

**DEFENSE LOGISTICS AGENCY**  
***Inter-Office Memorandum***

*In Reply*

*Refer to:* DFSC-PPR (Kerry Pilz/45500)

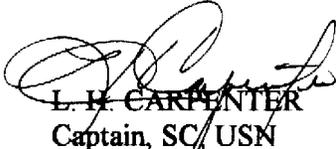
29 MAR 1995

CONTRACTING INSTRUCTION (CI): 94-18A

SUBJECT: Extension of Closing Date

TO: CI Distribution

1. Reference CI 94-18, issued 14 December 1994, subject: Extension of Closing Date.
2. The following sentence is added to the end of paragraph three of the contracting instruction referenced above:  
  
“ If the extension is made after the initial closing date, Contracting Officers shall include a memorandum in the contract file explaining the circumstances. **Contracting Officers shall also obtain written approval of the action by the head of the Division.** ”
3. This Contracting Instruction is for information purposes only. No further regulatory coverage will be published.

  
L. H. CARPENTER

Captain, SC/USN  
Director, Contracting and Production