

Part 5307 - Acquisition Planning

[DAFFARS PART 5307 Knowledge Center](#)

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Subpart 5307.1 - ACQUISITION PLANS

5307.104 General Procedures

(a) In order to help develop a sound acquisition strategy, the acquisition team must provide appropriate opportunities for the early involvement of industry in all acquisitions and the [Defense Contract Management Agency](#) and [Defense Contract Audit Agency](#) in non-competitive acquisitions.

5307.104-90 Solicitation Release

(a) For ACAT programs, see [DAFI 63-101/20-101](#)(paragraph 4.3.1) and [DODI 5000.02](#)

(b) For all other acquisitions, the contracting officer must not release the solicitation until the approval official has approved the [Acquisition Plan \(AP\)](#) unless the acquisition is being conducted pursuant to the authority of [FAR 6.302-2](#), *Unusual and compelling urgency*.

(c) For acquisitions utilizing policies and procedures in accordance with FAR 15.3, see [FAR 15.303](#) and the [DoD Source Selection Procedures](#).

5307.104-91 Changes

If a change occurs to the program/acquisition that significantly affects the acquisition, the program manager with the assistance of the contracting officer must prepare a revised AP and a statement that summarizes the changes and obtain the approval from the appropriate approval authority.

5307.104-92 Acquisition Strategy Panels (ASP) and Approval Authority (AP)

(a) ASPs:

(1) ASP are integral to a deliberative process that support the acquisition strategy approving authority in making informed decisions in performing their acquisition execution responsibilities. An ASP includes the Chair, panel members, and a briefing supporting the proposed strategy.

(2) The program manager, or the contracting officer if a program manager is not assigned, must ensure an ASP is conducted for all acquisitions that require a written AP in accordance with [DFARS 207.103](#) , unless otherwise waived by the AP approval authority ((also see 5307.104-92 Acquisition Strategy Panels (ASP) and AP Approval Authority DAFFARS 5307.104-92(b)) .

(3) The AP approval authority will be the ASP Chair. The ASP Chair will determine the ASP membership and the required briefing content based upon the unique requirements of each acquisition.

(4) At the conclusion of the ASP briefing, the program manager (or equivalent) must prepare ASP minutes and obtain approval from the AP approval authority.

(b) AP Approval Authority:

AP Approval

Category

AP Approval Authority

PEO (Systems)

See [DAFI 63-101/20-101](#) (See Note below)-101/20-101(See Note below)

AFPEO/CM – Services
(Operational & Enterprise Services
Acquisitions subject to DAFI 63.138)

See [DAFI 63-138](#) (See Note below) 63-138(See Note below)

Operational & Enterprise (not
covered above by DAFI 63.138)

SCO**

AFRL Enterprise

SCO**

Note: COs should determine their PEOs procedures for compliance with [FAR 7.103](#), [DFARS 207.103](#), and DAFI 63-https://static.e-publishing.af.mil/production/1/saf_aq/publication/afi63-101_20-101/afi63-101_20-101.pdf 101/20-101 or DAFI https://static.e-publishing.af.mil/production/1/saf_aq/publication/afi63-138/afi63-138.pdf 63-138. See [DFARS 207.103](#) for AP content requirements

** Delegable to requiring organization or contracting organization no lower than the CO .

(c) Actions that do not require a written Acquisition Plan or written Streamlined Strategy: (Note: FAR 7.102 requires acquisition planning and market research for ALL acquisitions.)

(1) Task orders or delivery orders awarded from a DoD ID/IQ vehicle in accordance with the terms of the basic contract. Acquisition Plans are required for non-DoD orders.

(Note: Use of non-price evaluation factors for award of task orders or delivery orders is considered outside the terms of the basic contract and action would require a written AP IAW DFARS 207.103 and DAFFARS 5307.104-92(a)(2))

(2) Modifications within the scope of the contract;

(3) Replenishment parts except for those replenishment buys that require design; development, verification testing, and approval before start of production;

(4) Basic research under funding category 6.1

(5) Any action < SAT;

(6) Final Buy Out and One-Time Buy. This refers to a single contract that covers all known present and future requirements. This exception does not apply to a multiyear contract or a contract with options or phases;

(7) The Small Business Innovation Research (SBIR) program, including the Small Business Technology Transfer (STTR) program (e.g. DoD-wide program planning/solicitation); and

(8) Acquisitions in accordance with [FAR 13.5](#), *Simplified Procedures for Certain Commercial Products and Commercial Services*.

5307.105 Contents of Written Acquisition Plans

(1) For actions that do not fall within one of the categories listed within [DFARS 207.103](#) or actions with dollar thresholds less than a need for a written [Acquisition Plan](#) (e.g. <\$50M total program or <\$25M in a FY for products & services), written AP documentation is still recommended. This documentation may include Market Research Acquisition Approach document (MRAA), Briefing Charts, Memorandum for Record, or use of the Streamlined Acquisition Strategy Summary as directed by the applicable approval authority.

(2) Actions above \$10M but below the thresholds prescribed at DFARS 207.103, written AP documentation is recommended. Acquisition Teams should consider the depth, complexity, and requirements needs of their program to determine use of the [AP template](#), ASP brief, or the [Streamlined Market Acquisition Approach Document \(SMRAA\)](#) template.

(3) Actions for production or services when the total cost of all contracts for the acquisition program is equal to or greater than \$50M for all years or \$25M or more for any fiscal year, an Acquisition Strategy Panel (ASP) is recommended. (Note: recommend documentation that identifies the ASP as the written AP)

(4) The acquisition strategy approval authority may utilize the ASP briefing charts and associated note pages, minutes, and change charts to satisfy a required written AP. Recommend documentation identifies the ASP as the written AP.

5307.107-2 Consolidation

(a) Consolidation determinations are only required for contracts awarded and performed in the United States and Outlying Territories.

(b) See [MP5301.601\(a\)\(i\)](#)

The determination must include the acquisition strategy information required in [FAR 7.107-2](#), to include supporting documentation that consolidation is necessary and justified when the expected benefits do not meet the thresholds for a substantial benefit but are critical to the agency's mission success; and the procurement strategy provides for maximum practicable participation by small business. When preparing these documents clearly identify the consolidation determination.

5307.107-3 Bundling

(a) See [MP5301.601\(a\)\(i\)](#).

(f)(1) See [MP5301.601\(a\)\(i\)](#).

Subpart 5307.4 - EQUIPMENT LEASE OR PURCHASE

5307.470 Statutory Requirements

(a) See [MP5301.601\(a\)\(i\)](#).