



DEPARTMENT OF THE ARMY  
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY  
HUMPHREYS ENGINEER CENTER  
7701 TELEGRAPH ROAD  
ALEXANDRIA, VA 22315-3860

REPLY TO  
ATTENTION OF:  
CEHEC-CT (715)

17 APR 2000

MEMORANDUM FOR All HQUSACE, HECSA, WRSC, and 249<sup>th</sup> Engineer Battalion  
(Prime Power) Team Members

SUBJECT: Procurement Management Memorandum of Instruction (PMOI #715-00-4) Procurement Acquisition Administrative Lead-Times

1. Purpose. The purpose of this memorandum is for HQUSACE, WRSC, and 249<sup>th</sup> Engineer Battalion (Prime Power) Team Members to establish guidelines for acquisition administrative lead-times.
2. Applicability. This regulation is applicable to all elements of the HQUSACE, WRSC, and 249<sup>th</sup> Battalion (Prime Power) Team Members.
3. Exclusions. Lead-time for architect-engineer contracts is covered in ER 715-1-20.
4. Policy. Managers are responsible for identifying requirements in sufficient time to permit staff members to plan for and execute procurements that satisfy the needs of HQUSACE, WRSC, and 249<sup>th</sup> Engineer Battalion (Prime Power) Team Members in a timely and cost-effective manner. Every effort must be made to avoid the need for issuing solicitations on an urgent basis or with unrealistic delivery or performance schedules, since these conditions generally restrict competition and lead to increased prices. Managers and planners should use the timeframes established by this memorandum when planning for acquisition of supplies and services including construction to be obtained via the procurement process.
5. Lead-times:
  - a. Administrative Lead-Time (ALT) begins on the date a need is identified by a requiring activity and continues through the date the supplies are received or the service is performed.
  - b. Procurement Administrative Lead-Time (PALT) begins on the date an acceptable purchase request and commitment (PR&C) and final complete scope of work is received in the Contracting Office (to include supporting documentation such as Justification and Approval (J&A)) and ends on the date a contract or order is awarded.
  - c. Requesting activities shall submit PR&C's sufficiently in advance of the required performance or delivery date to allow adequate time for issuing a public notice, developing the solicitation, soliciting bids/proposals, evaluating bids/proposals, and performing the service or delivering the supplies.

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Supersedes HESCA PIL #90-1, dated 15 April 1990.

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d. PALT goals for individual categories of contracting actions are set forth below. Emphasis is placed on the fact that these tables contain PALT goals. To estimate total ALT, additional time must be allowed for planning and for contractor performance.

6. Urgent Requirements: A requirement which contains a shorter lead-time than the PALT prescribed below must include a statement of urgency signed by the chief of the office responsible for initiating the requirement. The statement shall address:

a. Reasons why the applicable specified lead-time cannot be complied with.

b. Anticipated consequences if the acquisition is not completed within the requested time.

c. The reason(s) why advance procurement planning was not possible.  
NOTE: Expiration of funds is not "urgency".

TABLE 1  
SIMPLIFIED ACQUISITION PROCEDURES

Maintenance Renewals GSA Federal	20 days
Maintenance renewal open market	30 days
Purchase Order/Delivery Order \$2,500-\$100,000	30 days
Delivery Orders Over \$100,000	45 days
Delivery Order Against existing competitive Contract (other than GSA)	10 days
Construction \$2,000 - \$100,000	30 days
Modifications	30 days

TABLE 2  
LARGE CONTRACT PROCEDURES

CONTRACTS > \$100,000

Competitive Neg Awards	160 days
Sole sources Neg Award	120 days
Sealed Bids	120 days
Mod bilateral	45 days
Mod unilateral	15 days
Delivery Orders (negotiated)	45 days

7. For further information and access to the above regulations, the following websites can be accessed: [Http://www.arnet.gov/far](http://www.arnet.gov/far), <http://www.desbook.osd.mil>, and <http://acqnet.sarda.army.mil/library>.

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8. POC for this memorandum is the HECSA Contracting Office. Any changes or deviations to this memorandum must be coordinated through the Chief, Contracting Office.



CHARLES B. RAU  
Director