

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

*IOC Regulation 715-1

10 MAR 1994

Procurement

ADVANCE ACQUISITION PLANS

Applicability. This regulation applies to all HQ, AMCCOM/DESCOM, elements and all AMCCOM/DESCOM installations.

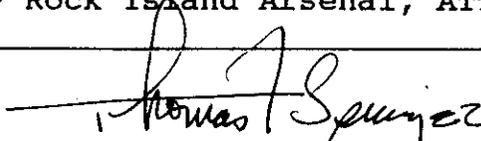
Decentralized Printing. All AMCCOM/DESCOM installations are authorized to locally reproduce this regulation.

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited without prior approval from Commander, HQ, AMCCOM/DESCOM, ATTN: AMSMC-PP, Rock Island, IL 61299-6000.

Suggested Improvements. The proponent of this regulation is the HQ, AMCCOM/DESCOM, Acquisition Pricing and Policy Directorate. Users are invited to send comments and suggested improvements to HQ, AMCCOM/DESCOM, ATTN: AMSMC-PP, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made in accordance with requirements submitted by AMCCOM/DESCOM organizations (stocked/issued by Rock Island Arsenal, ATTN: SAI-PSP).

FOR THE COMMANDER:



Official:

THOMAS F. SPRINGER
Colonel, GS
Chief of Staff

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* This regulation supersedes HQ, DESCOM, HCA Policy Letter 1, 5 May 1993.

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1. Purpose. To establish guidelines for acquisition and requiring activities supported by AMCCOM/DESCOM installation contracting offices to prepare and submit Advance Acquisition Plans (AAPs). The AAPs will provide an overall plan which assists in the establishment of a steady workflow of acquisitions throughout the year.

2. Scope. This regulation applies to all subordinate installation Directorates of Contracting (DOC) and all directorate, office and tenant activities they support. All requiring activities must actively participate in the development and management of the plan to assure its accuracy and completeness. The AAP is applicable to all proposed procurements estimated to equal or exceed \$25,000.

3. Objective. The AAP is to provide realistic planning which assures effective utilization of resources; avoids unbalanced yearend spending; and enhances interdisciplinary coordination, prioritization and overall quality of the acquisition process.

4. References:

a. Federal Acquisition Regulation Subpart 7.1 - Acquisition Plans.

b. Army Federal Acquisition Regulation Supplement, Subpart 7.1 - Acquisition Plans.

5. Acronyms/Terms.

- AAP.....Advance Acquisition Plan
- AMCCOM.....U.S. Army Armament, Munitions and Chemical Command
- AP.....Acquisition Plan
- DESCOM.....U.S. Army Depot System Command
- DOC.....Directorates of Contracting
- FOUO.....For Official Use Only
- FY.....Fiscal Year
- IOC.....Industrial Operations Command
- PALT.....Procurement Administrative Leadtime
- PARC.....Principal Assistant Responsible for Contracting

6. Responsibilities.

a. Each subordinate installation will prepare an AAP for the succeeding fiscal year (FY) and submit it to Commander, AMCCOM/DESCOM, ATTN: AMSMC-PP, Rock Island, IL 61299-6000, to be

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received no later than 1 Jul annually. An updated AAP for the current FY will also be submitted and received by this office no later than 15 Mar annually.

b. Each subordinate installation will prepare their AAP on the software program established by AMSMC-PP, the Acquisition Pricing and Policy Directorate. No other program is acceptable. When completing the AAP software program, all applicable columns must be completed for each entry on the AAP.

c. Each AAP will include all projects \$25,000 and over. This includes all utility expenditures and contracts that have options.

d. As part of the AAP, input will be provided for small purchases (under \$25,000). Based on historical trends, the small purchases will be broken down into the estimated obligations and bases for competition and each of the socioeconomic programs. This input will be submitted in the software program that has been established.

e. The AAP will be used as a basis for the socioeconomic and competition goals for the FY covered by the AAP.

