3. Managing the planning, solicitation, evaluation, and award of contract actions to preclude the need for expedited coordination and approval.

4. Providing for subcontracts, when required, documentation equivalent to that required for Federal acquisition to the Chair, NNSA Board of Awards.

V. NNSA COORDINATION AND APPROVAL PROCESS:

A. The NNSA Coordination and Approval Process Flowchart (Exhibit #3) illustrates the processes that contract actions must follow in order to obtain the required coordination and approval prior to signature and execution. Coordination and approval levels will vary according to the nature and dollar value of the contract action (option, extension, modification, etc.). The total estimated dollar value of the contract action, including option values, would be used to determine the appropriate coordination and approval level.

B. Contract actions shall not be executed until the appropriate coordination and approval steps in this policy letter have been accomplished.

VI. CONTRACTOR REQUIREMENTS DOCUMENT: Contractors shall:

A. If contractors have a requirement to obtain contracting officer consent or approval for certain subcontract actions, the contracting officer shall provide the equivalent documentation to that required for Federal submissions to the contracting officer.

B. When requested, support an Integrated Process Team by providing personnel with the skills indicated in the request.

VII. POINT OF CONTACT FOR ADMINISTRATION POLICY LETTER: Director, of Policy, Office of Procurement and Assistance Management (NA-63) 202.586.8257.

BY ORDER OF THE ADMINISTRATOR:

Robert C. Braden
Senior Procurement Executive
National Nuclear Security Administration

Exhibits:
1. Coordination and Approval AP Matrix
2. Sample Advanced Acquisition Plan
3. NNSA CAP Process Flowchart
4. Sample Formal Acquisition Plan