



DEPARTMENT OF THE AIR FORCE

Date: _____

MEMORANDUM FOR AFSVC/VP

From: _____

SUBJECT: NAF Surveillance Checklist Certification

1. Per DAFMAN 64-119, Nonappropriated Fund (NAF) Contracting Procedures, Chapter 1, Paragraph 1.2.4.2. Certify on an annual basis, that adequate controls are in place and NAF contracting is being conducted IAW current directives. Certifications for the previous fiscal year are submitted to AFSVC/VP, no later than 30 November each year. The Servicing Contracting Office may be requested to perform a review of NAF procurements to serve as the basis for the certification.

2. Upon completion of our FY___ NAF Surveillance Checklist, I certify that NAF Contracting Officer's _____ has reviewed, assessed, and accomplished the annual review in accordance with DAFMAN 64-119, Nonappropriated Fund (NAF) Contracting Procedures.

3. I certify that adequate controls are in place and that NAF contracting is being conducted in accordance with current directives.

4. For any questions or concerns, please contact Name: _____
Phone Number: _____ Email _____.

Attachment(s):

