



# DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

10-01-2001

## MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFSPC/CV

150 Vandenberg Street, Suite 1105  
Peterson AFB CO 80914-4020

SUBJECT: HQ AFSPC Advisory and Assistance Services (A&AS) Policy Letter

1. This policy letter supersedes all previous versions of AFSPC A&AS policy. It is designed to supplement A&AS policy contained in the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Office of Management and Budget (OMB) Circular A-11, Department of Defense Directive (DoDD) 4205.2 and SAF/AQX A&AS policy.

2. The A&AS program within AFSPC continues to grow and it is important to clarify program changes. There are a number of changes in this policy letter; however, the three most significant ones follow:

a. Dollar Threshold Change. The dollar threshold for which general officer or SES manager approval is required has been adjusted by SAF/AQX. It has been reduced from \$250K to \$50K in accordance with the DFARS paragraph 237.272(e) requirement.

b. Determination/Decision Document (DDD). This revised policy stresses the importance of having a DDD that covers each task order on multiple task order contracts and of having the DDD approved by an individual responsible for workload decisions at the organization where the contractor support is performed.

c. Contract Manpower Equivalent (CMEs). CMEs must be included in the A&AS procurement package. Computation of CMEs is the responsibility of the servicing Manpower Office.

3. All A&AS contracts will be routed through the requesting unit's directorate, as well as DO, DR, SC, XP, LG and the SWC to ensure the same or similar services are not being produced by another directorate.

4. Our points of contact are Ms. Lee Anne Taliaferro, HQ AFSPC/FMAO, DSN 692-3820 and Mr. Ernie Ebell, HQ AFSPC/FMAO, DSN 692-3926.

ROGER G. DEKOK  
Lieutenant General, USAF  
Vice Commander

### Attachments:

1. Distribution List
2. A&AS Policy