and authority limitations for all QA personnel assigned to the contract? | [AFFARS MP5346.103 1.b.(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5346.103.htm#P-1_0) |  |
| **5.1.4.12** | **DOES THE QAP EVALUATE CONTRACTOR PERFORMANCE, NOTIFY THE CO OF PERFORMANCE DEFICIENCIES AND MAINTAIN QUALITY ASSURANCE DOCUMENTATION IN ACCORDANCE WITH THE PERFORMANCE PLAN?** | [FAR 46.401](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm#P150_22821)  [AFI 63-124](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-124.pdf)  [AFFARS MP5346.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5346.103.htm#P-1_0) |  |
| **5.1.5** | **Personal Services** |  |  |
| **5.1.5.1** | Has the contracting officer determined if the services are personal and in doubtful cases, obtained the review of legal counsel and documented the file appropriately? | [FAR 37.103(a)(2), (3)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm#P37_4966) |  |
| **5.1.5.2** | For contracts requiring personal services, does the file include a D&F? | [DFARS 237.104 (b)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars237.htm#P166_8692) |  |
| **5.1.5.3** | Are personal services D&Fs approved at the appropriate level? | [AFFARS 5337.104](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5337.htm#P19_773) |  |
| **5.1.6** | **Laundry and Dry Cleaning Service** |  |  |
| **5.1.6.1** | Were Solicitation provisions and Contract clauses included as required IAW DFARS 237.71 and 237.7101? | [DFARS 237.71](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars237.htm#P405_23193) |  |
| **5.1.7** | **Education Services** |  |  |
| **5.1.7.1** | Has the service agreement been prepared in the format IAW DFARS 237.72? Have scheduled provisions and general provisions been included as required IAW DFARS 237.7204? | [DFARS 237.72](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars237.htm#P448_25451)  [DFARS 237.7204](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars237.htm#P486_27679) |  |
| **5.1.8** | **Labor Laws** |  |  |
| **5.1.8.1** | Do solicitations contain the appropriate wage determination? | [FAR 22.1012-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P906_176926) |  |
| **5.1.8.2** | Were labor interviews and, if required, investigations, conducted with the prime contractor and his subcontractors’ employees? | [FAR 22.406-7](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P368_79189) |  |
| **5.1.8.3** | Were wage rate increases properly applied? | [FAR 22-1006](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P795_155173)  [FAR 52.222-43 & 44](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_220.htm#P711_125772) |  |
| **5.1.8.4** | For multiple year and option contracts were wage adjustments made in compliance with FAR 52.222-43? | [FAR 52.222-43](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_220.htm#P711_125772)  [Price Adjustment Guide](http://ww3.safaq.hq.af.mil/shared/media/document/AFD-090727-058.doc) |  |
| **6** | **Construction, A&E, SABER** |  |  |
| **6.1** | **Critical Compliance Objective 1:** Construction contracts are solicited, awarded, administered and documented properly. |  |  |
| **6.1.1** | **Construction Contracting** |  |  |
| **6.1.1.1** | Did the contracting officer, in conjunction with the requester, plan adequately for the acquisition of this project? Was an acquisition plan developed? | [FAR 7.102](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P17_1571)  [FAR 7.104](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P51_8051)  [FAR 7.105](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P63_11059) |  |
| **6.1.1.2.1** | **Was the appropriate payment and performance bond clause included in the solicitation?** | [FAR 28.102-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P100_14864) |  |
| **6.1.1.2.2** | If not, was documentation present IAW FAR 28.102-1? | [FAR 28.102-1(a)(1)&(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P67_10687) |  |
| **6.1.1.3** | Do green purchasing requirements relating to energy conservation, recovered materials, environmental preferable, and energy efficient products and services apply to this acquisition? How are these requirements to be met? | [FAR 7.105(b)(16)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P63_11059)  [FAR 13.201(f)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P174_26069)  [FAR 23.4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/23.htm#P80_8643)  [FAR 23.7](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/23.htm#P209_26661) |  |
| **6.1.1.4** | Does the standard construction warranty apply and if so was the appropriate clause included? | [FAR 46.710(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm#P330_51852)  [FAR 52.246-21](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_246.htm#P423_81628) |  |
| **6.1.1.5** | Did the requirements package received from civil engineering include the following? |  |  |
