DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ELECTRONIC SYSTEMS CENTER (AFMC)
HANSCOM AIR FORCE BASE MASSACHUSETTS

U.S. AIR FORCE

JUN 21 2004

MEMORANDUM FOR SEE DISTRIBUTION

FROM: ESC/CC
9 Eglin Street
Hanscom AFB MA 01731-2109

SUBJECT: Delegation of Acquisition Authorities

I am issuing the attached delegations of specific acquisition authorities with the concurrence of the ESC Senior Center Contracting Official (SCCO). These delegations apply to all programs within my portfolio, as well as services acquisitions, and other contracting actions to include installation requirements. These delegations do not preclude me or the SCCO from retaining any of the authorities delegated or from issuing specific instructions concerning the exercise of those authorities.

These authorities also apply to other Centers and Operating Locations that are managing AFPEO/C2 & CS programs.

CHARLES L. JOHNSON II
Lieutenant General, USAF
Commander

1 Attachments:
Review/Approval Thresholds

cc:
ESC/PK

DISTRIBUTION LIST:

CPSG/CC
MSG/CD
SSG/ED
38 EIG/CC
MSG/PK
MSG/PI
SSG/AQ
CPSG/RMK
38 EIG/PK
ESC/JA
ESC/AE
ESC/FD
ESC/CX
ESC/ND
ESC/AC
ESC/NI
ESC/GA
ESC/MA
ESC/SR
ESC/FA
ESC/AW
ESC/JS
ESC/PKX
ESC/JSK
ESC/MCK
ESC/PKO
ESC/ACK
ESC/AWK
ESC/NDK
ESC/PKR
ESC/SRK
ESC/XPK
ESC/GAK
MSG/PIF
ESC/MAK
OC-ALC/PK
OO-ALC/PK
WR-ALC/PK
AAC/PK
ASC/PK
SMC/PK

REVIEW/APPROVAL THRESHOLDS
AFPEO/C2&CS Programs, Other Contracting, Installation Requirements, and Services Acquisitions
June 2004

Acquisition Strategy Planning
All noncompetitive actions >$500K and competitive actions $10M and up require evidence of involvement/concurrence from the following offices (at the appropriate level): Hanscom Small Business Office*; JA; EN (or equivalent technical support); FM; AE or PKX; and the Competition Advocate. This may be evidenced by required signatures on formal documents (e.g. J&A) or be informal (e.g. e-mail) for offices providing input but not formal coordination. If necessary, non-concurrences must be elevated through the 2-letter chain up to ESC/CC with the exception of installation requirements for the 66 ABW, in which non-concurrences must be elevated up to the 66 ABW/CC. *Coordination with the Hanscom Small Business Office is required if a competitive action is estimated to be $7M or more, and the action is not entirely reserved for small business. GSUs may rely on local functional equivalents or utilize Hanscom AFB support/personnel when appropriate. Other Centers and Operating Locations managing AFPEO/C2&CS programs should utilize their own functional equivalents prior to submitting documents to ESC.

NOTE: The term Single Manager is referenced throughout this document and is defined by AFPD 63-1, "Capability Based Acquisition System," 10 Jul 2003. The term includes System Program Directors, GSU Commanders/Executive Directors, ALC System Program Directors, Materiel Group Managers, and Product Group Managers who serve as Single Managers of AFPEO/C2&CS programs. For the Air Base Wing this term refers to the Installation Commander. For R&D Contracting this term refers to the AFL/VSB Space Vehicles and AFRL/SNH Sensor Lab Directors. Further delegation by the SM must be approved by ESC/CC. Single Managers at other Centers and Operating Locations managing AFPEO/C2&CS programs should utilize their own functional equivalents for reviews/coordination prior to submitting documents to ESC. In addition, Single Managers at GSUs will coordinate actions with the GSU Commander/Executive Director prior to submitting documents to ESC.

The term Designated Official (DO) as used in this document refers to the Designated Official with Management & Oversight of Acquisition of Services Process (MOASP) authority for services acquisitions. The DO serves as Acquisition Strategy Panel (ASP) Chairman, Acquisition Plan (AP) Approval Authority, Source Selection Authority (SSA), and Solicitation Review/Contract Review authority to ensure that requirements are performance based and appropriate metrics are included in the contractual document. For services acquisitions within the AFPEO/C2&CS portfolio pre-award DO responsibilities are to be held by the individuals serving as ASP Chairman/AP Approval Authority/SSA as shown on the following threshold charts. The same individuals have post-award DO responsibilities.

