



## 1. PURPOSE

The purpose of this document is to establish the policy and guidance for the SPAWAR Claimancy issuance of Policy Alerts, Clause Book updates, process documentation for the [SPAWAR Contracts Policy and Procedures Manual \(SCPPM\)](#), and management of the [Contracts Management Process Guide-online \(CMPG\)](#).

## 2. POLICY

### 2.1 Contract Policy Updates

1. It is SPAWAR policy to provide timely updates to contract specialists within the Claimancy when acquisition processes change or guidance is issued by higher authority ([Defense Procurement Acquisition Policy \(DPAP\)](#) and [Deputy Assistant Secretary of the Navy-Acquisition and Procurement \(DASN\(AP\)\)](#)).
  - a. Timely implementation of changes and updates to acquisition processes promotes standardization, efficiency and statutory compliance in contracting operations.
2. The [SPAWAR Contract Policy and Field Management Branch 2.3.1](#) has overall responsibility to:
  - a. Receive;
  - b. Analyze;
  - c. Develop implementing guidance;
  - d. Coordinate related training; and
  - e. Issue Policy Alerts to the contract specialists within the claimancy.
3. Policy Branch 2.3.1 works with a standing SPAWAR Clause Book Committee and SCPPM Committee to develop and implement changes in clauses, and maintains or develops contracting processes and training for the specialists as needed.

## 3. RESPONSIBILITIES

### 3.1 SPAWAR Contract Policy and Field Management Branch 2.3.1

1. When changes are issued either by FACs, DFARS Change Notices, [DPAP Memorandums](#), or [DASN\(AP\) Policy Memorandums](#), etc., the Policy Branch Head assigns procurement analyst with the responsibility to analyze and determine the impact to contracting operations.
2. The procurement analyst recommends a course of action (i.e. develop implementing guidance, issue a [Policy Alert](#), develop a [Clausebook](#) change or develop new contracting process).
3. The Policy Branch Head will review the recommended action and make a decision on the best course to take.

### 3.2 Clausebook Committee

1. The Clausebook Committee is comprised of members from each SSC and HQ. The members shall review FAR /DFARS/NMCARS changes and any proposed changes to local clauses in the Online SPAWAR [Clausebook](#).
2. The HQ Policy Branch Head acts as the Lead for the committee.
3. The Clause Book Committee is responsible for reviewing and ensuring adequate, legally approved, local clauses are uploaded into the Claimancy [Clausebook](#) and ensuring that the local contract writing system is updated.

### 3.3 SCPPM Committee

1. The SCPPM Committee is comprised of members from each SSC and HQ.
2. The HQ Policy Branch Head acts as lead for the Committee.
3. The members shall meet periodically to review existing processes, provide updates, and draft new processes for claimancy use.



4. The SCPPM committee shall recommend new processes to be drafted based on requirements of use, input from contract specialists and managers, changes issued by DoD, Navy or higher level authority.

## 4. PROCEDURES

SPAWAR HQ Policy Branch is responsible for uploading all new clauses and SCPPM documents.

### 4.1 Policy Alert Process

1. Write the Policy Alert notification in Microsoft Word
2. Go to the Contracts Policy Page Website, **Log in** (only personnel approved as editors can log into the site) at: <https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navgenint.nsf/policydocs?openview>
3. Click the "New Policy Document" button at the top of the page.
4. Fill in the required fields. Policy Alerts are numbered as follows: Policy Alert 16-XXX -- *Title* (the 16 refers to FY posted)
5. Once the required fields are filled in, if there are attachments, click on the browse button to locate your file and upload it to the field.
6. Review all entries, ensuring the appropriate category of document is selected, then hit "*Submit*"
7. If this is a new Policy Alert- be sure to click the radial button to *Notify Subscribers*.
8. If this is a correction to a previously uploaded document, click the radial button for *Do Not Notify Subscribers*.

### 4.2 SCPPM Processes

1. **Adding New Documents:**
  - a. Once the new guidance document is generated, go to the Contracts Policy Page Website, and click on 3. SCPPM.
  - b. Click on the Phase that corresponds with the guidance you are posting. (For example, if the guidance is related to the early stages of contract planning, you would choose *1.0 Planning*. If it relates to the later stages of award, you would choose *5.0 Post Award*).
  - c. In the designated Phase menu, administrators will click Edit on the top left of the page. You may add a brief description for the guidance you are adding in the established text in the *Description* box. You will then *Browse* the document to where it is saved on your hard drive, select, and *Submit*. The document should now appear in that Phase's menu of guidance documents.
2. **New SCPPM Documents are added to the SCPPM Matrix (Table of Contents) in the appropriate phase of the process, using the process below:**
  - a. In the Main Contracts Policy Page, Select 3. SCPPM.
  - b. Select Table of Contents, click on the current Matrix file and *Save-As* on to your desktop.
  - c. Once saved, edit the file: insert a row on the table to add a new process in the appropriate place. Make sure to mark an "X" in the **Phase** column that corresponds with the guidance you are adding.
  - d. In the *Document Name* cell on the spreadsheet, add the Hyperlink of the document's SCPPM location. (*Use the right-click/Copy Shortcut function to get the URL*). Once the location is linked to the Matrix, *Save* the document.



- e. Go back to the 3. SCPPM/Table of Contents page. Administrators will choose *Edit*.
- f. At the bottom of the edit screen you will find the documents currently residing in the SCPPM, select the current Matrix document for deletion. Then *Browse* and select the edited Matrix document on your hard drive. Once the old matrix is selected for deletion, and the newer matrix is selected for addition, click on *Submit*.
- g. To verify that the upload was complete, go back to the main Policy page, click refresh, and click on 3. SCPPM/Table of Contents. Ensure that your revised document is in the correct location after every upload.

**5. APPROVALS**

**5.1** Policy Alert, SCPPM Document, CMPG content, and [Clausebook](#) creation and updates are to be approved by the [HQ Policy Branch Head, 2.3.1](#) prior to being uploaded to the appropriate Policy Pages.

- 1. When an issue comes up which requires consensus review, the SPAWAR Policy Branch Head will first send an e-mail to the Clausebook Committee with the issue explained. The Policy Branch Head will convene a meeting of the Clause Book Committee, which will review the change/proposed clause and recommend acceptance of the change/proposed clause or recommend rejection. If accepted, the SPAWAR policy Branch Head will assign a member to process the clause IAW the  [Deviation and Component Clause Use](#) SCPPM. If the proposed clause is rejected, the SPAWAR Policy Branch Head will forward finding to the originator.
- 2. Potential reasons for rejection:
  - a. Already have a clause which covers this situation.
  - b. Legally unacceptable.
  - c. Not a standard clause, but ok for one time use.

**6. TOOLBOX**

None

**7. CHANGE HISTORY**

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

Date	Description of Changes
May 2016	Content reformatted and reorganized.
January 2011	Last version created in old format.