



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
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IN REPLY REFER TO

NAVAIRINST 4200.37B
AIR-1.1

AUG 27 2010

NAVAIR INSTRUCTION 4200.37B

From: Commander, Naval Air Systems Command

Subj: THE PROCUREMENT INITIATION DOCUMENT PROCESS

Ref: (a) NAVAIR Acquisition Guide, Current Edition
(b) NAVAIR Procurement Initiation Document (PID) Guide, 2003 Edition
(c) Federal Acquisition Regulation, Part 10 Market Research
(d) Defense Federal Acquisition Regulation Supplement, Part 210 Market Research
(e) NAVAIRINST 4200.36D
(f) NAVAIRINST 4200.21D

1. Purpose. To establish policies, procedures, and assign responsibilities for the Procurement Initiation Document (PID) process, and the use of Procurement Planning Conferences (PPCs) and Procurement Planning Agreements (PPAs) by the Integrated Product/Program Teams (IPTs) within the Naval Air Systems Command (NAVAIR).

2. Cancellation. This instruction supersedes NAVAIR Instruction (NAVAIRINST) 4200.37A. Since this is a major revision, this instruction should be reviewed in its entirety.

3. Scope. This instruction applies to all NAVAIR activities; the Program Executive Officer (PEO) for Air Anti-Submarine Warfare, Assault, and Special Mission Programs (PEO(A)); the PEO for Tactical Aircraft Programs (PEO(T)); the PEO for Unmanned Aviation and Strike Weapons (PEO(U&W)) and the PEO for Joint Strike Fighter (PEO(JSF)). The PID process planning and execution activities carried out by IPT members and PPC participants are to be conducted at all NAVAIR Business Units and Headquarters Sites.

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4. Background

a. The PID process consists of two overarching components prior to contract award - procurement planning and procurement execution.

(1) For procurement planning, key principal activities include: defining the requirement, determining the IPT composition, conducting the PPC, and creating the Navy Enterprise Resource Planning (ERP) project and budget structures.

(2) Fundamental procurement execution actions include the development, review, and approval of procurement documentation and the creation of formal electronic Navy ERP Purchase Requests (PRs).

b. There are four different types of PIDs that can be created electronically in Navy ERP as Navy ERP PRs. They include: Military Standard Requisitioning and Issue Procedures Requisition PRs, Purchase Card PRs, Funding Document PRs and Standard Procurement System (SPS) PRs (often referred to as Navy ERP ZSPS PRs).

c. A goal of the PID Process is to achieve an obligation/contract award date that meets the delivery schedule/period of performance requirement and allows for proper budget execution through timely procurement planning and procurement execution actions.

5. Policy

a. All procurement planning and execution efforts conducted by a Program Manager(PM)/IPT Lead or their designated representative to establish a PID will use the general process and procedures outlined in the PID Process documentation that is presented on the Program Management Community (PMC) Webtool at (<https://home.navair.navy.mil/pmcwebtool>).

b. Due to variations in the scope and complexity of required procurement actions, the PM/IPT Lead may tailor the general process and procedures on the PMC Webtool for each procurement category that defines and documents the requirement regardless of dollar value or appropriation type(s). Tailoring should not

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deviate from the intent of this instruction.

c. The PM, IPT Lead, or designated representative will determine the size and makeup of the IPT. For example, a major systems acquisition may involve a large team with sub-teams meeting at frequent intervals throughout the process. Conversely, a contract modification or non-technical change to a contract may involve a team consisting of only the PM and the Procuring Contracting Officer (PCO). In all cases, responsibility for all procurement activities that define and document the requirement in the PID shall reside with the PM/IPT Lead, even when specific procurement actions are assigned to a designated representative.

d. In accordance with reference (a), a PPC shall be conducted for any procurement with an estimated value that is equal to or greater than \$1 million. For procurement actions of \$1 million or less, the PM has discretion whether to hold a PPC or other informal procurement planning meeting to ensure the requirements are understood and agreed-upon procurement milestones are established.

e. Common systems PMs (e.g., Air Combat Electronics (PMA209), Aircrew Systems (PMA202), Advanced Tactical Aircraft Protection Systems (PMA272), etc.) using aircraft PMs funding will be responsible for the procurement efforts described in this instruction and will maintain continuous liaison with the aircraft PMs throughout the procurement process.

f. The PM/IPT Lead, or designated representative should seek the advice of the PCO and the Office of Counsel (AIR-11.0) to ascertain to what extent advisory and assistance services may participate in the procurement.

