



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 4860.5A  
5/DepMgmt

03 MAR 2000

USNA INSTRUCTION 4860.5A

From: Superintendent

Subj: COMMERCIAL ACTIVITIES (CA) PROGRAM

Ref: (a) OMB Circular A-76 of 4 August 1983 (NOTAL)  
(b) OMB Circular A-76-Revised Supplement Handbook of March 1996  
(c) DOD Directive 4100.15  
(d) DODINST 4100.33 (NOTAL)  
(e) SECNAVINST 4860.44F  
(f) OPNAVINST 4860.7C  
(g) "Succeeding At Competition," A guide to Conducting Commercial Activities Studies  
(h) Dir, FSA ltr of 4860 Ser 101/990433 of 20 Dec 99

1. Purpose. To establish the policy and procedures for executing the Commercial Activities (CA) Program at the Naval Academy and the Annapolis Complex.

2. Cancellation. USNAINST 4860.5

3. Change. No special markings appear because the directive is a complete revision and should be read in its entirety.

4. Information. Reference (a) establishes the policy on the performance of commercial activities within the federal government. A commercial activity is defined as an activity that provides a product or services obtained or obtainable from a commercial/private source. The CA Program is a dominant factor in the Department of Defense's plan to do business better, faster, and more cost effectively, and it provides a competitive process for the government to obtain the "best value" commercial products and services. Implementation guidance for the CA Program is specified in references (b) through (f).

5. Action. Deputy for Management is designated the CA Program Manager for the Naval Academy and will exercise general administration of the CA Program based upon policy guidance issued and requirements directed by the Department of the Defense (DOD), Secretary of the Navy (SECNAV), Chief of Naval Operations (CNO), Office of Management and Budget (OMB), and Congress.

6. Responsibilities.

a. CA Program Manager. The CA Program Manager is responsible for:

(1) discharging the Naval Academy's CA Program based on objectives identified by the Superintendent and in accordance with references (a) through (f).

(2) assuring that Cost Centers receive adequate support, to include CNO-funded contractor support, to complete required competitive sourcing actions. Contractor support may include assistance in the development of the Performance Work Statement, Quality Assurance, Surveillance Plan, Most Efficient Organization, In-house Cost Estimate, Transition Plan, Technical Evaluation Criteria, and other documents crucial to the competition of the competitive sourcing initiatives.

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b. Command Staff Judge Advocate: Provide expert legal advice on CA-related issues to the Superintendent and Naval Academy managers.

c. Cost Center Heads. Cost Center Heads have the overall responsibility to direct the competitive sourcing studies for announced functions within their organizations. The strategy used to accomplish assigned competitive sourcing actions shall comply with the guidelines contained in references (b) through (g). Cost Center Heads will:

(1) Provide input for the formation of and assure compliance with the Plan of Action and Milestones for each competitive sourcing initiative with their organization.

(2) Provide data for and assist with the development of documents required for each designated competitive sourcing initiative to include, but not limited to, Performance Work Statement, Quality Assurance Surveillance Plan, and Most Efficient Organization.

(3) Authenticate the Performance Work Statement and organization study recommendations to include, but not limited to, the Most Efficient Organization including position descriptions.

(4) Assist in the evaluation process of the technical proposals from contractors, as required, in support of contract regulations.

(5) Collaborate with CNO-funded contractor support, when provided, to assure that the end result of the competitive sourcing initiatives is the "best value" for the Naval Academy.

(6) Act as the Quality Assurance Evaluator if the competitive sourcing action results in contractor performance.

(7) Provide pertinent information and status reports to the CA Program Manager in order to fulfill the reporting requirements specified in references (f) and (h).

  
R. C. PARSONS  
Deputy for Management

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