| a. Funded PR? | [FAR 32.702](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1054_166892) |  |
| b. An independent Government estimate labeled "For Official Use Only"? | [DFARS 236.203(c)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars236.htm#P84_2731) |  |
| c. Liquidated Damages Estimate and Determination | [FAR 11.502](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P209_33989)  [FAR 36.206](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P78_12057) |  |
| d. List of GFM/GFE? | [AFI 32-1023](http://www.e-publishing.af.mil/shared/media/epubs/AFI32-1023.pdf) |  |
| e. Date it needs the requirement? | [AFI 64-102, para 3.3.1.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) |  |
| f. Appropriate approved fund citation or one of the funding conditions in AFFARS Part 5332? | [AFI 64-102, para 3.3.1.6](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) |  |
| g. Documents to conform to the Green Procurement Program (GPP) (i.e. Recovered material determination form/Written determination not to use EPA designated items)? | [FAR 23.4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/23.htm#P80_8643) |  |
| **6.1.1.6** | Was a Pre-performance Conference held before commencement of work? | [FAR 42.503](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P217_29888) |  |
| a. Was the Pre-performance Conference documented properly? | [FAR 42.503-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P229_31464) |  |
| b. When a Pre-performance Conference is not held, is a pre-performance letter setting forth the Government representative responsible for administering the contract and citing any unusual or significant contract requirements sent to the contractor? | [FAR 42.504](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm#P231_31967) |  |
| **6.1.1.7** | Does work begin before 1 January of the following calendar year for Maintenance and Repair contracts? | [DoD 7000.14R, Vol 3](http://www.defenselink.mil/comptroller/fmr/03/03_08.pdf)  [Chap 8, para 080303.C](http://www.defenselink.mil/comptroller/fmr/03/03_08.pdf) |  |
| **6.1.1.8** | Do solicitations containing one or more items subject to statutory cost limitations inform offerors as to the applicability of cost limitations for each affected item in a separate schedule? | [FAR 36.205 (b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P68_10604) |  |
| **6.1.1.9** | Has the contract superintendent been identified to the contracting officer? | [FAR 36.506](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P209_30592) |  |
| **6.1.1.10** | Did the solicitation contain the correct magnitude of construction in terms of physical characteristics and estimated price range? | [DFARS 236.204](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars236.htm#P87_2878) |  |
| **6.1.1.11** | Did the Contracting Officer incorporate the appropriate wage determinations into the solicitation and contract and designate the work to which each determination or part thereof applies? | [FAR 22.404-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P225_41287) |  |
| **6.1.1.12** | Did the contractor provide evidence of the required insurance and insurance for subcontractors? Was a 30-day written cancellation notice requirement included? | [FAR 28.301 & 302](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P344_56069)  [FAR 52.228-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_227.htm#P554_107095) |  |
| **6.1.1.13** | Is PPIRS web site utilized for contractor performance history during proposal evaluations? | [AFFARS MP5315.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.doc) |  |
| **6.1.1.14** | Was past performance Construction Contract Administration Support System (CCASS) data evaluated for construction acquisitions exceeding $1M? | [FAR 15.304(c)(3)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P240_37190)  [DFARS 236.201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars236.htm#P78_2463) |  |
| **6.1.1.15** | Are liquidated damages included on projects estimated at over $550K, except cost-plus-fixed-fee contracts? If so, did the file contain justification and a detailed formula showing how liquidated damages were determined? | [FAR 11.502](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars236.htm#P78_2463)  [FAR 36.206](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P78_12057)  [DFARS 211.503](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars211.htm#P319_14648) |  |
| **6.1.1.16** | Were payment and performance bonds and consent of surety submitted and reviewed by the contracting officer? | [FAR 28.102](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P66_10584)  [FAR 28.201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P188_27325) |  |
