



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SERVICES AGENCY

MAY 6 2011

NAF Contracting Policy Memo #11-C-01

MEMORANDUM FOR ALL OVERSEAS BASES

FROM: HQ AFSVA/SVC
2261 Hughes Ave, Ste 156
Lackland AFB, TX 78236-9854

SUBJECT: Waiver of Warrant Limits—Overseas NAF Contracting for Special Events

1. AFMAN 64-302, November 2000, para 2.2.3.3 limits NAF contracting officer warrants for nonpersonal services to \$2,500 for CONUS procurements and \$5,000 for overseas. This memorandum waives the \$5,000 non-personal services limitation for NAF contracts for special events executed and performed overseas.
2. NAF Contracting Officers at overseas locations are unlimited in their authority to procure special events as outlined below. However NAF Contracting Officers will adhere to the \$5,000 limitation for all other open market nonpersonal service purchases. Special event purchases consist of one or more of the following elements, and must be purchased in conjunction with a special event, i.e. tour.
 - a. Rental of bus, boat, ferry, airline, or train for passenger transportation.
 - b. Hotel or other lodging accommodations (may include meals).
 - c. Entrance/admission tickets to theme parks, museums, castles, historic sites, etc.
 - d. Tour guide services.
 - e. Meals, which may include breakfast, lunch, dinner, buffet, and/or snacks.
3. Purchases must be competed, and price reasonableness documented. Ticket purchases will be considered resale and thus are unlimited. All pertinent documentation will accompany the subsequent award in the Internet Based Purchasing System (IBPS).


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