

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 64-1**

**6 NOVEMBER 2018**



**Contracting**

**THE CONTRACTING SYSTEM**

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**RELEASABILITY:** There are no releasability restrictions on this publication. OPR: SAF/AQC

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Supersedes: AFPD 64-1, 7 December 2006;  
AFPD 63-3, 1 December 2005; AFPD 64-3,  
1 December 2005

Certified by: SAF/AQ  
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Pages: 4

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This Air Force Policy Directive (AFPD) defines and explains the Air Force contracting system, whose primary mission is to acquire and support warfighter capabilities through responsive business solutions. This publication implements the *Federal Acquisition Regulation (FAR)*, and the *Defense Federal Acquisition Regulation Supplement (DFARS)*. This publication is also consistent with the *Air Force Federal Acquisition Regulation Supplement (AFFARS)*. This publication applies to all Air Force, Air Force component organizations, Field Operating Agencies, Direct Reporting Units, Air Force Reserve and personnel responsible for training and equipping contingency contracting officers, planning and executing emergency and contingency contract support to include contract requirements development and performance oversight, except where noted otherwise. Only applicable to Air National Guard when performing duties under Air Force warrant authority. Not applicable to Civil Air Patrol.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

## ***SUMMARY OF CHANGES***

This revision incorporates and rescinds AFPD 63-3, *Competition and Commercial Advocacy*, and AFPD 64-3, *Non-Appropriated Fund (NAF) Contracting System*. This revision also updates referenced publications and other fact-of-life changes.

**1. Overview.** The Air Force relies on its contracting system to acquire the supplies and services essential to its operations and warfighting mission. The contracting system includes: acquisition planning, solicitation, cost or price analysis; evaluation of offers; source selection; contract award; and contract administration.

**2. Policy.** The contracting system will be responsive to mission needs and requirements, and will award contracts that are in the best interests of the Government. The Air Force will contract for supplies and services using the FAR, DFARS, AFFARS, and implementing publications and guidance. In addition, the Air Force may enter other business arrangements or issue non-standard procurement contracts not subject to the FAR, DFARS, or AFFARS as authorized by statute (e.g. rapid prototyping, rapid fielding, other transactions for research projects, other transactions for prototypes, and grants or cooperative agreements).

2.1. The contracting system will foster an environment where contracting activities and their customers are a team dedicated to meeting Air Force requirements consistent with Federal Acquisition System Guiding Principles, as outlined in FAR Subpart 1.102. The customer and the contracting activity will follow sound business practices in making decisions to support the contracting process.

2.2. The authority delegated to contracting officers to bind the Government on behalf of the Air Force is specific and limited, and carries with it a responsibility to act with the utmost integrity and propriety. It is Air Force policy that contracting officers, together with their commanders and supervisors, will ensure their actions are within their delegated authority and that the highest standards of conduct and business practices are maintained.

2.3. The Air Force will employ qualified military and civilian members of the acquisition workforce and ensure personnel in the contracting workforce have the education, training, and experience needed to meet certification requirements and qualify for advancement.

2.4. Air Force contracting activities and their customers will:

2.4.1. Treat all offerors and contractors fairly and equitably.

2.4.2. Comply with small business program requirements and encourage the use of small business participation in acquisitions to the maximum extent practicable.

2.4.3. Promote competition and innovation to meet the requirements of the mission by ensuring requirements, specifications, and statements of work are stated in the least restrictive manner.

2.4.4. Ensure requirements for services are stated in terms of results to be achieved and use performance-based acquisition methods to maximize competition and innovation, whenever feasible.

2.4.5. Facilitate enterprise-wide category management and strategic sourcing objectives consistent with Office of Management and Budget and Office of the Secretary of Defense, when practicable.

2.4.6. Incorporate rapid acquisition practices when applicable; this includes use of statutory or regulatory authorities to promote agility in the acquisition process.

2.4.7. Use effective competition strategies and commercial practices in accordance with statutory requirements.

2.4.8. Ensure contractors perform according to the contract terms and conditions.

2.4.9. Ensure purchases and contracts using nonappropriated funds comply with designated Air Force instructions and manuals and provide contracting surveillance assistance to Air Force Nonappropriated Fund Purchasing Office.

### **3. Roles and Responsibilities.**

3.1. The Senior Procurement Executive is the senior official responsible for management direction of the Service procurement system, including implementation of unique procurement policies, regulations, and standards in accordance with statute. The Assistant Secretary of the Air Force (Acquisition, Technology, and Logistics), SAF/AQ, is the Senior Procurement Executive.

3.2. Deputy Assistant Secretary (Contracting) of the Air Force serves as the senior contracting advisor to SAF/AQ with the authority to: (1) enter into, approve, terminate, and take all other appropriate actions with respect to contracts and agreements, and (2) issue, modify, or rescind contracting regulations under the system of the Federal Acquisition Regulations and the Defense Federal Acquisition Regulation Supplement (DFARS).

3.2.1. The Deputy Assistant Secretary (Contracting) also serves as the Competition Advocate General for the Air Force and provides functional management for Air Force contracting personnel.

3.2.2. The Deputy Assistant Secretary (Contracting) or designee will appoint individual contracting officers with the authority to enter into, administer, or terminate contracts and execute related determinations and findings within the limits of their authority to contractually bind the Government on behalf of the Air Force; responsibilities are outlined at FAR Subpart 1.602-2, DFARS 201.602-2, and AFFARS 5301.602-2.

3.2.3. The Deputy Assistant Secretary (Contracting) implements contracting aspects of the small business program.

3.2.4. The Deputy Assistant Secretary (Contracting) approves nonappropriated fund contracting policies and procedures, and oversees the Air Force Nonappropriated Fund Purchasing Office.

HEATHER WILSON  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*Federal Acquisition Regulations (FAR)*

*Defense Federal Acquisition Regulation Supplement (DFARS)*

*Air Force Federal Acquisition Regulation Supplement (AFFARS)*

DoDD 5000.01, *The Defense Acquisition System*, 12 May 2003

Air Force Manual 33-363, *Management of Records*, 2 June 2017

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFFARS**—Air Force Federal Acquisition Regulation Supplement

**AFPD**—Air Force Policy Directive

**DFARS**—Defense Federal Acquisition Regulation Supplement

**FAR**—Federal Acquisition Regulation