

**Contracting**  
**ACQUISITION INSTRUCTION FOR THE FORSCOM CENTRAL CONTRACTING OFFICE**

**Summary.** This regulation covers the policies and procedures for acquisition of supplies and services through the FORSCOM Central Contracting Office (CCO). It describes the CCO mission; it gives instructions on the preparation and submission of acquisition packages to the CCO; and it explains the acquisition and contract administration processes so that activities will understand how to use a contract to accomplish a mission.

**Applicability.** This regulation applies to CONUSA, FORSCOM installations, FORSCOM activities and units reporting directly to FORSCOM, and FORSCOM special and joint staff agencies. It applies to all agencies that have acquisitions falling within the CCO mission or are supported by contracts awarded or administered by the CCO. This regulation is applicable during mobilization.

**Supplementation** of this regulation is prohibited without prior approval from CDR, FORSCOM, ATTN: FCJ4-PRC, Fort McPherson, GA 30330-6000.

**Interim changes** to this regulation are not official unless they are authenticated by the Director, Command, Control, Communications, and Computers, J6, FORSCOM.

**DISTRIBUTION** of this regulation is Special for FORSCOM installations as determined by proponent. Forward to Directorate of Contracting.

**Copies furnished:**  
HQ FORSCOM (FCJ6-OAP) (record set)

**Suggested improvements.** The proponent agency of this regulation is the Director, Logistics, FORSCOM. Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CDR, FORSCOM, ATTN: FCJ4-PRC, Fort McPherson, GA 30330-6000.

FOR THE COMMANDER:

OFFICIAL:



C.G. MARSH  
Major General, USA  
Chief of Staff

GARY P. CLUKEY  
Colonel, USA  
Director, Command, Control,  
Communications and Computers, J6

1. Make the following pen and ink changes to FORSCOM Regulation 715-3, dated 1 October 1991:

**Page 2, paragraph 1-5c.** Delete paragraph 1-5c, including subparagraphs (1) through (4), in its entirety.

**Page 10, paragraph 1-10.** Add the following:

“Refer to paragraph 7-4, Unauthorized commitments, for information concerning commitments by individuals without contracting officer authority.”

**Page 14, paragraph 3-1b(2).** Change the last line of the paragraph to read “six would result in significant savings.”

**Page 45, paragraph 7-4c.** Add the following: “FORSCOM Form 121-R is available as a camera-ready copy from the local forms management office.”

2. Remove pages identified below and insert pages in accordance with the following:

Remove	Insert
Pages ii and iii	Pages ii and iii
Pages 11 and 13	Pages 11 and 13
Pages 27 and 28	Pages 27 and 28

3. File this change sheet in front of publication.

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## Chapter 2

### Acquisition Planning

2-1. Advance Acquisition Plan (AAP). CCO publishes its AAP not later than 15 September for the following fiscal year. The purpose of the AAP is to reduce heavy year-end workload and allow sufficient contracting lead time.

a. The AAP should include all recurring and projected acquisitions for the fiscal year. The AAP is developed based on input requested by CCO from its customers. Planning parameters include:

(1) The period for recurring contracts should begin on the first calendar day of a month.

(2) Contract periods which cross fiscal years should not begin in October, November, or December.

(3) Solicitations for contract periods which begin on 1 October should be issued by the preceding June.

(4) Solicitations for contract periods which cross the fiscal year should be issued by the third month preceding the beginning of the contract period.

b. Requirements not covered by the AAP are solicited based on the contract administrative lead time shown in Table 2-1.

c. The AAP forms the basis for a reminder system designed to encourage supported activities to submit requirements which are complete and on time. Deviation from AAP time frames for submission of requirements will be approved by the Chief, CCO. Approval will be granted based on essentiality to mission accomplishment, bona fide urgency, or other cogent and compelling reason.

d. The standardized format for the AAP is published annually in a FORSCOM Contracting Information Letter (CIL).

e. The CCO Acquisition Planning Board (APB) Committee is made up of CCO and resource management personnel from the FORSCOM joint and special staff. The APB Committee is responsible for identifying issues relating to advance acquisition planning for the CCO.

2-2. Contract Administrative Lead Time (CALT). CALT begins when a complete and valid technical package is received in the CCO. It ends when award is made, exclusive of delivery

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or performance periods. General CALT goals are shown in Table 2-1. However, goals can vary according to several factors.

