

DEPARTMENT OF THE AIR FORCE  
45TH SPACE WING (AFSPC)

JUN 08 2004

MEMORANDUM FOR WING STAFF & GROUP  
SQUADRONS/DETACHMENT COMMANDERS/FLIGHTS  
MISSION PARTNERS

FROM: 45 CPTS/CC, 45 CONS/CC

SUBJECT: Fiscal Year 2004 (FY04) Contracting Support Cut-Off Dates

1. In order to ensure the obligation of your **budgeted** funds by the end of the fiscal year, the 45th Contracting Squadron (45 CONS) has established the following dates by which complete acquisition packages must be accepted by our organization for obligation in FY04:

**7 Jul 04** Any open market requirement over \$100,000

**14 Jul 04** Any open market requirement equal to or greater than \$25,000 and up to \$100,000

**2 Aug 04** Any service requirement from GSA Federal Supply Schedule

**30 Aug 04** Any open market requirement greater than \$2,500 and less than \$25,000

**10 Sep 04** Any commodity requirement from GSA Federal Supply Schedule, SABER orders, or other requirements that can be met by delivery order

a. There is no cut-off date for the submission of mission-essential emergency requirements. However, a mission-impact statement signed by the responsible organization commander must justify such requirements. Expiring budgeted funds is not adequate justification to support an emergency acquisition.

b. 45 CONS can accept only funded requirements under the time constraints and dollar thresholds listed above.

2. The 45th Comptroller Squadron (45 CPTS) will manage the funding prioritization process for end-of-year (EOY) **fall-out monies**.

a. To be considered, your requirements must be initiated in ABSS and coordinated through 45 CONS, which will review the requirement for completeness and advise whether award by 30 Sep is possible and forward the requirement on to FM. Please

allow adequate time for these requirements to reach FM by 2 Aug 04. Keep in mind the timelines listed in paragraph 1 above for various dollar thresholds.

b. FM will prioritize these requirements, identify those they project will be funded and forward them to 45 CONS for action. Forms 9 sent to FM directly, that have not been previewed for completeness by 45 CONS, stand a very high probability of not being awarded.

c. Once FMAB provides the wing-prioritized requirements that have been projected to receive funding to 45 CONS through the Automated Business Services Team (ABSS), we will prepare the acquisition for award subject to availability of funds.

d. In addition, if the customer has an approved SBSS supply/equipment requirement, we recommend that customer establish the requirement in the supply system as soon as possible in memo due out status. This will permit the expeditious obligation of any "fall-out" funding that reaches their requirement if funds become available.

3. Joint advance planning by customer and contracting personnel to determine acquisition strategy cannot be overemphasized. Early coordination of market research and requirements definition in advance of receipt of funding is necessary to facilitate the award process. The earlier we are able to develop an effective game plan, the higher our probability of success will be. Don't wait—begin putting your requirements together. Start the process now with a call to your appropriate point of contact in our squadron. Our points of contact are:

Infrastructure Support Flight (LGCA), Mr. Bob Moran, 494-6136  
Installation Support Flight (LGCB), Ms Shelley Hall, 494-4394  
Global Support Flight (LGCC), Ms. Gerri Frye, 494-5067  
Mission Support Flight (LGCZ), Ms. Susan Stone, 494-5572  
Government Purchase Card Program, Ms. Dolores Faisca, 494-2194

4. In order to provide contracting support to our mission partner organizations that anticipate end-of-year fall-out monies, we ask that you include us early in your requirements identification and prioritization process to ensure successful obligation of funds.

5. Every effort to maximize use of the government purchase card to effect purchases from open market sources and from pre-priced instruments is encouraged. Each organization using the card should make every attempt to complete their FY 04 purchases NLT 17 Sep 04. This is necessary to allow the Accounting Liaison Office (ALO) time to close out funding documents and release the available funds for other EOY requirements. 45 CPTS will provide additional guidance on management of these accounts.

6. Should you have any questions regarding these end-of-year processes, please contact the individuals listed in paragraph 3, above.



KYLE W. KUHN, Lt Col, USAF  
Commander  
45th Comptroller Squadron



STEVEN K. BIBLE, Colonel, USAF  
Commander  
45th Contracting Squadron