REVIEW/APPROVAL THRESHOLDS

AFPEO/C2&CS Programs, Other Contracting, Installation Requirements, and Services Acquisitions – June 2004

Acquisition Strategy Panel Chair See AFFARS 5307.104-90 for ASP Chair for Commodity Council Acquisitions; for Services Acquisitions not within the AFPEO/C2&CS portfolio, see the "Services Acquisition Designated Official Authorities" table at the end of this matrix.	
All ACAT I	Phase I – PEO (ESC/CC)* Phase II - SAF/AQ (unless delegated to PEO)
ACAT II	PEO (ESC/CC)* (may be delegated if agreed to be SAF/AQ)
ACAT III	PEO (ESC/CC)* (may be delegated by PEO on a case-by-case basis)
Other Contracting <$100M	Delegated to SM
Other Contracting $100M & Up	Center Commander (ESC/CC) (May be delegated on a case-by-case basis)
Installation Requirements for the ABW	66 ABW/CC (May be delegated by 66 ABW/CC)
IT Service Acquisitions >$32M/year, >$126M total program costs or >$378M total Life Cycle Costs (IAW DoDI 5000.2 amounts based on FY2000 constant-year dollars)(See OUSD 31 May 02 Memo, "Acquisition of Services")	OASD/NII
*The Deputy for Acquisition and Deputy for Support have the authority to act on behalf of the PEO.	

Acquisition Plan/Single Acquisition Management Plan Approval Authorities See AFFARS 5307.104-91 for SAMP approval authorities for ACAT I & II Programs, and for CAMP approval authority for Commodity Council Acquisitions; for Services Acquisitions not within the AFPEO/C2&CS portfolio, see the "Services Acquisition Designated Official Authorities" table at the end of this matrix.	
All ACAT III	Delegated to Single Manager (SM)
Other Contracting <$100M	Delegated to SM
Other Contracting $100M & Up	Center Commander (ESC/CC)(May be delegated on a case-by-case basis)
Installation Requirements for the ABW	66 ABW/CC (May be delegated by 66 ABW/CC)
IT Service Acquisitions >$32M/year, >$126M total program costs or >$378M total Life Cycle Costs (IAW DoDI 5000.2 amounts based on FY2000 constant-year dollars)(See OUSD 31 May 02 Memo, "Acquisition of Services")	OASD/NII

REVIEW/APPROVAL THRESHOLDS
AFPEO/C2&CS Programs, Other Contracting, Installation Requirements, and Services Acquisitions
June 2004

Source Selection Authorities **Applicable to FAR Part 15 Source Selection and to PPT Procedures** See AFFARS 5315.303 for ACAT I Programs; for Services Acquisitions not within the AFPEO/C2&CS portfolio, see the "Services Acquisition Designated Official Authorities" table at the end of this matrix.	
<$10M & IT acquisitions <$15/$30M (includes Installation Requirements for the ABW)	PCO
All ACAT III; Other Contracting Actions $10M ($15/$30M for IT) to <$500M	Delegated to SM w/authority to redelegate actions <$100M
Installation Requirements for the ABW using Median and Agency Procedures	66 ABW/CC (May be delegated by 66 ABW/CC)
All ACAT II; Other Contracting Actions $500M and Up	PEO, Center Commander for Other Contracting. (ESC/CC)* (May be delegated on a case-by-case basis.)
IT Service Acquisitions >$32M/year, >$126M total program costs or >$378M total Life Cycle Costs (IAW DoDI 5000.2 amounts based on FY2000 constant-year dollars)(See OUSD 31 May 02 Memo, "Acquisition of Services")	OASD/NII
* The Deputy for Acquisition and Deputy for Support have the authority to act on behalf of the PEO.	

Undefinitized Contract Action Approval Authorities	
<$10M	Delegated to PCO*
$10M to $100M	Delegated to SM w/authority to redelegate
>$100M AFPEO/C2&CS Programs & Other Contracting	ESC/CC** (May be delegated on a case-by-case basis)
>$100M Installation Requirements for the ABW	66 ABW/CC
*GSUs may establish more restrictive thresholds.	
** The Deputy for Acquisition and Deputy for Support have the authority to act on behalf of the PEO.	

REVIEW/APPROVAL THRESHOLDS

AFPEO/C2&CS Programs, Other Contracting, Installation Requirements, Services Acquisitions - June 2004

Approval Authorities for Other Than Full & Open Competition IAW FAR 6.304 PCO approves J&As < $500K and Competition Advocate approves J&As >$500K - $10M		
	Other Contracting, Installation Requirements	**AFPEO/C2&CS Programs**
>$10M - $50M	Delegated to SM if he/she holds the rank of General Officer (GO) or Senior Executive Service (SES). The SCCO (ESC/PK) has the authority if the SM is not a GO or SES.	Delegated to SM if he/she holds the rank of General Officer (GO) or Senior Executive Service (SES). ESC PEO (ESC/CC)* retains authority if the SM is not a GO or SES.
* The Deputy for Acquisition and Deputy for Support have the authority to act on behalf of the PEO.		

