



1. PURPOSE

The purpose of this document is to provide SPAWAR Headquarters (HQ) and Systems Centers policy and guidance for preparing and providing news releases of proposed contract awards, contractual actions, other transactions, grants and cooperative agreements through the Navy Office of Information, headed by the Chief of Information (CHINFO) to the Office of the Assistant Secretary of Defense (OASD) Public Affairs (PA), Navy Office of Legislative Affairs (OLA) and Assistant Secretary of the Navy (ASN) Research, Development & Acquisition (RDA).

Related guidance is available under CMPG [4.2.1 Issue CHINFO Notice](#).

2. POLICY

SPAWAR HQ is required to provide information on all contractual actions or modifications that have a face value of more than \$7 million, excluding unexercised options, to OASD (PA). This information will be used in a public news release announcing the award in accordance with [DFARS 205.303](#). Congressional members whose states or districts are affected by the contract (either the contractor lives in the state or district or the work will be performed there) will be provided similar information concurrent with the public announcement. Contract award information will be provided to the appropriate Public Affairs Office (PAO) in the form of a news release.



- A. **\$7 Million Threshold.** Report ALL contractual actions, including modifications, which have a face value (excluding unexercised options), of more than \$7 million. The \$7 million threshold will also apply to all transactions, grants and cooperative agreements even though they do not fall within the purview of FAR/DFARS announcement procedures. This will ensure consistent public notification of expenditures. Any contract, regardless of size, that has or may have media or public attention must be brought to the attention of public affairs media and policy review before it is awarded.
- B. **Undefined Actions.** For undefined contractual actions, use the not-to-exceed (NTE) amount. Later, if the defined amount exceeds the NTE amount by more than \$7 million, report only the amount exceeding the NTE.
- C. **Base Amount Excluding Unexercised Options.** For indefinite-delivery, time and material, labor hour, and similar contracts, report the initial award if the estimated face value (base amount), excluding unexercised options, is more than \$7 million. *Do not report subsequent orders that have an estimated face value of more than \$7 million until the sum of all orders placed has reached the originally reported estimated face value. After the originally reported estimated face value is reached, report subsequent modifications and orders that have an estimated face value of more than \$7 million.* Do not report the same work twice.
- D. **Modifications.** Once the estimated value is reached, report subsequent modifications and orders that have a face value of more than \$7 million. Again, do not report the same work twice.
- E. **Option Exercises.** Options are considered a contract modification and ARE NOT included when calculating the base year amount of an initial award and in reaching the \$7 million threshold, according to DFAR 205.303 (a) (i). Therefore, report ALL contractual options that have a face value of more than \$7 million.
 - a. The sentence/wording on a contract announcement, with options, should state:
"This contract contains an option, which is exercised, would bring the contract value to \$_____."





- b. Later, if an option will be exercised, submit a modification announcement **ONLY** if it is \$ **7** million and up. Exercising an option is considered a contract modification, so sentence/wording should state:
"(COMPANY NAME) is being awarded a \$_____ modification to a previously awarded (TYPE OF) contract (CONTRACT NUMBER) to exercise an option for_____."
 - c. Regardless of the amount of the initial award, options of \$ **7** million or more must be announced at the time they are exercised.
- F. **Exceptions.** See Part 5 – Publicizing Contract Actions, [FAR 5.303\(a\)](#).

3. RESPONSIBILITIES

3.1 Procuring Contracting Officer (PCO)/Contract Specialist (CS)

- Prepares the award announcement; submits it to the Public Affairs Office (PAO) point of contact; and ensure the copy of the announcement is filed in the official contract file.
- Must immediately notify the PAO POC of any contract, regardless of size, that has or may have media or public interest before it is awarded. The contract specialist or PCO should be available to answer questions from the time of submission to PAO until the date and time of the announcement.

3.2 Program Manager Warfare/Technical Codes

Assist the PCO/CS in the preparation of the award announcement.

3.3 PAO

3.3.1 SYSTEMS CENTER

Provides all SPAWAR System Center contract award announcement information, in the form of a news release, to the Navy OLA and CHINFO with copy to SPAWAR Headquarters Public Affairs and ASN RDA.

3.3.2 HEADQUARTERS (SPAWAR 8.5)

Provides all SPAWAR Headquarter award announcement information, in the form of a news release, to the Navy OLA and Navy Chief Information Officer (CHINFO) with a copy to ASN RDA.

3.4 Navy Office of Legislative Affairs (OLA)

Provides information on contract actions exceeding \$50 million to the Secretary of the Navy for potential SECNAV notification of Congressional members.

3.5 Chief of Information (CHINFO)

Provides consolidated Navy contract announcements (news releases) to OASD (PA) the day before award.

3.6 Office of Assistant Secretary of Defense Public Affairs (OASD (PA))

Releases contract announcements via www.defense.gov/contracts/ at 5 p.m. (Eastern) the day of award.

