

# **PART 5307 - Acquisition Planning**

## **2019 Edition**

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## **SUBPART 5307.1 — ACQUISITION PLANS**

### **5307.104 General Procedures**

(a) In order to help develop a sound acquisition strategy, the acquisition team must provide appropriate opportunities for the early involvement of industry in all acquisitions and the Defense Contract Management Agency and Defense Contract Audit Agency in non-competitive acquisitions.

#### **5307.104-90 Solicitation Release**

(a) For ACAT programs, see [AFI 63-101/20-101](#) (paragraph 4.3.1) and [DoDI 5000.02](#).

(b) For all other acquisitions, the contracting officer must not release the solicitation until the approval official has approved the Acquisition Plan (AP) unless the acquisition is being conducted pursuant to the authority of [FAR 6.302-2](#), *Unusual and compelling urgency*.

(c) For acquisitions utilizing policies and procedures in accordance with FAR 15.3, see [FAR 15.303](#) and the [DoD Source Selection Procedures](#).

#### **5307.104-91 Changes**

If a change occurs to the program/acquisition that significantly affects the acquisition, the program manager with the assistance of the contracting officer must prepare a revised AP and a statement that summarizes the changes and obtain the approval from the appropriate approval authority.

## 5307.104-92 Acquisition Strategy Panels (ASP) and AP Approval Authority

(a) ASPs:

(1) ASP are integral to a deliberative process that support the acquisition strategy approving authority in making informed decisions in performing their acquisition execution responsibilities. An ASP includes the Chair, panel members, and a briefing supporting the proposed strategy.

(2) The program manager, or the contracting officer if a program manager is not assigned, must ensure an ASP is conducted for all acquisitions that require a written AP in accordance with [DFARS 207.103](#) , unless otherwise waived by the AP approval authority (also see [AFFARS 5307.104-92\(b\)\(2\)](#) for approval authorities).

(3) The AP approval authority will be the ASP Chair. The ASP Chair will determine the ASP membership and the required briefing content based upon the unique requirements of each acquisition.

(4) At the conclusion of the ASP briefing, the program manager (or equivalent) must prepare ASP minutes and obtain approval from the AP approval authority.

(b) AP:

(1) Written APs for actions less than the thresholds prescribed at [DFARS 207.103](#) may be prepared at the discretion of the CO or, if applicable, the PEO-designated approval authority (also see [5307.105](#)).

(2) AP Approval Authority shall be:

<b>AP Approval</b>	
<b>Category</b>	<b>AP Approval Authority</b>
PEO (Systems)	See <a href="#">AFI 63-101/20-101</a> (See Note below)
AFPEO/CM - Services	See <a href="#">AFI 63-138</a> (See Note below)
Operational & Enterprise (not covered above)	SCO**
<p>Note: COs should determine their PEOs procedures for compliance with <a href="#">FAR 7.103</a>, <a href="#">DFARS 207.103</a>, and <a href="#">AFI 63-101</a> or <a href="#">AFI 63-138</a>. See <a href="#">DFARS 207.103</a> for AP content requirements*</p> <p>** Delegable to requiring organization or contracting organization no lower than the CO.</p>	

(3) Actions that do not require an AP:

(a) Task/delivery orders issued in accordance with the terms of the basic contract except non-DoD orders;

(b) Modifications within the scope of the contract;

(c) Replenishment parts except for those replenishment buys that require design; development, verification testing, and approval before start of production and

(d) Basic research under funding category 6.1

(e) The Small Business Innovation Research (SBIR) program, including the Small Business Technology Transfer (STTR) program (e.g. DoD-wide program planning/solicitation)

(f) Acquisitions in accordance with [FAR 13.5](#), *Simplified Procedures for Certain Commercial Items*.

(4) Acquisition considerations. When supplies or services will be acquired by placing an order under a non-DoD contract (e.g., a Federal Supply Schedule contract), regardless of whether the order is placed by DoD or by another agency on behalf of DoD, address the method of ensuring that the order will be consistent with DoD statutory and regulatory requirements applicable to the acquisition and the requirements for use of DoD appropriated funds.

(5) The acquisition strategy approving authority may utilize the ASP briefing charts and associated note pages, minutes, and change charts to satisfy a required written AP.

### **5307.105 Contents of Written Acquisition Plans**

See the [Acquisition Plan](#) template.

Note: A [Streamlined Acquisition Strategy Summary \(SASS\)](#) document may be used for actions less than \$10M if directed by the applicable AP Approval Authority.

### **5307.107-2 Consolidation**

(a) The SCO is the authority to make the consolidation determination for actions exceeding \$2 million. This authority may not be re-delegated. Consolidation determinations are only required for contracts awarded and performed in the United States and Outlying Territories.

(b) See [MP5301.601-90](#).

(e) See [MP5301.601-90](#).

The determination must include the acquisition strategy information required in [FAR 7.107-2](#). The determination may be included in an AP (or equivalent) when coordination of the consolidation determination approving official is accomplished as part of the

AP approval process. When preparing these documents clearly identify the consolidation determination.

## **SUBPART 5307.4 –EQUIPMENT LEASE OR PURCHASE**

### **5307.470 Statutory Requirements**

(b) See [MP5301.601\(a\)\(i\)](#).