

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

25 MAR 1994

Boards, Commissions, and Committees

MOBILIZATION PROCUREMENT SUPPORT COMMITTEE (MPSC)

Applicability. This regulation applies to all HQ, U.S. Army Armament, Munitions and Chemical Command/U.S. Army Depot System Command (AMCCOM/DESCOM) elements and their subordinate installations.

Decentralized Printing. All AMCCOM/DESCOM installations are authorized to locally reproduce this regulation.

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited without prior approval from Commander, HQ, AMCCOM, ATTN: AMSMC-PP, Rock Island, IL 61299-6000.

Suggested Improvements. The proponent of this regulation is the HQ, AMCCOM, Acquisition Pricing and Policy Directorate. Users are invited to send comments and suggested improvements to Commander, HQ, AMCCOM, ATTN: AMSMC-PP, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made IAW requirements submitted by AMCCOM/DESCOM organizations (stocked/issued by Rock Island Arsenal, ATTN: SAI-PSP).

FOR THE COMMANDER:

Official:


THOMAS F. SPRINGER
Colonel, GS
Chief of Staff

<u>Contents</u>	<u>Paragraph</u>
Purpose -----	1
References -----	2
Acronyms/Terms -----	3
Responsibilities -----	4
Mission -----	5
Membership -----	6
Procedures -----	7
Appendix A. Mobilization Procurement Support Committee Procedure	
Appendix B. MPSC Membership	

* This regulation supersedes AMCCOMR 15-4, 18 Sep 92.

1. Purpose. This regulation authorizes and establishes the MPSC and prescribes the committee's missions, memberships, responsibilities, and procedures. The cognizant Committee Management Officer has concurred in the establishment of the MPSC and this regulation.

2. References.

- a. AMCCOM Form 178-R, Committee Membership List.
- b. AMCCOM Supplement to AR 15-1, Committee Management.
- c. AMSMC Form 460, Industrial Base Analysis
- d. Federal Acquisition Regulation (FAR) 6.302-3, Industrial Mobilization.

3. Acronyms/Terms.

AMCCOM.....U.S. Army Armament, Munitions and Chemical Command
 DESCOM.....U.S. Army Depot System Command
 IBA.....Industrial Base Analysis
 IOC.....Industrial Operations Command
 J&A.....Justification and Approvals
 MPSC.....Mobilization Procurement Support Committee
 PARC.....Principal Assistant Responsible for Contracting
 PCO.....procuring contracting officer
 PM.....Product/Project/Program Manager
 RSB.....Restricted Specified Bases

4. Responsibilities.

a. The committee will be responsible for interpretation and application of policy relating to mobilization/replenishment acquisition issues, Justification and Approvals (J&As), Production Planning Schedule Agreements (Memorandum of Understanding or Restricted Specified Bases (RSB)) and critical component designations and waivers. See Appendix A for detailed procedures.

b. The Chairman's designated MPSC coordinator will prepare a meeting agenda based upon the information submitted and notify membership and other interested parties of planned meetings. See Appendix A for detailed application.

c. Each member will review the agenda and analyze actions under committee consideration for issues relative to area of responsibility and be prepared to present views authoritatively. Probable areas of concern are listed below:

- (1) Is competition being used to the fullest extent possible?
- (2) What is the replenishment and highest documented buy requirement in relation to the RSB's production 1-8-5 rate?
- (3) What is the current buy requirement in relation to the RSB's production 1-8-5 rate?
- (4) Does the end item contractor's production 1-8-5 rate impact the strategy proposed?
- (5) Are there sufficient buy requirements to support expansion of the RSB? What are the projected outyear buy requirements and replenishment requirements?
- (6) How will requirements be restricted (one award, split awards)?
- (7) Is there sufficient justification to support the approvals required for solicitation by means other than full and open competition?
- (8) Are critical components adequately protected by the proposed strategy?
- (9) What impact does or will a waiver of domestic restriction have on the base?
- (10) What is the customer delivery requirements impact?
- (11) Are year-to-year continuity, future planning, and strategy goals sustained?
- (12) Are small businesses properly employed within the production base?
- (13) How will the contractor size the facility for facilitization?

