



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

IN REPLY
REFER TO

DESC-CPA

AUG 12 2004

CONTRACTING INSTRUCTION (CI): 04-16
MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Additional Clause Coordination

The DEPI coverage contained at Part 52.104 is revised in an effort to ensure proper clause coordination when processing new or changed clauses related to small business issues or financial matters prior to submission to DESC-CPA.

The amended DEPI coverage is attached to the Contracting Instruction.

This CI is effective immediately and expires upon inclusion in the DEPI. Point of contact is Sherry Wilson, extension 7392.

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

GABRIELLA M. EARHARDT
Center Senior Procurement Official

Attachment:
DEPI coverage



52.104 Procedures for new clauses and modifying provisions and clauses.

(a) Clause or provision changes, to include FAR/DFARS/DLAD/DESC, or new local clauses, will be provided to DESC-CPA electronically by the contracting officer, following the steps below. Note: A new clause, or change to a clause/provision with unapproved changes cannot be used in a solicitation or contract. After approval of the new clause or revision by DESC-CPA, the new clause or revised clause will be posted to the permanent clause book located on the T drive at "T/solicit". Documentation of a new local clause or the clause change for historical record shall be maintained by DESC-CPA as Clause Book Changes, Memorandum for Records (MFRs). Specific exceptions to the below steps are listed in DEPI 52.104(b). (Note: A FAR/DFARS/DLAD clause or provision may not be modified or deleted if its use is mandatory and non-tailorable until a deviation has been processed to, and approved by, Headquarters DLA in accordance with DEPI 1.403(b)).

Steps for requesting a new local clause, or clause/provision change:

- (1) The Contracting Officer shall prepare and forward the electronic request to DESC-CPA.
- (2) The request shall clearly document the specific need for the new clause, or clause/provision revision or deletion.
- (3) It will contain an attached file of the final version of the proposed clause/provision change. The revised portions must clearly reflect what is to be changed. This can be accomplished by providing the new verbiage in "track-changes" (the preferred method), bold type, or by highlighting (this does not apply to new local clauses.)
- (4) If another division or office within DESC has collateral interest in the new local clause, or clause/provision which is proposed for change, the contracting officer will coordinate the technical details of the change with that element and obtain their concurrence.
- (5) Coordination on all new or changed clauses is required with DESC-DU on small business issues and DESC-R on financial matters prior to submission to DESC-CPA.
- (6) The contracting officer shall obtain final coordination with applicable offices, including DESC-G, before requesting the new local clause or change. The contracting officer shall then forward the proposed new local clause or change, including all concurrences, as an electronic file to DESC-CPA.
- (7) Instruction Lines: