



AFRTS STANDARD OPERATING PROCEDURE

80-03

REQUIREMENTS AND ACQUISITIONS

Originating Component: American Forces Radio and Television Service [Defense Media Operations, Defense Media Activity]

Effective: December 29, 2016

Releasability: Cleared for public release.

Incorporates and Cancels: AFRTS Requirements and Acquisitions SOP, May 26, 2015

Approved by: David W. Honchul, Colonel, USAF, Director, American Forces Radio and Television Service

Purpose: This issuance, in accordance with DoD Instruction 5120.20:

- Provides guidance on acquisition of supplies, equipment and/or services, and the Requirements process for funding them, within the American Forces Radio and Television Service (AFRTS).
- Directs all requirements and acquisitions to be coordinated through AFRTS Operations.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. Applicability

a. This issuance applies to all AFRTS stations, outlets, bureaus and Regional Media Centers (RMC), unless otherwise noted. It is also applicable to the American Forces Network-Broadcast Center (AFN-BC) at DMA-Riverside, California, with the exception of requirements for Facilities, Sustainment, Restorations and Modernization (FSRM) at the Broadcast Center. Those requirements are processed through the DMA-Riverside Mission Support Office.

b. This issuance is required reading for all leadership and production personnel assigned to AFRTS activities overseas as noted in paragraph 1.1.a. above that participate in any AFRTS requirements and acquisition processes. It is recommended reading for all other personnel assigned to AFRTS.

1.2. Additional Information

a. Digital versions of this issuance shall be posted to an enterprise or regional shared drive and/or an internet-based cloud so that it is accessible to all applicable personal.

b. Questions regarding this issuance should be directed to the AFRTS Plans and Training Manager, Mr. Michael Frank, michael.j.frank20.civ@mail.mil, 301.222.6397, or the AFRTS Broadcast Operations Officer, Mr. Erik Brazones, erik.g.brazones.civ@mail.mil, 301.222.6473.

APPROVED BY:

SECTION 2: PROCEDURES

2.1. Macro-Purchases

a. The AFRTS Requirements Form is to be used by the AFN Regional Divisions and the AFN-BC for:

- (1) Equipment repair and maintenance projects exceeding \$10K in cost, or greater than \$3K if funding or assistance is necessary from DMA Technical Services (TS).
- (2) Facilities repair and maintenance.
- (3) Any new requirements or projects at the enterprise level.
- (4) Adding new equipment items to a Standard Facility Equipment List (SFEL)
- (5) Any large quantity/scale purchases over the Government Purchase Card (GPC) limit for a SFEL system refresh or replacement.

b. AFRTS Divisions will use the AFRTS Requirement Form, completing the following fields:

- Requirement: Check the appropriate Division field
- Region Req No.: Provide the request number as recorded in the Division database
- Requestor: Provide the name of the person responsible for the project
- Phone No.: Provide the Requestor's DSN or commercial telephone number
- Location: Identify the affiliate location supported by the project, or location of the Requestor
- System Supported: Identify the system supported by checking the appropriate box
- Requirement Action:
 - Enter the date the form is submitted to AFRTS
 - Identify if the requirement is new, a fix to an existing project or system, replacement of a system at end of lifecycle, or a change to an existing system
 - Identify the urgency by checking ROUTINE, MISSION DEGRADED or MISSION IMPACTED
 - Provide a budgetary estimate if known
 - Priority: To be determined by AFRTS Operations
- Program/Requirement Description: Provide as much detail as possible about the project requested, actions to be accomplished, equipment or services needed to complete it, specific location(s), existing conditions that must be rectified
- Justification: Provide as much detail as possible about how the requirement will improve performance, eliminate safety hazards, bring a system or project up to code or standard
- Impact if not funded: Describe the detrimental effect of the requirement not being funded or otherwise met

- Valid/Not Valid: To be completed by AFRTS Operations
- Recommendation/Solution: To be completed by AFRTS Operations

c. Submit the form and all supporting documentation (see para. 2.1.f.) by email to <dma.meade.afrts.list.afrts-hq-requirements-all@mail.mil>.

d. Upon receipt, the requirement is logged into the AFRTS Operations Projects Database, it is then validated by AFRTS Operations.

(1) The validation process includes confirming authenticity of the request, clarifying the supporting details, determining any multi-directorate applicability, and ensuring alignment with established levels-of-service and future plans.

(2) AFRTS Operations will provide a final determination to the requirement Requestor.

e. Validated requirements are categorized and submitted to either DMA Technical Services (TS), or to the DMA Facilities Manager for projects that may be funded under DoD's FSRM program.

f. The following additional supporting documentation or additional information is required for all submitted AFRTS Requirement Forms:

(1) For FSRM:

- Copy of Civil Engineer or Public Works work order estimate, Job Order Contracting (JOC) contractor estimate, or other estimate from an approved government source. Estimate quotes may be in US dollars (USD) or local currency. If local currency, provide the official exchange rate as of the date of submission
- The following information, which will be used for transfer of funds by Military Interdepartmental Purchase Request (MIPR) from DMA to the US government agency overseeing completion of the work:
 - Activity name
 - Activity address
 - POC name
 - POC telephone
 - POC email
 - Activity DODAAC

(2) For equipment repair and maintenance:

- Cost estimate for the necessary repair or maintenance. Estimate quotes may be in USD or local currency. If local currency, provide the official exchange rate as of the date of submission

(3) For new requirements or modifications or additions to existing SFELs/SFEL Upgrade or Refresh:

- Concept of Operation (CONOP) for how the requested items will integrate into existing workflow or enhance efficiency
- List of suggested item(s) desired
- Recent GSA or commercial pricing data (web links, screenshots, or scanned quotes)

g. Additional requirement validation responsibilities include the following:

(1) DMA TS and/or the Facilities Manager will process the requirement into their systems, then research and develop a Bill of Materials.