d. The chairman shall act as facilitator on all disputed issues (see paragraph 7h for arbitration procedures).

e. For each action requiring review by the MPSC, the procuring contracting officer (PCO) will electronically mail the draft J&A and AMSMC Form 460, or a memorandum containing all the necessary documentation to fully support the proposed strategy, to the MPSC coordinator prior to obtaining any signatures on the J&A. The draft J&A and Industrial Base Analysis (IBA), or memorandum, will be provided to the committee in advance of the MPSC meeting whenever possible.

f. The organization requesting the MPSC meeting will present the issue at the meeting and record the MPSC decision.

5. Mission. The committee's mission is:

a. To interpret and apply general mobilization/replenishment acquisition policy.

b. To ensure consistent application of that policy by reviewing all proposed J&A citing FAR 6.302-3 as the exception to full and open competition for:

(1) All actions exceeding \$10 million and, as deemed appropriate, actions under \$10 million.

(2) All single source RSB actions.

(3) All requests for waiver to critical item/component restrictions.

(4) Proposed strategies to procure new replenishment items.

(5) Procurements of replenishment items involving a changed strategy from previous years, regardless of dollar amount.

(6) Proposed actions to establish RSBs.

(7) Disagreements between directorates on the proposed strategy for a replenishment item.

(8) Proposed mobilization/replenishment acquisition policy changes and actions.

c. To integrate long and short range goals of meeting customer exigency; of maximizing competition; of developing, maintaining, retaining, and improving industrial readiness; and of securing fair and reasonable prices. The PCO and industrial preparedness planner shall follow the recommendations of the committee, unless a deviation is authorized by the arbitration procedure (paragraph 7h).

6. Membership.

a. The Director, Acquisition Pricing and Policy Directorate (AMSMC-PP), will chair the committee. When the chairman cannot participate, the Director, Industrial Readiness Directorate (AMSMC-IR), will be the alternate chairman. The chairman's function will not include voting power. A designated voting member from the chairman's directorate will attend.

b. The membership roster will be provided to the Commanding General by AMSMC-PP IAW IOC Supplement to AR 15-1. Voting and alternate voting members of the MPSC will be appointed by the directors/office chiefs of the elements listed at Appendix B. Designees must have the authority to make binding decisions for their directorate/office.

c. When offsite items or issues are discussed, the legal office for that site must be represented in addition to the appropriate PCO. Items that are program managed must be represented by the responsible Product/Project/Program Manager (PM). Teleconferences may be appropriate to allow participation of personnel responsible for offsite MPSC topics. Appropriate security measures must be observed.

d. Other directorates/offices that are not MPSC members, but may be impacted by the decisions of the MPSC, will be permitted to attend MPSC committee meetings to contribute facts. Military liaison offices shall be invited to all meetings discussing items used by their Service. Only those individuals identified on the current Committee Membership List (AMCCOM Form 178-R) have voting privilege.

7. Procedures.

a. Meetings. The MPSC meeting will be convened when an acquisition meets one or more of the criteria delineated in paragraph 5b above, or as otherwise deemed necessary by the chairman. Any voting member organization may request a MPSC meeting through the MPSC coordinator.

b. Participation.

(1) Electronic mail will be sent to the MPSC coordinator to request MPSC meetings, provide read-ahead material (i.e., J&A, IBA, information papers, correspondence), and to secure MPSC decision concurrences.

(2) As a minimum, the meeting must be comprised of members from the directorates required for a quorum as delineated in paragraph 7e and chaired as defined in paragraph 6a. Remote sites may participate by teleconference.

c. Agenda.

(1) Agenda items may be provided to the chairman by any voting member's organization, Service liaison officer, etc.

(2) Agenda items will be consolidated as much as possible to minimize the number of MPSC meetings. The agenda will be distributed so as to be received by members 2 working days prior to the meeting date whenever possible.

