

82 CONS

A I M

HIGH

• F L Y

• F I G H T

W I N







Buy Me University College of Year End, Class of 2012





- Pave way for a smooth/efficient year end
- Get everyone (e.g., requirements owners, RAs, decision makers, contract specialists, system administrators, etc.) on the same page
- <u>Acquisition Installation POCs</u>





- Contracting
 - EZ Query
 - Form 9 required Info
 - Proper coordination
 - Central Contractor Registration
 - Key 82 CONS customer contacts
 - Helpful websites
- FM
 - Roles
 - Key dates
 - EOY prep
 - EOY special interest items



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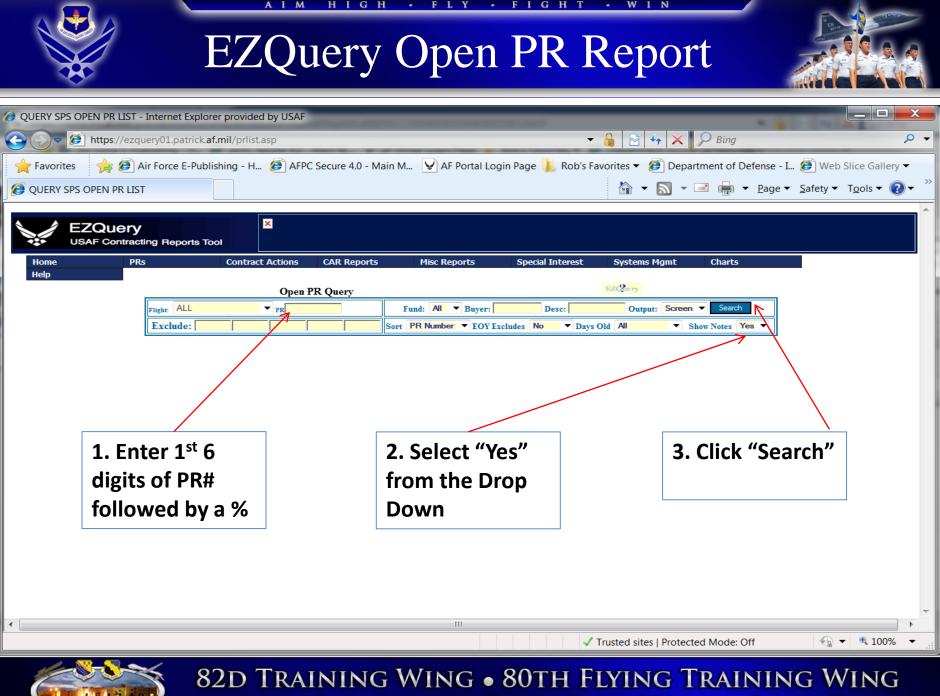


- 1. Send an email requesting access to :
 - Primary: William.Ramsey@Sheppard.af.mil
 - Alternate: Robert.Lemoins@Sheppard.af.mil
- 2. EZQuery website link:
 - Launch AF Portal
 - Applications
 - EZQuery



