



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORINST 4215.1B  
N4  
31 Jan 2020

COMNAVRESFOR INSTRUCTION 4215.1B

From: Commander, Navy Reserve Force

Subj: MANAGEMENT AND OVERSIGHT PROCESS FOR THE ACQUISITION OF SERVICES

Ref: (a) Section 812 of the National Defense Authorization Act for Fiscal Year 2006  
(b) DASN (ACQ) Memorandum of December 21, 2006

1. Purpose. To revise Commander, Navy Reserve Force (COMNAVRESFOR) guidance for management and oversight process for the acquisition of services per references (a) and (b).
2. Cancellation. COMNAVRESFORINST 4215.1A.
3. Scope. This instruction applies to all COMNAVRESFOR and subordinate commands.
4. Background. Reference (a) directs establishment of new requirements for the Management and Oversight Process for the Acquisition of Services (MOPAS 2) within Department of Defense (DoD). Reference (b) directs the Department of the Navy (DON) to provide guidance on policies and procedures regarding MOPAS 2. Acquisition of services is broader than contracting for services. It includes execution of one or multiple contracts, purchase orders, work orders, Military Interdepartmental Procurement Requests (MIPRs), or other instruments for specific need. MOPAS 2 builds on the existing acquisition management structure through tiered approval levels based on the total estimated value of the service acquisition. Oversight of service acquisition within DON is the shared responsibility of requiring activities, contracting activities, and the Senior Official (Assistant Secretary of the Navy (Research, Development and Acquisition)).
5. Procedures. All COMNAVRESFOR activities will:
  - a. Prepare a DON Acquisition Strategy (AS) for Decision Authority review and approval. Each AS will be updated and submitted to the Decision Authority for review and approval as significant changes occur. This review process is to ensure the acquisition of services within DON is strategic in nature, represents sound business practices, and complies with applicable laws, regulations, directives, and other requirements. Each AS will address the DON AS requirements.

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b. Requirements, development, and management:

(1) The source of the requirement, the outcomes to be achieved and if performance-based, the metrics to measure the outcomes.

(2) Identify as a new requirement or indicate how the requirement was previously satisfied.

(3) The nature and extent of market research conducted.

(4) If a consolidated requirement, whether it complies with Defense Federal Acquisition Regulations Supplement (DFARS) 207.

(5) For bundled requirements, address the benefit analysis as prescribed in the DoD Benefit Analysis Guidebook, [www.acq.osd.mil/sadbu/news/contractconsolidation.pdf](http://www.acq.osd.mil/sadbu/news/contractconsolidation.pdf).

c. Acquisition planning:

(1) The acquisition approach including appropriate milestones.

(2) Cost and price estimate for the total planned acquisition. This includes MIPR or work orders issued to support the acquisition that did not result in contract action.

(3) How the acquisition will be funded and availability of funding.

(4) Technical, business, management, and other significant considerations.

(5) Opportunities for strategic sourcing.

(6) Implementation of performance-based acquisition methods or rational for not using performance-based methods. If non-performance-based strategy is proposed, address actions to convert to performance-based strategy for future acquisitions.

(7) Implementation of socio-economic business considerations.

(8) Top level discussion of the planned source selection process, formal or informal, proposed evaluation criteria and basis for award.

(9) Required waivers or deviations.

(10) If other than full and open competition, address why full and open competition will not apply and cite appropriate statutory authority. Address actions to improve the competitive environment for foreseeable follow-on acquisitions.

(11) Include a Lease-Purchase analysis required by Office of Management and Budget (OMB) Circular A-94, Section 13, if proposed.

(12) Multi-year contracts: If the acquisition strategy call for a multi-year contract (as defined in Part 17.1 of the Federal Acquisition Regulation (FAR)), address compliance with 10 U.S.C. 2306c and OMB Circular A-11. Address the budget scorekeeping that will result from proposed contracting strategy.

d. Solicitation and contract award:

(1) The proposed business arrangement(s) anticipated (e.g., single or multiple contract award(s), multiple award task order contracts, task order under existing task order contract, interagency purchase request or interdepartmental work order, etc.).

(2) The timing and duration for each business arrangement, including base period and option periods.

(3) Pricing arrangements for each business arrangement (e.g., fixed price, cost reimbursements, labor hour, etc., based on FAR/DFARS Parts 16 and for commercial services, Part 12).

(4) Address contract administration and oversight considerations.

e. Risk management. An assessment of current and potential technical cost, schedule, performance risks and plan for mitigation or retiring those risks.

f. Contract tracking and oversight:

(1) Existing or proposed management approach for contract administration, quality assurance surveillance plans, oversight plans, and responsibilities.

(2) Tracking procedures and processes to monitor contract performance.

g. Performance evaluation:

(1) Plan for evaluating whether performance metrics or other measures identified to guide the acquisition have been achieved. Such measures will include thresholds for cost, schedule and performance for each proposed business arrangement.

(2) Identify personnel responsible for assessing and reporting contractor performance into the Contract Performance Assessment Reporting System.

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(3) Collect and record data to address the full value of the acquisition and the amount of services required. The following data for each contract, task/delivery order or contract/task or delivery order subsequently placed under a MIPR issued to support the acquisition:

- (a) Types and amounts (man-hours) of services acquired.
- (b) Total estimated value(s) (base and option periods).
- (c) The type of contract vehicle (i.e., fixed priced/cost-type/time and material).
- (d) Whether contract action was:

1. Performance-based contract, performance-based task order, or other performance-based arrangement that contains firm fixed prices for the specific tasks to be performed.

2. Any other performance-based contract, task order, and other performance-based arrangement.

3. A contract, task order, and other arrangement that is not performance-based.

(e) The identity of the agency/office which placed the action.

(f) The extent of competition received in placing the action (where practicable, include number of errors).

(g) Whether the contractor is a large business, an educational or non-profit small business (type), or required source of supply (FAR Part 8).

(4) Record by AS, the following data for each MIPR or work order issued to support the acquisition that did not result in contracting actions:

- (a) Supporting Activity.
- (b) Types and amounts (man-hours) of services provided.
- (c) Total estimated values.
- (d) Reason acquisition cancelled.

h. Approval authority for service acquisitions:

(1) For Commander, Navy Reserve Forces Command (COMNAVRESFORCOM):

(a) \$0 - \$25 million (Executive Director)

(b) Above \$25 million (Commander)

(2) For Commander, Naval Air Force Reserve (COMNAVAIRFORES):


(a) \$0 - \$25 million (COMNAVAIRFORES N43)

(b) \$25 - \$50 million (COMNAVAIRFORES Commander)

(c) Above \$50 million (COMNAVRESFOR Deputy Commander)

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR N4 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10 year anniversary date, or an extension has been granted.



J. A. SCHOMMER  
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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>