

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 715-4

24 May 2010

Procurement

ADVANCE ACQUISITION PLANNING PROGRAM

***This regulation supersedes USFK Regulation 715-4, 26 October 1998.**

FOR THE COMMANDING GENERAL:

JOSEPH F. FIL, JR.
Lieutenant General, USA
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief of Publications and
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Summary. This regulation prescribes policies and procedures for managing the Advance Acquisition Planning Program (AAPP).

Summary of Change. This regulation has been substantially changed. A full review of its contents is required.

Applicability. This regulation applies to all United States Forces, Korea (USFK) organizations that anticipate an acquisition with an estimated cost over \$100,000 that will be processed through 411th Contract Support Brigade (411th CSB).

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from Assistant Chief of Staff, Acquisition Management (FKAQ), Unit #15289, APO AP 96205-5289.

Forms. USFK forms are available at www.usfk.mil.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil> .

Suggested Improvements. The proponent of this regulation is FKAQ. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to FKAQ, Unit #15289, APO AP 96205-5289.

Distribution. Electronic Media Only (EMO).

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes policies and procedures for managing the Advance Acquisition Planning Program (AAPP).

1-2. References

- a. Federal Acquisition Regulation (FAR) Part 7.1, current edition.
- b. Defense Federal Acquisition Regulation Supplement (DFARS) Part 207.1, current edition.
- c. Army Federal Acquisition Regulation Supplement (AFAR) Part 5101.602-2, current edition.
- d. DoDD 5000.01, The Defense Acquisition System
- e. DoDD 8500.01E, Information Assurance (IA)
- f. USFK Regulation 715-2, Contracting for Supplies, Services, and Construction

1-3. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. Commander, 411th CSB will —

- (1) No later than March 5th publish cut-off dates for procurement package submission that is consistent with Procurement Administrative Lead Times (PALT).

- (2) Take appropriate steps to publicize the Advance Acquisition Plan (AAP) to USFK organizations.

- (3) Designate an Advance Acquisition Planning Program (AAPP) Manager within the 411th CSB and ensure USFK organizations have access to the AAPP Manager. AAPP Manager may be contacted via email at 411thCSB_Customersupport@korea.army.mil.

- (4) Designate an AAPP conference chairperson to coordinate and facilitate the conference.

- b. The 411th CSB AAPP Manager will—

- (1) Be responsible for overall surveillance of the AAPP.

- (2) Review Requiring Activity (RA) input into the AAP for accuracy and timeliness.

- (3) Inform RA when their procurement package does not meet the PALT submission date identified in the AAPP database.

- (4) Keep AAPP Coordinators informed of AAPP conferences and any changes in the AAPP that impacts this regulation or AAPP procedures.

(5) Provide the 411th CSB points of contact for the coordination of procurement package documentation.

(6) Coordinate and publicize the AAPP conference.

c. The Commander, Director, or Head of each RA, or a designated representative will —

(1) Be responsible for ensuring that acquisitions with an estimated cost of over \$100,000 are accounted for in the AAP.

(2) Designate an AAPP Coordinator and notify the 411th CSB AAPP Manager. The AAPP Coordinator should be someone in the RA that would have advance notice of the organization's procurement requirements.

(3) Establish internal milestones for procurement packages to ensure their submission will meet the PALT submission date.

(4) Respond in writing to the Commander, 411th CSB on requests for status on any late submission of AAPP procurement packages.

d. The AAPP Coordinator will —

(1) Provide input to the AAPP in hard copy or electronically in the format defined on USFK Form 715-E, Advanced Acquisition Plan Submission Form (see appendix A.) and provide updated data as changes occur. Electronic copy may be submitted via email to 411thCSB_Customersupport@korea.army.mil.

(2) Communicate to the 411th CSB AAPP Manager if a procurement package will not meet the PALT submission date.

(3) Represent their organization at designated AAPP conferences.

Chapter 2 Policies and Procedures

2-1. Advance Acquisition Planning Program Conferences

a. The 411th CSB will conduct an AAPP conference twice annually, preferably in March and October. The purpose of the conferences is to —

(1) Familiarize new AAPP Coordinators and other RA personnel on the AAPP.

(2) Discuss acquisition policy that affects the program.

(3) Review procedures for submitting input into the AAP.

b. Composition

(1) Chairperson. The AAPP Manager will Chair and be responsible for facilitating the AAPP conference.