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SHEPPARD AIR FORCE BASE, WICHITA FALLS, TEXAS



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EZQuery Open PR Report

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PR Description	Customer	Total Funded	Total Amount	Req Date	PR Owner	Days Old	Note	s
2160 & 4477	82 CES/DS2 (RESOURCE MANAGEMENT)	\$12,840.00	\$12,840.00		Terra Brown	128	(1) Seed projectpending award o	
2 B632, vnvp101021	82 CES/DS2 (RESOURCE MANAGEMENT)	\$3,338,837.41	\$3,338,837.41	2/29/2012	Russell J. Rogers	91	(1) Estimated award date is 12 Jun	
2 B633, vnvp111098	82 CES/DS2 (RESOURCE MANAGEMENT)	\$3,339,769.02	\$3,433,386.69	2/29/2012	Russell J. Rogers	91	 Please put this back in your blu Thanks, Robert (2) Estimated away 	e folder Renovate VAQ B633. rd date is 12 Jun 12.
olding tank B2400	82 CES/DS2 (RESOURCE MANAGEMENT)	\$36,000.00	\$36,000.00	4/18/2012	Joseph Carter	42		
incy Thermostats Bldgs 1601-1604	82 CES/DS2 (RESOURCE MANAGEMENT)	\$480,200.00	\$480,200.00		Arlene E. Harris	27		
kpr B1719-EOD 7-Level	82 CES/DS2 (RESOURCE MANAGEMENT)	\$320,000.00	\$320,000.00		David T. Bustamante	26		
no 1900 ral drift trainer B2331	82 CES/DS2 (RESOURCE MANAGEMENT) 82 CES/DS2 (RESOURCE MANAGEMENT)	\$1,271,494.06 \$92,812.64	\$1,271,494.06 \$92,812.64		Dylan J. Huntley David T. Bustamante	16 16		
							(1) Please put copy of the authorit the file. LMc	y to advertise with the PR in
i8, Demo 843,980	82 CES/DS2 (RESOURCE MANAGEMENT)	\$3,680,393.23	\$3,680,393.23		David T. Bustamante	16	the file. LMc	
), 1922, 23, 24 and Demo 1624 2013; construct warehouse 2003	82 CES/DS2 (RESOURCE MANAGEMENT) 82 CES/DS2 (RESOURCE MANAGEMENT)	\$3,623,000.00 \$1,543,220.31	\$3,623,000.00 \$1,543,220.31		Arlene E. Harris Brice W. Garlick	9		
		ardNote ExistsNot Funded	<i>\$1,943,220.23</i>	5/15/1041	DIRE W. GBIICK	P		

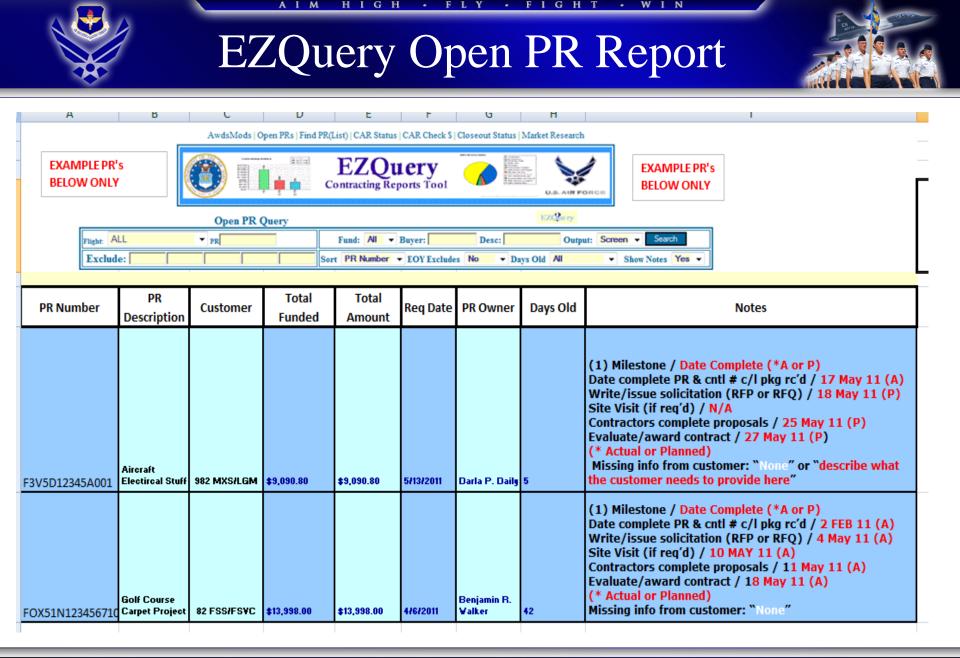
82D TRAINING WING • 80TH FLYING TRAINING WING

SHEPPARD AIR FORCE BASE, WICHITA FALLS, TEXAS



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- A *solid purchase description* helps us help you buy exactly what you need at the best price. Poor or incomplete descriptions contribute to:
 - Misunderstandings between the government & contractor
 - Fuzzy agreements

(Both can cause us to buy overpriced, inferior products)

• !!!WARNING!!!

