



IN REPLY  
REFER TO

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

**MAY 17 2000**

DESC-CPA

CONTRACTING INSTRUCTION (CI): 00-6  
MEMORANDUM FOR CI Distribution

SUBJECT: Revise DEPI 5.303 Announcement of Contract Award

This CI is being issued per DLA's verbal communication on May 2, 2000, with COL Martha Cencki, Public Affairs Officer, providing new directions on how to fill out the DLA form 1693, "Announcement of Contract Awards." DEPI language is altered accordingly in section 5.303 (101) (a) (3) & (4), and (101) (b), and is attached.

This CI is effective immediately and expires upon inclusion in DEPI. The point of contact is Ms. Angela Lefas-Huhn, extension 7640.

SHARON L. MURPHY  
Center Senior Procurement Official

Attachment:  
DEPI coverage



DEFENSE ENERGY PROCUREMENT INSTRUCTION (DEPI) REVISED VERSION

5.303 Announcement of contract awards

101 (a)

~~(3) To preclude untimely release of quantity or pricing information when additional contracts remain to be awarded, contract announcements for proposed contracts that are part of a negotiated multiple contract program may state: "This contract is one of a multicontract procurement program. When all contracts have been awarded, additional details will become available."~~

~~(4) Other contract quantities, when shown, will be in U.S. terminology, (e.g., gallons, barrels, or pounds with the metric quantity equivalents in parentheses). The metric conversion factors are as follows:~~

~~1 gallon = 3.785 liters~~

~~1 barrel = 159.0 liters~~

~~1 pound = 0.4536 kilograms~~

~~(101) (b) The text description of each action shall be included in Block 15 as follows:~~

~~(1) Abbreviations or acronyms will not be used. Spell out the city, state, complete company name (e.g., "incorporated" rather than "inc."), date, and other information as required. Spell out products (such as Diesel Fuel, Jet Fuel, and Residual Fuel Oil, rather than DF2, JP4, FO#6).~~

~~(2) If there are more than two/three individual products or locations, state each location separately.~~

~~(3) If fewer than 10 bids were solicited or received, the number of bids will be written (i.e., "five" rather than "5").~~

~~(4) One asterisk will be placed after the name of a small business. Two asterisks will be placed after the address of a labor surplus area (coal only).~~

~~(5) The text will state "is being awarded" only if the announcement is furnished to CAAV at least 1 day prior to award. It will state "was awarded on (date)" if the announcement is furnished to CAAV the same day as the award, or later.~~

Per DLA verbal direction on May 2, 2000, list commodity only in block 15