| **6.1.1.17** | For performance periods over 60-days and expected to exceed the simplified acquisition threshold, did the contracting officer obtain an AF Form 3064, Contract Progress Schedule (or other locally/ contractor developed form)? | [FAR 36.515](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P231_36906)  [FAR 52.236-15](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P1330_238795)  [AFFARS 5336.9201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5336.htm#P29_932)  [AFFARS IG5336.9201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5336.9201.htm#P-1_0) |  |
| **6.1.1.18** | Were progress payments properly computed and based on the percentage of project completion? | [FAR 32.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P139_19682)  [FAR 52.232-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P31_3455) |  |
| **6.1.1.19** | For construction projects designed by A&E firms, did the CO determine if changes required were due to an A&E design deficiency? | [FAR 36.608](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P350_60384) |  |
| **6.1.1.20** | Did the contractor submit the AF Form 3000, Material Approval Submittal (or other locally/ contractor developed form), to the contracting officer within the time period established by the contracting officer? | [AFFARS 5336.90](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5336.htm#P20_496)  [AFFARS IG5336.90](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5336.90.htm#P-1_0) |  |
| **6.1.1.21** | For construction contracts designed by A-E firms, did the CO make a written statement of the reasons for the decision to recover or not recover the costs from the firm if changes to construction contracts were due to an A-E design deficiency? | [FAR 36.608](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P350_60384)  [FAR 36.609-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P352_61468) |  |
| **6.1.1.22** | Has a DD Form 2626, Performance Evaluation (Construction), been prepared and input into CCASS for all construction contracts and/or delivery/task orders over $500,000 ($10,000 if terminated for default)? | [DFARS 236.201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars236.htm#P78_2463) |  |
| **6.1.1.23** | When the contracting officer exercises an option to extend the term of a contract for construction, or a contract that includes substantial and segregable construction work, did the contracting officer modify the contract to incorporate the most current wage determination? | [FAR 22.404-12(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P307_63086) |  |
| **6.1.1.24** | If the contractor’s progress was unsatisfactory during any period for which a progress payment was to be made, was a percentage (not to exceed 10%) of the progress payment retained (or documentation as to why it was not)? | [FAR 32.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P139_19682)  [FAR 52.232-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P31_3455) |  |
| **6.1.1.25** | Was final inspection and acceptance made by the Government? | [FAR 52.246-12](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_246.htm#P225_41835) |  |
| **6.1.1.26** | Were a release of claims and all other final documentation obtained from the contractor and civil engineer prior to final payment? | [FAR 52.232-5(h)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P31_3455) |  |
| **6.2** | **Critical Compliance Objective 2:** A & E contracts are solicited, awarded, administered and documented properly. |  |  |
| **6.2.1** | **Architect and Engineering** |  |  |
| **6.2.1.1** | **Is the 6% statutory limitation observed?** | [FAR 15.404-4(c)(4)(i)(B)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P526_96376) |  |
| **6.2.1.2** | Is the construction funding limitation in conflict with A&E’s responsibility to redesign? Is the contract file properly documented? | [FAR 36.609-1(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P353_61495)  [FAR 52.236-22](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P1392_251793) |  |
| **6.2.1.3** | Do any delivery orders issued against an open end A&E contact exceed the contract maximum order limitation? | [FAR 52.216-19](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm#P778_140852) |  |
| **6.2.1.4** | Was the A&E informed that it cannot be awarded any construction contract for which it provided design services unless approved by the head of the agency? |  |  |
| **6.2.1.5** | Did the contracting officer document the negotiated agreement for each order and were the differences in labor hours and labor categories between the government objective and A&E proposal explained? | [FAR 15.406-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P588_114991) |  |
