



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO DP

SEP 29 2005

MEMORANDUM FOR DLA Contracting Activities

FROM: HQ DLA Public Affairs (DP)

DATE: September 29, 2005

SUBJECT: Memorandum of Instruction for Contract Announcements and DLA Form 1693

- I. REFERENCES. References used to complete reporting instructions are listed below.
 - A. Federal Acquisition Regulation Supplement (FAR), March 2005
(<http://farsite.hill.af.mil/vffara.htm>)
 - B. Defense Federal Acquisition Regulation Supplement (DFAR), August 17, 1998
(<http://farsite.hill.af.mil/VFDFARA.HTM>)
 - C. Defense Logistics Acquisition Directive (DLAD), May 11, 2000
(<http://www.dla.mil/j-3/j-336/default.htm>)
 - D. One Book Chapter, Contract Announcements, February 2005
(<https://today.dla.mil/onebook/process/75.htm>)
- II. PURPOSE. These instructions provide guidance to DLA Contracting Activities on proper submission procedures for announcing contract awards valued at \$5 million or more.
- III. FORM COMPLETION INSTRUCTIONS
 - A. **DLA Form 1693, September 2004.** This form may be accessed on the DLA Forms Home Page at <http://www.dla.mil/dss/forms/> using Form Flow. If the **TO** block of this form is not already completed, please address to Defense Logistics Agency, Public Affairs Office (DP), 8725 John J. Kingman Road, Suite 2545, Fort Belvoir, VA 22060-6221.
 - B. Please include your complete address in the **FROM** block of where the submission is being generated. For example: Defense Supply Center Philadelphia, 700 Robbins Avenue, Philadelphia, PA. 19111. Beneath the address a **POC and phone number** should be provided. The POC should be someone with knowledge of contract details to answer any questions HQ DLA Public Affairs (DP) or HQ DLA Legislative Affairs (DL) may have.



C. Blocks 1a – 1b. **Contractor Information**

1. Block 1a - Name and Location of Contractor (1a). If contracts do not include the 9-digit zip code of the contractor's address, the form will be returned to the contracting activity for completion. Inclusion of last four digits is extremely important for DL. This information determines which Members of Congress to notify. When states have split districts, the last four digits of the zip code determine which Member to notify.
2. Block 1b - Point of Contact at Contractor's Firm and Telephone Number (1b). Submit an up-to-date contact number and point of contact (POC) for the Contractor being awarded the contract. Please ensure the individual listed as the POC can answer detailed questions from DL about the nature of the contract if the need arises.

D. Block 2. **Proposed Award Release Date (2).**

1. This date is set by the contracting agency responsible for submitting the contract announcement. **DP DOES NOT CONTROL THE DATE AN AWARD CAN BE RELEASED.**
2. Contract Announcements should be submitted to DP by 1500 at least two working days prior to the proposed contract award date.
3. If any changes or corrections must be made to the contract announcement, please submit to DP by 1200 on the date the contract is to be awarded.
4. The only exception to the two-working day rule applies to Defense Energy Support Center (DESC) natural gas or electricity awards. These contracts should be submitted no later than 1600 on the proposed award release date (information found in Block 2 of DLA Form 1693).

E. Blocks 3a – 3c. **Contract, Modification, and Solicitation Numbers**

1. Block 3a – Contract Number. This information can be found in Block 2 of SF 1449 (REV 4/2002). Please verify this number is correct before submitting to DP.
2. Block 3b – Modification Number. This information can be found in Block 2 of SF 30 (REV 10/83). Please verify this number is correct before submitting to DP. If there was no modification made to this contract, please annotate this block with N/A.
3. Block 3c – Solicitation Number. This information can be found in Block 5 of SF 1449 (REV 4/2002). Please verify this number is correct before submitting to DP.

F. **Blocks 4a – 4b. Total Dollar Value and Option Year Amount**

1. Block 4a - The threshold for reporting contract announcements of DoD awards is \$5 million. Anything over \$5 million must be reported to DP, unless excluded from the reporting requirement under FAR 5.303(a). A courtesy copy of the award should be sent to DL for record-keeping purposes only.

2. Block 4a - Do not include unexercised options in the reported total. If the contract is a minimum/maximum type contract, and the value for the maximum is over \$5 million, then it has to be reported through DP.

3. Block 4a - Total Dollar Value or Range of Dollar Values for This Action. Report the initial award in the maximum column if the estimated face value, excluding unexercised options, is more than \$5 million.

a. Do not report individual orders against these instruments until the estimated value is reached.

b. Report subsequent modifications, exercised options and orders that have a face value of more than \$5 million. Do not report the same work twice. This block should have the total dollar value of the action that is being submitted, whether it's for an initial award or exercising an option year.

c. Please be sure to include a dollar amount in Block 4a. The amount should hold each place value, for example \$5,785,236 instead of \$5.7M.

2. Block 4b – If exercising option year, enter the total amount given prior to this action. If the contract is exercising an option year, indicate how much was already paid to the contractor from the previous award.

G. **Block 5. Location(s) of Performance if Other Than Above.** This section requires the location(s) if work is to be performed at any location in addition to the site of the original contractor listed in Block 1b. For example, if the contract is awarded in Virginia, but work will be performed in North Carolina, Georgia, or overseas, include all locations in Block 5.