(2) Attendees. The AAPP Coordinator is required to attend the conference. When it is impossible for the AAPP Coordinator to attend a representative from the RA will attend. All other elements that have a vested interest in the AAPP will participate. Representation should include, but is not limited to, the following:

- (a) 411th CSB Contracting Officer;
- (b) RA's resource manager representative

2-2. Advance Acquisition Planning Program Process

a. When the AAPP Coordinator or other RA representative is aware of an acquisition with an estimated cost over \$100,000, they will immediately submit either in hard copy or electronic form, the information on USFK Form 715-E. (Electronic forms may be submitted via email to 411thCSB_Customersupport@korea.army.mil)

b. The 411th CSB will not accept a procurement package estimated over \$100,000, unless the requirement is identified in the AAPP or the Director of Contracting has approved the procurement package for submission.

c. Changes. Although changes to the AAPP may be prompted by unforeseen circumstances (e.g. mission changes, funding constraints, etc.); such changes must be held to a minimum for the AAPP to be effective. When changes are necessary, they are to be submitted to the 411th CSB AAPP Manager as soon as they are known.

2-3. Procurement Administrative Lead Times (PALT)

a. Information on minimum procurement lead times is identified in USFK Reg 715-2. The PALT starts upon receipt of a complete Purchase Request Package (PRP) at the 411th CSB and ends upon contract award. See USFK Reg 715-2, Appendix D for a checklist of items needed for a complete PRP. Procurement Lead Times (PLT), which includes requirement identification, description, and advanced acquisition planning, is not included in the PALT published in USFK Reg 715-2.

b. Actual acquisition times may vary depending on the type of purchase requirement, the nature or complexity of the requirement, and other factors peculiar to the requirement. Service contracts normally require additional time for contractor mobilization (30 days for actions less than \$100,000 and 60 days for all others). U.S. Invited Contractors may also require additional time. Acquisition planning, contractor mobilization, Invited Contractor status, and phase-in/phase-out periods should be considered in PLT and is not included in PALT estimates.

2-4. Procedures for Developing Input to The Advance Acquisition Planning Program

a. For contracts that are estimated to be over \$100,000, including modifications and extensions of contracts, each RA will submit their requirement into the AAP. Development of a RAs AAP must consider all known requirements, funding constraints, and priorities.

b. The PRPs will be submitted to the 411th CSB sufficiently in advance of the required start date to permit adequate solicitation, negotiation, award approvals, and contract start-up or production lead time. The 411th CSB will specify the procurement lead times and annual cutoff dates. Prior to submission for AAPP, each RA must verify with resource management (RM)

whether or not funds are available. If any procurement package is not validated (either funded or unfunded) by the RM responsible for the RA, the procurement package will not be accepted.

c. Initial input to the Fiscal Year (FY) AAP will be due no later than 31 July. The initial AAP listing should include all known requirements for which the PRP submission date will be in that FY. Submission date refers to the date when a PRP is due at the 411th CSB and not the contract award date. Additions and changes are to be submitted to the AAPP Manager as soon as they are known.

d. All anticipated requirements must be included in the AAP, to include unfunded requirements. In accordance with AFARS 5101.602-2(a)(ii)(A), unfunded requirements must contain the following statement on the funds certification document accompanying the PRP: "This requirement is included or provided for in the financial plan for FYXX." Please note in the other comments block: "This statement is not a commitment of funds."

