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| Mandatory Procedure |

### MP5306.502 Air Force Competition and Commercial Advocacy Program

#### October 21, 2010

**1. Applicability.** The objective of the Air Force Competition and Commercial Advocacy Program is to support full and open competition to the maximum extent possible. The procedures below define how the Air Force will manage the Air Force Competition and Commercial Advocacy Program, and the reporting requirements associated with the program.

In addition to the requirements at [FAR 6.501](../far/Far06.doc#b6501), the Major Command (MAJCOM), Direct Reporting Unit (DRU), or Air Force Intelligence, Surveillance and Reconnaissance Agency (AFISRA) Competition and Commercial Advocate must:

* 1. Have extensive qualifications and knowledge of the types of acquisitions of the activity.

1.2. Be in a position level commensurate in grade or rank with the senior level program, product, or laboratory personnel with whom the advocate interacts.

1.3. Have direct access to the MAJCOM/DRU and AFISRA commander on matters relating to competition, the acquisition of commercial items and services, and must not have duties or responsibilities inconsistent with the duties and responsibilities of the unit Competition and Commercial Advocate.

**2.** **Roles and Responsibilities.**  In addition to the roles and responsibilities identified at [FAR 6.502](../far/Far06.doc#b6502), Air Force Competition and Commercial Advocates must perform the roles and responsibilities identified below.

2.1. Support the Air Force Competition Advocate General in formulating, managing, and providing oversight of the Air Force Competition and Commercial Advocacy Program. As required, participate in Air Force Competition and Commercial Advocate meetings in support of the DoD Competition Advocate quarterly meetings.

2.2. Promote commercial practices and competition in acquisition programs managed by their command. Identify, track, and follow-up on actions to remove impediments to commercial practices and competition. Seek to improve the overall competitive performance and increase the use of commercial practices by overcoming barriers such as defining requirements, policies, procedures, and decisions that restrict competition and limit their applicability. SAF/AQC developed a web based tool for aiding in the development of a MAJCOM contracting competition report.

2.3. Ensure the organization’s policies and procedures encourage full and open competition whenever possible, and promote the use of commercial procedures. Review acquisition planning documents, and ensure market research demonstrates that competitive and commercial opportunities were considered.

2.4. Participate in acquisition strategy planning through forums such as the Acquisition Strategy Panel process.

2.5. Establish MAJCOM/DRU and AFISRA competition goals using the Department of Defense (DoD) guidelines. Track and report on progress in achieving the MAJCOM/DRU and AFISRA competition goal.

2.6. Track and report the use of fair opportunity on task and delivery orders written against multiple award contracts for the MAJCOM/DRU and AFISRA.

2.7. Train program managers, contracting personnel, and senior leaders on the advantages of full and open competition, and communicate success stories.

2.8. Stress the importance of the need for contracting professionals to complete the Defense Acquisition University (DAU) Continuous Learning Module (CLM), [Continuous Learning Contracts (CLC) 055, “Competition Requirements for DoD Acquisition”](https://learn.dau.mil/html/clc/FindCourse.jsp?course_prefix=CLC&course_number=055) Defense Acquisition Continuous Learning training annually.

2.9. Assist contracting officers in educating and conveying the advantages of full and open competition to program managers and individuals writing the statement of work or purchase request. To assist the Competition Advocate in training acquisition customers, the Competition and Commercial Advocate, The Office of the Under Secretary of Defense (OUSD)/Department of Procurement and Acquisition Policy (DPAP) developed a competition training template that can be tailored to the needs of the individuals being trained. The training is located at the DPAP website, Contract Policy, Competition, Training – Competition Requirements for DoD Acquisition (<http://www.acq.osd.mil/dpap/cpic/cp/docs/training.ppt>)

2.10. Identify potential full and open competition and commercial opportunities through the J&A and acquisition planning document reviews. Review and approve J&As and fair opportunity justifications in accordance with <MP5306.304>.

2.11. Work with government and industry to investigate and eliminate barriers to competition and the acquisition of commercial items for significant acquisitions.

