



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SERVICES AGENCY


OCT 24 2008

MEMORANDUM FOR NONAPPROPRIATED FUND PURCHASING PERSONNEL

FROM: HQ AFSVA/SVC
10100 Reunion Place, Suite 304
San Antonio TX 78216-4188

SUBJECT: Attaching documentation in IBPS

1. The purpose of this memo is to emphasize the importance of attaching all documentation in IBPS. During random surveillance of purchases in IBPS, we have noted many instances where key documentation is missing. For example, on open market purchases more than \$5,000, documentation that the requirement was competed is often missing. It is critically important that Contracting Officers attach all applicable documents in IBPS. This includes completed contract templates with signatures, General Provisions, Special Provisions, quotes, Statements of Work, price reasonableness determinations, and any other document applicable to that purchase. IBPS is designed to be a cradle-to-grave purchasing system. One should be able to open an order or contract and be able to view all the required backup documentation that goes with it, thereby providing a complete history of the transaction.
2. I consider this issue a high priority and we will continue to conduct random surveillance in IBPS to ensure compliance. Failure to comply could ultimately result in the termination of contracting officer warrants. I appreciate everyone's cooperation. If you have any questions, please contact my POC, Mr. Rich Jones, HQ AFSVA/SVCKI, DSN 487-6931.


WILLIAM A. FORAN, YC-03, DAF
Director of AF NAF Purchasing