MEMORANDUM FOR DISTRIBUTION

SUBJECT: Responsibilities of the Deputy Assistant Secretary of the Navy for Acquisition and Procurement

In recent months, there have been multiple instances in which organizational elements within the Department of the Navy (DoN) have interacted directly with offices within the Department of Defense (DOD) to obtain guidance, direction, or approvals for items that should have first been coordinated with or approved by this office.

The responsibilities of this office are set forth clearly in the attachment. In addition to developing DoN policy, procedures, and support for acquisition and contract management, DASN(AP) is the Department's focal point for coordination, interpretation, and implementation of DoD procurement and acquisition policy.

My point of contact for this matter, Ms. Denise Randolph, can be reached via telephone on (703) 614-9767 or email at Denise.Randolph@navy.mil.

Attachment: As stated

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MEMORANDUM FOR THE RECORD

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Reference: (a) SECNAVINST 5430.7Q
(b) SECNAVINST 5400.15C
(c) ASN (RD&A) Memo of June 21, 2011
(d) OASN RDA Memo of December 13, 2007

1. Purpose

The purposes of this memorandum are to approve the responsibilities of the Deputy Assistant Secretary of the Navy for Acquisition and Procurement (DASN (AP)) in accordance with references (a) and (b) and to align with reference (c). Reference (d) is hereby suspended.

2. Mission

To shape acquisition policies that assure our Sailors and Marines are mission capable and have a technological edge over our adversaries.

3. Responsibilities

   A. Serves as the principal advisor to the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) for the acquisition, business, and contractual aspects of acquisition and contractual services. Also, provides advice and technical assistance regarding acquisition, business and contractual issues to other DASNs, Program Executive Officers, Systems Command Commanders, Program Managers, Budget Submitting Organizations and Contracting Officers.

   B. Advises the DON’s Senior Procurement Executive (SPE) and the DON Senior Acquisition Executive on matters pertaining to acquisition including: interpretation and implementation of acquisition policies and procedures; establishment and implementation of procurement policy (including changes in procurement legislation); and procurement issues.

   C. Serves as the executive agent for executing ASN (RD&A) SPE responsibilities for acquisition identified in reference (a), including functions to the extent permitted by law.
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D. Has primary responsibility within the Office of the ASN (RD&A) for processing Justifications and Approvals (J&As) for contracting actions over the Senior Procurement Executive (SPE) threshold that do not contemplate full and open competition, and that must be approved by the ASN (RD&A), acting in the capacity as the DON (SPE). Also, Serves as the ASN (RD&A) lead office and principal advisor for processing required acquisition documents, (e.g., acquisition plans, acquisition strategies for Services, and Determinations and Findings) for DASN (AP) or higher level approval.

E. Serves as the Competition Advocate General (CAG) of the Navy and as principal advisor to the Secretary of the Navy (SECNAV) and to ASN (RD&A) for competition policy issues. The CAG is responsible for challenging barriers to competition, and promoting full and open competition in the acquisition process pursuant to the Competition in Contracting Act (CICA); developing and assigning annual competition goals for Department of the Navy (DON) acquisition activities; preparing an annual report addressing DON competition results; sponsoring DON acquisition achievement awards programs; and publishing long range acquisition estimates.

F. Serves as the DON Acquisition Ombudsman. In this capacity, assists all participants in the acquisition process, including the private sector and members of Congress, in investigating and resolving concerns or complaints related to DON acquisition and procurement policies or procedures, procurement integrity or the conduct of specific DON acquisitions and procurements.

G. Serves as the Head of Contracting Activity with plenary authority for approving, revising or denying DON contracting responsibilities.

H. Approves individual and class deviations and waivers from the Federal Acquisition Regulation (FAR) and the Department of Defense FAR Supplement (DFARS) and coordinates DON participation in Office of the Secretary of Defense (OSD) and DON procurement test programs.

I. Chairs the Navy’s Contract Adjustment Board in accordance with Public Law 85-804.

J. Represents ASN (RD&A) on committees and workgroups relating to acquisition, program management, contractual services and audits conducted by the Government Accountability Office, Department of Defense Inspector General, Naval Inspector General, and the Naval Audit Service.

K. Develops DON policy, procedures, and support for acquisition and contract management. Serves as the DON’s representative on the Defense Acquisition
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Regulations (DAR) Council and provides DON policy guidance, oversight and coordination for DAR Council committees and FAR Teams. Issues and maintains the Navy/Marine Corps Acquisition Regulation Supplement (NMCARS).

L. Is the DON focal point for coordination, interpretation, and implementation of Department of Defense (DoD) acquisition policy, including all DoD 5000 series instructions, manuals and directives.

M. Assists the Director for Acquisition Career Management with the establishment of DON policy for, and management of, the acquisition workforce. Manages the Career Development Program for contracting, and oversees education and training development. Acts as the DON liaison to the non-traditional acquisition workforce (e.g., individuals who are not in acquisition billets) involved in service acquisitions and provides guidance appropriate for their training in service acquisition procedures.

N. Advises ASN (RD&A) on matters related to contractor labor relations. Also, through the DON Labor Relations Advisor, develops, implements and oversees the execution of DoD/DON policies and procedures on contractor labor relations.

O. Establishes and maintains a DON functional acquisition automation blueprint. This includes the complete End-to-End Procurement – Financial Management process model. Serves as the DON Functional Area Manager (FAM) for DoD and Federal Enterprise-wide automation solutions for acquisition.


Q. Interfaces with OSD and other DoD components on DoD-wide Business Enterprise acquisition automation solutions.

R. Interfaces with Secretariat-level and other DON organizations on DON-wide automation solutions which affect, and are affected by, acquisition automation, e.g., finance and logistics.

S. Performs assessments and analyses of current acquisition practices and results, in conjunction with the Systems Commands, to find the most effective practices for adaptation and implementation, e.g., business intelligence and strategic sourcing.
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T. Oversees, provides guidance, and conducts Procurement Performance Management Assessment Program (PPMAP) reviews and DON Peer Reviews.

U. Serves as an Initial Denial Authority for designated Freedom of Information Act (FOIA) requests.

V. Serves as the DON focal point for DoD business transformation initiatives and business process reengineering. Represents ASN (RD&A) as the business process champion in DoD forums.

W. Serves as the DON focal point for industrial base policy, to include the exercise of responsibilities related to the Defense Production Act, the Defense Priorities and Allocation System, requests for special priorities assistance, and assessments of the industrial base.

X. Has primary responsibility for executing the ASN (RD&A) duties as the senior official responsible for the management of acquisition of contract services for the DON identified in Title 10, Section 2330.

Y. Serves as the DON focal point for the compilation and review of the Inventory of Contracted Services (ICS) identified in Title 10, Section 2330a.

Z. Provides acquisition and procurement related subject matter content for inclusion in the ASN (RD&A) website.

AA. Serves as the ASN (RD&A) lead for critical infrastructure protection efforts.

BB. Serves as DON's lead for proposed mergers and acquisitions and Committee on Foreign Investment in the United States (CFIUS) reviews.

Sean J. Stackley