4. PROCEDURE

4.1 Preparation

1. **Standard Format.** The CS prepares the text of the news release using or exactly following the CHINFO Wording for Contract Awards or Modifications Template. This is the most important tool available to the CS in announcing contract awards. Please note that awards containing sensitive or security issues shall be specifically identified to SPAWAR Headquarters 8.5 and the Systems Center Public Affairs Offices. SPAWAR 8.5 will ensure all issues are resolved before submitting to OLA and CHINFO. In writing the announcement, follow these rules:



- a. *Corporation and Incorporated.* Use abbreviations: Corp., or Inc.,
 - b. *Addresses* (in body of News Release). Use only the city and state (The Associated Press (AP) Stylebook) when identifying the company in the first sentence of the news release (announcement).
 - c. *AP Style for states.* *Spell out all states.*
 - d. *Dollar amount.* First sentence of the announcement uses base amount only.
 - e. *No cents.* In stating the dollar amount, round to the nearest whole dollar.
 - f. *Options.* If, and only if, options are included in the initial announcement, they need not be announced when they are exercised, even if they exceed the \$7 million threshold.
 - g. *Type of contract.* Use lower-case letters, no abbreviations or acronyms, appropriate hyphens and slashes: cost-completion, indefinite-delivery/indefinite-quantity, cost-plus-fixed-fee/cost-plus-award fee contract. Do not use the word "type" as in "cost-completion type contract."
 - h. *Percentages for work performed.* List in order, with highest percentage first. Spell out percent (not %). If only one place is listed, do not use any percentage (we know it is 100 percent). (OLA requires this information for its notification to affected congressional members.)
 - i. *Completion date.* This is for the base year only (date does not include options). If there are options, add a sentence to address the completion date if all options are exercised. (See CHINFO wording template in the [Toolbox](#) section.)
 - j. *Company address and zip+4 code* in "For more information, contact:" area. Use name of person, but not the title. Use complete address, including suite #, etc. Use post office's two letter state abbreviations here. Use zip+4 zip code. (OLA uses zip code to determine appropriate congressional district and the +4 is very important.)
2. **Q and As.** If the award is for more than \$50 million, the CS also provides questions and answers to the PAO. The "Q and As" are optional on contracts less than \$50 million, but cognizant codes should be ready to prepare them on short notice, depending on SPAWAR 8.5, SECNAV or OSD interest. Sample fact sheets and questions and answers are provided in the RESOURCES section.
 3. **Final News Release.** The PAO works with CS to ensure the information is complete, concise and in the approved format, proof or prepare the news release, and release it to OLA and CHINFO.

4.2 Timeframes

4.2.1 PCO Deadline to submit to PAO

The PAO will need adequate time to prepare the news release and submit it to OLA and CHINFO by the established deadline. The award information shall be provided to the PAO within the following timeframes:

- a. **Less than \$50 million** (and more than \$7 million) – **12 noon Pacific Time** (3 p.m. Eastern Time), **two (2) working days** prior to planned award date.
- b. **More than \$50 million** – **12 noon Pacific Time** (3 p.m. Eastern Time), **three (3) working days** prior to planned award date.

4.2.1 PAO Deadline to submit to CHINFO and OLA

- 1) For awards of less than \$50 million, the PAO *must have* the information to CHINFO and OLA before 11 a.m. Eastern Time (8 a.m. Pacific Time), **one (1)**



working day before the proposed date of the contract award. In order to meet the 8 a.m. deadline, information must be sent to the PAO by noon the day before!

- 2) For awards of \$50 million or more, the PAO *must have* the information to CHINFO and OLA by 2 p.m. Eastern time (11 a.m. Pacific Time) **two (2) working days** before the proposed date of the contract award.

Important Notes

- Do not count Fridays as working days, unless you get an exception from PAO; however, you can plan an award date on a Friday.
- If the award date is near the end of a fiscal year or calendar year, allow plenty of additional time (working days) to process the announcement, or you risk not being able to award by the end of the fiscal year or calendar year.
- If the PAO, CHINFO or OASD (PA) has not objected to the release, the contracting officer may proceed to award the contractual action at 5 p.m. Washington, D.C. time (2 p.m. Pacific Time) to coincide with the public announcement.
- Check the contract announcements www.defense.gov/contracts/ a few minutes (15 or 20) after 5 p.m. Washington, D.C. time (2 p.m. Pacific Time) on the scheduled release date to ensure that the action has been posted. If the announcement text is different from what was submitted (and it sometimes is), cut-paste-print the new text and file it in the official contract file.

4.3 SPAWAR Headquarters Site-Specific Procedure

1. **Competency leads** notify SPAWAR 2.0 by email to HQ_Contracts_Policy@navy.mil of all awards over \$7 million.
2. Award announcements will be submitted to SPAWAR 8.5 via email to tina.stillions@navy.mil and Steven.A.Davis@navy.mil.



4.4 SPAWAR 8.5 PAO Points of Contact

- a. Tina Stillions, 619-524-3428, tinastillions@navy.mil
- b. Steve Davis, 619-524-3428, Steven.A.Davis@navy.mil

5. APPROVALS

The PCO is responsible for the review and concurrence of the announcement prior to submission to the cognizant PAO.

6. TOOLBOX

Samples may be changed at any time. Contact your PAO for latest samples and information.

1. [CHINFO Contract Award Templates](#)
2. [CHINFO Modification Templates](#)
3. [Sample USN News Release Template](#)
4. [Sample Award Announcement](#)
5. [Sample Questions and Answers](#)
6. [Sample CHINFO Advisory Email](#)
7. [SPAWAR HQ CHINFO Fact Sheet](#)





7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
November 2015	Content converted to new SCPPM format. Threshold increased from \$6.5 to \$7 million. Added clarification to policy section, updated content of procedure section, and added sample advisory email template to toolbox.
October 2014	Added "Do not report orders up to the estimated value"
September 2014	Content formatted and reorganized; links updated.
September 2012	Last version created in old format. No change notes available.