



## 1. PURPOSE

This document provides SPAWAR policy on the acquisition of services which are not already covered under the DoD/DoN 5000 series documents.

The acquisition of services through any contract or task order awarded by an agency other than DoD requires approval.

Related guidance is available under [CMPG 1.2.1.3.1 Non-DoD Contracts](#).

## 2. POLICY

Funds sent outside the Command will need approval from the decision authorities listed in [Approvals](#).

Decision authorities are responsible for maintaining records of service acquisitions forwarded to an agency of the Federal Government other than DoD for procurement ([DFARS 237.170-2](#) and [DFARS 217.78](#)).

DoD Activities can still award task or delivery orders off GSA Schedule Contracts or GWACs without this separate approval, but still need to consider the need for an Acquisition Strategy and PBA Waiver.

## 3. RESPONSIBILITIES

- 3.1 Program Manager / Technical Code** - Ensures service requirements placed outside DON have the proper Acquisition Strategy and PBA approvals.
- 3.2 Contracting Officer** - Evaluates when a non-DoD contract for the acquisition is in the best interest of DoD. Maintains a record of service acquisitions forwarded outside DoD for procurement. These records should include, at a minimum: the type(s) of services required; estimated dollar value forwarded; the procuring activity; the type of contract; the contract number; and total contract value.
- 3.3 Acquisition Decision Authority**  
Maintains records of service acquisitions procured outside DoD for procurement. These records should include, at a minimum: the type(s) of services required; estimated dollar value forwarded; the procuring activity; the type of contract; the contract number; and total contract value.

## 4. PROCEDURE

1. See [Responsibilities](#).



## 5. APPROVALS

The table below identifies review and approval authorities ([NMCARS 5237.170-2](#)).

Threshold Value (x)	Review Authority	Approval Authority
\$50M < x	PEO/SPAWAR 2.0	DASN(AP)*
\$15M < x ≤ \$50M	SPAWAR 2.0 Branch Head	SPAWAR 2.0
\$5M < x ≤ \$15M	PM/DPM	<ul style="list-style-type: none"> <li>• SPAWAR Deputy CO</li> <li>• SPAWAR Director of Contracts</li> <li>• SPAWAR Director Installations &amp; Logistics</li> <li>• SPAWAR CHENG</li> <li>• SPAWAR CIO</li> <li>• PEO(C4I and Space)</li> <li>• PEO(IT)</li> <li>• Commanding Officer/Executive Director at SSC San Diego, Charleston, Norfolk, and SITC New Orleans</li> </ul>
x ≤ \$5M	PM/DPM	PM/DPM

\* All services acquisitions between \$100 million and \$250 million are designated as ASN(RDA) special interest items and are subject to ASN(RDA) review.

## 6. TOOLBOX

1. [DoD Guidebook for the Acquisition of Services](#) – July 2011

## 7. CHANGE HISTORY

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

Date	Description of Changes
August 2014	Content taken from Acquisition of Services SCPPM to create this more focused SCPPM. Updated format, reorganized content, and updated links.
March 2014	Last version created in old format. Latest change under this topic was to add ASN(RDA) note to Approval table.