



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

DESC-CPB

SEP 30 2003

CONTRACTING INSTRUCTION (CI): 03-22
MEMORANDUM FOR CI Distribution

SUBJECT: DEPI 37.205-90 Departmental Procedures for CAAS Actions

The purpose of this CI is to notify you of changes to DEPI 37.205-90 procedures for processing CAAS actions within DESC prior to forwarding the request for approval to DLA. All CAAS requests will be forwarded to DESC-CPB for logging purposes to track CAAS requirements for review and oversight. Section 37.205-90 of the DEPI has been changed to read as shown on the attached.

This instruction is effective immediately and will be incorporated into the next DEPI change. Point of contact is Phoebe Rolen, 767-8465.

A handwritten signature in black ink that reads "Gabriella M. Earhardt".

GABRIELLA M. EARHARDT
Center Senior Procurement Official

Attachment



PART 37

SERVICE CONTRACTING

SUBPART 37.2 - ADVISORY AND ASSISTANCE SERVICES

37.205 Management controls.

37.205-90 Departmental procedures.

Prior to soliciting, DLA must approve the need for contracting for services defined in FAR 37.201, as stated in DLAD 5025.30 (located on DLA's One Book web page at <http://today.dla.mil/onebook/process/4.htm>). For requirements originating within DESC, the CAAS request package, consisting of the D&F, statement of work, and acquisition plan, will be forwarded to DESC-CPB for logging prior to the package being forwarded to DLA. DESC-CPB will maintain a log of the CAAS actions being processed to track CAAS requirements for review oversight purposes.