– You might get what you ask for...





- <u>Do</u> provide essential salient characteristics you require
- Do not use a vendor quote as your description

For example, if you want to buy a printer, you wouldn't describe it as a Hewlett Packard LaserJet 4100N. A better description is "a laser printer, network capable, 10/100 speed, 17 pages per minute, etc." Use Commercial (industry standard) description in lieu of government specifications.





- Furniture for Computer Support Section. Requirement is for 6 workstations, 3 set up in each room (Room 1: 33' X 13'6") (Room 2: 33' X 12').
- Includes 4 right hand workstations and 2 left hand workstations (2 right hand and 1 left hand in each room)
- Each workstation shall include a keyboard shelf, pencil drawer, peninsula table, partition screen, 2 overhead storage units w/lockable doors, 1 task light unit, 2 mobile pedestals w/locks (Box/Box/File; File/File), storage tower, and CPU rack.



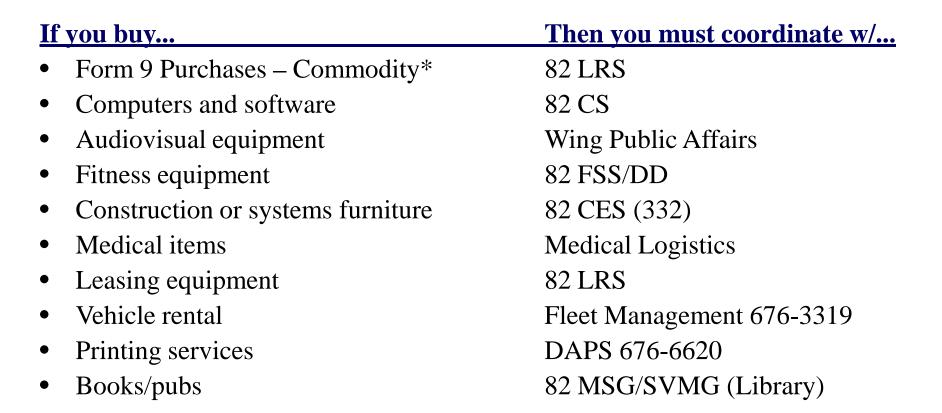


- Brand Name
 - Only **one** *brand* can fulfill requirement(s)
 - i.e. Brand "Y" for medical training equipment which will mirror operational environment
- Sole Source
 - Only one *source* can perform/provide requirement(s)
 - i.e. Hewlett Packard for HP Maintenance Service





Proper Coordination



* Except furniture items





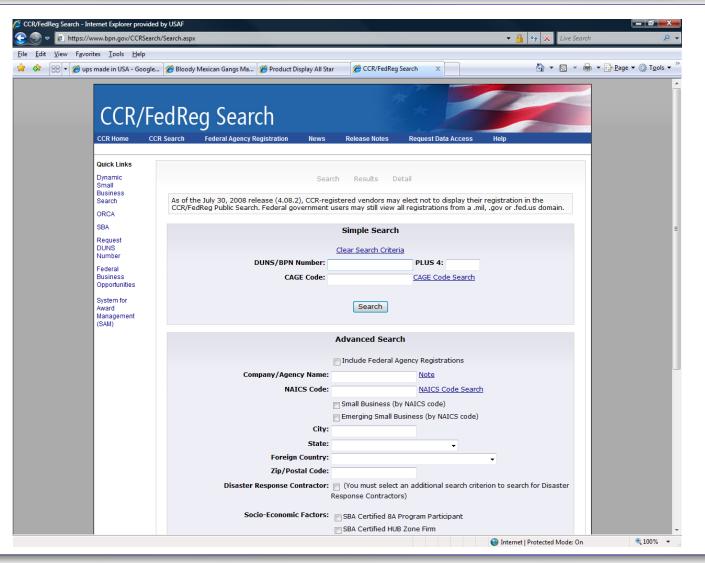
- Central Contractor Registration (CCR) database
 - Ensure your suggested sources are registered at <u>Central</u> <u>Contractor Registration (CCR)</u>