6. Responsibilities

a. PEOs, Direct Reporting Program Managers (DRPMs), PMs and IPT Leads: PEOs, DRPMs, PMs, or designated representatives are responsible for the PID and shall monitor performance of the procurement process for programs under their cognizance and provide recommended process improvements to Acquisition Policy and Process Division, Naval Air Warfare Center, Aircraft Division (NAWCAD-1.1). The PM is ultimately responsible and accountable for the successful execution of the procurement requirements for assigned programs. To accomplish this, the PMs/IPT Leads shall

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ensure completion of the PID and PID process as outlined on the PMC Webtool and shall:

(1) Identify the procurement requirement (including Foreign Military Sales);

(2) Obtain/assign PID numbers (See Chapter 1, paragraph 1.2.2.3 of reference (b));

(3) Work/coordinate with the IPT members to develop/create a PID line item structure that takes into account the PID process and procedures found on the PMC Webtool as well as the requirements of applicable electronic systems (e.g., Navy ERP, SPS, etc.);

(4) Determine team participation requirements, coordinate with competency or functional Leads, and issue a requirements letter to designated IPT members;

(5) Conduct market research per references (c) and (d) and document results using the market research checklist or similar document;

(6) Ensure the applicable Defense Priorities and Allocation System number for new procurements has been assigned;

(7) Convene and chair the PPC;

(8) Prepare the PPA and issue it to all participants;

(9) Manage the PPA to include monitoring the progress of procurement/contracting activity;

(10) Ensure PPA compliance from all IPT members;

(11) Refer to the Security portal for guidance at <https://mynavair.navair.navy.mil> to ensure compliance with program protection requirements and that all other security aspects have been adequately addressed;

(12) Ensure the PID documentation including Sections B through H and J, Statement of Work (SOW)/Statement of Objectives

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(SOO)/ Specification, and Contract Data Requirements Lists (CDRLs), etc. is prepared by the IPT in accordance with the PPC/PPA;

(13) Coordinate with the Source Selection Office (AIR-4.10E), on source selection issues and ensure it provides IPT representation as needed;

(14) Arrange for cost analysis support and Contract-related data requirements from the Cost Department, Research and Engineering Group (AIR-4.2);

(15) Convene and chair, as needed, the Data Requirements Review Board (DRRB);

(16) Coordinate/manage procurement planning and execution process documents such as the Justification and Approval (J&A), Acquisition Plan (AP), Acquisition Strategy (AS), Source Selection Plan (SSP), solicitation, and funding documents such as a Military Interdepartmental Purchase Request, etc.; and

(17) Ensure Clinger-Cohen Act Compliance and obtain other appropriate approvals, as required.

b. Assistant Commander for Acquisition (AIR-1.0) shall:

(1) Monitor the effectiveness of the PID process and make refinements as appropriate through the Acquisition Policy and Process Department (AIR-1.1) and NAWCAD-1.1, the designated PID Process Manager;

(2) Provide guidance, training, and other support on an as needed basis in the areas of:

(a) APs, ASs, or a combined AP/AS, as outlined in reference (e), via AIR-1.1;

(b) The PID process, the Navy ERP ZSPS PR process and other technical support to the PMs and their IPTs, as required, via NAWCAD-1.1;

(c) Market research responsibilities, methods, and documentation, via NAWCAD-1.1/Office of Small Business Programs (OSBP);

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(d) Configuration Management and Data Management (CM/DM) policy and processes via the CM/DM Division (AIR-1.1.3) and the Master Government Furnished Equipment List Manager (MGFEL) (NAWCAD-1.1.3);

(e) MGFEL documentation via AIR-1.1.3 and NAWCAD-1.1.3;

(f) Acquisition processes and related acquisition initiatives, via AIR-1.1.

(3) Provide DRRB support per reference (f) and act as DRRB chair/vice chair for procurements valued over \$10 million when requested by the PM. Provide guidance on other initiatives as it relates to Data Item Descriptions, and CDRLs, AIR-1.1.3 and NAWCAD-1.1.3.

c. Assistant Commander for Contracts: For PIDs that result in AIR-2.0 contractual actions (e.g., solicitations, contract modifications and orders), the PCO, as a principal member of the IPT working closely with other IPT members, shall:

(1) Recommend the appropriate procurement strategy for the program procurement requirement defined by the PM/IPT Lead;