f. All AAP submissions will be approved by the subordinate installation commander and labeled "FOR OFFICIAL USE ONLY" (FOUO) on the floppy disk.

g. All projects will be scheduled on the AAP with the target obligation rates of 20 percent, 25 percent, 25 percent and 30 percent per quarter as a minimum. If a specific program; i.e., Woman-Owned Small Business) falls below this obligation rate, a justification must be provided.

h. All projects that will be awarded within the FY are to be received into the subordinate installation DOC no later than 1 Oct annually. The DOC, Resource Management and requiring activity will schedule when the DOC will begin work on the projects to meet the percentages.

i. Meetings should be scheduled monthly to provide AAP updates and status. The representatives shall include the subordinate installation commander or other command officer, requiring activities that have projects on the AAP, as well as legal and finance. Discussions should revolve around status, problems with specifications and funding of specific projects.

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j. Once a project has been included on the AAP, it shall not be removed. Any project considered to be deleted shall have an entry placed in the "CNCLDATE" column of the automated program.

k. Any project to be added or deleted from the AAP shall be approved by the Commanding General (CG). The subordinate installation commander is responsible for ensuring that all additions/deletions to the AAP are fully coordinated at the installation level. We recommend that the requiring activity take the lead. The requests for approval will be submitted through the subordinate installation commander and HQ, AMCCOM/DESCOM, counterpart to the Commanding General. All requests for which the requiring activities do not have a HQ, AMCCOM/DESCOM, counterpart shall be submitted through the subordinate installation commander and the Acquisition Pricing and Policy Directorate to the Commanding General. The Commanding General must also be advised of any changes made by the tenant activities. Coordination for tenant activity actions will be made by the DOC, through the subordinate installation commander and the Acquisition Pricing and Policy Directorate to the Commanding General. Format and instructions for requests for additions and/or deletions are at Appendix C.

l. The Procurement Administrative Leadtime (PALT) is a measurement of calendar days required to accomplish the preaward cycle. The preaward cycle will begin at the "start date" that has been designated on the AAP and will continue until execution (award of a contract). The PALT standards are at APPENDIX A.

m. All AAPs submitted annually in Jul will be reviewed and approved/disapproved by the Commanding General. The results of the Commanding General's review will be submitted to the subordinate installation commander no later than 1 Aug. If an AAP has been disapproved, the subordinate installation commander has until 1 Sep to resubmit the AAP through the Acquisition Pricing and Policy Directorate to the Commanding General. The Commanding General will review the resubmission, and the final results will be submitted to the subordinate installation commander no later than 30 Sep.

n. Protective markings.

(1) AAP. To preclude public disclosure of sensitive planning information, protective markings are required for all AAPs. As a minimum, each AAP shall be marked FOUO in accordance with Army Regulation 340-17, subject: Release of Information and Records from Army Files, 10 Oct 82. The exemption from the Freedom of Information Act is Number 5.

(2) Individual Acquisition Plans (APs). The APs for competitive acquisitions shall be marked "Source Selection Sensitive," and noncompetitive acquisitions shall be marked "Procurement Sensitive." These markings shall be used only on the APs themselves. Department of the Army Labels 87 and 97 are the only authorized cover sheets for use of FOUO material out of storage. Overprinting is prohibited. The AP with classified information should be labeled appropriately.

7. Procedures for Acquisition Strategy for Consolidated Procurements.

a. All subordinate installation consolidated requirements will require an advanced acquisition strategy session. Discussion will include personnel from the HQ, AMCCOM/DESCOM, Acquisition Pricing and Policy Directorate, requiring activity and respective DOC. Discussions will be held in person or at least telephonically. The purpose of the session is to discuss acquisition strategy and contract administration responsibility, and surface any problems.

b. The HQ, AMCCOM/DESCOM, Principal Assistant Responsible for Contracting (PARC) will assure that any problem surfaced at these sessions is resolved prior to issuance of a solicitation.

