



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

J-33
IN REPLY REFER TO PROCLTR 03-19

OCT 27 2003

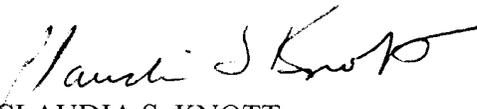
MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Revised Defense Logistics Acquisition Directive (DLAD) 4105.1 Guidance, Subpart 7.1, Acquisition Plans (7.104-91(a))

This PROCLTR revises DLAD Subpart 7.1, Acquisition Planning, to modify requirements for submission of advance acquisition planning templates (7.104-91(a)).

DLAD 7.104-91(a) is revised to incorporate new requirements and threshold levels for submission of advance acquisition planning templates. The intent of this revision is to ensure early involvement by Headquarters, Defense Logistics Agency on proposed acquisitions of significant interest or that have the potential for such interest, and on acquisition strategies that impact the traditional supplier base or established customer practices.

This PROCLTR is effective immediately and expires upon incorporation of the attached coverage into the DLAD. The point of contact for this PROCLTR is Ms. Nancy Heimbaugh, J-3311, (703) 767-3755 or DSN 427-3755, or Ms. Catherine Heretick, J-3312, (703) 767-1364 or DSN 427-1364, via e-mail at nancy.heimbaugh@dla.mil or catherine.heretick@dla.mil.


CLAUDIA S. KNOTT
Senior Procurement Executive

Attachment



ACQUISITION PLANNING

SUBPART 7.1 - ACQUISITION PLANS

- 7.102 Policy.
- 7.103 Agency-head responsibilities.
- 7.104 General procedures.
- 7.104-90 Integrated Acquisition Review Board (I-ARB)
- 7.104-91 Advance Acquisition Planning Template**
- 7.105 Contents of written acquisition plans.
- 7.107 Additional requirements for acquisitions involving bundling.

SUBPART 7.1 - ACQUISITION PLANS

* * *

7.104-91 Advance Acquisition Planning Template.

(a) An Advance Acquisition Planning Template (formerly the Advance Notice of Initiative for Potential APEC Review) (see 90.1103) should be completed for all proposed acquisitions, including orders placed under Federal Supply Schedules, requiring review/approval at DLA HQ that meet the criteria and the dollar thresholds identified below. Templates must be electronically submitted to J-3312 for review and approval once the contracting activity has sufficient information to complete the template. Excluded from this requirement are those acquisitions identified in paragraph 7.104-90. Once J-3312 reviews the template, the contracting activity will be advised whether they have authority to proceed with the acquisition. All templates submitted to DLA HQ for review must be coordinated with the contracting activity's Director of Small Business and Office of Counsel and be approved by the Chief of the Contracting Office. (Orders under proposed acquisitions for which the maximum anticipated value was included in a previously submitted template with a single all inclusive acquisition plan need not be submitted for approval separately.)

Contracting Activity	An advance acquisition planning template (see DLAD 7.104-90) is not required for acquisitions that meet the criteria for the Integrated Acquisition Review Board (IARB).
	An advance acquisition planning template is required when:
ALL	<ul style="list-style-type: none"> • Any bundled acquisition* < \$1 million; or <p>Regardless of estimated acquisition value of the resulting contract, any of the following:</p> <ul style="list-style-type: none"> • The program or proposed acquisition is identified by HQ DLA as high interest. • There is known OSD, Congressional, or White House interest or a high potential to attract such interest. • The acquisition involves strategies or processes that are expected to significantly impact the traditional supplier base or established customer practices. This includes efforts that may cause reductions in the industrial supplier base; significantly influence a market segment, supply chain, or commodity group; initiate a test or pilot program; or cause a

	<p><i>significant increase/decrease in the DLA business volume.</i></p> <ul style="list-style-type: none"> • <i>Requesting a waiver to the IARB.</i> • <i>The acquisition does not require an IARB and one of the conditions specific to a contracting activity (see below) is applicable</i>
DSCC DSCR DSCP	<ul style="list-style-type: none"> • <i>Total estimated acquisition value* > \$50 million</i>
DESC	<ul style="list-style-type: none"> • <i>Proposed natural gas acquisitions with value* > \$100 million</i>
DDC, DRMS, DNSC, DAPS, DSS, TASA	<ul style="list-style-type: none"> • <i>Total estimated acquisition value* > \$5 million</i>
<p><i>* includes base and all option periods.</i></p>	

(b) J-3312 will advise the contracting activity within 15 calendar days after receipt of the Advance Acquisition Planning Template if the proposed acquisition is approved or disapproved, or whether an I-ARB is required. Once the proposed acquisition is approved, no significant changes shall be made without prior J-3312 approval.

** * **