TABLE 2-1

CALT Average (Number of Calendar Days)

Type of Acquisition	\$25,001- \$250,000	\$250,001- \$1,000,000	Over \$1,000,000
Supplies	75	155	185
Services	120	190	205
ADPE	120	195	210

(Add 30 days if competitive or sole source negotiation)  
(Add 60 days if delegation of procurement authority is required for ADPE)  
(Add 60 days if acquisition is sole source over \$500,000)  
(Add 60 days if acquisition is over \$5 million or \$15 million for all program years (services) or \$10 million (supplies))

a. Synopsis. All proposed procurements over \$25,000 (competitive) and \$10,000 (non-competitive) (\$50,000 for ADPE purchased from GSA schedules) must be published in the Commerce Business Daily. Exceptions may be granted for unusual and compelling urgency. A solicitation for which competitive offers are sought cannot be issued until at least 15 days after publication in the CBD. Ten additional days for mailing must usually be allowed. For non-competitive solicitations, a waiting period of 45 days from date of publication of the synopsis is required.

b. For services, request and issue of wage rates by Department of Labor may require up to 60 days.

c. Offerors must be allowed 30 days minimum for preparation of offers, exclusive of date of issue and receipt of offers. Exceptions may be granted for unusual and compelling urgency.

d. When the acquisition method is negotiation, additional time is required. Time is needed for evaluation

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of proposals, preparation and conduct of discussions, and submission of revised offers. This typically requires up to 30 days.

e. Sole source acquisitions over \$500,000 may require field pricing support and audit. These are provided by the Defense Contract Management Command and the Defense Contract Audit Agency (DCAA). This support generally requires at least 60 days.

f. For services, "start up" or "transition" time is the time required for mobilization of contract personnel, equipment, and supplies. This can require from 30 to 60 days between contract award and contract start.

g. For services in excess of \$5 million for a single year or \$15 million for all program years, preparation and approval of a formal acquisition plan is required. This plan is the joint effort of contracting and functional personnel. It summarizes facts and strategy associated with an acquisition. It is forwarded through contracting channels to The Head of Contracting Activity (Commander, Forces Command) for approval. Approval generally requires a minimum of 45 days.

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(7) Whether the data have been or will be developed exclusively with government funds, in which case the government is entitled to unlimited rights.

(8) Whether the data are otherwise publicly available without restriction, in which case the government is entitled to unlimited rights.

e. Offerors and contractors are required to notify the government of any asserted restrictions on the government's right to use or disclose technical data or computer software. Final rights are often determined as a part of negotiations.

f. The activity submitting the purchase request will establish data requirements in one of the following ways:

(1) By submission of approved DD Form 1664, "Data Item Description," and DD Form 1423, "Contract Data Requirements List."

(2) For service contracts, or where use of DD Forms 1423 and 1664 is otherwise not appropriate, by submission of a listing of data requirements, including:

(a) Title.

(b) Form number, if applicable.

(c) Due date.

(d) Number of copies required.

(e) Required distribution.

(f) SOW or specification reference.

(g) For contracts for commercial items when the only deliverable data would be packaged or furnished with the item as a customary trade practice, a description of the data.

(h) For contracts containing potentially dangerous materials requiring hazardous material data, see paragraph 5-6 entitled "Hazardous Material and Safety Identification Data."

(3) Blank copies of DD Form 1423 and DD Form 1664 may be obtained from the contracting office. Instructions for completing the DD Form 1423 are contained on the reverse of the form.

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4-9. Requirement for competition.

a. Full and open competition is defined as giving all prospective offerors an opportunity to compete for proposed acquisitions. The word "opportunity" relates to:

- (1) The absence of limits on the number of offerors.
- (2) The amount of time allowed for submission of offers (30 days minimum).
- (3) The advertisement of the proposed action.

b. The Competition in Contracting Act (CICA) requires that acquisitions be conducted on a competitive basis to the maximum extent practicable. When other than full and open competition is proposed, technical and requirements personnel are required to provide the data needed to support the proposed action. They are also required to certify the data as accurate and complete.

c. Contracting without full and open competition cannot be based on lack of advance planning or impending expiration of funds. The following circumstances may permit use of other than full and open competition:

- (1) Only one responsible source (sole source).
- (2) Unusual and compelling urgency.
- (3) Industrial mobilization or experimental, developmental, or research work.
- (4) International agreement.
- (5) Acquisition authorized or required by statute.
- (6) National security.
- (7) Public interest.

d. Justifications for other than full and open competition must contain sufficient facts and rationale in writing to justify the use of other than full and open competition (see Appendix F).