



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR AFSPC CONS/CCs
SMC/PK

5 Jan 2004

FROM: HQ AFSPC/PK
150 Vandenberg St, STE 1105
Peterson AFB, CO 80914-4350

SUBJECT: Information Letter 2004-03, Mandatory use of Meaningful Document Descriptions in the Standard Procurement System (SPS).

1. This letter is directive in nature for all AFSPC contracting offices that use SPS.
2. As a standardized way of identifying a specific project, acquisition, option year, award fee or planning purchase request, buyers and contracting officers must put in a meaningful description at the document level for each document type. It is unacceptable to merely use the document default i.e. SF 1449 or purchase request.
3. The following will be the standard naming conventions for planning purchase requests, award fee purchase requests and option year purchase requests:
 - a. Award Fee Purchase Requests will be reflected as: Awd Fee - (project name or contract number).
 - b. Planning Purchase Requests will be reflected as: Plan PR FYXX - (project name or contract number).
 - c. Option Year Purchase Requests will be reflected as: Opt Yr X - (project name or contract number).

All other acquisitions must have a meaningful description for every document type. Following these conventions will facilitate summary review of data via EZ Query and ensure each procurement is described accurately in SPS.

This instruction applies to all purchase requests, purchase orders, delivery orders, contracts, synopses, and solicitations.

4. For any questions, my POC is Mr. Rick Myers at DSN 692-5782 or e-mail at rick.myers@peterson.af.mil.


STEPHEN G. SMITH, Colonel, USAF
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