



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

19 DEC 2002

MEMORANDUM FOR RECIPIENTS OF SMC/PK INFORMATIONAL LETTERS

FROM: SMC/PK
2420 Vela Way, Suite 1467
El Segundo, CA 90245-4659

SUBJECT: Procedures for Congressional Notification

1. This supercedes PK Informational Letter CY01-B dated 23 Jul 01. Congressional notification, also referred to as a "1279 Report", is required for all contract actions that change the contract value by more than \$5M in accordance with DFARS 205.303(a)(i). For guidance on the 1279 report, refer to Part 5 of the Contracting Toolkit on the SAF/AQC web site (www.safaq.hq.af.mil/contracting/).
2. The 1279 is prepared and signed by the Procuring Contracting Officer (PCO). Coordination will be obtained from SMC/PA (Public Affairs), PKXC and PKC. This may be accomplished via e-mail if the award is not sensitive in nature. The buying office is responsible for ensuring that the 1279 is prepared and received by SAF/LLP at least three full working days before the award date. Note that proper advance notification of significant contract actions to our leadership is critically important. As such, with submission of the 1279, the PCO shall provide a memorandum summarizing the action of 1279s valued at \$100M or more including new contracts (competitive and sole source), modifications, option exercises or any other significant awards to the PKXC OPR for 1279s (Mr Brian Reiver or Ms Sarah Echt). The memorandum should include a description, estimated award date, period of performance, delivery date, total value, the program, and a contract and technical point of contact. PK will forward the information to the Commander, Vice Commander and the Executive Director upon receipt.
3. If "WILL ADVISE" is chosen in lieu of an estimated award date on line 1 of the 1279, it is important that SAF/LLP, SMC/PA and PKXC be notified of the award date no later than 1300 Eastern Time on the day before award. For other changes, SAF/LLP, SMC/PA and PKXC must be notified by the cognizant Contracting Office prior to 1300 Eastern Time on the day of award. Although informative, a "tentative" or "estimated" award date shall be treated as "WILL ADVISE" and all affected parties (SAF/LLP, SMC/PA and PKXC) shall be notified accordingly. Before the distribution package is brought to PKXC for award, line through "WILL ADVISE" and insert the correct date and initial the 1279.
4. For assistance, please contact the Staff OPR, Brian A. Reiver, SMC/PKXC, at 363-6819 or Sarah Echt, at 363-3211.


PATRICIA KIRK McALPINE, SES
Director of Contracting