



Department of Energy  
Washington, DC 20585

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MEMORANDUM FOR      DISTRIBUTION

FROM:                      *Raymond Orbach*  
                                 RAYMOND ORBACH  
                                 DIRECTOR  
                                 OFFICE OF SCIENCE

SUBJECT:                      Office of Project Assessment Acquisition Strategy  
                                 Review Procedure

The new DOE Order 413.3A, *Program and Project Management for the Acquisition of Capital Assets*, was approved by the Deputy Secretary of Energy on July 28, 2006. The new DOE Order 413.3A eliminates the requirement for review, assessment and recommendation of the Acquisition Strategy (AS) by the Office of Engineering and Construction Management (MA-50) for projects with a Total Project Cost (TPC) of less than \$750 million.

Effective immediately, the Office of Project Assessment (SC-1.3) will be responsible for the review and recommendation of ASs, for Office of Science projects with a TPC of \$5 million to less than \$750 million. Included, is the procedure for submission and obtaining recommendation for the AS.

If there are any questions or further assistance is needed, please contact Daniel Lehman, Director, Office of Project Assessment (SC-1.3) at 301-903-4840.

Attachment



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SC-1.3 Staff

SC Associate Directors

SC Program Managers

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SC Federal Project Directors

## Office of Science—Acquisition Strategy Submission and Review Procedure September 2006

### *Description*

The Acquisition Strategy (AS) is a document that describes the technical alternatives and the management approach to achieving the required project mission. The AS is a key project document that supports Critical Decision 1—Approval of Alternative Selection and Cost Range. The AS identifies key project parameters and project options, including location of the project, contracting or acquisition approach, and discussion of key project risks.

### *Authority*

The Office of Science (SC), Office of Project Assessment (SC-1.3) is responsible for review, assessment, and recommendation of AS to the SC Program Offices and to the Acquisition Executive for proposed projects with Total Project Cost (TPC) of \$5 million to less than \$750 million.

### *Contents of AS*

The AS should include, at a minimum, the following: the technical options evaluated; the location of the project; contracting or acquisition approach; and potential risks that the project may encounter. The DOE Manual 413.3-1, *Project Management for the Acquisition of Capital Assets*, Section 5.4.1—Acquisition Strategy Content and Section 5.4.3—Acquisition Strategy Format, describes in more detail the specific content and format of the AS. As with all project requirements and documents, the content of the AS should be appropriately tailored.

### *Procedure for Submission to SC-1.3 Review and Recommendations*

Below is the SC procedure for submittal and final approval of the AS for proposed projects with a TPC of \$5 million to less than \$750 million.

- At least three weeks prior to the AS being submitted for approval by the Acquisition Executive, the SC Headquarters (HQ) Program Manager will submit an electronic copy of the AS to SC-1.3 at [casey.clark@science.doe.gov](mailto:casey.clark@science.doe.gov). When the AS is submitted, please indicate the HQ Program Manager or a point-of-contact for the AS.
- The AS will then be directed to the appropriate personnel within SC-1.3 for review and comment.
- SC-1.3 personnel will forward and/or discuss any comments, questions, and clarifications with the SC Program Manager or project point-of-contact.
- When all the issues have been resolved and a hard-copy of the revised AS is resubmitted to SC-1.3, the Director for the Office of Project Assessment will sign the concurrence page of the AS.
- The AS will then be returned to the Program Offices for continuation with the concurrence/approval process.