



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION AND
TECHNOLOGY

June 11, 1998

DP (DAR)

In reply refer to
DFARS Case: 97-D039
D. L. 98-013

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN (RD&A) / ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS AGENCY

SUBJECT: Contract Distribution to DFAS Accounting Offices

We have amended Subpart 204.2 of the Defense Federal Acquisition Regulation Supplement (DFARS) to require distribution of contracts and modifications to each Defense Finance and Accounting Service (DFAS) accounting station cited in the contract, in addition to each DFAS funding office. In addition, we have amended Subpart 204.2 to reflect availability of electronic reference materials; to clarify which fixed-price contracts require distribution to the Defense Contract Audit Agency; and to update the name of a Defense Logistics Agency activity.

This final DFARS rule is effective immediately, and will be included in a future Defense Acquisition Circular.

Eleanor R. Spector
Director, Defense Procurement

Attachment

cc: DSMC, Ft. Belvoir



**CONTRACT DISTRIBUTION TO DFAS ACCOUNTING OFFICES
DFARS CASE 97-D039
FINAL RULE**

The baseline is the DFARS through DAC 91-13. Added language is in **[bold and brackets]**, and deleted language is ~~lined through~~.

PART 204 ADMINISTRATIVE MATTERS

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SUBPART 204.2--CONTRACT DISTRIBUTION

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204.201 Procedures.

(1) The procuring contracting officer (PCO) retains the original signed contract for the official contract file. Administrative contracting officers and terminations contracting officers provide the original of each modification to the PCO for retention in the official contract file. Unless otherwise directed by department/agency procedures, the office issuing the orders maintains the original of orders under basic ordering agreements and the original of provisioning orders.

(2) Ensure that distribution of contracts and modifications is consistent with security directives.

[(c) Distribute one copy to each Defense Finance and Accounting Service (DFAS) accounting station cited in the contract, in addition to the copy provided to each DFAS funding office.]

(e)(i) Distribute one copy of each of the following types of contracts or modifications to the appropriate Defense Contract Audit Agency (DCAA) field audit office (listed in the ~~DCAA Directory--Headquarters and Field Offices~~ **[DCAAP 5100.1, Directory of DCAA Offices, available on the World Wide Web, Internet address <http://www.deskbook.osd.mil>, under reference library documents]**)--

- (A) Cost reimbursement;
- (B) Time-and-materials;
- (C) Labor-hour;

(D) Fixed-price contracts with provisions for redetermination, **[cost]** incentives, economic price adjustment **[based on cost]**, or cost allowability; and

(E) Any other contract that requires audit service.

(ii) If there is a question as to the appropriate DCAA field audit office, request the assistance of the DCAA procurement liaison auditor or the nearest DCAA field audit office.

(f) Provide two copies to offices performing contract administration support functions.

204.202 Agency distribution requirements.

(1) Distribute copies of contracts as follows--

(i) Four copies to the contract administration office (send simultaneously with the copy furnished under FAR 4.201(b));

(ii) One copy to each consignee indicated in the contract. A transshipping terminal is not a consignee.

(A) Inventory control points that have an automated uniform inventory control point data base that interfaces with consignees may use their automated procedure rather than sending a written copy of the contract. However, when inspection is required at destination, send a written copy to the consignee.

(B) The Defense Logistics Agency is authorized to prescribe alternate procedures for distribution of contract documents in Defense ~~Subsistence Region, Europe~~**[Supply Center Philadelphia European Region]**;

(iii) Two copies to the military interdepartmental purchase request requiring activity in the case of coordinated acquisition;

(iv) One copy to the contract administration office (CAO) automatic data processing point, except when the DoDAAD code is the same as that of either the CAO or payment office (~~see DLAH 4105.4, DoD Directory of Contract Administration Services Components~~); and

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