| **6.2.1.6** | Has a DD Form 2631, Performance Evaluation (A-E), for all A&E contracts and/or delivery/task orders which exceed $30,000, been prepared and input into the ACASS database to include a separate performance evaluation after actual construction of the project? NOTE: DD 2631 is source selection sensitive when completed and not normally maintained in the contract file. Tab should indicate that the evaluation was completed and cross-reference the electronic CCASS/ACASS. | [FAR 36.604](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P326_54164)  [DFARS 236.604](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars236.htm#P246_11685) |  |
| **6.2.1.7** | Did the evaluation board prepare a selection report and recommend, in order of preference, at least three firms that were considered to be the most highly qualified? | [FAR 36.602-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P292_48384) |  |
| **6.2.1.8** | Was an independent government estimate of the cost of  A&E services submitted to the contracting officer before commencing negotiations for each action expected to exceed $100,000? | [FAR 36.605](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P335_56231) |  |
| **6.3** | **Critical Compliance Objective 3:** SABER contracts are solicited, awarded, administered and documented properly. |  |  |
| **6.3.1** | **SABER** |  |  |
| **6.3.1.1** | Did the contracting officer ensure A&E services were not acquired under SABER? | [AFFARS IG5336.9201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5336.9201.htm#P-1_0) |  |
| **6.3.1.2** | Was a site visit conducted with the SABER program manager/ inspector, contracting officer representative, using organization, and contractor to conduct a scope validation prior to proposal submission? | [AFFARS IG5336.9201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5336.9201.htm#P-1_0) |  |
| **6.3.1.3** | **After negotiations, did the contracting officer prepare a price negotiation memorandum in accordance with FAR 15.406-3?** | [AFFARS IG5336.9201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5336.9201.htm#P-1_0) |  |
| **6.3.1.4** | Were Non-Priced Items (NPIs) added to the unit price book and incorporated into the contract by supplemental agreement? | [AFFARS IG5336.9201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5336.9201.htm#P-1_0) |  |
| **6.3.1.5** | Did the contracting officer consider additional bonding during the course of contract performance? | [FAR 28.102-2(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P80_12716) |  |
| **6.3.1.6** | Did the contracting officer incorporate new Davis-Bacon wage determinations into the contract? | [FAR 22.404-2(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P225_41287) |  |
| **6.3.1.7** | Did the contracting officer make appropriate arrangements for prospective offerors to inspect the work site and document the visit? | [FAR 36.210](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P95_14209) |  |
| **7** | **Small Business Program** |  |  |
| **7.1** | **Critical Compliance Objective 1:** The Small Business Program is managed IAW prescribed directives and the annual Air Force Small Business Strategic Plan. |  |  |
| **7.1.1** | Is a small business specialist appointed by the commander and reports to the commander as directed by DoD directive 4205? | [DFARS PGI 219.201(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20219_2.htm#P17_159)  [DoDD 4205.1 Para. 4.1.6.2](http://www.dtic.mil/whs/directives/corres/pdf/420501p.pdf)  [AFI 64-201 Para 3.1 & 3.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-201.pdf) |  |
| **7.1.2** | Does the small business specialist review all acquisitions when it is expected to exceed $10,000 (to include awards against GSA instruments but excluding awards under the Small Business Innovation Research/Small Business Technology Transfer Programs) prior to accomplishing or advertising the acquisition/issuance of the solicitation or contract modification using the DD Form 2579, Small Business Coordination Record. | [DFARS 219.201 (d)(10)(A)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars219.htm#P133_4150) |  |
| **7.1.3** | Except for AFMC and AFSPC, does the small business specialist forward a copy of all completed DD Forms 2579 in excess of $1,000,000 to their parent MAJCOM prior to convening an Acquisition Strategy Panel (ASP) or prior to finalizing the Acquisition Strategy if an ASP is not convened? | [AFFARS 5319.201(d)(10)(B)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5319.htm#P15_158) |  |
| **7.1.4** | Does the small business specialist maintain an outreach program to locate sources for program participation? | [AFI 64-201 Para 3.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-201.pdf)  [DFARS PGI 219.201(e)(v)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20219_2.htm#P17_159) |  |
| **7.1.5** | Does the small business specialist aid, counsel, and assist small business concerns on all inquiries about acquisition matters? | [AFI 64-201 Para 3.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-201.pdf)  [DFARS PGI 219.201(e)(iv)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20219_2.htm#P17_159) |  |
