



## DEPARTMENT OF THE AIR FORCE

WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR ALMAJCOM/DRU/FOA (Contracting)

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

SUBJECT: Mandatory Use Policy for Purchase of Office Supplies

The AF spends \$46M on office supplies each fiscal year. Identified as a strategic sourcing opportunity by the Office of Federal Procurement Policy (OFPP) and the Office of the Secretary of Defense (OSD), the Air Force Office Supply Commodity Council (OSCC) thoroughly studied the available options for sourcing. Based upon their evaluation and my role as the Office Supply Commodity Sourcing Official, I have determined a mandatory use policy is warranted for the procurement of office supplies.

Effective October 1, 2011, all CONUS Air Force contracting offices and Government Purchase Card holders will use only the Federal Strategic Sourcing Initiative (FSSI) Office Supply Blanket Purchase Agreements (BPAs) or a local AbilityOne Base Supply Center to purchase office supplies. This policy memo supplements the September 18, 2009 changes to the Air Force Instruction 64-117 Mandatory Use of GPC for On-line Purchases of Office Supplies. The FSSI BPAs are readily available on the Air Force Advantage website ([www.afadvantage.gov](http://www.afadvantage.gov)). Until this mandatory date, the FSSI BPAs should be the preferred solution when an AbilityOne store is not available. The only exception is for the purchase of toner cartridges. Due to highly competitive pricing on toner, it is important to check prices on both FSSI and the Air Force Toner BPAs available on AFWAY ([www.afway.af.mil](http://www.afway.af.mil)) for the specific toner cartridge needed.

Detailed ordering instructions are identified in the attached Air Force Office Supplies Ordering Guide. Deviation from this policy is only authorized upon receipt of an approved waiver from the Air Force OSCC. Previous guidance that requires online-only purchasing of office supplies, with exception of AbilityOne stores, is still in effect.

Enforcement of this policy will be monitored through the use of improved management reporting tools that provide detailed information on all Air Force office supply spending.

Additional guidance is currently being distributed to all GPC program managers and cardholders. For further information or waiver requests, please contact Mr. Richard Bigler, Director, Office Supplies Commodity Council, HQ AFMC/ESG, DSN 674-1277, Commercial (937) 904-1277, or email at [Office.Supply.CC@wpafb.af.mil](mailto:Office.Supply.CC@wpafb.af.mil).



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Attachments:

1. Air Force Office Supplies Ordering Guide