2.12. Establish procedures for monitoring the competition performance of the MAJCOM/DRU OR AFISRA. Keep the MAJCOM/DRU and AFISRA/CC informed of the MAJCOM/DRU and AFISRA’s performance.

2.13. The MAJCOM/DRU and AFISRA Competition and Commercial Advocate shall ensure operational contracting squadrons have access to an installation Competition and Commercial Advocate. The MAJCOM/DRU and AFISRA Competition and Commercial Advocate shall appoint a senior civilian in the operational contracting squadrons who possesses the qualifications at paragraphs 1.1. through 1.3 (excludes [FAR 6.501](../far/Far06.doc#b6501) requirements) as the Installation Competition and Commercial Advocate, as necessary.

2.14. Establish a competition and commercial advocacy program for activities within the MAJCOM/DRU and AFISRA. The activities Competition and Commercial Program shall meet the oversight and management and reporting requirements identified throughout this MP.

2.15. Ensure that requirements are stated in the least restrictive manner to allow for effective competition and the use of commercial practices.

2.16. Review and provide appropriate comments on determinations made in accordance with [FAR 9.202(b)](../far/FAR09.DOC#b9202) that it would be unreasonable to specify the standards for qualification that a potential offeror (or its product) must satisfy in order to meet established qualification requirements.

2.17. Prepare and submit an annual competition and commercial plan in accordance with [FAR 6.502](../far/Far06.doc#b6502)(b) (2) and Paragraph 4 of this mandatory procedure.

**3.** **Appointment of the Competition and Commercial Advocate**.

3.1. MAJCOM/DRU or AFISRA Competition and Commercial Advocate Appointments.

3.1.1. MAJCOM /DRU or AFISRA Commanders shall nominate a MAJCOM/ DRU and AFISRA Competition and Commercial Advocate and alternate to the Competition Advocate General. Attachment 1 provides a template for the nomination of the Competition and Commercial Advocate or alternate,. The nomination package shall include at a minimum:

3.1.1.1. Procurement Activity

3.1.1.2. Office symbol

3.1.1.3. Primary and/or alternate nomination

3.1.1.4. E-mail address of the Competition and Commercial Advocate nominated and/or alternate

3.1.1.5. Name of the Competition and Commercial Advocate or alternate

3.1.1.6. Telephone number of the Competition and Commercial Advocate or alternate

3.1.1.7. A candidate resume

3.1.1.8. POC and telephone number for questions

3.1.2. The Air Force Competition Advocate General shall sign and forward the Air Force Competition Advocate certificate to the MAJCOM/ DRU and AFISRA Commander for signature and presentation to the Competition Advocate.

3.2. Installation Competition and Commercial Advocate Appointments.

3.2.1. The Installation Commander shall nominate the Competition and Commercial Advocate using the nomination package in paragraph 3.1.1 above and forward the package to the MAJCOM/DRU and AFISRA Competition and Commercial Advocate.

3.2.2. The MAJCOM/DRU and AFISRA Competition and Commercial Advocate shall appoint the Installation Competition and Commercial Advocate via letter.

3.2.3. The MAJCOM/DRU and AFISRA shall sign the certificate and return it to the Installation/Wing Commander for presentation to the Competition and Commercial Advocate. SAF/AQCP will be provided a copy via e-mail of the certificate appointing the Installation Competition Advocate.

3.2.4. The name and telephone number of the Installation Competition and Commercial Advocate, MAJCOM/DRU and AFISRA Competition and Commercial Advocate, and Air Force Competition Advocate General shall be located in a prominent location in each unit. A template for posting is located the Competition and Commercial Advocacy website at <https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/comp-and-comm-advocacy.aspx>

**4. Annual Competition and Commercial Reporting Requirements.**

4.1.MAJCOM/DRU and AFISRA Competition and Commercial Advocates shall prepare and submit an annual competition and commercial plan to the Competition Advocate General by 15 December of each calendar year. MAJCOM/DRU and AFISRAs that achieve a competition rate of 90% or greater in the previous fiscal year are not required to submit a competition and commercial plan if their trend analysis supports a competition rate equal to or greater than 90% in the next fiscal year. Also, MAJCOM/DRUs and AFISRA that demonstrate, using trend analysis, the total not competed dollars awarded using the authority at [FAR 6.302-5](../far/Far06.doc#b63025) added to the total competed dollars divided by the total dollars equals 90% of their total competition base dollars are not required to submit a competition and commercial plan for that fiscal year.