Appendix A
USFK Form 715-E Advanced Acquisition Plan Submission Form

ADVANCED ACQUISITION PLAN SUBMISSION FORM		
(USFK REG 715-4)		
1. REQUIRING ACTIVITY	DATE	
2. UNIT MAILING ADDRESS		
3. POC		
4. PHONE NUMBER		
5. EMAIL		
6. REQUIRING ACTIVITY MACOM		
7. DODAAC		
8. PROCUREMENT CATEGORY - Choose the most appropriate category below to describe the procurement (check one):		
<input type="checkbox"/> SUPPLIES <input type="checkbox"/> OFFICE EQUIPMENT <input type="checkbox"/> OFFICE FURNITURE <input type="checkbox"/> OFFICE SUPPLIES <input type="checkbox"/> MOTOR VEHICLE SUPPLIES <input type="checkbox"/> INDUSTRIAL SUPPLIES <input type="checkbox"/> COMMERCIAL EQUIPMENT <input type="checkbox"/> COMPUTER RELATED EQUIPMENT <input type="checkbox"/> COMPUTER AND PERIPHERALS <input type="checkbox"/> PROFESSIONAL EQUIPMENT <input type="checkbox"/> OTHER SUPPLIES	<input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> BUILDING REPAIR <input type="checkbox"/> GENERAL MAINTENANCE <input type="checkbox"/> GENERAL CONSTRUCTION (UNDER \$750K) <input type="checkbox"/> CONSTRUCTION MATERIALS <input type="checkbox"/> OTHER CONSTRUCTION	<input type="checkbox"/> SERVICES <input type="checkbox"/> INDUSTRIAL SERVICES <input type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> TRANSPORTATION SERVICES <input type="checkbox"/> LEASE OR RENT <input type="checkbox"/> CONSULTING <input type="checkbox"/> PERSONAL SERVICES <input type="checkbox"/> TRAINING <input type="checkbox"/> OTHER SERVICES
9. DESCRIPTION - Clearly describe the item to be procured, the nature of the service, and the quantity(s) to be procured:		
10. ESTIMATED DOLLAR RANGE Select the dollar range of the total action including the value of any options:		
<input type="checkbox"/> Over \$100,000 to \$500,000	<input type="checkbox"/> Over \$500,000 to \$3 million	<input type="checkbox"/> Over \$3 million to \$5 million
<input type="checkbox"/> Over \$5 million to \$10 million	<input type="checkbox"/> Over \$10 million	
11. Is the requirement a commercial item buy in accordance with FAR Part 12? (Optional)		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
12. Is this a follow-on to a current contract? (Optional)		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, Current Contract Number		
13. TYPE OF FUNDS		
<input type="checkbox"/> OPERATIONS AND MAINTENANCE	<input type="checkbox"/> LCS	
<input type="checkbox"/> OTHER PROCUREMENT ARMY	<input type="checkbox"/> OTHER	
14. REQUIRED START DATE		
15. DELIVERY/COMPLETION DATE		
16. OPTION PERIODS (IF APPLICABLE)		
<input type="checkbox"/> BASE + 1 YEAR	<input type="checkbox"/> BASE + 2 YEAR	<input type="checkbox"/> BASE + 3 YEAR
<input type="checkbox"/> BASE + 4 YEAR		
<input type="checkbox"/> It is anticipated this requirement will be Offloaded		
<input type="checkbox"/> Requirement meets an exception in the SOFA and IC Status is needed		

USFK FORM 715-E, AUG 2010

Glossary

Section I. Abbreviations

411 th CSB	411 th Contracting Support Brigade
AAP	Advance Acquisition Plan
AAPP	Advance Acquisition Planning Program
AFARS	Army Federal Acquisition Regulation Supplement
DFARS	Defense Federal Acquisition Regulation Supplement
DoDD	Department of Defense Directive
FKAQ	Assistant Chief of Staff, Acquisition Mangement
FY	Fiscal Year
PALT	Procurement Administrative Lead Times
PLT	Procurement Lead Time
PRP	Purchase Request Package
RA	Requiring Activity
USFK	United States Forces, Korea

SECTION II. Definition of Terms

Advance Acquisition Planning Program. Program designed to assist organizations to communicate their acquisition requirements to the 411th CSB. The program accounts for the Procurement Administrative Lead time (PALT) and helps to obtain acquisition-planning advice in advance of submitting a procurement package.

Requiring Activity. Term used to describe an organization that has a requirement to purchase a service or supply through a formal contract.

AAPP Coordinator. A person designated by the Commander of the requiring Activity that will manage the acquisition process and provide input to the AAP for their organization.

AAPP Manager. A person designated by the Commander of who will manage the Advance Acquisition Planning Program.

Procurement Administrative Lead Time. Amount of time the procuring activity needs to process a complete procurement package. The PALT includes the time a complete requirement package was received to the time of contract award.

Procurement Lead Time. The time elapsing between the initiation of a procurement action and the receipt of goods or services. The PLT includes the requirement identification, requirement definition, administrative lead time, and receipt of goods or services.

Procurement Request Package. All documentation required to support a specific acquisition identified for AAP processing.

Estimated Cost. Total estimated cost including option periods. For example, if the acquisition is estimated to cost \$25,000 for the first year with four options periods estimated at \$25,000 for each of the four additional years, then the total estimated cost is \$125,000.

Timely Submission of a Procurement Package. When a procurement package is submitted to the 411th CSB that is consistent with PALT or earlier.

411th CSB. Procuring activity having a significant acquisition function designated by the appropriate executive agency. For the purpose of this regulation the term is synonymous with contracting activity.