(2) Work/coordinate with the IPT members to develop/create a PID line item structure that takes into account the PID process and procedures found on the PMC Webtool as well as the requirements of applicable electronic systems (e.g., Navy ERP, SPS, etc.);

(3) Provide input into the acquisition documents in accordance with applicable instructions;

(4) Ensure contractual aspects/concerns are addressed in all required documents (e.g., J&A, AP, AS, SSP, solicitations, subcontracting plans, small business certification, etc.) and issue synopses;

(5) Assemble the draft(s) and final solicitation using PID(s) provided for the requirement;

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(6) Provide for the release of solicitation to industry;
and,

(7) Provide business expertise, and interface/negotiate
with industry.

d. Research and Engineering Team Lead (AIR-4.0), Test and Evaluation Team Lead (AIR-5.0), and Logistics Team Lead (AIR-6.0): The AIR-4.0, Assistant Program Manager for Systems Engineering; AIR-5.0, Assistant Program Manager for Test and Evaluation; and AIR-6.0, Assistant Program Manager for Logistics; as principal members of the IPT, shall:

(1) Provide fully qualified IPT members or identify IPT members and qualified first level supervisors that can assist in the areas needing additional guidance;

(2) Prepare technical inputs to the PID including SOW/SOO/Specification and CDRLs via their respective IPT representative;

(3) Work/coordinate with the IPT members to develop/create a PID line item structure that takes into account the PID process and procedures found on the PMC Webtool as well as the requirements of applicable electronic systems (e.g., Navy ERP, SPS, etc.);

(4) Ensure IPT representatives are knowledgeable on all technical aspects and disciplines of their competencies and the application of these disciplines in the development of the PID and related documents (e.g., J&A, AP, AS, SSP, etc.);

(5) Have IPT representative arrange briefings for the IPT from technical experts when needed; and,

(6) Arrange for cost analysis support and contract-related data requirements from AIR-4.2.

e. Assistant Commander for Corporate Operations and Total Forces (AIR-7.0)

(1) Security shall:

(a) Serve on the IPT, as requested, and,

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(b) Assist the IPT in ensuring applicable security aspects/concerns are adequately addressed in the PID.

(2) Business Financial Managers shall:

(a) Serve as a key member of the IPT;

(b) Recommend proper use of funds for the requirement;

(c) Ensure the budget structure is established in Navy ERP;

(d) Create or assist with the creation of the Navy ERP ZSPS PR and funding document (ZFD) PR;

(e) Work/coordinate with the IPT members to develop/create a PID line item structure that takes into account the PID process and procedures found on the PMC Webtool as well as the requirements of applicable electronic systems (e.g., Navy ERP, SPS, etc.);

(f) Review financial and budget reports and confer with the IPT Leads to assure funding of the requirement is in the budget and that the proper funding and proper funded amount is committed prior to the required award date so that there is no lapse of effort; and,

(g) Review payment instructions in Section G of the PID/solicitation document.

f. OSBP shall:

(1) Serve as an advisory member of the IPT; and,

(2) Ensure maximum practicable opportunity is provided to small businesses to participate in the procurement as prime or subcontractors.

g. Comptroller shall:

(1) Serve on the IPT and provide advice, as appropriate;

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(2) Verify funds availability for funded and unfunded (planning) PIDs;

(3) Ensure proper use of funds for all procurements;

(4) Review and approve both planning (unfunded) and funded PIDs (e.g., Navy ERP ZSPS PRs, etc.);

(5) Work/coordinate with the IPT members to develop/create a PID line item structure that takes into account the PID process and procedures found on the PMC Webtool, as well as, the requirements of applicable electronic systems (e.g., Navy ERP, SPS, etc.);

(6) Provide status of program budget requests as it becomes available; and,

(7) Provide guidance and support to the PM or the IPT for preparing PID funding documents (e.g., ZFD PRs, etc.).

h. AIR-11.0 shall:

(1) Serve as an advisory member of the IPT; and,

(2) Ensure all legal issues are identified and addressed during PID preparation and review.

7. Effective Date. This instruction shall become effective on the date of signature and shall be used on all new procurement actions initiated thereafter. For procurement already in progress, this instruction shall be used at the discretion of the PM, along with the procedures outlined on the PMC Webtool. This instruction has been reviewed and concurred with by the Naval Aviation PEOs, and is required for use by their assigned programs.

8. Review. An annual review of this instruction will be conducted by AIR-1.1 and NAWCAD-1.1 in order to provide recommendations for changes or cancellation to the Commander.


D. ARCHITZEL

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