The DOCs will not accept consolidated requirements without the approval of the HQ, AMCCOM/DESCOM, PARC.

c. If the decision is made to transfer contract administration responsibilities to respective subordinate installations, all DOCs must be notified in writing during the pre-solicitation phase.

d. All subordinate installations assigned consolidated requirements must ensure these requirements have been included on their AAP.

APPENDIX A

PROCUREMENT ADMINISTRATIVE LEADTIME (PALT) STANDARDS

NUMBER OF CALENDAR DAYS FOR

<u>\$ AMOUNT</u>	<u>COMPETITIVE SEALED BID</u>	<u>PROPOSALS</u>	<u>NON-COMP PROPOSALS</u>	<u>CALL DELIVERY ORDERS</u>
< \$25,000		60	60	35
> \$25,000 ≤ \$100,000	100	135	160	50
> \$100,000 ≤ \$500,000	130	160	175	60
> \$500,000 ≤ \$10M	130	160	260	120
> \$10M	130	160	260	120

APPENDIX B

ADVANCE ACQUISITION PLAN AUTOMATION

USING THE AAP DATABASE

1. Using DBASE III/DBASE IV software, access your AAP database by typing 'USE __AAP' at the dot prompt or by selecting '__AAP' from the menu.
2. To enter data, type 'APPEND' at the dot prompt or select 'APPEND' from the menu.
3. Enter data into the following fields.

AAPNUM (AAP Number) - This is an eight space alphanumeric character. The first two characters are the first two letters of your installation's name. The third and fourth characters are the fiscal year (FY) in which the item was added to the AAP. The last four are the number of the action. Once a number is assigned to an action, it should never change, even if the action is carried into the next FY. Here are examples of the numbers for the first new action added to each depot's FY XX AAP.

Anniston - ANXX0001	Rock Island - RIXX0001
Crane - CAXX0001	Seneca - SEXX0001
Corpus Christi - CCXX0001	Sierra - SIXX0001
Letterkenny - LEXX0001	Tooele - TEXX0001
McAlester - MCXX0001	Tobyhanna - TOXX0001
Pine Bluff - PBXX0001	Watervliet - WVXX0001
Red River - RRXX0001	

DATEENT (Date Entered) - This is the date the action was placed on the AAP. For the most part, this should be the date the AAP was initiated. All subsequent changes to the AAP will be approved by the CG. Additions to the AAP will be entered on the date that the CG approves the additions. Any substitutions will be considered a change (addition and cancellation) to the AAP that needs CG approval.

FY (Fiscal Year) - This is the FY in which the action will be awarded.

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RQACT (Requiring Activity) - Use the following abbreviations for your requiring activities: DPCA - Directorate of Personnel and Community Activities, DOIM - Directorate of Information Management, DAO - Directorate of Ammunition Operations, DPW - Directorate of Public Works, DLES - Directorate of Law Enforcement and Security, DOM - Directorate of Maintenance, DRM - Directorate of Resource Management, DPA - Directorate of Product Assurance, DOC - Directorate of Contracting, DDD - Defense Distribution Depot, DESC - U.S. Army Depot System Command, AIPC - Army Information Processing Center, SIMA - Systems Integration Management Activity, BGAD - Blue Grass Army Depot, PUDA - Pueblo Army Depot Activity, DEL - Directorate of Engineering and Logistics, CAMD - Chemical and Munitions Demilitarization, DFM - Directorate for Force Modernization, SEAD - Seneca Army Depot, and SAAD - Sacramento Army Depot. *

* Additional requiring activity codes for all AMCCOM/DESCOM subordinate installations are being developed.

NOMENCLAT (Nomenclature) - This is a description of the action to be procured. The nomenclature should match the project or Integrated Modernization Management Information System (IMMIS) nomenclature used by the requiring activity.

PROJNUM (Project Number) - If the requiring activity has a number assigned to the action, this data field should be completed. All projects in IMMIS must have a number in this data field.