Solicitation Review, Clearance Review & Approval Authorities			
	Solicitation Reviewing Authority (SRA)*/Clearance Review Authority (CRA)	**Clearance Approval Authority (CAA)**	
		Competitive	**Noncompetitive**
<$10M & IT acquisitions <$15/ $30M	SRA/CRA - PCO**	Delegated to PCO**	Delegated to PCO**
$10M ($15/$30M for IT) to <$500M	Buying Office Contracting Official (BOCO)/Chief of the Contracting Office (COCO) w/authority to redelegate for PPT actions.	Source Selection Authority (SSA)	Delegated to SM w/authority to delegate actions <$100M
$500M and Up (AFPEO/C2&CS Programs, Other Contracting)	SCCO	SSA	ESC/CC*** (May be delegated on a case-by-case basis)
$500M and Up (Installation Requirements for the ABW)	SCCO	SSA	66 ABW/CC (May be delegated on a case-by-case basis)
*If AE has participated in acquisition strategy planning, review by an AE analyst is required (after review by the PCO & BOCO) when PK is the SRA.			
**Only Procuring Contracting Officers (PCOs) with unlimited warrants may have this authority. GSUs may establish more restrictive thresholds.			
*** The Deputy for Acquisition and Deputy for Support have the authority to act on behalf of the PEO.			

REVIEW/APPROVAL THRESHOLDS

AFPEO/C2&CS Programs, Other Contracting, Installation Requirements, and Services Acquisitions - June 2004

Legal Review Requirements
Contract documents with a total value (including both credits and debits) greater than $1M require legal review. Excludes funding actions and unilateral delivery/task orders <$10M. Chief of the Contracting Office for the ABW Contracting Unit may require legal review of lower dollar thresholds. GSUs, in conjunction with local legal office, may also establish lower local legal review thresholds.

Ratification Approval Authority
AFPEO/C2&CS Programs, Other Contracting, & Installation Requirements: The Buying Office Contracting Official (BOCO)/Chief of the Contracting Office (COCO) delegated as the ratification approval authority as long as they are at least one level above the party responsible for the action.

Milestone Decision Authority See DODI 5000.2	
All ACAT I	ACAT ID: USD(AT&L) ACAT IC: Head of the DoD Component or if delegated, the SAE
ACAT IA	ACAT IAM: ASD(NII) / DoD CIO ACAT IAC: SAE, as delegated by the DoD CIO
ACAT II	PEO (may be delegated if agreed to by SAF/AQ)
ACAT III	Delegated to SM
*The Deputy for Acquisition and Deputy for Support have authority to act on behalf of the PEO.	

Award Fee Determining Official (FDO)
Competitive: FDO to be designated by the SSA. For actions where the PCO is the SSA, the Program Manager will be the FDO. Noncompetitive (AFPEO/C2&CS Programs): The SM will be the FDO with authority to redelegate. Noncompetitive (Other Contracting & Installation Requirements): The SCCO will be the FDO with authority to redelegate.

REVIEW/APPROVAL THRESHOLDS
AFPEO/C2&CS Programs, Other Contracting, Installation Requirements, and Services Acquisitions
June 2004

Procurement Integrity Act Violations/Possible Violations Reviewing Authority
PEO Programs: IAW AFFARS the BOCO/COCO is the reviewing authority. Other Contracting & Installation Requirements: Reviewing authority delegated by the SCCO to the COCO.

Individual Deviations (except as restricted by DFARS 201.4)
AFPEO/C2&CS Programs, Other Contracting & Installation Requirements: Authority is delegated to the SCCO.

ESC Services Acquisitions Designated Official (DO) Authorities (not in AFPEO/C2&CS Portfolio) For additional guidance and authorities other than those listed below, refer to AFMC/CC 8 Mar 04 Memo, "AFMC Management and Oversight of Acquisition of Services Process (MOASP)"; "USAF MOASP Process"; and OUSD 31 May 02 Memo, "Acquisition of Services"		
Total Estimated Services Acquisition Value*	***Information Technology (IT) Services Value****	***Designated Official****
>$10M to $100M	>$10M to $32year, <$126M total program costs, or total Life Cycle Costs <$378M (est. based on FY2000 constant year dollars IAW DoDI 5000.2)	Delegated to 2Ltr SM
$5M to $10M	$5M to $10M	Delegated to 2Ltr SM (further redelegable to one level below)
*Excludes special interest acquisitions identified by the USD(AT&L), AFAE, or AFPEO/CM (**Continued next page**)		

1. **DO Authority**: The DO serves as the Source Selection Authority (SSA), the Acquisition Strategy Panel (ASP) Chairman, the Acquisition Plan Approval Authority, and Solicitation Review/Contract Review authority and is required to ensure that requirements are performance based and appropriate metrics are included in documents. DOs are also responsible for required post award reviews and reporting of significant cost/schedule/other performance metrics IAW AFMC MOASP.
2. **Waivers**: DOs cannot waive performance based requirements/metrics without prior approval of AFMC/PK per AFMC MOASP.
3. **Economy Act Actions**: Authority to approve all services acquisitions through any contract or task order awarded by an agency other than DoD is the DO, as long as the DO is at the GO/SES level; if not GO/SES, elevate to the next DO who is at the GO/SES level.