4.1.1. The data of the MAJCOM/DRU and AFISRA competition and commercial plan shall be obtained from the Competition Based on Obligations report, or its equivalent and Ad Hoc reports of the Federal Procurement Data System (FPDS) at <https://www.fpds.gov/>. The data is not to be modified for reporting purposes, unless the adjustment is annotated and justified.

4.1.2. In addition to the competition reporting requirements identified at [FAR 6.502(b) (2) (i-vii)](../far/Far06.doc#b6502), MAJCOM/DRU and AFISRA competition and commercial plan will include the additional reporting requirements outlined below.

4.1.2.1. The Competition Advocate is responsible for submitting an annual Competition and Commercial Plan using the Air Force Competition and Commercial Trend Analysis Tool, located at <https://www.afcontracting.hq.af.mil/competition_reporting/>. This site includes instructions for collecting data from FPDS standard and ad hoc reports. FPDS is the source for all Air Force Competition and Commercial Program reporting requirement. The reporting requirements include competition, task and delivery orders greater than one million dollars, fair opportunity, commercial acquisitions, and other reporting requirements, as requested. Attachment 2 provides a sample memo for submitting the plan to SAF/AQCP.

4.1.3. MAJCOM/DRU and AFISRA proposed competition goals shall be established based upon the Office of the Under Secretary of Defense (OUSD), (Acquisition, Technology and Logistics) (AT&L)/Defense Procurement Acquisition Policy (DPAP) competition guidelines.

**Attachment 1**

**Air Force Competition and Commercial Advocate Nomination Memo**

**LETTERHEAD**

MEMORANDUM FOR SAF/AQC

Attn: Competition Advocate General

FROM:

SUBJECT: Competition and Commercial Advocate/Alternate Nomination

1. Pursuant to MP5306.502, Air Force Competition and Commercial Advocacy Program, subject nomination of primary and alternate Competition and Commercial Advocate assigned to \_\_\_\_\_\_\_\_\_\_\_\_is as follows:

Primary: Procurement Activity (MAJCOM/FOA/DRU or Installation)

Office Symbol

Full Name

Nominee E-mail address

Nominee Telephone Number

Alternate: Office Symbol

Full Name

Nominee E-mail address

Telephone Number

2. The nominee’s resume at attachment \_\_\_\_\_ demonstrates the candidate meets the qualifications

3. This letter supersedes memo dated \_\_\_\_\_\_\_\_\_\_\_\_\_, subject as above.

4. Please direct questions regarding this nomination to \_\_\_\_\_\_\_\_\_\_\_\_, DSN \_\_\_\_\_\_\_\_\_\_\_.

SIGNATURE BLOCK

Attachment:

Resume

cc:

**Attachment 2**

**Air Force Competition and Commercial Plan Cover Memo**

**LETTERHEAD**

MEMORANDUM FOR SAF/AQCP

FROM:

SUBJECT: MAJCOM/FOA/DRU Fiscal Year (FY) \_\_ Competition and Commercial Plan

1. The FY\_\_\_\_\_ Competition and Commercial Plan is forwarded in accordance with MP5306.502, Competition and Commercial Advocacy Program.

2. The plan supports a recommended competition goal of \_\_\_ percent for FY \_\_. This recommendation represents a \_\_\_ percentage increase/decrease. Discuss the increase or decrease in the competition goal.

3. Please refer questions to \_\_\_\_\_\_\_\_\_\_\_\_, DSN \_\_\_\_\_\_\_\_\_.

COMPETITION ADVOCATE

SIGNATURE BLOCK

Attachment:

FY \_\_\_ Competition and Commercial Plan w/unit Competition and Commercial Plans and trend analysis attached