



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIRFORCELIFECYCLEMANAGEMENT
CENTER WRIGHT-PATTERSON AIR FORCE BASE OHIO

18 JAN 2024

MEMORANDUM FOR WPAFB (ALL)

FROM: AFLCMC/PZI

SUBJECT: FY24 Installation Contracting Division End of Fiscal Year Procedures

1. The Air Force Life Cycle Management Center/Installation Contracting Division will make every effort to execute all Wright-Patterson AFB host and tenant unit base operating support requirements and NASIC direct support. To ensure obligation of expiring funds by the end of Fiscal Year 2024, the Installation Contracting Division established procurement timelines based on requirement value and complexity (see attachment).
2. Requiring activities are highly encouraged to engage their contracting counterparts early to ensure executable requirement packages are submitted to include the appropriate funding documents. This early engagement reduces procurement risk by minimizing rework of requirement packages and delays associated with unexecutable requirements. Requirements received and accepted after the aforementioned timelines in the attachment are at higher procurement lead time risk to execute by 30 Sep 2024. PZI has developed acquisition support education and tools to assist mission partners develop requirements package documents at the following link: <https://usaf.dps.mil/sites/21197/605>.
3. Please contact an approving official within the appropriate Branch identified in the attached document if you have questions regarding the timelines or need assistance with your requirement packages. Please use email or Teams to communicate your questions as PZI supports telework to the maximum extent practicable.

X

MARYM. WHITE
CHIEF, INSTALLATION CONTRACTING DIVISI...

Attachment:
Installation Contracting Division EOFY Timelines

Installation Contracting Division EOFY Timelines

* All dates listed below represent when an executable requirement package needs to be submitted in order to provide sufficient time to award the contract action this fiscal year.

* Engage your Contracting counterpart early as some requirements have acquisition lead times in excess of a year. For these requirements, there may be opportunities to Military Interdepartmental Purchase Request (MIPR) to an organization that has an existing contract suitable for the requirement or we can start working the action for a FY25 award.

BASE SUPPORT CONTRACTING BRANCH TIMELINES

Requirements supported include: base operating support service and commodity acquisitions for all Wright-Patterson AFB units except the 88th Civil Engineering Group.

Jul 1 – Requirements estimated at **\$25,000 and higher**. In order to minimize issues and rework, please send requirements packages to Contracting for review and approval prior to submitting the package through the Defense Enterprise Accounting and Management System (DEAMS), FM Suite, or Comprehensive Cost and Requirements (CCaR) System.

Aug 1 – Requirements estimated **under \$25,000**. In order to minimize issues and rework, please send requirements packages to Contracting for review and approval prior to submitting the package through DEAMS, FM Suite, or CCaR.

*For any requirements beyond these dates, coordination with the Section Chiefs must be preapproved.

Base Support Contracting Branch (PZIB) Approving Officials

Branch Chief – David Morlock: david.morlock.1@us.af.mil

Section Chiefs

Tyler Adams (AFLCMC, AFIT, AFRL Furniture, 88th MDG & HQ AFMC)
tyler.adams.11@us.af.mil

Zachary Huffman (445th AW, 88 ABW, AFPET, NMUSAF & other tenant orgs)
zachary.huffman.2@us.af.mil

CIVIL ENGINEERING SUPPORT CONTRACTING BRANCH TIMELINES

Requirements supported include: base operating support services, commodities and construction acquisitions for the 88th Civil Engineering Group.

Jul 1 – Requirements estimated at **\$25,000 and higher**. In order to minimize issues and rework, please send requirements packages to Contracting for review and approval prior to submitting the package through DEAMS, FM Suite, or CCaR.

Aug 1 – Requirements estimated **under \$25,000**. In order to minimize issues and rework, please send requirements packages to Contracting for review and approval prior to submitting the package through DEAMS, FM Suite, or CCaR.

Civil Engineering Support Contracting Branch (PZIC) Approving Officials

Branch Chief – Kristin Thompson kristin.thompson.1@us.af.mil

Brittany Peterson (Construction) brittany.peterson.4@us.af.mil
Ryan Prickett (Construction and A&E) ryan.prickett@us.af.mil
David Suttling (Comm & Services) david.suttling.1@us.af.mil

INFORMATION TECHNOLOGY CONTRACTING BRANCH TIMELINES

Requirements supported include: base operating support IT service and supply acquisitions for all Wright-Patterson AFB units.

Jun 7 – Requirements **equal to or greater than \$750,000** that may result in a complex acquisition (i.e. requires sole source Justification and Approval (J&A) or a competitive source selection, etc.). In order to minimize issues and rework, please send requirements packages to Contracting for review and approval prior to submitting the package through DEAMS, FM Suite, or CCaR.

Jul 5 – Requirements for new delivery orders against existing IDIQ contracts.

Aug 2 – New requirements **equal to or greater than \$250,000 and below \$750,000**.

Sep 6 – New requirements **less than \$250,000**.

Sep 13 – Modifications to existing contracts for incremental funding and administrative type changes, etc.

OPTION EXERCISE: Submit executable requirement packages for exercise of Options to existing contracts at least 45 calendar days in advance of need date.

Information Technology Contracting Branch (PZIT) Approving Officials

Branch Chief – W. “Tyler” Printz: william.printz@us.af.mil

Thomas (Tom) Rueth (IT Sup and Srvs) thomas.rueth@us.af.mil
Gregory “Greg” Caudle (IT Sup and Srvs) gregory.caudle.1@us.af.mil

SPECIALIZED CONTRACTING BRANCH TIMELINES

Requirements supported include: intelligence support, Contractor Engineering Technical Services (CETS), and Mechanized Material Handling Systems (MMHS).

Jun 3 – Requirements that may result in a complex acquisition, defined as any sole source action **equal to or greater than \$750,000** requiring a new contract (i.e. requires sole source J&A or exception to Fair Opportunity) or any dollar value action subject to a competitive source selection (NOTE: Exception for CETS and NASIC NOVASTAR below). In order to minimize issues and rework, please send requirements packages to Contracting for review and approval prior to submitting the package through DEAMS, FM Suite, or CCaR.

Jul 3 – New requirements or delivery orders against existing CETS and NASIC NOVASTAR Indefinite Delivery/Indefinite Quantity (IDIQ) contracts for actions at any dollar value.

OPTION EXERCISE: Submit executable requirement packages for exercise of Options to existing contracts at least 45 calendar days in advance of need date.

Specialized Contracting Branch (PZIE) Approving Officials

Branch Chief – Robert Biscardi: robert.biscardi.3@us.af.mil

Amanda Myers (CETS & MMHS) amanda.myers.7@us.af.mil

Joshua Stoll (Intel Sup) joshua.stoll.2@us.af.mil

SPECIAL PROJECTS CONTRACTING BRANCH TIMELINES

Requirements supported: Closeout including deobligation of excess funds and Government Purchase Card Program Support including help desk.

Special Projects Contracting Branch (PZIP) Approving Officials

Branch Chief – Brendan Flannery: brendan.flannery@us.af.mil

Joshua Clymer (Closeout) joshua.clymer@us.af.mil

Capt Chloe Thomas (GPC) chloe.thomas.1@us.af.mil