



DEFENSE INFORMATION SYSTEMS AGENCY

701 S. COURTHOUSE ROAD
ARLINGTON, VIRGINIA 22204-2199

IN REPLY
REFER TO: Procurement and Logistics / Defense Information
Technology Contracting Organization (PLD/DITCO)

FEB 18 2004

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Acquisition Plan (AP) Thresholds

References: (a) Defense Federal Acquisition Regulation Supplement (DFARS)
Subpart 207.103(d)(i)
(b) DISA memo, AQ, Acquisition Plan Dollar Thresholds,
21 August 2003

1. In order to align the Defense Information Systems Agency (DISA) thresholds for acquisition plans to be consistent with reference (a), and to establish requirements for acquisition plans on DISA requirements, the enclosure is provided for your guidance. This memorandum supersedes reference (b).

2. Acquisition planning is the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the Agency need in a timely manner and at a reasonable cost. Acquisition planning must begin as soon as the need is identified. I encourage you to seek the expertise available within the Procurement and Logistics / DITCO staff, as you develop your acquisition plan.

3. Implementation of these changes is effective immediately. My point of contact for this action is Mr. Warren Arneson, PL21, at 703-681-0907.

Enclosure a/s

MARILYN A. QUAGLIOTTI
Major General, USA
Vice Director

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As of 26 January 2004

**ACQUISITION PLAN (AP) REQUIREMENT
AND
APPROVAL THRESHOLDS
(DISA REQUIREMENTS ONLY)***

<u>Type of Action</u>	<u>Threshold</u>	<u>CAE Concurrence</u>	<u>Approval</u>
Development Contracts**	\$ 5M ≥ \$50	NO	HCA
	\$ 50M ≥ \$100	YES	HCA
	\$100M +	YES	DV
	High Interest	YES	DV
Production / Services** (Total cost of all contracts for the acquisition program is estimated at \$30M or more for all years)	\$ 30M ≥ \$50	NO	HCA
	\$ 50M ≥ \$100	YES	HCA
	\$100M +	YES	DV
	High Interest	YES	DV
Production / Services** (Total cost of contract is \$15M or more for any fiscal year)	\$ 15M ≥ \$50	NO	HCA
	\$ 50M ≥ \$100	YES	HCA
	\$100M +	YES	DV
	High Interest	YES	DV

* Non-DISA requirements:

- Orders placed under a DISA task order contract or delivery order contract do not require an AP.
- New contracts that exceed the minimum thresholds above, require an AP with HCA approval.

** Includes:

- Orders placed by DISA under a DISA task order contract or delivery order contract.
- Orders placed under the Federal Supply Schedule.
- Orders placed against other agency contracts.

DV – Vice Director HCA – Head of Contracting Activity HCO – Head of Contracting Office CAE – Component Acquisition Executive AP – Acquisition Plan
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