



## 1. PURPOSE

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

Management and Oversight Process for the Acquisition of Services (MOPAS 2) describes the Acquisition Strategy (AS) requirements for service acquisitions over the simplified acquisition threshold (SAT).

Related guidance is available under [CMPG 1.2.4.1 MOPAS 2 Acquisition Strategy](#).

## 2. POLICY

### 2.1 Oversight for all service acquisitions over \$150,000

All service acquisitions over SAT (defined in [FAR 2.101](#), currently \$150K) shall comply with ASN(RDA) [MOPAS 2 Memo](#) AS content and oversight requirements for service acquisitions ([NMCARS 5237.503](#)). The memo enclosure, [Management and Oversight Process for the Acquisition of Services](#), provides AS content requirements and approval authorities.

### 2.2 Data Collection and Reporting

Activities are responsible for collecting/recording data, by AS, to address the full value of the acquisition and the amount of services required.

#### 2.2.1 FOR EACH CONTRACT OR TO/DO PLACED UNDER A MILITARY INTERDEPARTMENTAL PROCUREMENT REQUEST (MIPR):

1. Type and amounts (man hours) of services acquired.
2. Total estimated value(s) (base and option periods); track by actual and potential obligations.
3. The type of contract vehicle (i.e., fixed price/cost-type/T&M and rationale for selected contract type).
4. Whether contract action was:
  - a. Performance-based contract; performance-based task order or other performance-based arrangement that contains firm fixed prices for the specific tasks to be performed;
  - b. Any other performance-based contract/task order/other performance-based arrangement; or
  - c. A contract/task order/other arrangement that is NOT performance-based.
5. The identity of the agency/office that placed the action.
6. The extent of competition received in placing the action (where practicable, include number of offerors).
7. Whether the contractor is:
  - a. A large business;
  - b. An educational or non-profit institution;
  - c. A small business - include type of small business (i.e. small business, small-disadvantaged business; woman-owned business; HUB-zone, etc.) ([FAR Part 19](#)); or
  - d. A required source of supply ([FAR Part 8](#)).

#### 2.2.2 FOR MIPRS OR WORK ORDERS ISSUED THAT DID NOT RESULT IN CONTRACTING ACTIONS:

1. Supporting activity.
2. Types and amounts (man hours) of services provided.
3. Total estimated value(s) (base and options): Actual and potential obligations.



2.3 Information Required in a MOPAS 2 Acquisition Strategy

MOPAS 2 AS Content Requirements provides a detailed description of all the information required on an Acquisition Strategy document. Each AS will address the following points:

- 1. Requirements Development and Management
2. Acquisition Planning
3. Solicitation and Contract Award
4. Risk Management
5. Performance Evaluation

2.4 Exceptions and Exclusions

- MOPAS 2 does not apply to major and non-major defense acquisition programs and major and non-major IT acquisition programs managed and reviewed under DoD/DoN 5000 series documents.
The only contracted services excluded from reporting are construction and utilities.

3. RESPONSIBILITIES

3.1 Program Manager/Technical Code

- Develops SOW/SOO and AS in close coordination with Contracting Officer;
Ensures that the AS is prepared and reviewed by the proper authority; and
Collects and maintains required acquisition of services data.

3.2 Contracting Officer

- Ensures an AS is drafted in coordination with PM/Technical Code and included in the PR package for service acquisitions over SAT.
Ensures appropriate reviews and approvals are obtained, including OSBP.

3.3 Office of Small Business Programs (OSBP) - Reviews proposed acquisition strategy for small business opportunities and provides insight into small business program requirements.

3.4 Requirements Review Authority - Ensures requirements describe clear and well-defined performance outcomes.

3.5 AS Review Authority - Ensures the AS meets DON AS requirements.

4. APPROVALS

4.1 For Non-IT Services

Table with 4 columns: Panned Value (x) or Type, Requirements Review, AS Review, Approval Authority. Rows include categories like AT&L Special Interest, \$1B < x, ASN(RDA) Special Interest, \$250M < x <= \$1B, \$100M < x <= \$250M, Special Interest Item, and \$150K < x <= \$100M.

\* Non-IT acquisitions over \$1 Billion, notify OSD.

\*\* All services acquisitions between \$100M and \$250 million are designated as ASN(RDA) special interest items and are subject to ASN(RDA) review; add signature line in AS where applicable.

\*\*\* See Acquisition of Services memo in toolbox



4.2 For IT Services

Panned Value (x) or Type	Requirements Review	AS Review	Approval Authority
x > \$1B	DASN(C4I and Space)	DASN(AP)	ASD(NII) DoD CIO* DASN(C4I and Space)
x > \$500M	DASN(C4I and Space)	DASN(AP)	ASN(RDA)*
\$250M < x ≤ \$500M, ASN(RDA) Special Interest	DASN(C4I and Space)	DASN(AP)	DASN(C4I and Space) ASN(RDA)
\$100M < x ≤ \$250M, Special Interest Item	PEO/HCA	PEO/HCA**	DASN(AP)***
\$150K < x ≤ \$100M	Originator/ Specialist	PM/PCO	PEO 2.0 Branch Head CoC at SSCs

\* IT acquisitions over \$500 Million, notify ASD (NII)/DoD CIO.

\*\* All services acquisitions between \$100M and \$250M are designated as ASN(RDA) special interest items and are subject to ASN(RDA) review; add signature line in AS where applicable.

\*\*\* See Acquisition of Services memo in toolbox

5. PROCEDURE

As stated in the Responsibilities section.

6. TOOLBOX

1. [DoD Guidebook for the Acquisition of Services](#) – Jul 2011
2. [MOPAS 2 AS Content Requirements](#) – DON, Feb 2014
3. [Review Criteria for the Acquisition of Services](#) – DPAP, Feb 2009
4. [Acquisition of Services](#) – DASN(AP), Nov 2009
5. [MOPAS 2 Memo](#) – ASN(RDA), Dec 2006
6. [Management and Oversight Process for the Acquisition of Services](#)
7. [Acquisition Strategy Report for MOPAS2 Template – Jan 2016](#)
8. [SSC-PAC Policy Gram 06-03 \(MOPAS\)](#) – Mar 2006



7. CHANGE HISTORY

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

Date	Description of Changes
January 2016	Updated MOPAS2 ASR Template.
December 2015	Removed obsolete SSC-PAC Policy Gram 06-03
September 2015	Special interest item approval authority updated
August 2014	Content taken from Acquisition of Services SCPPM to create this more focused MOPAS 2 SCPPM. Updated SAT value, format, reorganized content, and updated links.
April 2014	Last version created in old format. Latest updates under this topic were MOPAS 2 AS Content Requirements and approval authorities. Adjusted links to acquisition.navy.mil (no longer valid).