



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

15 February 2018

MEMORANDUM FOR ALL NETCENTS-2 APPLICATION SERVICES SMALL BUSINESS (ASSB)  
COMPANION CONTRACT AWARDEES AND CONTRACTING OFFICERS

FROM: AFLCMC/HIKC

SUBJECT: ASSB Decentralized Ordering Restriction – NETCENTS-2 PMO Control Number  
(UPDATE)

Reference: Memorandum dtd 4 October 2016, Decentralized Ordering Restriction  
Memorandum dtd 1 November 2016, ASSB Decentralized Ordering Restriction –  
NETCENTS-2 PMO Control Number

1. **This memorandum updates the previous memorandum (same Subject dtd 1 November 2016) and provides further guidance that the Air Force will continue to exercise its right to restrict use of the ASSB contract due to the limited value of the current contract ceiling. NO decentralized orders may be placed by DoD (including Air Force) and other Federal Agencies without first obtaining pre-approval and receiving an assigned NETCENTS-2 PMO control number.**
2. Contracting Officers must request and receive a **NETCENTS-2 PMO control number** in order to use this contract and make award. **This control number must be requested early in the acquisition process before an acquisition strategy decision is made to use this contract vehicle.** Contracting Officers shall NOT consider the use of the ASSB IDIQ contract until approval for use of the contract vehicle has been given by the NETCENTS-2 PMO and a Control Number has been assigned.
3. **There is no guarantee that the ASSB Contract will be available for use, so NO new Request for Proposals/Quotes (RFPs/RFQs) may be issued, NO new contract awards and NO new modifications may be done to existing task orders that will increase the current dollar value without first obtaining pre-approval and receiving an assigned control number.** The control number **MUST** be included in the RFP/RFQ and on the DD Form 1155, Order for Supplies or Services, the Standard Form 1449, Solicitation/Contract/Order for Commercial Items or the Standard Form 30, Amendment of Solicitation/Modification of Contract. ASSB Contract Awardees must return without action any RFP/RFQ's or any other contract document that does not have an assigned control number annotated on the document.
4. Please send your request for a NETCENTS-2 PMO control number to the NETCENTS 2 Help Desk [netcents@us.af.mil](mailto:netcents@us.af.mil). No verbal or telephonic requests will be accepted. Please include the following information in your request:
  - a. Name of requirement and RFP/RFQ number or tracking number (if modification, Task Order contract number)
  - b. Estimated dollar value **BY CONTRACT YEAR**. (base year and each option year) and **TOTAL** contract value. Note: If modification, show the proposed increase to contract value.
  - c. Current Acquisition Status (where you are in your acquisition plan i.e. "ready to award; receipt of proposals; etc...)
  - d. Estimated award date of the task order or the modification..
  - e. Copy of the PWS (attached to the request) or summary paragraph of your requirement.

- f. Any additional information that you deem necessary for us to make a quality decision on your request.
  - g. Point of contact(s) with phone number, e-mail, location, and organization.
5. If you have any questions, please contact the NETCENTS 2 Help Desk at (334) 416-5070, the undersigned at (334) 416-4606, email [patrick.kennerson@us.af.mil](mailto:patrick.kennerson@us.af.mil) or Ms. Shaneka Brown, NETCENTS Branch Chief at (334) 416-4600, email [shaneka.brown@us.af.mil](mailto:shaneka.brown@us.af.mil).



PATRICK J. KENNERSON  
Purchasing Contracting Officer  
NETCENTS 2 Application Services Small Business  
IDIQs