FSC (Federal Supply Code) - This is the four digit code obtained from the Department of Defense Procurement Coding Manual, Volume 1, "Commodities and Services Reported on DD Form 350."

ESCST (Estimated Cost) - This is the estimated cost of the action, rounded to the nearest thousand dollars.

SOLM (Solicitation Method) - Enter one of the following codes in this data field: SB - Sealed Bid, NE - Negotiated, M - Modification, GSA - Order against a General Service Administration contract, RQMT - Order against a requirements type contract.

KTYP (Contract Type) - Enter one of the following codes in this data field; FFP - Firm Fixed Price, O - Exercise of Option, DO - Delivery Order, CPFF - Cost Plus Fixed Fee, CPIF - Cost Plus Incentive Fee, and CPAF - Cost Plus Award Fee.

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CMP (Competition) - Enter one of the following codes in this data field: C - Competition, N - Noncompetitive, and U - Unavailable for Competition (Utilities, FMS, 8(a), NISH/NIB).

FND (Type of Funding) - Enter one of the following codes in this data field: OMA - Operations and Maintenance Army, OPA - Other Procurement Army, DBOF - Defense Business Operation Fund, MCA - Major Construction Army, and MISC - any other funds.

SB (Socioeconomic) - Enter one of the following codes in this data field: A - 8(a), D - Disadvantaged Business, E - Higher Education Institutes, H - Historically Black Colleges, Universities, and Minority Institutions (HBCU), L - Large Business, N - National Institute for the Severely Handicapped (NISH)/National Institute for the Blind (NIB), and Federal Prison Industries (FPI), S - Small Business Set-Asides, U - Unrestricted (Large or Small Business).

DUECONT (Date Due in Contracting) - All actions on the AAP will be in contracting by 1 Oct of the FY to which it applies. Exceptions to this will be discussed with the CG.

RECONT (Data Purchase Request is Received in Contracting) - Self-explanatory.

STRDATE (Date Contracting Will Start Work on Action) - All planned actions will be in contracting by 1 Oct of the FY to which the AAP applies, therefore, it is necessary to plan when work on an action will start. This will be the data that Procurement Administrative Leadtime (PALT) will start.

PLT (PALT) - The number of days designated at APPENDIX A of this AMCCOM/DESCOM Regulation 715-1.

ESTAWDTE (Date Contracting Estimate Action Will Be Awarded) - This should be determined by adding the number of PALT days to the date contracting will start work on the action.

ACTAWDTE (Actual Award Date) - Self-explanatory.

AWDAMT (Actual Award Amount) - This is the actual award amount, rounded to the nearest thousand dollars.

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CNCLDATE (Date an Action is Cancelled) - This is the date that an action is approved for cancellation. The CG will approve all changes to the AAP, therefore, this date will be the date that the CG approves the cancellation. Any substitutions of projects will be considered a change (cancellation and addition) to the AAP that needs CG approval.

SPEC (Specialist Responsible for Action) - Completing this data field is optional.

REMARKS - This data field can be used for any additional information about the action. This includes status of the action and additional project numbers from combined projects.

4. To edit or update the file, follow the procedures in paragraph 1 and then enter 'EDIT' or 'BROWSE' at the dot prompt or select them from the menu.

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USING THE SMP (SMALL PURCHASE) DATABASE

1. Using DBASE III/DBASE IV software, access your SMP database by typing 'USE __SMP' at the dot prompt or by selecting '__SMP' from the menu.

2. To enter data, type 'APPEND' at the dot prompt or select 'APPEND' from the menu.

3. Enter data into the following fields (all the entries are estimates and are cumulative).

MONTH (Month) - Enter the first three letters of the month (OCT, NOV, DEC, JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP). September's projection will be the total for the year.

TOTAL (Total Dollar Value of all Small Purchases) - Enter the total estimated dollar value of all small purchases.

CBASE (Dollar Value of the Competition Base) - Enter the total estimated dollar value of SMP actions available for competition.

