



**DEPARTMENT OF THE AIR FORCE
BUSINESS AND ENTERPRISE SYSTEMS DIRECTORATE
MAXWELL AIR FORCE BASE GUNTER ANNEX ALABAMA**

25 November 2014

MEMORANDUM FOR BUSINESS AND ENTERPRISE SYSTEMS DIVISION

FROM: AFPEO BES

SUBJECT: Delegation of Acquisition Authorities

1. BES Acquisition Processes: All programs, acquisitions, and contract actions, regardless of delegation levels, will follow the standard BES acquisition processes as maintained by the Acquisition Support Office (ASO) and with the delegations in this memorandum. Request for deviation from the standard process can be requested from the Deputy PEO during the Early Strategy and Issues Session (ESIS).
2. Early Strategy and Issues Sessions (ESIS): Unless otherwise directed, the BES Deputy PEO will chair the ESIS. All acquisitions and contract actions will require an ESIS upfront to ensure there is PEO level visibility into all upcoming acquisitions and contract actions.
3. Delegations for ACAT and "Other" Non-Services Programs:
 - a. Acquisition Strategy Panel (ASP): ASP approval for ACAT programs will be based on Milestone Decision Authority (MDA) delegations and will be at the PEO and Deputy PEO level. For "other" non-services acquisitions less than \$50M, I delegate ASP Chair authority to the BES Deputy PEO, with authority to redelegate approval no lower than O-6/GS-15 Senior Material Leader/Division Chief.
 - b. Acquisition Strategy Document (ASD)/Plan Approval: All acquisitions and contract actions will require an approved ASD or acquisition plan (task order plan, etc). ASD approval for ACAT programs will be based on Milestone Decision Authority (MDA) delegations and will be at the PEO and Deputy PEO level. For all "other" non-services actions less than \$50M, ASD/plan approval is delegated to the BES Deputy PEO, with authority to redelegate approval no lower than O-6/GS-15 Senior Material Leader/Division Chief.
4. Delegation of Services Acquisitions and Contract Actions: In accordance with AFI 63-138, I delegate Services Designated Official (SDO) authority for services greater than the Simplified Acquisition Threshold (SAT) but less than \$50 million to the BES Deputy PEO, with authority to redelegate no lower than O-6/GS-15 Senior Material Leader/Division Chief. The BES Deputy PEO will chair the Early Strategy and Issues Session (ESIS). I will retain SDO for services \$50 million and greater and any PEO special interest programs. All service acquisitions above SAT will require an acquisition strategy (ASP) briefing to the SDO and an ASD or acquisition plan approved by the SDO.

5. Source Selection Authorities:

a. I retain Source Selection Authority for source selections conducted in accordance with FAR 15 and will delegate on a case by case basis.

b. Unless otherwise directed, the Procurement Contracting Officer will serve as the decision authority for task order awards, IAW FAR 16. For task order awards greater than \$2M, the PEO or Deputy PEO will be briefed of the results of task order selection decision prior task order award.

6. Contact Mr. Kevin Hamilton, AFLCMC/HID, DSN 596-5115 or Ms. Francine Nix, AFLCMC/HIK, DSN 596-2934 with any questions.


ROBERT CARL SHOFNER, SES
Program Executive Officer

Attachment: BES Delegation Tables

PEO BES Delegations PRODUCT / SUPPLY

FUNCTION	ACAT I	ACAT III	Other Supply / Products Technical Projects
ASP Chair	PEO	PEO or DPEO	DPEO for <\$50M (Delegable)
Acquisition Strategy Document sign	PEO	PEO or DPEO	DPEO for <\$50M (Delegable)
ESIS	PEO/DPEO	DPEO	DPEO
SSA: FAR 15	PEO (Delegable)	PEO (Delegable)	PEO (Delegable)
Task Order SSA	PCO	PCO	PCO

SERVICES

FUNCTION	≤ SAT	SAT < \$50M	≥ \$50M
ASP Chair	Division	DPEO (Delegable)	PEO (Delegable)
Acquisition Strategy Plan sign	Division	DPEO (Delegable)	PEO (Delegable)
ESIS	Division	DPEO	DPEO
SSA: FAR 15	PEO (Delegable)	PEO (Delegable)	PEO (Delegable)
Task Order SSA Decision Authority	PCO	PCO	PCO

* All acquisitions / contract actions will require an ESIS / ASP and ASD / TOSD to ensure PEO / DPEO are aware of all acquisitions / contract actions