Lack of CCR registration <u>WILL</u> delay the procurement...especially if it's urgent



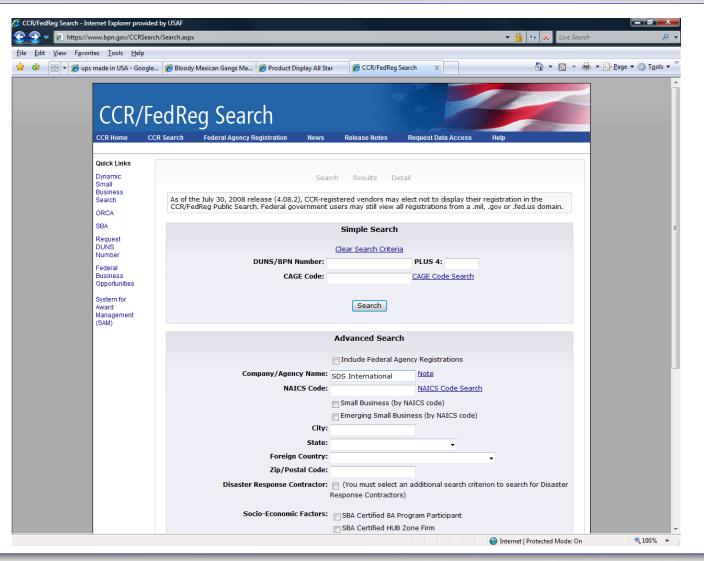


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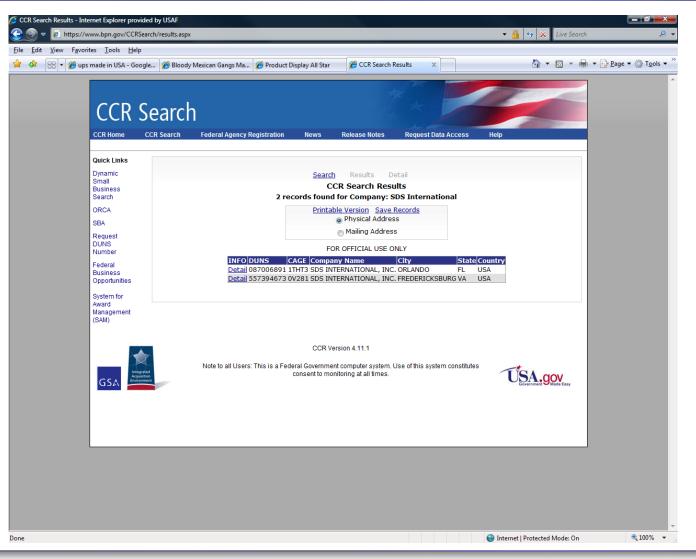








