

Surveillance of Nonappropriated Funds Contracting Checklist

Base: _____

Date: _____

This checklist is based on requirements in **DAFMAN 64-119**, dated **30 August 2023** unless otherwise noted

Items checked as “NO” or “N/A” must include an explanation

**This report is due on an annual basis to AFNAFPO on or before 30 November
Updated as of **November 2025****

	YES	NO	N/A
1. Are all concessionaire contracts approved by the Mission Support Group Commander (or equivalent)? Para 1.2.3.2., 10.8.			
Explanation:			
2. Has AFSVC/VP approved ratification actions above the threshold established for base level of \$50,000? Para 11.7.4. (if Yes, provide list of awards ratified during this period)			
Explanation:			
3. Has the Resource Manager (RM) or Equivalent ensured NAF purchases, including NAF P-Card purchases, are made in accordance with current directives and guidance? Para 2.4.			
Explanation:			
4. Has the NAF CO:			
a. Ensured that each NAF Open Market award contains NAF Standard Clauses? Para 8.8.			
Explanation:			
b. Obtained legal review for: Para 2.6.			
1) Concessionaire contracts			
Explanation:			
2) Entertainment contracts			
Explanation:			
3) No-cost contracts			
Explanation:			
4) Terminations			
Explanation:			

	YES	NO	N/A
5) Contract disputes			
Explanation:			
6) Contract claims			
Explanation:			
7) Changes to contract templates			
Explanation:			
8) Ratifications			
Explanation:			
9) Potential organizational conflicts of interest?			
Explanation:			
10) For awards that include commercial vendor literature, business agreements and licenses? Para 8.8.			
Explanation:			
11) For awards and or agreement with any Government Employee? Para 10.10., 1.2.6.11.			
Explanation:			
12) For awards funded completely with donations? Para 10.11.			
Explanation:			
13) For awards funded completely with commercial sponsorship? Para 10.12.			
Explanation:			
c. Limited their construction purchases to \$2,000 CONUS when the Construction Wage Rate Requirements Statute applies, and up to the NAF Contracting Officer warrant overseas? Para 3.4.2., 5.1.3.			
Explanation:			
d. Limited Nonpersonal services contracts to \$2,500 CONUS when the Service Contract Labor Standards applies, and up to the NAF Contracting Officer warrant overseas? Para 3.4.3, 5.1.2., 10.6.			
Explanation:			
e. Ensured delegation letters are included in the contract file, provided to each activity and contractor as applicable for the following: Para 3.8.2.			
Explanation:			

	YES	NO	N/A
1) Calls against Blanket Purchase Agreements (4) and Blanket Delivery Orders (BDO), Para 3.8.2.1.			
Explanation:			
2) Entertainment contracts, Para 3.8.2.2.			
Explanation:			
f. Ensured mandatory products listed on an Essential Products Program contract are being purchased? Para 4.1.1.			
Explanation:			
g. Preparing a determination of price reasonableness and including the determination in the contract file and/or attaching it in the NAF electronic purchasing system for all purchases above \$10,000? Para 1.2.6.10., 6.6.			
Explanation:			
h. Solicited at least two sources for Open Market requirements exceeding \$10,000 and for those purchases up to and including \$250,000? Para. 6.6.2.			
Explanation:			
i. Determined whether a contractor is suspended or debarred from government-wide procurement? Para 6.10.			
Explanation:			
j. Ensured contracts subject to the Service Contract Labor Standards are restricted to 5 years? Para 6.12.			
Explanation:			
k. Ensured contracts not subject to the Service Contract Labor Standards and BPAs are limited to 10 years? Para 6.12.			
Explanation:			
l. Furnished supplier with a list of individuals authorized to purchase under BPAs/BDOs? Para 9.1.1.4., 9.2.2.			
Explanation:			
m. Approved and distributed dated copies of Pre-Priced BPA pricelists to applicable activities? Para 9.1.4.			
Explanation:			
n. Conducted annual reviews of BPAs and BDOs? Para 9.3.			
Explanation:			

YES NO N/A

o. Obtained approval from AFSVC Aero Club Program Manager for all aircraft lease agreements? Para. 10.3.			
Explanation:			
p. Ensured contract closeout is accomplished within the electronic purchasing systems? Para 11.1.			
Explanation:			
q. Reviewed the ratification packages for adequacy, prepare the necessary contractual documents? Para 11.7.6.3.			
Explanation:			
r. Ensured documents with original signatures are electronically scanned and attached in the electronic purchasing system when entering documents by proxy? Para 12.2.5.			
Explanation:			
s. Completed the NAF CO Refresher Course? Para 3.2.5.2.			
Explanation:			
5. Is the BSCO:			
a. Providing NAF contracting support in accordance with DoDI 4105.67 and DAFMAN 64-119? Para 1.2.7., Chapter 5			
Explanation:			
b. Awarding Entertainment contracts exceeding \$500,000? Para 3.4.4.			
Explanation:			
c. Awarding service requirements greater than \$2,500 in the aggregate when the Service Contract Labor Standards applies? Para 10.6.			
Explanation:			
6. Is the FSS Commander (or equivalent):			
a. Conducting annual meetings of key NAF procurement personnel to identify methods of improving NAF contracting procedures? Para 1.2.4.1.			
Explanation:			
b. Reviewing Contracting Officer appointments? Para 3.6.2.			
Explanation:			
c. Forwarding requests for warrant termination to AFNAFPO when the appointment is no longer required? Para 3.6.2.			
Explanation:			

YES NO N/A

d. Approving ratification actions up to and including the threshold established for base level of \$50,000? Para 11.7.3. (if Yes, provide list of awards ratified during this period)			
Explanation:			
7. Is the Activity:			
a. Creating their own Purchase Requests? Para 2.7.1.			
Explanation:			
b. Providing written justification for potential for Brand Name/Sole Source purchases? Para 6.8.1.			
Explanation:			
c. Coordinating, in advance, the need for Hazardous Materials with the Hazardous Material Pharmacy? Para 6.13.			
Explanation:			
d. Coordinating requirements for Automated Information Systems and Information Technology with the supporting Communications Directorate or Communications Squadron? Para 6.14.			
Explanation:			
e. Submitting PRs with the appropriate required documentation, (i.e. Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Estimate (IGE), market research, suggested sources, BCE coordination)? Para 7.1.			
Explanation:			
f. Accomplishing acceptance of goods and services in the NAF electronic purchasing systems within the first business day after delivery? Para 11.2.			
Explanation:			
8. Are all vehicle purchases under the Air Force Services Center Capital Lease Program and Air Force Lodging Vehicles, regardless of type being purchased by AFNAFPO? Para 6.15			
Explanation:			
9. Are Construction services approved by the Base Civil Engineer (BCE) prior to issuing an award? Para 6.2.			
Explanation:			
10. Individual Service Contracts (ISC):			
a. Is the individual listed on the contract the only individual providing the service? Para. 10.5.1.1.			
Explanation:			

YES NO N/A

b. Is payment based on either a fixed amount or per job basis? Para. 10.5.1.2.			
c. Are contract performance periods one year or less? Para. 10.5.1.3.			

List of Current NAF Contracting Officers			
Name	Warrant Amount	Warrant #	Date Issued

List of Awards Ratified During Reporting Period			
Award Number	Amount	Purpose	Date Ratified

Use if more room needed for "NO" or "N/A" Explanation

NAF Contracting Officer who prepared checklist:

Print

Sign