(3) Agenda items should meet at least one of the criteria as delineated in paragraph 5b.

d. Attendance. If both the primary and alternate members are unable to attend a meeting, the applicable directorate/office will designate another person, of comparable grade and authority, to attend and represent the directorate/office. The chairman will be notified by telephone at least 2 hours prior to the scheduled meeting time.

e. Quorum. A quorum for the committee must include the chairman and voting members from the following offices:

(1) The cognizant Procurement Directorate as determined by item responsibility;

(2) Office of General Counsel representing the responsible Procurement Directorate;

(3) Industrial Readiness Directorate (AMSMC-IR);

(4) Production Directorate (AMSMC-PD);

(5) Acquisition Pricing and Policy Directorate (AMSMC-PP);

(6) Competition Management Office (AMSMC-BRC);

(7) The respective PM's Office, if applicable.

f. Decisions. Committee decisions will be recorded and prepared by the presenting organization and forwarded to the MPSC coordinator in AMSMC-PP for distribution to the committee for concurrence within 2 working days after the meeting. The committee will be allowed 2 working days to review and provide nonconcurrence before the decision memorandum is submitted for the chairman's signature. See Appendix A for the detailed procedures.

g. Dissenting Votes. A voting member who disagrees with the majority vote of the committee will furnish a written opinion accompanied by the draft decision memorandum, J&A, IBA, or other applicable data as an attachment through review at IOC.

h. Arbitration. The Director, AMSMC-PP, will receive requests for reconsideration of the committee decisions from the Program Executive Officer, PM, Service liaison representative, or other directorate/office heads, within 2 working days after the committee meeting. The chairman will direct the appropriate action office to prepare rationale supporting the committee majority opinion within 2 working days after receipt of requests for reconsideration. When discussion by the MPSC fails to resolve the matter, the issue will be

25 MAR 1994

IOCR 15-1

elevated to the Principal Assistant Responsible for Contracting (PARC) for resolution and final disposition. The chairman will monitor the status of the matter pending decision of the PARC. When the dispute is resolved, the chairman will provide to the MPSC coordinator the documented resolution to be forwarded to all attendees of the MPSC, as well as the PCO and industrial preparedness planner.

i. Membership Roster. The membership roster will be maintained by AMSMC-PP. The names of the primary and alternate representatives, office symbols, and telephone numbers will be provided to AMSMC-PPA.

Appendix A

MOBILIZATION PROCUREMENT SUPPORT COMMITTEE PROCEDURE

1. Chairman/Alternate Chairman. The MPSC chairman, or designated representative, will perform the following duties:
 - a. Designate the MPSC coordinator with duties as outlined in paragraph 3 below.
 - b. Chair meetings when possible.
 - c. Act as arbitrator/facilitator on all disputed issues (see paragraph 7h for arbitration procedures).
 - d. Sign the written MPSC decision after concurrence by all voting members.

2. Presenter/Requestor. Notify the chairman or MPSC coordinator that an MPSC meeting is necessary, providing the desired timeframe for the meeting and the following back up material if necessary (via electronic mail when possible):
 - a. Explanation of necessity (memorandum), proposed strategy, problem, etc.
 - b. IBA.
 - c. J&A, or memorandum, containing required information.
 - d. Procurement history/strategies.
 - e. Projected outyear requirements.
 - f. Documentation of previous meeting(s) on same issue.
 - g. List of other affected directorates/item managers if they need to attend.
 - h. Document the MPSC decision and provide it to the MPSC coordinator within 2 working days after the meeting.

3. MPSC Decisions. It is the responsibility of the requestor/presenter to document the committee decision. The written decision should be forwarded to the MPSC coordinator within 2 working days as a Memorandum For Record using a mode compatible with electronic mail. The following format should be used:

25 MAR 1994

APPENDIX A
(Continued)

- a. The subject should contain the item/topic and date of meeting.
- b. Provide the author's name as POC, including office symbol, DSN, and electronic mail address.
- c. Make signature block for the chairman as follows:

(Chairman's name)
Chairman, Mobilization Procurement
Support Committee

- or - in the absence of the chairman:

(Alternate Chairman's Name)
Alternate Chairman, Mobilization
Procurement Support Committee

d. The MPSC decision will be electronically mailed to the MPSC coordinator within 2 working days after the meeting to be forwarded to respective MPSC members/meeting attendees for concurrence.

e. The original, signed and dated, MPSC decision will be maintained by the MPSC coordinator. Electronically mailed MPSC decisions, dated and marked "signed", will:

- (1) Be electronically mailed to the author, MPSC members, and meeting attendees.
- (2) Accompany the electronic mail staffing of impacted J&As.
- (3) Be placed in the item contract folder.

