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### AFICC PGI 5301.90 Clearance

The standard [AFICC Clearance](https://cs2.eis.af.mil/sites/10074/afcc/aficc/kp/kpp/training/sitepages/clearance.aspx) process is typically used for all contract actions requiring clearance. The contracting officer typically allows at least 5 business days after receipt of a complete clearance request package by the cognizant AFICC reviewing office for completion of a clearance review. Clearance request packages received after 1300 local time should be logged as received the following business day. Additionally, contracting officers should anticipate approximately 3 additional business days for Clearance Approval Authority (CAA) review. Clearance Reviews should be accomplished using [KT FileShare](https://cs2.eis.af.mil/sites/11191/KTFSApp/app/index.aspx).

**Business and Contract Clearance Approvals**

Prior to requesting clearance, the contracting officer should ensure all required clearance documentation is uploaded to [KT FileShare](https://cs2.eis.af.mil/sites/11191/KTFSApp/app/index.aspx), followed by an e-mail to the cognizant AFICC OL workflow account requesting assignment of a Clearance Reviewer. When the CAA requires Clearance briefing charts, contracting officers may use the AFFARS template, AFICC template, or a locally developed template. Competitive RFP amendments should be reviewed and approved by the CAA prior to issuance (not applicable to administrative changes).

**NoncompetitiveContractActions**

Unless otherwise exempted, a Preliminary-Price Negotiation Memorandum (P-PNM) is typically used to explain the rationale applied to arrive at the Government objective by cost element. For purposes of the clearance process, Architect-Engineering Services should be handled as noncompetitive acquisitions. Business clearance approval is required prior to beginning negotiations with the contractor.

**CompetitiveContractActions**

For competitive Contract Clearance the CAA may be invited to the SSA briefing.

**Clearance Exclusions**

Unless otherwise prohibited, when excluding task or delivery orders from business or contract clearance, Contracting officers typically document their clearance exclusion decision, the record of which should be included in the contract file for every order. Contracting officers may utilize the Fair Opportunity Order Clearance Exclusion MFR template (not yet uploaded to [PGI Library](https://cs2.eis.af.mil/sites/10059/afcc/knowledge_center/affars_pgi_related_documents/Forms/AllItems.aspx)) to exclude an order from business or contract clearance.