



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

MEMORANDUM FOR 82TRW AND 80FTW COMMANDERS

FROM: 82 CONS/CC AND 82 CPTS/CC

SUBJECT: Fiscal Year (FY) 2016 Cut-off Dates for Contractual Requirements

1. In order to facilitate a smooth FY close-out and to ensure timely contract awards prior to the end of FY 16, customers must submit properly coordinated requirements prior to the following cut-off dates:

Services, Commercial	Cut-Off Date
\$1 M to < \$6.5M (Note 1)	15 Mar 16
\$150K to \$1M	4 Apr 16
\$25K to \$150K	8 Jul 16
\$2.5K to \$25K	25 Jul 16
Commodities, Commercial	Cut-Off Date
\$1M to < \$6.5M (Note 1)	15 Mar 16
\$150K to \$1M	4 Apr 16
\$25K to \$150K	8 Jul 16
\$3.5K to \$25K (Note 2)	15 Aug 16
Construction Requirement (Note 3)	Cut-Off Date
\$1M to < \$6.5M (Note 1)	1 Apr 16
\$150K to \$1M	1 May 16
\$25K to \$150K	1 Jun 16
\$2K to \$25K	1 Jul 16
Planning PRs for Options	Cut-Off Date
Exercise Current Option	90 Days prior to option extension
FY17 Planning PR	
Contract start date occurs after 1 Oct 16	Dollar value corresponds to cut-off dates
Notes: 1. Any requirement greater than \$6.5M will be directed to CONS/CC for appropriate action 2. The government purchase card may be used for purchases up to \$25K with appropriate approvals if items are on a pre-priced government contract. All purchases exceeding \$3.5K must be approved by the A/OPC using the Express Contracting Action Reporting System (ECARS). 3. Construction projects require FUB/SUB approval and design prior to cut-off dates (i.e., carpet, painting, asbestos, etc.)	

2. Early communication and planning with your contracting office is critical to the successful execution of your requirements. Please contact them for assistance in obtaining the best business solutions to meet your unit's mission requirements.

  
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