H. **Blocks 6a – 6b. Set Asides**

1. Block 6a – If acquisition is a Set Aside.

a. As per FAR, Section 5.207, Item 19 d, when the proposed acquisition provides for a total or partial small business set-aside, very small business set aside, HUBZone Small business set aside, or a service-disabled veteran-owned small business set-aside, the appropriate numbers not will be cited.

- b. Indicate in this block whether the acquisition is a set aside or partial set aside. If it is a partial set aside, please indicate the percentage amount.
2. Block 6b – If partial, identify recipient of the remaining percent. Please indicate who will receive the remaining percentage of the partial set aside.
- I. Block 7 – **Contractor Business Size**. Select the appropriate business size. **If a category is not selected, DLA Form 1693 will be returned for completion.**
- J. Block 8 – **Using Service**. Select appropriate branch of service or agency receiving the product or service. More than one service or agency can be selected. If your activity or agency is not listed, please select other and write in the full name of the organization in addition to acronyms.
- K. Block 9. **Extent of Competition**. Indicate how many proposals were solicited, how many responses were received, or if the competition was a sole source. If Web-solicited, annotate that contract was Web-solicited. If competition was sole source, provide justification in the appropriate section (9 d) of DLA Form 1693.
- L. Block 10. **Type of Contract**. Select appropriate contract type. If selecting more than one type of contract, please select other and annotate with indefinite quantity/delivery as it applies to the contract.
- M. Block 11. **Foreign Military Sale**. If the contract is a foreign military sale, use this block to indicate the servicing agency and name of country.
- N. Block 12. **EEO Clearance**. Annotate by selecting yes or no. Refer to FAR Subparts 22.804 – 805 for applicability to contract provisions.
- O. Blocks 13a – 14. **Fund, Appropriation, FY, and Performance Completion**
1. Block 13a. Indicate yes or no to the availability of funds.
 2. Block 13b. Indicate what fiscal year(s) contractor will receive payment.
 3. Block 13c. Indicate what type of appropriation and year being used. For example, FY 05 Defense Working Capital Funds (DWCF), Operation & Maintenance (O & M) Funds, Multiple Agency Funding (Army, Navy, Air Force, etc.). Please do not indicate DLA Stock Fund. Even if the contract is a 5-year contract, some bills are paid in the current fiscal year and may be paid as the product arrives and won't be paid off until the five years are complete. All required approvals and funding must be verified and annotated in Block 16.

P. Block 14. **Performance Completion.** The section requires a performance completion date, to include month, day, and year. **DO NOT INCLUDE THE UNEXERCISED OPTION YEARS.** Only include the dates of the initial contract. No contractor is ever guaranteed they will receive their option years.

Q. Block 15. **Option Year.** If the contract is exercising an option year, indicate which option year it is using. For example, this is a base year contract with 4 one-year options.

R. Block 16. **Additional Information on Product or Service.**

1. Indicate what is being purchased and the quantity (number of boots, MREs, clothing, fuel, engine parts, etc.). This information is needed to answer any questions Members of Congress may have concerning contracts in their District. List any other information that would be important in identifying what is being acquired.

2. If the contract is for an emergency purchase, indicate what event it is related. For example, this contract is an emergency acquisition in direct support of Operation Enduring Freedom.

3. You may also add any additional information that was too large to document in Blocks 1 – 15.

4. At the bottom of Block 16, please check the statement concerning funding verification and ensure an approving official's (someone who can verify that the contract is properly funded) signature is present.

S. Block 17. This section will be completed by DL. **DO NOT MARK IN THIS AREA.**

T. Block 18. The contracting officer's information will be included in this section. **PLEASE ENSURE A GOOD CONTACT PHONE NUMBER IS PROVIDED FOR ANY QUESTIONS CONCERNING FORM CONTENT.**

U. Block 19. The approving official's information will be included in this section. **PLEASE ENSURE A GOOD CONTACT PHONE NUMBER IS PROVIDED FOR ANY QUESTIONS CONCERNING FORM CONTENT IF THE CONTRACTING OFFICER CAN NOT BE REACHED.**

IV. RESPONSIBILITIES

A. Public Affairs (DP).

1. Once DP receives the completed DLA Form 1693 the issuing facility, content will be checked for accuracy.
2. DP will compose a synopsis of the contract and send to OSD Public Affairs by 1400 the day prior to the proposed award release date.
3. Upon completion of the synopsis, DP will provide DL a copy of the synopsis and DLA Form 1693 by 1500 the day of the contract proposed award release date. (This does not apply to fuel and electricity contracts with a deadline of 1600 on the contract award release date)
4. DP will maintain copy of all contract announcements sent to OSD (electronic or paper version).

B. Legislative Affairs (DL).

1. After receiving a copy of the contract announcement synopsis and DLA Form 1693, DL will check content for accuracy and compliance. Any issues or concerns will be directed to DP for action.
2. DL will identify the Members of Congress affected by the contract based on the Contractor's Address. Pertinent information will be FAXED to the Members at 1600 on the proposed award release date, Block 2.
3. DL will maintain a copy of all information FAXED to Members of Congress.



RONALD E. SULLIVAN
DLA Public Affairs
Director

Attachment
Distribution List