



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

CNETINST 4200.2D  
NETPDTC N862  
29 MAR 2000

### CNET INSTRUCTION 4200.2D

Subj: ACQUISITION MANAGEMENT

Ref: (a) NAVSUPINST 4205.3B  
(b) Federal Acquisition Regulation Subpart 15.6  
(c) CPATS NAVEDTRACOM NUMBER 309

1. Purpose. To establish policies and responsibilities for managing the acquisition of supplies and services within the Naval Education and Training Command (NAVEDTRACOM). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. CNETINST 4200.2C and CNETINST 4341.1

3. Scope. This instruction applies to contracts for supplies and services for all activities within the NAVEDTRACOM, specifically excluding Real Property Maintenance Activity and Orders for Work and Services (NAVCOMPT Form 2275).

4. Background. The NAVEDTRACOM mission is increasingly supported by supplies and services provided by private industry sources. As such, the Chief of Naval Education and Training (CNET) and NAVEDTRACOM activities must ensure the acquisition planning and execution cycle is effectively accomplished. Nothing in this instruction is intended to conflict with existing contracting procedures of contracting activities.

#### 5. Policy

a. All NAVEDTRACOM acquisition and contract administration actions shall be accomplished in strict compliance with the Federal Acquisition Regulation and Department of Defense (DOD) and Department of the Navy supplements thereto. Each contractual action and decision shall be legally supportable and well documented for audit purposes. Acquisitions shall be made on a competitive basis to the maximum extent practicable and prices paid for contracted supplies and services shall be fair and reasonable. Contracts shall be administered to ensure that

quality supplies and services, meeting contract specifications, are delivered in accordance with the terms and conditions of the contract.

b. All procurement actions must be carefully reviewed to ensure like requirements for supplies and services are forwarded as one contracting action to maximize the savings potential that usually accompanies a volume purchase. Existing contracts are to be carefully reviewed for merging opportunities so as to reduce contract administration costs associated with separate contracts.

c. The following are designated Contracting Agents for all NAVEDTRACOM supply and service requirements exceeding the limits of NAVEDTRACOM contracting authority:

(1) Naval Air Systems Command for NAVEDTRACOM aviation related requirements;

(2) Naval Air Warfare Center, Training Systems Division for NAVEDTRACOM contractor operation and maintenance of simulators.

All other requirements which exceed NAVEDTRACOM contracting authority shall be forwarded to the designated regional contracting agent.

## 6. Action and Responsibilities

### a. CNET

(1) The Office of Counsel (Code OOD), or where appropriate, its field counsel, is responsible for providing legal advice and assistance on contractual matters to the NAVEDTRACOM.

(2) The Installations and Logistics Branch (OS416) is the Agency Program Coordinator responsible for administration of the Government Purchase Card Program. Purchase card policy is posted in the Contract Management Library at <http://www.n11.navy.mil>.

(3) For their respective areas, program managers are responsible for validating, approving, budgeting, and ensuring the availability of funds for requests of contractual procurement, including acquisition plans and statements of work, and any amendments thereto.

b. Naval Education and Training Professional Development and Technology Center (NETPDTC) Contract Management Division (N86)

(1) Liaison with Head of Contract Activity/Designated Contracting Agents, CNET Staff, and NAVEDTRACOM activities on pertinent contracting and acquisition issues. This includes serving as the disseminating office for changes in acquisition policy and procedures affecting NAVEDTRACOM acquisitions.

(2) Assist and advise CNET staff on the acquisition process. This includes preparation of acquisition plans and statements of work and evaluation of contractor proposals.

(3) Collect and analyze information as requested by CNET to assist in the management of NAVEDTRACOM contracts and planned acquisitions.

(4) Provide oversight of NAVEDTRACOM activities with procurement authority to include:

(a) Determining NAVEDTRACOM "best practices" in contracting and disseminating such information.

(b) Managing the acquisition workforce training programs.

(c) Serving as focal point for the implementation of automated procurement systems.

(d) Disseminating information on the Navy Acquisition Reform Program.

c. NAVEDTRACOM Activities

(1) Establish a sound contract management program and designate a point of contact within the activity for contractual matters. The designated point of contact will maintain responsibility for the activity's contracting program.

(2) Forward acquisition plans having an estimated annual value of \$15,000,000 or a total estimated value of \$30,000,000 to NETPDTC (N86), via the chain of command, for review prior to submission to the appropriate approving individual.

(3) Notify the contracting agent promptly, via NETPDTC (N86) and the chain of command, of actual or potential contract problems on mission sensitive contracts.

(4) Nominate and train Contracting Officer's Representatives (CORs), in accordance with reference (a), for contracts awarded by the Navy Field Contracting System.

(5) Prepare and implement contract administration and quality assurance plans.

(6) Provide qualified personnel to monitor, inspect, and accept contractor work in accordance with established contract administration and quality assurance plans.

(7) Perform contract administration duties as delegated by the designated contracting agent.

(8) Process unsolicited proposals in accordance with reference (b).

(9) Report all contract actions for supplies and services greater than \$25,000 to the CNET Contract Reporting System in accordance with reference (c).

(10) Furnish a copy of Procurement Performance Management Assessment Program (PPMAP) reviews conducted by the cognizant field Fleet Acquisition Support Team (FAST) to NETPDTC (N86) within 10 days from receipt of official report.

7. Contract Management Program Reviews. When determined necessary, contract management program reviews will be included in mission capability assessments of subordinate activities.

/S/D. L. BREWER, III  
Vice CNET

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