



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFMC)**  
**LOS ANGELES, CA**

11 Jan 01

**MEMORANDUM FOR SMC/PK CONTRACTING DIVISIONS,  
DIRECTORS AND DEPUTIES**

**FROM: SMC/PK**

**SUBJECT: PK Offsite Action Items- ACTION MEMORANDUM**

1. At the 29, 30 Nov 00 PK Director's offsite, during a discussion of contracting BPIs, the issue of when the contracting office should initiate measurement of their start time arose again. After some discussion, it was decided that the answer remained essentially the same as in Jul 97 when Mr. Ross, SMC/PK, empowered an IPT to determine this and issued the attached Memorandum for Contracting Divisions.
2. Accordingly, attached SMC/PK memorandum dated 9 Jul 97 with attachments is circulated for your information. Please adhere to this recommended practice so we can standardize our approach on these metrics.

  
PATRICIA KIRK-McALPINE, SES  
Director of Contracting

**Attachments:**

1. Definition of "Requirement Initiated" (RI) Milestone
2. ST Definitions
3. Definitions
4. Priority List



MEMORANDUM FOR: CONTRACTING DIVISIONS

9 JUL 1997

FROM: SMC/PK

SUBJECT: Definition of "Requirement Initiated" (RI) Milestone

1. As a result of the recent QAFI's emphasis on our PMS lead-time metrics, I tasked a PK team (led by Mr. Bill Orzech, PKC, and composed of LtCol Earl Ficken, CLK, Mr Sid Martin, PKO, and Mr. Joe Schleifer, MCK) to develop a consistent, workable definition of the PMS RI milestone. RI is important as it initiates the PMS action and establishes the schedule by which our lead-time metrics are measured. RI is officially defined as the date the "program office contacts the PK office with a need." After discussion with PK Division Chiefs, PCOs, and the AFMC AMIS office, the team found that there was little consistency among the PK divisions as to when RI took place and many actions were entered into PMS prematurely, thus resulting in exceeding the (early) established award dates.
2. Taking the above information into account, the team recommended the following practice: Enter an action only when you have enough information to determine that the need or requirement is firm and realistic. Requirement realism is best understood in context with that action which defines the "ST" milestone. If the ST action is not imminent or at least forthcoming in the near term, then RI should not be entered into PMS. Attached are ST definitions for various contracting actions. An ST definition should be used as a guideline in baselining the RI. Enter only those actions for which the information received approaches the ST definition.
3. I accept the team's recommendation and direct immediate implementation. PCOs and Division Chiefs are urged to utilize the resulting indicators as a management tool. The PMS system can work for us as long as realistic dates are inputted and proper system procedures are followed.

MILTON C. ROSS, SES  
Director of Contracting

Attach  
ST Definitions



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS SPACE SYSTEMS DIVISION (AFSC)  
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11 DEC 1991

REPLY TO  
ATTN OF PK

SUBJECT: Establishment of "RI" and "ST" Milestones and Hierarchy of Action Codes

TO: PKA, PKC, PKG, PKJ, PKO, PKR, PKS, PKT, PKV, PKW, PKY, PKZ

1. This letter establishes policy for the establishment of the "RI" and "ST" milestones and a hierarchy of action codes to be used for multiple contract actions combined into one modification.
2. The date used for the "RI" milestone will be left to the discretion of each Director of Contracts. Although, all actions should be entered in the system, only realistic requirements should be entered. These actions will only be tracked for credit in the Contracting Workload Assessment Model (WAM) if the "ST" date is within the next six months.
3. The "ST" milestone is for "Strategic Planning Complete." While manning is tracked from all requirements entered, the "ST" milestone is used to establish a date for all baselining actions through the "award mailed" date. This baseline will be used to identify individual processes that can be used to improve the overall acquisition process.
4. In order to standardize the "ST" dates for this baselining, AFSC has established what qualifies as the "ST" date. Locally, we have modified and clarified, where possible, what these dates are. These definitions are found at Attachment 1.
5. In an effort to streamline acquisitions, numerous actions are often combined into one modification. To maximize the credit for these actions, a hierarchy has been established. For multiple actions, you will use the action code for the action highest on the priority list found in Attachment 2.
6. This policy is effective immediately. Directors are to ensure that all PCOs and Buyers are provided a copy of this letter. The Buyer's Guide will be updated within 90 days to ensure full implementation of this policy.

O. M. COLLINS, Colonel, USAF  
DCS/Contracting

2 Atch  
1. Definitions  
2. Priority List

1. MANDATORY MILESTONE ORDER: There are increments of 7 mandatory milestones that are driven by the TYPE OF ACTION CODE and ESTIMATED TOTAL AMOUNT field that is selected:

- a. RI - REQUIREMENT IDENTIFIED: Program office contacts PK office with a need
- b. ST - ACQUISITION STRATEGY PANEL COMPLETED: [Determined by Type Action]
  - (1) Date ASP minutes are signed, or if no ASP, the date of strategy approval
  - (2) Date Contracting accepts requirement for contracting action
  - (3) Date Fee Determining Official (FDO) signed decision
  - (4) Date acceptable Purchase Request (PR) package received
  - (5) Date of signed Purchase Request (PR)
  - (6) Date of signed Program Assessment Review (PAR)
  - (7) Date of signed Program Action Directive (PAD)
  - (8) Date of signed Command Assessment Review (CAR)
  - (9) Date of signed Cost Change Action Request (CCAR)
  - (10) Date of signed Configuration Control Board Directive (CCBD)
- c. SI - SOLICITATION ISSUED: Request for Proposal (RFP) released
- d. PR - PROPOSALS/BIDS RECEIVED: Response to the Solicitation Issued
- e. PT - PRICING & PRENEGOTIATIONS COMPLETED/BUSINESS CLEARANCE APPROVED.
- f. NC - NEGOTIATIONS COMPLETED: Negotiations accomplished
- g. AM - AWARD MAILED: Document distributed by Distribution Office

## ATTACHMENT 2

1. DK - Definitization of Contract (Competitive)
2. SA - Supplemental Agreement
3. DC - Definitization of Change Order
4. CO - Change Order
5. OP - Option Exercise
6. PO - Purchase Order
7. FA - Funding Action
8. AW - Award Fee
9. PR - Priced Order/BOA
10. AC - Administrative Modification