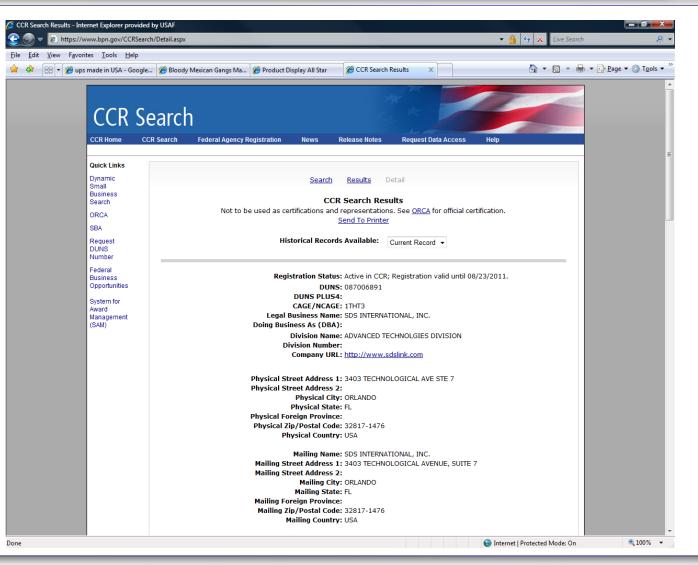








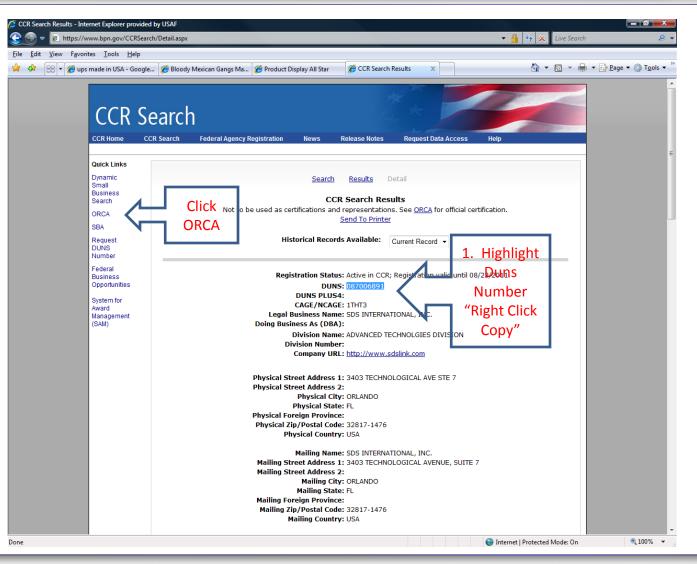












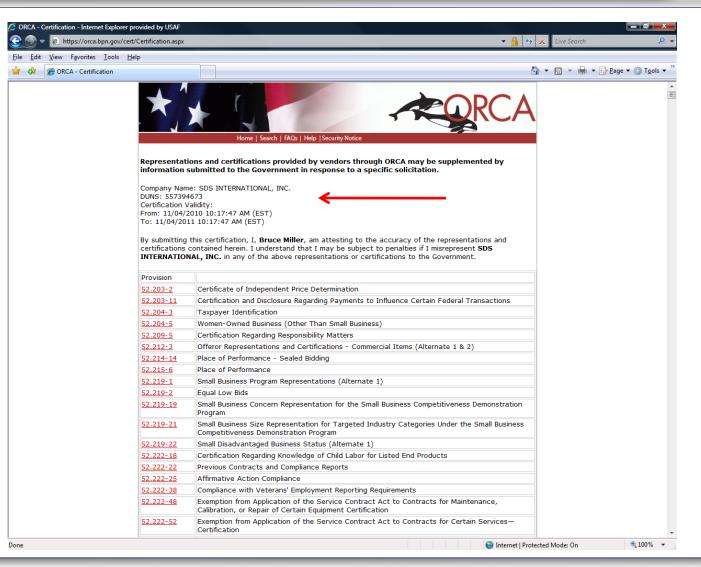




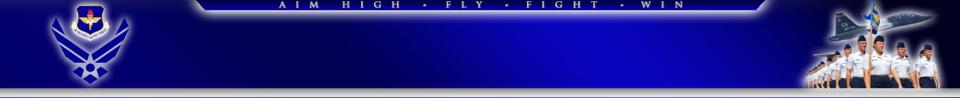


















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CONS Helpful Websites

BMU (Buy Me U.)	http://www.sheppard.af.mil/library/buy-me-university.asp
GPC	https://cs.eis.af.mil/airforcecontracting/contracting_ops/Pages/gpc.aspx
GSA	https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do
CCR	http://www.ccr.gov/
ORCA	https://orca.bpn.gov/
WAWF	https://wawf.eb.mil/
AETC Contracting	https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?command=org&channelPageId=s6925EC134A470FB5E044080020E329A9&pageId=681742
USAF Contracting	https://cs.eis.af.mil/airforcecontracting/Pages/Default.aspx (use e-mail cert)
WIFCON (Where in Federal Contracting)	http://www.wifcon.com/
UNICOR	http://www.unicor.gov





