



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

30 MAY 2008

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Achieving Data Integrity, Air Force Contracting E-Business Procedures (AFCEP)

Achieving and maintaining the highest standards of data integrity is a core requirement of the acquisition process. Each contract file stands on its own merit and the data used to describe our work products must be accurate to provide procurement transparency to all our stakeholders. I have utmost confidence in our ability to execute our contracting mission. However, if insufficient or inaccurate documentation is provided on paper and in our business systems then unnecessary gaps are created. We must continue our keen attention to detail, accuracy, and transparency in our business.

The accurate reporting of contract actions is a critical component of data transparency as demand for actionable data is increasing in importance. Today senior leaders and commanders at the highest levels of the Air Force and Department of Defense use procurement data to make decisions and to shape the battlespace. We must all remember inaccurate data negatively impacts the Air Force mission.

My staff and key representatives from the Functional Requirement Board and Air Force Contracting Information Systems office have completed an intensive review and update of our e-business procedures. The AFCEP is our mandatory play book and ensures we continue to strive towards data transparency and consistent treatment of critical procurement data across the Air Force. It can be accessed at <http://farsite.hill.af.mil/afcep/index.htm>. You may recall the Air Force contracting goal to have "zero defects" in data entered into our business systems. Based on results of that analysis, and parallel efforts undertaken by DoD, we are embracing a data management and standardization concept that will improve the quality of our procurement data for the use of all stakeholders. I continue to support accuracy in performance of the contracting mission through personal effort, robust systems and a trained workforce embracing adherence to our core values.

If you have ideas on how to make the process better, please don't wait until the next major AFCEP revision. Use the procedures in the newly created appendix to the AFCEP to immediately vet your ideas through the proper channels for consideration. This is a team effort and working together we can achieve data integrity. Please direct all questions to Major Robert Burns, SAF/AQCI, Contracting Business Systems, DSN 425-7033.

A handwritten signature in blue ink, appearing to read "R. Correll", written over a horizontal line.

ROGER S. CORRELL
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)