



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
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WASHINGTON DC 20350-1000

JUL 30 2002

MEMORANDUM FOR DISTRIBUTION

Subj: CHANGE TO NAVY ACQUISITION PROCEDURES SUPPLEMENT (NAPS)

Encl: (1) NAPS Change #97-18

Due to recent changes to the FAR/DFARS and the evolution of our online systems, updates to NAPS terminology are required.

The changes identified in enclosure (1) are hereby incorporated into the August 1997 NAPS.

These changes are effective immediately, and will be reflected in the NAPS Online.

A handwritten signature in black ink, appearing to read "M. E. Jaggard".

M. E. Jaggard  
Executive Director  
Acquisition & Business  
Management

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## **NAVY ACQUISITION PROCEDURES SUPPLEMENT CHANGE #97-18**

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The following changes are hereby incorporated into the August 1997 NAPS.

1. NAPS Section 5202.101 is changed as follows:

### **PART 5202**

#### **DEFINITIONS OF WORDS AND TERMS**

##### **SUBPART 5202.1—DEFINITIONS**

###### **5202.101 Definitions.**

"ABM" means the Deputy for Acquisition and Business Management, Office of the Assistant Secretary of the Navy (Research, Development and Acquisition).

"ASN(FM&C)" means Assistant Secretary of the Navy (Financial Management and Comptroller).

"ASN(RD&A)" means Assistant Secretary of the Navy (Research, Development and Acquisition).

"CCO" means the "Chief of the Contracting Office". The CCO is the official who has overall responsibility for managing the entire contracting office and includes the principal deputy to such official.

"Deputy/Assistant Commander for Contracts" means the Deputy or Assistant Commander for Contracts or the equivalent at a Systems Command, the Headquarters, Naval Facilities Engineering Command; Marine Corps Materiel Command; Deputy Commandant (Installation and Logistics) Headquarters Marine Corps; Office of Naval Research; Military Sealift Command; and Strategic Systems Programs. It also includes the principal deputy for these officials.

"Director, SADBUI" means the Director, Small and Disadvantaged Business Utilization, Office of the Under Secretary of the Navy.

"DRPM" means Direct Reporting Program Manager.

"MSC" means the Military Sealift Command

"NAE" means the Navy Acquisition Executive. ASN(RD&A) is the NAE.

"NAVAIRSYSCOM" means the Naval Air Systems Command.

"NAVFACENGCOM" means the Naval Facilities Engineering Command.

"NAVSEASYSYSCOM" means the Naval Sea Systems Command.

"NAVSUPSYSCOM" means the Naval Supply Systems Command.

"Navy" or "DoN" means the Department of Navy including the Marine Corps, unless otherwise specified.

"NSPE" means Navy Senior Procurement Executive. ASN(RD&A) is the NSPE.

"PEO" means Program Executive Officer.

"SPAWARSYSCOM" means the Space and Naval Warfare Systems Command.

"SSP" means Strategic Systems Programs.

"USD(AT&L)" means Under Secretary of Defense (Acquisition, Technology and Logistics).

"USD(AT&L)DP" means the Director of Defense Procurement, Office of the Under Secretary of Defense (Acquisition, Technology and Logistics).

## **NAVY ACQUISITION PROCEDURES SUPPLEMENT CHANGE #97-18**

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2. NAPS Section 5204.201 is updated as follows:

### **PART 5204**

#### **ADMINISTRATIVE MATTERS**

##### **SUBPART 5204.2-CONTRACT DISTRIBUTION**

###### **5204.201 (DFARS 204.201) Procedures.**

DoN activities shall post an electronic copy of each newly executed procurement instrument (contracts, purchase orders, delivery orders, contract modifications, etc.) within two working days of execution, to the Navy Air Force Interface (NAFI) to DoD Electronic Document Access (EDA) ([www.nafi.navy.mil](http://www.nafi.navy.mil)). The preferable method of posting documents is via automated interface from the contract writing system. This posting constitutes the required distribution with respect to required copies for the Defense Finance and Accounting Service, the Defense Contract Management Agency, and the Defense Contract Audit Agency. All parts of an instrument that would have been provided to a recipient in paper should be made available electronically.

3. NAPS Section 5212.204 is changed as follows to substitute "Governmentwide point of entry" for "Commerce Business Daily":

### **PART 5212**

#### **ACQUISITION OF COMMERCIAL ITEMS**

##### **SUBPART 5212.2—SPECIAL REQUIREMENTS FOR THE ACQUISITION OF COMMERCIAL ITEMS**

###### **5212.204 Solicitation/contract form.**

(a) Every competitive written solicitation which is required by FAR Subpart 5.2 to be synopsisized in the Governmentwide point of entry (GPE), and all amendments thereto, must be available electronically and be linked to or posted on the Navy Electronic Commerce Online (NECO) world wide web site ([www.neco.navy.mil](http://www.neco.navy.mil)).

4. NAPS Subsection 5213.106-1 is changed as follows to substitute "Governmentwide point of entry" for "Commerce Business Daily":

**PART 5213**

**SIMPLIFIED ACQUISITION PROCEDURES**

**SUBPART 5213.1—PROCEDURES**

**5213.106-1 Soliciting competition.**

(a) Every competitive written solicitation which is required by FAR Subpart 5.2 to be synopsisized in the Governmentwide point of entry (GPE), and all amendments thereto, must be available electronically and be linked to or posted on the Navy Electronic Commerce Online (NECO) world wide web site ([www.neco.navy.mil](http://www.neco.navy.mil)).

5. NAPS Subsection 5214.203-1 is changed as follows to substitute "Governmentwide point of entry" for "Commerce Business Daily" :

**PART 5214**

**SEALED BIDDING**

**SUBPART 5214.2—SOLICITATION OF BIDS**

**5214.203 Methods of soliciting bids**

**5214.203-1 Transmittal to prospective bidders.** Every competitive written solicitation which is required by FAR Subpart 5.2 to be synopsisized in the Governmentwide point of entry (GPE), and all amendments thereto, must be available electronically and be linked to or posted on the Navy Electronic Commerce Online (NECO) world wide web site ([www.neco.navy.mil](http://www.neco.navy.mil)).

6. NAPS Section 5215.203 is changed as follows to substitute "Governmentwide point of entry" for "Commerce Business Daily" :

**PART 5215**

**CONTRACTING BY NEGOTIATION**

**SUBPART 5215.2—SOLICITATION AND RECEIPT OF PROPOSALS AND INFORMATION**

**5215.203 Requests for proposals.** Every competitive written solicitation which is required by FAR Subpart 5.2 to be synopsisized in the Governmentwide point of entry (GPE) and all amendments thereto, must be available electronically and be linked to or posted on the Navy Electronic Commerce Online (NECO) world wide web site ([www.neco.navy.mil](http://www.neco.navy.mil)).