| **7.1.6** | Does the Small Business Specialist review and coordinate in writing on any determination made by the Contracting Officer that no subcontracting possibilities exist? | [AFFARS 5319.705-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5319.htm#P39_2523) |  |
| **7.1.7** | Does the small business specialist monitoring the activity's performance against their assigned goals, and recommending action to correct reporting errors/deficiencies? | [DFARS PGI 219.201(e)(viii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20219_2.htm#P17_159) |  |
| **7.1.8** | Is each acquisition for supplies or services that has an anticipated dollar value exceeding $3,000 but not over $100,000 set-aside for small business, unless the contracting officer determines there is no reasonable expectation of offers from two or more responsible small business concerns that will be competitive? | [FAR 19.502-2(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P382_87749) |  |
| **7.1.9** | If the Contracting Officer does not proceed with a small business set-aside for acquisitions above $3,000 up to the simplified acquisition threshold, is there a statement in the file explaining the reason for this unrestricted purchase? | [FAR 19.502-2(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P382_87749) |  |
| **7.1.10** | In acquisitions involving substantial bundling, does the unit Contracting Officer provide the SBA procurement center representative and Air Force Office of Small Business Programs (through the unit small business specialist) a copy of the solicitation, all information relative to the justification of contract bundling (inclusive of the information required by FAR 7.107(e)) including acquisition plan or strategy at least 30 days prior to issuance of the solicitation? | [FAR 19.202-1(e)(1)(iii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P124_29989) |  |
| **7.1.11** | Has the small business specialist developed and implemented education and training programs for personnel whose duties and functions affect the activity's small business program? | [DoDD 4205-1 Para 4.1.7.4](http://www.dtic.mil/whs/directives/corres/pdf/420501p.pdf) |  |
| **7.1.12** | Is there evidence that the small business specialist provides program status to the activity commander at least quarterly? | [DoDD 4205.1 Para 4.1.7.1](http://www.dtic.mil/whs/directives/corres/pdf/420501p.pdf) |  |
| **7.1.13** | Does the small business specialist have a system for monitoring unit SB program performance? | [AFI 64-201 Para 3.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-201.pdf) |  |
| **7.1.14** | Does the Small Business Specialist conduct annual reviews to assess the extent of consolidated contract requirements and the impact of those consolidations on the availability of small business concerns to participate in procurements? | [DFARS 219.201 (d) (11) (A&B)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars219.htm#P133_4150) |  |
| **7.1.15** | Does the small business specialist assist the contracting officer in determining the need for and acceptability of subcontracting plans and assist in evaluating, monitoring, reviewing and documenting contract performance to determine compliance with subcontracting plans? | [DFARS PGI 219.201(e)(iii & vii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20219_2.htm#P17_159) |  |
| **7.1.16** | Does the contracting officer include evaluation factors for subcontracting plans and include the small business specialist in the evaluation of offers that include subcontracting opportunities? | [FAR 15.304(c)(3)(ii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P240_37190)  [FAR 15.304(v)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P240_37190)  [DFARS PGI 215.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20215_3.htm#P35_1025) |  |
| **8** | **Government Purchase Card** |  |  |
| **8.1** | **Critical Compliance Objective 1:** The Government Purchase Card program is managed IAW prescribed directives. |  |  |
| **8.1.1** | Have the A/OPC(s) taken the A/OPC training developed by GSA? | [AFI 64-117, para 4.3.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.2** | Has the A/OPC processed letters of appointment for cardholders and approving officials which contain the information required by AFI 64-117? | [AFI 64-117, para 3.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.3** | Has the A/OPC, on an annual basis, reviewed purchase card transactions and identified vendors with which frequent or recurring purchases are made? | [AFI 64-117, para 4.3.3.1.5](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.4** | Has the A/OPC coordinated with the personnel office to ensure out-processing procedures include a mandatory check with the A/OPC? | [AFI 64-117, para 4.3.3.1.6](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.5** | Does the A/OPC maintain a current listing or spreadsheet of all cardholders and approving officials under their jurisdiction? | [AFI 64-117, para 4.3.3.