

INTRODUCTION

The Air Force Contracting E-Business Procedures (AFCEP) document is mandatory for use by all contracting personnel using the systems and processes outlined in the table of contents. The purpose of the AFCEP is to standardize Air Force Contracting e-business procedures in support of data integrity across the electronic systems we use and interoperate with. This document is the foundation for Air Force Contracting's 'Zero Defects' data integrity program objectives. It is meant to provide contracting personnel the Air Force business practices required to complete normal, everyday work and to ensure accurate interfacing between systems.

Our compliance with the AFCEP will result in data completeness, accuracy, and provide benefits as we continue to transform and implement strategic enterprise-wide solutions. These benefits include:

- ❖ Support business intelligence
- ❖ Enable strategic sourcing efforts such as Commodity Councils
- ❖ Promote real time support to decision makers through more effective utilization of available resources
- ❖ Support Business Management Modernization Program cross functional interoperability and enterprise data concepts
- ❖ Support DOD-wide efforts in financial reform, reconciliation, auditability, and asset accountability
- ❖ Ensure clean data in support of future data migration efforts
- ❖ Minimize productivity losses
- ❖ Support training standardization across Air Force contracting community

The AFCEP is a living document. It requires our collective effort to ensure its viability and relevance. The contracting workforce is encouraged to submit feedback to their MAJCOM/FOA/DRU Functional Requirements Board (FRB) member. Specific coordination guidance will be provided by the MAJCOM/FOA/DRU. The FRB will coordinate changes and enhancements to this document with the Deputy Assistant Secretary (Contracting), Assistant Secretary (Acquisition), Contracting Business Systems Division (SAF/AQCI) and the Air Force Contracting System (KS) program office. The result of this coordination will be either incorporation into the AFCEP, or feedback from the FRB member to the originator.