



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SERVICES AGENCY

JUL 14 2008

MEMORANDUM FOR ALL NAF PROCUREMENT PERSONNEL

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

SUBJECT: New IBPS Procedures for using the "by proxy" function

1. Effective immediately, the following procedures will be adhered to by all those involved in the procurement process, including requisitioners, approvers, certifiers, purchasing agents and contracting officers. These procedures apply to all areas of the procurement process.
2. When documents are created "by proxy", whether a Purchase Request, Order, Contract, or Modification, the user must attach the backup documentation which gave the user the authorization to select another name "by proxy" in IBPS. When using the proxy function, the user is acting on behalf of someone else. The user must have the original document for backup. A future software change will be incorporated that will not allow the user to proceed further after clicking the "Apply Proxy Information" button unless the required backup documentation has been attached in IBPS. Bases are encouraged to develop their own internal control procedures to ensure compliance with this policy. AFNAFPO will conduct random surveillance of the user documents in IBPS to ensure compliance with this policy.
3. Until the IBPS software is updated to enforce this requirement, use the following steps to add the document into IBPS. First save the written document to the user's computer. Open the respective document in IBPS (PR, Award, Modification, etc.) and click the action history tab. Click the Memo for Record tab, click the Add Attachment button, and browse for the document the user saved to the computer.
4. These new procedures are necessary to enforce the integrity of our procurement process and ensure that only authorized personnel are allowed to use IBPS. Compliance is mandatory. Please direct any questions to Mr. Rich Jones, HQ AVSVA/SVCKI, and DSN 487-6931, ext 7223.

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William A. Foran, YC-03, DAF
NAF Purchasing