



**DEFENSE LOGISTICS AGENCY**  
**DEFENSE ENERGY SUPPORT CENTER**  
8725 JOHN J. KINGMAN ROAD, SUITE 4950  
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY  
REFER TO

MAY 27 2004

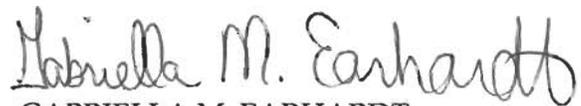
DESC-CPA

CONTRACTING INSTRUCTION (CI): 04-06  
MEMORANDUM FOR CI Distribution

SUBJECT: Contracted Advisory and Assistance Services (CAAS)

This CI is being issued to revise DEPI coverage at 37.2 with new internal procedures. The Defense Logistics Agency Support Services shall approve all CAAS procurement requests. Procurement requests will include an Explanatory Memorandum with an attached Statement of Work, Budget Authorization Document, Statement of Determination & Findings and Acquisition Plan.

This CI is effective immediately and expires upon inclusion in the DEPI. Point of contact is Cheryl Creason, extension 8471.

  
GABRIELLA M. EARHARDT  
Center Senior Procurement Official

Attachment:  
DEPI coverage



## **SUBPART 37.2 - ADVISORY AND ASSISTANCE SERVICES**

### **37.205 Management controls.**

#### **37.205-90 Departmental procedures.**

Prior to soliciting and regardless of dollar value DLA Support Services (DSS) shall approve all Contracted Advisory and Assistance Services (CAAS) individual procurement requests as defined in FAR 37.201. A Request memorandum must be prepared by the CBU. This memorandum, addressed to DSS-B will provide a summary outline of the management problem or opportunity that the requested CAAS action will solve or facilitate. The memorandum will always have at least three (3) attachments: Statement of Work, Budget Authorization Document and Statement of Determination & Findings. The Acquisition Plan should also be forwarded as it addresses the procurement approach and the proposed milestones. The CAAS policy and process is found in the DLA One Book (DLAD 5025.30) at: <http://today.dla.mil/onebook/process//4.htm>). Prior to forwarding the request memorandum/package to DSS provide a copy of the D&F to DESC-CPB who will maintain a log of all CAAS actions processed for review and oversight purposes.