

HELP  
GUIDE  
ASSIST



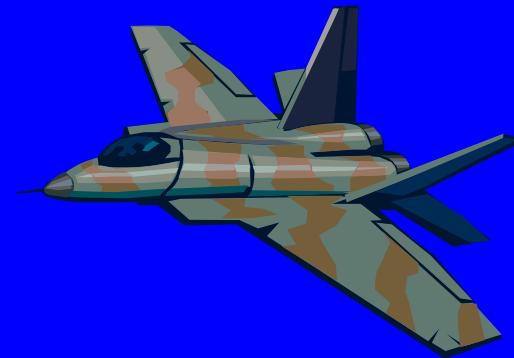


# Overview



- **Why The Air Force Needs Contracting**
- **Typical Types of Contracts**
- **Contracting Definitions**
- **Roles & Responsibilities**
- **Lessons Learned**
- **Questions**

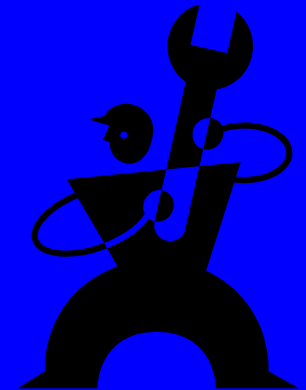
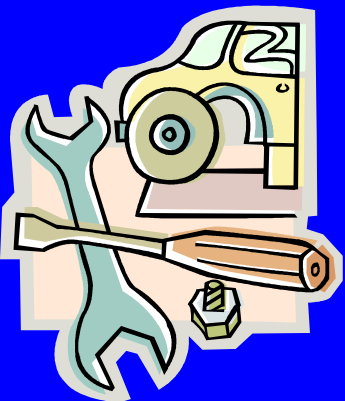
- Due to limited manpower
- Ops tempo takes manpower
- Work exceeds organic capability



# Typical Types of Contracts

- **Primarily Maintenance Personnel deal with Service Contracts For:**

- **Aircraft Washes**
- **AGE/AMMO Trailer Refurbishment**
- **Scuff and Repaint/Blast and Paint**
- **Equipment Maintenance/PMIs**



- **QAP - Quality Assurance Person**
  - The only person that can talk to the contractor
- **QAP Phase I Training - 3-day generic contracting class**
- **QAP Phase II Training – Contract specific, provided by contract administer**
- **FC/FD – Functional Commander/Functional Director**
- **CO – Contract Officer -- Govt person**
- **COR – Contract Officer's Representative**
- **COTR – Contracting Officer Technical Representative**



- **Contract Administrator – works in contracting**
- **Contract Manager**
- **PWS - Performance Work Statement**
- **GFM – Govt Furnished Materials**
- **POP – Period of Performance**
- **Time and Materials (T & M) Contract**
  - Virtually open ended (this is going away)
- **Firm Fixed Price (FFP) Contract**
  - Costs are identified up front
- **CDRL – Contract Data Requirements List**



- **DD Form 250** – form used to show services rendered on behalf of the govt
- **WAWF** – Wide Area Work Flow
  - Electronic system for DD Form 250
- **Surveillance** – Means monitoring
  - QAP establishes areas or tasks that require surveillance



- QAPs are appointed in writing and trained
- QAPs are the only personnel authorized to interact with the contractor on behalf of govt.
- QAP is responsible for monthly DD Form 250/WAWF
- Examples of Surveillance:

Ensure all masking materials/plugs installed as required prior to wash being started

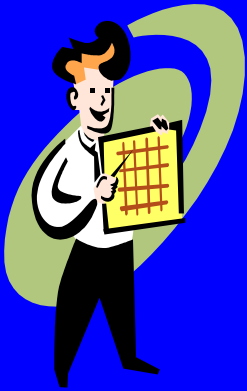
Ensure all masking materials/plugs are removed upon wash completion

Validate surface prep prior to primer application

Validate Mil Spec/Approved materials are used



- QAPs should develop the SOW or aid in developing PWS and modifications
- QAP responsible for maintaining files and history for contract
- QAP responsible for interacting with contractor to resolve issues as they arise and ensure PWS is amended accordingly as req'd
- QAP aid in the selection process



- **Start off with PWS being as detailed as possible**
  - **What works at one base may not work at another base**
- ***ALWAYS reference TOs, Mil Specs w/QPLs, Color #s and other Approved Materials***
- **Ensure that Wing Corrosion Manager is involved, i.e. reviews the contract, aids in acceptance of completed work etc**
- **Work smarter not harder, ask around other units, AFCPCO and contractors...SOWs are out there and can be modified to suit your particular needs...Don't reinvent the wheel!**

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# Conclusion

- **Contracts can be lifesavers or the source of major headaches, it depends on your particular contracting office, your contractor and your involvement**
- **While the task of developing a Performance Work Statement can be a time consuming and daunting task, don't let it get you down**



# QUESTIONS



**CONTACT AFCPCO with Questions or comments**

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