4. MPSC Coordinator. The MPSC coordinator will be appointed by the chairman and will perform the following duties as requested by the chairman:

- a. Assure agenda items meet the criteria necessitating an MPSC meeting.
- b. Maintain a record of meetings/items.
- c. Solicit read-ahead material from the requestor.
- d. Reserve meeting site based upon chairman's schedule, availability of conference rooms, and utilities required.

APPENDIX A
(Continued)

e. Prepare agenda based upon information submitted.

f. Notify membership and other interested parties of planned meetings, providing agenda and read-ahead material at least 2 days prior to the meeting whenever possible.

g. Distribute sign-in sheet. The sign-in sheet should identify the date and item(s) discussed. Attendees should provide their name, office symbol, telephone number, electronic mail address, and the item for which they are attending.

h. Provide the list of meeting attendees when requested.

i. Prompt the presenters to document the MPSC decision as delineated in paragraph 3 above.

j. Receive the written MPSC decision from the presenter, assign a suspense date (2 working days), and distribute to the attendees for their concurrence. Only nonconcurrences need to be returned. When a nonconcurrence makes it necessary to revise a written MPSC decision, the revised decision will be redisseminated to the MPSC and the suspense date for nonconcurrence reassigned accordingly.

k. After the waiting period for nonconcurrence has passed (2 working days after routing), submit decision to the chairman or alternate chairman for signature.

l. Maintain a file for the MPSC meetings to include:

(1) Original signed copies of decision memoranda.

(2) All pertinent material used by the MPSC in reaching their decisions.

(3) Attendance listings for meetings.

5. Voting Members. The Director/Deputy Director or duly appointed representative must:

a. Attend meetings or appoint a substitute with the authority to make binding decisions for his or her directorate/office.

b. Notify cognizant item managers from their directorate/office to attend if necessary.

25 MAR 1994

APPENDIX A
(Continued)

c. Provide nonconcurrency to MPSC decision within 2 working days after receipt (only nonconcurrences need to be returned to the MPSC coordinator). After the 2-day deadline, the decision will be sent to the chairman for signature.

25 MAR 1994

IOCR 15-1

Appendix B

MPSC MEMBERSHIP

Membership will be comprised as listed below. Procurement responsibility determines the appropriate office site for participation. When necessary, telephone conference calls will be made.

a. Chairman will be the Director, Acquisition Pricing and Policy Directorate (AMSMC-PP).

b. Alternate Chairman will be the Director/Deputy Director, Industrial Readiness Directorate (AMSMC-IR).

c. Directorate appointed representatives from:

- (1) *Procurement Directorate (AMSMC-PA).
- (2) *Industrial Readiness Directorate (AMSMC-IR).
- (3) *Production Directorate (AMSMC-PD).
- (4) *Acquisition Pricing and Policy Directorate (AMSMC-PP).
- (5) *Office of Counsel (AMSMC-GC).
- (6) *Competition Management Office (AMSMC-BRC).
- (7) Engineering Support Office (SMCAR-ESW).
- (8) Small Business Office (AMSMC-BRS).
- (9) Defense Ammunition Directorate (AMSMC-DS).
- (10) Materiel Management Directorate (AMSMC-MM).
- (11) *Office of Weapon Systems Management (AMSMC-AS).
- (12) *Product/Project/Program Management Offices.
- (13) *Product Assurance Directorate (AMSMC-QA).
- (14) Other affected offices may attend, but not vote.
- (15) Military liaison officers shall be invited to all meetings discussing an item used by their Service.

* Denotes directorate/office with voting member.