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.6** | Does the A/OPC provide training for all cardholders and approving officials? Are all areas required by AFI 64-117 covered, is the training documented, and does the A/OPC maintain all training records to include evidence that cardholders and approving officials have completed Defense Acquisition University on line training? | [AFI 64-117, para 4.3.3.3.1, 4.3.3.3.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.7** | **Does the A/OPC accomplish surveillance, using the mandatory Surveillance Checklists, on each approving official at least every 12 months to include a random sample of 25% of cardholders assigned to the approving official and all convenience check accounts?** | [AFI 64-117, para 4.3.3.6.1, 4.3.3.6.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.8** | **Does the A/OPC document cardholder and approving official non-compliance with Air Force GPC procedures and take action to resolve the non-compliance?** | [AFI 64-117, para 4.3.3.4](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.9** | Does the A/OPC maintain copies of surveillance results and purchase card program management and administrative records? | [AFI 64-117, para 4.3.3.6.3](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.10** | **Does the A/OPC track and monitor corrective actions on purchase cards, convenience checks, and annual surveillance findings; and provide quarterly status reports to the installation Contracting Director/contracting Squadron Commander?** | [AFI 64-11, para 4.3.3.6.4](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.11** | Are reports on the results of annual surveillance signed by the installation Contracting Director and addressed to the unit commanders? | [AFI 64-117, para 4.3.3.6.5](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **8.1.12** | Is surveillance accomplished in GPC purchases made during all contingency/exercise operations? | [AFI 64-117, para 4.3.3.6.7](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-117.pdf) |  |
| **9** | **Business Systems** |  |  |
| **9.1** | **Critical Compliance Objective 1:** Contracting business systems are managed IAW prescribed directives. |  |  |
| **9.1.1** | Is a unit Information Systems Security Officer (ISSO) Manager appointed in writing by the commander? | [AFI 33-202, V1, para 2.17](http://www.e-publishing.af.mil/shared/media/epubs/AFI33-202V1.pdf) |  |
| **9.1.2** | Does the unit have an Authorization or Certificate to Operate (A/CTO) on file? | [DODI 8510.01, para E2.8](http://www.dtic.mil/whs/directives/corres/pdf/851001p.pdf) |  |
| **9.1.3** | Does the flight follow established procedures for management of user id’s, passwords, and user accounts? | [AFMAN 33-223, para 2,3,4](http://www.e-publishing.af.mil/shared/media/epubs/AFMAN33-223.pdf) |  |
| **9.1.4** | Is the Security Model maintained to meet squadron needs? | [AFCEP Chapter 10](http://farsite.hill.af.mil/afcep/index.htm) |  |
| **9.1.5** | a) Personnel assigned to proper groups? |  |  |
| b) Proper warrant authority given to COs? |  |  |
| c) Report access granted to authorized groups |  |  |
| d) Procurement Profiles kept current |  |  |
| Is SPS-PD2 Adapter properly maintained and interface logs and directory services managed on a daily basis? | [AFCEP Chapter 11](http://farsite.hill.af.mil/afcep/index.htm) |  |
| **9.1.6** | **WAS SUBMISSION OF THE car TIMELY AND ACCURATE?** | [FAR 4.604(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P133_19698)  [DAS(C) Memo, 30 May 08](https://www.my.af.mil/gcss-af/USAF/AFP40/d/1075940151/Files/Contracting.Memos/Informational/aqc-memo-30may08.pdf) |  |
| **9.1.7** | **Is training accomplished on car/FPDS-NG errors? [at&l]** | [FPDS-NG User’s Manual](https://www.fpds.gov/) |  |
| **9.1.8** | Are system back-ups done correctly and timely? | [AFCEP, chapter 7, para 7-13](http://farsite.hill.af.mil/afcep/index.htm) |  |
| **9.1.9** | Are back-up tapes stored in a separate secure location or a fire proof safe? | [AFCEP, chapter 7, para 7-13](http://farsite.hill.af.mil/afcep/index.htm) |  |

**Legend:**

**BOLD CAPITALIZED Items:** Minimum items that must be reviewed during any inspection or review to assess compliance within the contracting unit.

**[AT&L] =** DoD AT&L Contract Management Special Interest Item

**[CIP] =** Contracting Integrity Panel Interest Item.

**[DODIG] =** DoD IG Finding or Interest Item

**[GAO] =** GAO High Risk Area of Contract Management. See DPAP memorandum, Government Accountability Office High Risk Area of Contract Management, dated Aug 16 2006, posted to AFFARS Library Part 5301.

**Summary of Changes**

|  |  |  |
| --- | --- | --- |
| **Date** | **Paragraph** | **Description** |
| 4 Aug 10 | 1.3 | Paragraph changed in its entirety. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |