

ed 2/8/94 re



UNITED STATES DEPARTMENT OF COMMERCE  
Chief Financial Officer  
Assistant Secretary for Administration  
Washington, D.C. 20230

**COMMERCE ACQUISITION CIRCULAR 94-02**

January 7, 1994

To: All Department of Commerce Procurement Personnel

Subject: Written Acquisition Plan Threshold

1. PURPOSE. Commerce Acquisition Circular (CAC) 94-02 transmits changes in the Commerce Acquisition Manual (CAM) Part 7, Chapter 1, Acquisition Planning.

2. BACKGROUND. The threshold for Procurement Executive approval of written acquisition plans is increased from \$5,000,000 to \$10,000,000. Written acquisition plans are still required for acquisitions of \$5,000,000 and above and shall be approved by the Head of the Contracting Office. Procurement Executive approval is required for acquisitions exceeding \$10,000,000. This threshold increase does not eliminate the need for acquisition planning, which is required for all acquisitions regardless of dollar amount.

3. EFFECTIVE DATE. Effective immediately.

4. EXPIRATION. N/A.

5. CANCELLATION. N/A.

6. APPLICABILITY. This policy applies to all operating units within the Department of Commerce.

7. REFERENCE. N/A.

✓ 8. FILING INSTRUCTIONS. Make pen and ink changes on page 2 of the CAM Chapter in paragraph 7(a) adding "for procurements estimated to exceed \$10,000,000" after the words "Acquisition plans."

9. POLICY. Acquisition Plans for procurements exceeding \$10,000,000 must be approved by the Procurement Executive.

10. PROCEDURES. N/A.

11. CONTACT. For further information, contact David Timber, Procurement Management Division, Room 6424 HCHB, Telephone 202-482-4248.

Hugh L. Brennan  
Procurement Executive