COMP (Dollar Value of Actions Awarded Competitively) - Enter the estimated dollar value of SMP actions to be awarded competitively.

BUSBASE (Dollar Value of the Business Base) - Enter the total estimated dollar value of SMP actions available for U.S. business.

SMBUS (Dollar Value of Small Business Actions) - Enter the total estimated dollar value of SMP actions to be awarded to small business.

SBSA (Dollar Value of Small Business Set-Aside Actions) - Enter the total estimated dollar value of SMP actions to be awarded on small business set-aside solicitations.

SDB (Dollar Value of Small Disadvantaged Business (SDB) Actions) - Enter the total estimated dollar value of SMP actions to be awarded to SDBs.

EIGHTA (Dollar Value of 8(a) Actions) - Enter the total estimated dollar value of SMP actions to be awarded to 8(a)s.

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WOSB (Dollar Value of Woman-Owned Small Business (WOSB) Actions) - Enter the total estimated dollar value of SMP actions to be awarded to WOSBs.

NSHNB (Dollar Value of NISH/NIB Actions) - Enter the total estimated dollar value of SMP actions to be awarded to NISH/NIB and FPI.

EDUC (Dollar Value of Higher Education Institute (HEI) Actions) - Enter the total estimated dollar value of SMP actions to be awarded to HEIs.

HBCU (Dollar Value of HBCU/MI Actions) - Enter the total estimated dollar value of SMP actions to be awarded to HBCU/MIs.

USING THE PROJ DATABASE

1. Using DBASE III/DBASE IV software, access your PROJ database by typing 'USE __PROJ' at the dot prompt or by selecting '__PROJ' from the menu.
2. To enter data, type 'APPEND' at the dot prompt or select 'APPEND' from the menu.
3. Enter data into the following fields (all the entries are estimates and are cumulative from the AAP database and the SMP database).

MONTH (Month) - Enter the first three letters of the month (OCT, NOV, DEC, JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP). September's projection will be the total for the year.

TOTAL (Total Dollar Value of all Actions) - Enter the total estimated dollar value of all contracts and small purchases.

CBASE (Dollar Value of the Competition Base) - Enter the total estimated dollar value of actions available for competition.

COMP (Dollar Value of Actions Awarded Competitively) - Enter the estimated dollar value of all actions to be awarded competitively.

BUSBASE (Dollar Value of the Business Base) - Enter the total estimated dollar value of all actions available for U.S. business.

SMBUS (Dollar Value of Small Business Actions) - Enter the total estimated dollar value of all actions to be awarded to small business.

SBSA (Dollar Value of Small Business Set-Aside Actions) - Enter the total estimated dollar value of all actions to be awarded on small business set-aside solicitations.

SDB (Dollar Value of Small Disadvantaged Business (SDB) Actions) - Enter the total estimated dollar value of all actions to be awarded to SDBs.

EIGHTA (Dollar Value of 8(a) Actions) - Enter the total estimated dollar value of all actions to be awarded to 8(a)s.

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WOSB (Dollar Value of Woman-Owned Small Business (WOSB) Actions) - Enter the total estimated dollar value of all actions to be awarded to WOSBs.

NSHNB (Dollar Value of NISH/NIB Actions) - Enter the total estimated dollar value of all actions to be awarded to NISH/NIB and FPI.

EDUC (Dollar Value of HEI Actions) - Enter the total estimated dollar value of all actions to be awarded to HEIs.

HBCU (Dollar Value of HBCU/MI Actions) - Enter the total estimated dollar value of all actions to be awarded to HBCU/MIs.

