

# Appendix F

## Glossary of Terms:

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AFFARS Glossary:

### **PART 5302** **Definitions of Words and Terms**

*[Revised October 30, 2009]*

#### **SUBPART 5302.1 — DEFINITIONS**

##### **5302.101 Definitions.**

"**Acquisition Category (ACAT)**" are the categories used to determine the Milestone Decision Authority for an acquisition program based on its location in the acquisition process, dollar value, and complexity.

"**Agency Head**" (see "head of the agency")

"**ASAF(A)**" means the Assistant Secretary of the Air Force for Acquisition.

"**Base Commander**" (see "Installation commander")

"**Center Commander**" means, in AFMC, the field activity commander or civilian equivalent of Aeronautical Systems Center, Air Armament Center, Air Force Flight Test Center, Air Force Research Laboratory, Arnold Engineering Development Center, Electronic Systems Center, Air Force Global Logistics Support Center, Nuclear Weapons Center, Oklahoma City Air Logistics Center, Ogden Air Logistics Center, and Warner Robins Air Logistics Center. In AFSPC, "center commander" means the field activity commander of Space and Missile Systems Center (SMC).

"**Chief of the Contracting Office**" means any person who has direct managerial responsibility for the operation of a contracting office as defined in [FAR 2.1](#). Unless specifically accepted, this term may include, at the option of the designated official, the deputy chief or acting chief of the contracting office. This term includes the Contracting Squadron Commander (SQ/CC)/Deputy or civilian equivalent.

**“Commodity Council”** means a cross-functional group of individuals responsible for the development of an AF-wide procurement strategy for a particular class or group of goods or services.

**“Commodity Council Director”** means the individual serving as the program director for the commodity council. The commodity council director is responsible for managing the core commodity council team, overseeing development of the commodity acquisition management plan (CAMP), ensuring execution of the commodity strategy and reporting compliance as required by the commodity strategy official (CSO).

**“Commodity Strategy Official (CSO)”** means the individual responsible for approval and execution of a commodity council’s acquisition strategy plan. CSO additional responsibilities include directing the use of strategic agreements and ensuring adequate representation on the commodity council.

**“Designated Acquisition Official (DAO)”** means an individual dedicated to executive management at Air Logistics Centers of delegated ACAT II or ACAT III programs expending investment dollars. The DAO shall be chartered by and is accountable to the SAE (see [AFI 63-101](#)).

**“DAS(C)”** means the Deputy Assistant Secretary for Contracting. The authority granted to DAS(C) may also be exercised by the Associate Deputy Assistant Secretary (Contracting).

**“Direct Reporting Unit (DRU)”** means a subdivision of the Air Force, directly subordinate to the Chief of Staff, US Air Force. DRUs include the Air Force District of Washington (AFDW), United States Air Force Academy (USAFA), and Air Force Operational Test and Evaluation Center (AFOTEC).

**“Head of the Agency”** means, pursuant to [HAF MD 1-10, 8 Apr 09](#), the Assistant Secretary of the Air Force (Acquisition) (ASAF(A)), unless the terms of a statute or delegation indicate that an action must be done by the Secretary of the Air Force (SECAF) or the Under Secretary of the Air Force (USECAF).

**“HCA”** means the Head of the Contracting Activity. HCAs are established in [5301.601\(a\)\(i\)](#).

**“Installation Commander”** means an individual who functions in a command position and is responsible for a base or other Air Force installation having a base contracting office.

**“Major Command (MAJCOM)”** means a major subdivision of the Air Force, directly subordinate to Headquarters US Air Force. MAJCOM headquarters are management headquarters and thus have the full range of functional staff (see [AFI 38-101](#)). MAJCOMs include Air Force Materiel Command (AFMC), Air Force Space Command (AFSPC), Air Combat Command (ACC), Air Mobility Command (AMC), Air Education and Training Command (AETC), Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE), Air Force Special Operations Command (AFSOC), and Air Force Reserve Command (AFRC).

**“Milestone Decision Authority (MDA)”** means the individual designated in accordance with criteria established by USD(AT&L), or by ASD(NII) for AIS acquisition programs, to approve entry of an acquisition program into the next phase of the acquisition process.

**“Operational Contracting”** is a subset of “Other Contracting” and means those contracting actions (as defined in [DFARS 204.670-1](#)) taken to meet the needs of installation commanders, DRUs, deployed commanders, and resident, tenant, and supported units. Operational contracting may be accomplished by contracting squadrons, operational contracting offices, contracting divisions, or another organization entity designed to meet local needs.

**"Other Contracting"** means those contracting actions (as defined in [DFARS 204.670-1](#)), not in a PEO/DAO portfolio, taken to support acquisition programs, maintain and repair fielded weapon systems, and support Air Force operations. The term includes, but is not limited to, contracts for local purchase and other operational support; replenishment spares; programmed depot maintenance; weapon system modifications which do not involve significant development; contractor logistics support; manpower and support; and science and technology (i.e., research, exploratory development or advanced development, and not intended for a system specific application (6.1, 6.2, or 6.3A funds)).

**"Program Executive Officer (PEO)"** means an individual who has primary responsibility for directing assigned major/non-major system acquisition programs and major services acquisitions. The PEO reports to and receives guidance and direction from the Air Force Acquisition Executive.

**“Senior Contracting Official (SCO)”** means the MAJCOM/DRU headquarters staff official with overall functional responsibility for contracting. The deputy to an SCO may exercise any SCO authority unless specifically limited by the SCO. The SCO may include the A7K, MSK, or MAJCOM Chief/Director of Contracting.

**"Senior Center Contracting Official (SCCO)"** means an individual serving in the position of Director of Contracting who reports directly to the Center Commander. This authority may also be exercised by the Deputy Director of Contracting, Assistant Director of Contracting, and the Technical Assistant to the Director of Contracting.

**“Specialized Units”** means those operational contracting units/offices that support several installations, specific customer(s), mission(s), or execute contracts for a specific product(s) or service(s). Specialized Units are designated by the SCO.

**"Space-related Programs"** means acquisition or sustainment programs for space systems performed under the authority of the DoD Executive Agent for Space as defined in [DODD 5101.2](#).

**“USECAF”** means the Under Secretary of the Air Force