



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

**FEB 06 2003**

TO: SMC/PK ALL

FROM: SMC/PK

SUBJECT: SMC/PKC Review Thresholds

1. As you are aware, one of the biggest challenges we face at SMC is the constant turnover of personnel with the resulting need to train new employees. Many of you have expressed your concerns about improving training opportunities. PK University and other courses were developed to partially solve that problem. To create an additional training opportunity, I have decided to make a formal change to our contract review process.
2. In my experience, verified by discussions with other senior contracting professionals, I learned the most while working on contract actions that required contract committee review. With the threshold for review of contract actions by PKC at \$50M, most people have limited interaction with PKC unless they specifically request assistance. To increase interaction with PKC, I have decided to lower the threshold for actions requiring PKC review to \$10M.
3. Although the reviewing authority (CRA) for supplemental agreements, undefinitized contract actions, and solicitations (RFPs) with values (inclusive of debits and credits) equal to \$10M, but less than \$50M, remains with the BOCO, review of these actions by PKC is required. As always, the file must be reviewed by the PCO and the BOCO before it is submitted to PKC. If the PCO decides not to follow PKC advice, the contract file must clearly document the rationale for that decision.
4. In addition, when you have contract actions of any value, but particularly complex actions, I encourage you to involve PKC in the entire process from acquisition planning through contract award. Members of PKC were selected for their broad acquisition expertise; and in total, they have more than 125 years of acquisition experience. We need to take advantage of that expertise and experience.
5. The effective date for implementation of this policy is 24 March 2003.

  
PATRICIA KIRK-McALPINE, SES  
Director of Contracting