



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)  
LOS ANGELES AIR FORCE BASE, CALIFORNIA

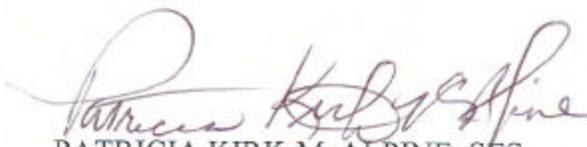
FEB 18 2004

MEMORANDUM FOR SMC TWO-LETTERS AND DETACHMENTS

FROM: SMC/PK

SUBJECT: Advisory and Assistance Services (A&AS) Contract Process Improvements:  
Early Effective Date Letters (EDLs) and Training

1. We have been experiencing a growing problem with the use of EDLs on SMC's A&AS contracts (i.e., TASS, FASS, and EADDII). While the use of EDLs may be appropriate in some emergency situations to allow for contractor performance prior to contract action completion, we need to closely monitor their use. Use of EDLs places contractors at unnecessary risk, makes the contracting process longer, impacts already constrained personnel resources, and could attract negative attention from future inspection teams. Your attention on this matter is needed to ensure that timely and complete requirements and funding documents are provided.
2. Effective immediately, SMC/PK is the approval authority for the use of EDLs on A&AS contracts. Requests for approval are to be submitted by the affected Two-Letter/Detachment directly to SMC/PK.
3. In order to ensure effective administration of the A&AS contracts, the A&AS office (SMC PKR/AXC) will continue to conduct mandatory training for all A&AS Functional Area Chiefs (FACs) and Functional Area Evaluators (FAEs). Details on this training will be provided to your FACs/FAEs. Also, as FAC/FAE personnel changes occur, your office shall notify the A&AS office so that additional individualized training can be provided.
4. Please direct questions to SMC/PKR, 1st Lt Matthew Keller, at (310) 363-1497.

  
PATRICIA KIRK-McALPINE, SES  
Director of Contracting

cc:

1. SMC/PK Chiefs
2. SMC/PK Deputies