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APPENDIX C

SAMPLE FORMAT

REQUEST FOR CHANGES TO THE CAPITAL INVESTMENT PROGRAM (CIP)
AND/OR THE ADVANCE ACQUISITION PLAN (AAP)

IMMIS NUMBER:

AAP NUMBER:

DESCRIPTION/TITLE:

ESTIMATED DOLLAR AMOUNT:

PROCURING ACTIVITY:

ISSUE: Request deletion form IMMIS/AAP for FY ___

Request addition to IMMIS/AAP for FY ___

Other:

JUSTIFICATION FOR ADDITION OR DELETION:

ARE PLANS AND SPECIFICATIONS AVAILABLE?
IF THE ANSWER TO THE PREVIOUS QUESTION IS NO,
WHEN WILL THE PACKAGE BE READY?

WILL THIS NEW REQUIREMENT DELAY ANY OTHER PROJECT DESIGN
COMPLETION PAST THE END OF THE DESIGN YEAR/BEGINNING OF THE
EXECUTION YEAR?

DATE TO BE SUBMITTED TO DOC FOR INCLUSION INTO THE AAP:

DATE TO BE AWARDED:

WHAT IS THE APPLICABLE SOCIOECONOMIC PROGRAM?

COMPETITIVE: YES/NO

IMPACT ON SOCIOECONOMIC GOALS:

IMPACT ON COMPETITION GOALS:

DIRECTORATE OF CONTRACTING: Concur _____ Nonconcur _____ Date _____

INSTRUCTIONS FOR COMPLETING CHANGE REQUEST

INTEGRATED MODERNIZATION MANAGEMENT INFORMATION SYSTEM (IMMIS): Include the number that IMMIS has assigned for the project.

ADVANCE ACQUISITION PLAN (AAP) NUMBER: Include the number that has been assigned by the AAP for project. If a project is in IMMIS and AAP both numbers need to be included.

DESCRIPTION/TITLE: Self-explanatory. Also include whether the project is a Supply, Services or Construction.

ESTIMATED DOLLAR AMOUNT: Self-explanatory.

PROCURING ACTIVITY: Provide the name of the activity who will actually be performing the buy; e.g., SAAD-DOC, Corps of Engineers, U.S. Army Aviation and Troop Command.

ISSUE: Circle the appropriate item and fill in the appropriate fiscal year. A project could be in the AAP that is not in IMMIS.

JUSTIFICATION FOR ADDITION OR DELETION: Provide a detailed justification for the required change. Examples, such as, why addition or deletion could not be forecast before the Defense Budget Operating Fund CIP budget, AAP or revisions of specifications or pending upon completion of other projects.

ARE THE PLANS AND SPECIFICATIONS AVAILABLE? Respond with a Yes or No. If the answer is No, then respond to the next two questions.

WHEN WILL THE PACKAGE BE READY? Include a date.
WILL THIS NEW PROJECT DELAY OTHER PROJECT DESIGN COMPLETIONS PAST THE END OF THE DESIGN YEAR/BEGINNING OF THE EXECUTION YEAR? Provide an explanation and identify projects.

DATE TO BE SUBMITTED TO DOC FOR INCLUSION INTO THE AAP: If the requested change is approved, insert the date the project will be submitted to the DOC.

DATE TO BE AWARDED: Based on the date submitted to the DOC and the Procurement Administrative Leadtime, provide a date the contract will be awarded. Coordination must be made with the DOC for this entry.

INSTRUCTION FOR COMPLETING CHANGE REQUEST
(continued)

WHAT APPLICABLE SOCIOECONOMIC PROGRAM: Include one of the following socioeconomic programs that project would fall under; i.e., small business, small disadvantaged business, woman-owned, unrestricted, educational, etc. Coordination should be made with the DOC for this entry.

COMPETITIVE: State whether this project will be competed or not competed. Coordination should be made with the DOC for this entry.

IMPACT ON THE SOCIOECONOMIC GOALS: Provide an impact statement as to the effect of this change on the socioeconomic goal. Coordination should be made with the DOC for this entry.

IMPACT ON THE COMPETITION GOALS: Provide an impact statement as to the effect of this change on the competition goal. Coordination should be made with the DOC for this entry.

DIRECTORATE OF CONTRACTING CONCUR/NONCONCUR: This request must be coordinated by the DOC.