DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

AUG 24 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Non-construction Contracts Containing Construction Work Guide

I am pleased to announce the release of the *Department of the Navy Non-construction Contracts Containing Construction Work Guide.* During Fiscal Year 2012, this office led a working group of subject-matter experts from Navy and Marine Corps contracting activities in developing a common process to implement current DON policy governing construction contracting authority and to facilitate compliance with the unique statutory requirements of labor standards affecting non-construction contracts that also contain some construction work.

The attached Guide addresses key aspects of construction contracting authority and places emphasis on acquisition planning, procurement strategy development, contract formation, and contract administration, among other aspects. It provides the necessary tools (*e.g.* flowcharts, examples of requirements, templates, and other resources) to help contracting, program, and other personnel comply with the acquisition rules and regulations governing the formation of solicitations and contracts for non-construction requirements that also involve some construction work. Each Head of the Contracting Activity (HCA) is responsible for implementing these procedures throughout the HCA.

The procedures in the Guide, available at our Acquisition One Source website at https://acquisition.navy.mil/rda/home/acquisition_one_source, supplement existing policy and apply to all Navy and Marine Corps contracting activities that award and administer contracts (including task/delivery orders) for assigned program requirements that also contain elements of construction valued in excess of the micro-purchase threshold for construction. This Guide is meant to be continually improved as we acquire lessons learned and identify best practices. Therefore, submit comments or recommendations to improve this Guide, as well as any lessons learned, to DASN(AP) via electronic mail at NavyLaborAdvisor@navy.mil. My point of contact for this memorandum is Evelyn Ortiz at evelyn.ortiz@navy.mil or (703) 693-4012.

Elliott B. Branch
Deputy Assistant Secretary of the Navy
(Acquisition and Procurement)

Attachment:
As stated

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