Key 82 CONS Customer Contacts

Program	Contact	Phone	Email
Gov't Purchase Card	Denise Hemmingson	676-2277	denise.hemmingson@sheppard.af.mil
Gov't Purchase Card	Pearlene Carr	676-6888	Pearlene.carr@sheppard.af.mil
Quality Assurance	Kevin West	676-1115	kevin.west@sheppard.af.mil
PR Control/ ABSS	Craig Ramsey	676-7644	william.ramsey@sheppard.af.mil
WAWF	Kevin West	676-1115	Kevin.west@sheppard.af.mil
Base/Specialized Flight	Jimmy Beeson	676-5180	James.beeson@sheppard.af.mil
Infrastructure Flight	Laura McRee	676-5185	Laura.mcree@sheppard.af.mil





82 CONS Acquisition Flights



Base/Specialized Acquisition LGCA Leadership

- Flight Chief (676-5180) Jimmy Beeson
- Formal Contract Team 1 Mary Whitley (676-1668)
- Formal Contract Team 2 Cecilia Murray (676-3895)
- Commercial Acquisition Team Chris Lamiroult (676-4406)

Infrastructure Acquisition LGCB Leadership

- Flight Chief (676-5185) Laura McRee
- Construction Todd Raines (676-6150)
- SABER Dave Bustamante (676-4440)
- Services Brenda Alvarado (676-5189)





82d Comptroller Squadron



U.S. AIR FORCE

Buy Me University College of Year End Customer Training





- FMA is the OPR for developing and monitoring all close-out procedures. They are responsible for emphasizing the importance of adhering to dates set forth in the EOY guidance
- Resource advisors/managers are responsible for adhering to suspense dates set forth by FMA, for attending established FWG meetings and for completing all additional taskings and suspenses set forth by FMA





Key Dates

- 31 May (9AM, Community Center Upstairs) BMU, College of Year End Session 1
- 31 May (1PM, Community Center Upstairs) BMU, College of Year End Session 2
- TBA BMU, College of Year End Session 3
- TBA BMU, College of Year End Session 4
- 1 Aug FY13 advance Form 9s to contracting
- 14 Aug FY13 coding package due to FMA
- 16 Aug GPC waivers for purchases >\$3K and <\$25K due to contracting
- 24 Aug Funds roll up
- 25 Aug Supply PFMRs zeroed out by FMA
- 28 Aug Non-GPC must-pays due to FMA
- 6 Sep GPC must-pays due to FMA
- 21 Sep Soft close-out
- 28 Sep FY13 documents –e.g. 4009s, 616s, MIPRs awaiting certification by FMA
- 26 Sep FY13 supply and medical supply target loads due to FMA
- 26 Sep Final fuel fill-up for government vehicles
- 27/28 Sep GPC 4009s automatically moved to MORD (anticipated)







- Each unit should develop its own internal close-out instructions
- Ensure all Form 9 are in the correct ABSS flow
 - EOY must have ABSS indicator and EOY statement
 - Advance in advanced flow
 - Routine in standard flow
- Ensure all Form 9s are submitted per established timelines
- Ensure all 4009 waivers are in place
- Ensure 4009 commitment balances are accurate to ensure EOY GPC MORD is accurate
- Ensure the EOY list is updated with current information
- Ensure large ticket items are funded with correct "color of money"





EOY Special Interest Items

- GPC 4009/616 balancing
- Subsequent increases/decreases to GPC MORDs
- Commitment record clean-up
- Follow-up on cancelling year appropriations