(2) AFRTS Operations and DMA TS or Facilities Manager will determine any applicable funding source, funds availability, and installation and training obligations when applicable.

(3) AFRTS Operations will maintain a projects database on the AFRTS shared drive. DMA TS provides a monthly status update, which is forwarded to the Regional Operations and TS Regional Branch Chiefs.

2.2. Micro-Purchases

a. AFRTS Divisions may make GPC micro-purchases for:

- (1) One-for-one replacement in a current SFEL to sustain approved systems.
- (2) Office supplies and other consumables.

b. All GPC micro-purchases will be made in accordance with DMA OI 40-03 Government Purchase Card, and other federal acquisition issuances.

2.3. Sustainment of Approved Systems

a. AFN Divisions may conduct repairs/maintenance up to \$10K in cost to sustain approved systems using the following:


- (1) MIPR, if more than the GPC micro-purchase limit.
- (2) Local contract, with approval from AFRTS and DMA Contracting Office.

b. AFRTS Deputy Director is responsible for obtaining approval from DMA Contracting Office for all contracts, regardless of amount.

2.4. Additional Processing Responsibilities

- a. Regional Divisions will crosswalk repair and technology micro-purchases with AFRTS Operations, who will coordinate with DMA TS as necessary and appropriate.
- b. Regional Division Resource Managers will submit requests to use local Contracting for repair and maintenance to the AFRTS Deputy Director for items under \$10K, after the required crosswalk is completed.
- c. Bridge replacements for systems scheduled for refresh or replacement will be coordinated on a case-by-case basis between AFRTS Operations, Regional Divisions and DMA TS.
- d. Regional Divisions may seek technical advice from DMA TS on item selection.
- e. Regional Divisions will provide AFRTS Operations and DMA TS with regular updates.
- f. Regional Divisions will participate in regular conference calls to codify and clarify the status of ongoing projects.

SECTION 3: ENCLOSURE 1 – REQUIREMENTS FORM



AFRTS Requirement Form

Requirement Action: New: Fix: Lifecycle: Change:

Date:

AFRTS Priority:

Budgetary Estimate (Optional):

Routine
 Mission Degraded
 Mission Impacted

Region Req. No.:

Requestor:

Phone No.:

Location:

System Supported:

Production Reception

Facility Mission Backbone

Delivery Maintenance Support

Program/Requirement Description:

Justification:

Impact if not funded:

AFRTS Ops: Valid: Non-Valid:

Recommendation/Solution:

Sub Date: Oct 2015

SECTION 4: MANAGEMENT INTERNAL CONTROL PROGRAM

Item No.	Item	Yes	No	N/A
01	<p>Are digital versions of AFRTS SOP 80-03, Requirements and Acquisitions, posted to an enterprise or regional shared drive or internet-based cloud, and made required reading for all leadership and production personnel assigned to AFRTS activities overseas involved in the acquisitions process?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 1, paragraphs 1.1.b. and 1.2.a.</p>			
02	<p>Is the Requirements Form used for all equipment repair and maintenance projects exceeding \$10K in cost, or greater than \$3K if funding or assistance is necessary from DMA Technical Services (TS)?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.1.a.(1)</p>			
03	<p>Is the Requirements Form used for all facilities repair and maintenance?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.1.a.(2)</p>			
04	<p>Is the Requirements Form used for any new requirements or projects at the enterprise level?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.1.a.(3)</p>			
05	<p>Is the Requirements Form used for adding new equipment items to a Standard Facility Equipment List (SFEL)?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.1.a.(4)</p>			

06	<p>Is the Requirements Form used for any large quantity/scale purchases over the Government Purchase Card (GPC) limit for a SFEL system refresh or replacement?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.1.a.(5)</p>			
07	<p>Does AFRTS Operations staff log all requirements into the Operations Projects Database upon receipt?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.1.d.</p>			
08	<p>Do all Facilities, Sustainment, Restoration and Modernization (FSRM) requests include a copy of a Civil Engineer or Public Works work order estimate, Job Order Contracting (JOC) contractor estimate, or other estimate from an approved government source?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.1.f.(1)</p>			
09	<p>Do requests for new requirements include a Concept of Operation (CONOP) for how the requested items will integrate into existing workflow or enhance efficiency?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.1.f.(3)</p>			
10	<p>Are all GPC micro-purchases will be made in accordance with DMA OI 40-03 Government Purchase Card, and other federal acquisition issuances?</p> <p>Ref: AFRTS SOP 80-03, Requirements and Acquisitions December 29, 2016 Section 2, paragraphs 2.2.b.</p>			