



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR SEE DISTRIBUTION

8 Jun 01

FROM: HQ AFMC/PK
4375 Chidlaw Road, Room S208
Wright-Patterson AFB OH 45433-5006

SUBJECT: Affirmative Procurement Program (APP)

1. The attached memorandum on the APP is provided for your information and guidance. Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling and Federal Acquisition*, requires federal agencies to purchase environmentally preferable products where possible. This program, known as Affirmative Procurement, applies to all products purchased by CONUS installations and to products purchased in the United States for shipment overseas. The U.S. Environmental Protection Agency (EPA) lists the applicable products in the Comprehensive Procurement Guidelines (CPG) at their web site, www.epa.gov. The products listed under the EPA's CPG must meet the requirements of the Recycled Materials Advisory Notices (RMAN) for a percentage of recycled content to be considered an environmentally preferable product.
2. The attached memorandum provides important guidance on implementing APP. Please note that the memorandum states that each installation Environmental Protection Committee (EPC) or Environment, Safety and Occupational Health Committee (ESOHC) will oversee APP implementation and will charter a cross-functional team to execute the program. Contracting (PK) should be represented on those committees.
3. Additionally, contracting officers must ensure the proper FAR clauses are inserted in contracts that specify CPG items in order to meet legal requirements for vendor certification. Contracting offices are responsible for tracking and reporting the number of contracts containing the affirmative procurement FAR clauses. The actual data (certification on products to ensure they meet CPG requirements) collected from vendors is not reported to higher headquarters but is used locally to verify that affirmative procurement requirements are met.
4. HQ AFMC/PKO initially briefed the APP to installation contracting officials at the AFMC Operational Contracting Conference in January 2001. The briefing is available under "Buying Green" at:
<https://www.afmcmil.wpafb.af.mil/HQAFMC/PK/pko/conferencejan01/Conference/conference.htm>.

HQ AFMC/PKO has also circulated the attached memorandum to base contracting personnel. Guidance on APP is available at <https://www.afcee.brooks.af.mil/eq/ap/gg/default.asp>. This site contains the Affirmative Procurement Guide. The guide contains sample APP plans and is an outstanding tool containing information to help contracting officers and requirements people. One of the sections of the guide contains summary data on the numerous laws, regulations, and executive orders relating to this complex subject. Contracting officers should pay particular attention to the chapter dealing with applicable FAR/DFARS parts and required clauses.

5. Our points of contact for this action are Mr. Roger Hanson, HQ AFMC/PKPA, DSN 787-6057, e-mail address Roger.Hanson@wpafb.af.mil and Major Steve Elliott, HQ AFMC/PKO, DSN 986-0352, e-mail address Steve.Elliott@wpafb.af.mil.

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MILTON C. ROSS, SES
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Attachment:
SAF Memo, 31 May 00