|  |
| --- |
| Mandatory Procedure |

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

[*Revised July 14, 2011*]

**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](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm), 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 Competition and Commercial Advocate duties and responsibilities.

**2.** **Roles and Responsibilities.**  In addition to the roles and responsibilities identified at [FAR 6.502](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm), 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 MAJCOM/DRU/AFISRA. Identify, track, and follow-up on actions to remove impediments to commercial practices and competition. Seek to improve the overall competitive performance, including effective competition, 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/DRU/AFISRA contracting competition report and for use as a tool to monitor and proactively affect competition performance throughout the year.

2.3. Ensure the organization’s policies and procedures encourage full and open competition whenever possible, including effective competition, 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/AFISRA competition goals, including effective competition, using the Department of Defense (DoD) guidelines. Track and report on progress in achieving the MAJCOM/DRU/AFISRA competition goal.

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

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

2.8. Stress 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 and effective competition to program managers and individuals writing the requirements documents.. To assist the Competition Advocate in training acquisition customers, the Competition and Commercial Advocate, (OUSD)/(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 for full and open competition and effective 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](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5306.304.htm).

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

2.12. The MAJCOM/DRU/AFISRA Competition and Commercial Advocate shall ensure operational contracting Squadrons/Flights have access to an installation Competition and Commercial Advocate.

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

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

2.15. Review and provide appropriate comments on determinations made in accordance with [FAR 9.202(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm) 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.

2.16. Prepare and submit an annual competition and commercial report in accordance with [FAR 6.502](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm)(b) (2) and Paragraph 4 of this MP.

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

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

3.1.1. MAJCOM/DRU/AFISRA Commanders shall nominate a MAJCOM/ DRU/AFISRA Competition and Commercial Advocate and alternate to the Competition Advocate General. Attachment 1 provides a template for the nomination memo 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. Competition and Commercial Advocates shall update the POCs - MAJCOMs listing at https://cs.eis.af.mil/airforcecontracting/knowledge\_center/Pages/default.aspx.

3.2. Installation Competition and Commercial Advocate Appointments.

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

3.2.2. The MAJCOM/DRU/AFISRA Competition and Commercial Advocate shall appoint the Installation Competition and Commercial Advocate via memo (see Attachment 2 for sample). The MAJCOM/DRU/AFISRA Competition and Commercial Advocate shall sign the letter and return it to the Installation/Wing Commander for presentation to the Competition and Commercial Advocate.

3.2.3. The name and telephone number of the Installation Competition and Commercial Advocate, MAJCOM/DRU/AFISRA Competition and Commercial Advocate, and Air Force Competition Advocate General shall be located in a prominent location in each unit. A poster template is located in the [AFFARS Library, Part 5306](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5306.aspx).

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

4.1.MAJCOM/DRU/AFISRA Competition and Commercial Advocates shall prepare and submit an annual competition and commercial report to the Competition Advocate General via [SAF/AQCP POC](mailto:jeanette.snyder@pentagon.af.mil?subject=Annual%20Competition%20and%20Commercial%20Reporting) by 15 December of each calendar year.

4.1.1. The data of the MAJCOM/DRU/AFISRA competition and commercial report 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)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm), MAJCOM/DRU/AFISRA competition and commercial report will include the additional reporting requirements outlined below.

4.1.2.1. The Competition Advocate is responsible for submitting an annual Competition and Commercial Report 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 requirements. The reporting requirements include competition, effective 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 notifying SAF/AQCP of report completion; however, the use of this memo is optional.

4.1.3. MAJCOM/DRU/AFISRA competition and effective competition goals shall be established by SAF/AQC.

4.1.3.1 MAJCOM/DRU/AFISRA proposed competition and effective competition goals shall be included in the annual report.

**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 nominations of primary and alternate Competition and Commercial Advocate assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are**:**

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

Office Symbol

Full Name

E-mail address

Telephone Number

Alternate: Office Symbol

Full Name

E-mail address

Telephone Number

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

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

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

SIGNATURE BLOCK

Attachment:

Resume

cc:

**Attachment 2**

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

MEMORANDUM FOR

FROM:

SUBJECT: Appointment of Competition and Commercial Advocate (or Alternate)

1. As Competition and Commercial Advocate for ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I hereby appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the Competition and Commercial Advocate (or Alternate) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This appointment is in accordance with AFFARS Mandatory Procedures (MP) 5306.502, Air Force Competition and Commercial Advocacy Program.

2. For further information concerning this appointment, you may contact [INSERT NAME, OFFICE SYMBOL AND PHONE NUMBER].

INSERT SIGNATURE BLOCK

Command Competition and Commercial Advocate

**Attachment 3**

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

**LETTERHEAD**

MEMORANDUM FOR SAF/AQCP

FROM:

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

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

2. The report 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