



DEFENSE INFORMATION SYSTEMS AGENCY
DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION
2300 EAST DRIVE
SCOTT AIR FORCE BASE, ILLINOIS 62225-5406

DITCO Circular 350-135-1 has been updated through
Change 5, 29 Nov 00

Change 5 affected the following pages:

REMOVED PAGES

Contents, vii thru viii, and xiii
Chapter 5, pages 5-5 thru 5-6

INSERTED PAGES

Contents, vii thru viii, and
xiii thru xiv
Chapter 5, pages 5-5 thru 5-6

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Change 4 affected the following pages:

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Chapter 10, page 10-1

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Chapter 10, page 10-1

Change 3, dated 27 Mar 98, accomplished the following:

REMOVED PAGES

2-3 thru 2-4

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2-3 thru 2-4



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DISA-DITCO CIRCULAR 350-135-1

12 February 1996

COMMERCIAL COMMUNICATIONS

Defense Commercial Communications Acquisition Procedures

1. Purpose. This Circular establishes policy, assigns responsibility, and prescribes procedures for centralized acquisition of commercial communications to satisfy the telecommunications requirements of the departments, agencies, and offices (DAO) of the DOD and the other U.S. Government agencies (OGA) authorized by the Secretary of Defense to contract for service through the Defense Information Technology Contracting Office (DITCO).

2. Applicability. This Circular applies to DITCO and to all activities receiving contracting support from DITCO. Unless specified otherwise, the acronym DITCO includes Headquarters, DITCO, and all DITCO field activities.

3. Policy.

a. DITCO is the DOD focal point for the acquisition of long-haul communications and will acquire, account, and pay for commercial communications required by the DAOs and OGAs.

b. Telecommunications Certification Offices (TCO), established by DAOs and OGAs, will process telecommunications requirements to DITCO in accordance with DISA Circular 310-130-1, Submission of Telecommunications Service Requests.

4. Responsibilities and Procedures.

a. The basic administrative, reporting, and financial responsibilities and procedures associated with communications services contracted by DITCO for others are contained within this Circular.

b. Because of the unique environment in which DITCO-EUR must lease, special procedures have been developed which may vary from this Circular. These include but are not limited to audit, competition, leadtimes, and technical parameters. Direct contact should be made with DITCO-EUR, if necessary, to obtain specific details on those exceptions.

5. Scope. This Circular pertains to the following:

a. The acquisition, rearrangement, and discontinuance of private line services:

(1) Within, between, and emanating from the 50 States, the District of Columbia, and the U.S. territorial possessions.

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(2) Between foreign countries when they can be leased from U.S. commercial carriers.

(3) Within and between the countries located in Defense Communications System (DCS) Geographical Areas 3, 4, 5, and 6 (see figure 1).

b. The acquisition of communications terminal equipment when requested by the DAOs and agreed to by the Director, DISA.

c. The acquisition of such other communications services and facilities as may be assigned to DITCO by the Director, DISA.

FOR THE COMMANDER:

BARBARA N. STEMMONS
SMSgt, USAF
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CONTENTS

	<u>Paragraph</u>	<u>Page</u>
BASIC CIRCULAR		
Purpose.....	1	i
Applicability.....	2	i
Policy.....	3	i
Responsibilities and Procedures.....	4	i
Scope	5	i
Definitions.....		vii
<u>Chapter</u>	<u>Paragraph</u>	<u>Page</u>
1. ACQUISITION POLICY AND PRACTICES		
Competition	1	1-1
Applicability of the Federal Acquisition Regulation (FAR) & Defense FAR Supplement (DFARS).....	2	1-2
Contracting by Negotiation.....	3	1-2
Audit Policy.....	4	1-3
Single CSA Policy.....	5	1-4
System Versus Fragmented Contracting.....	6	1-5
Single/Sole Source Justification.....	7	1-6
Inquiry/Quote/Order Procedures	8	1-6
Exceptions to the Standard Inquiry/Quote/ Order Procedures - Direct Ordering.....	9	1-7
Notices of Procedural Changes.....	10	1-7
Equal Low Proposals.....	11	1-8
Drawing of Lots.....	12	1-8
Apportionment Policy.....	13	1-8
Base Communications Acquisition Policy.....	14	1-9
Multiyear Contracting Policy.....	15	1-10
Public Data Networks.....	16	1-11
Federal Telephone System (FTS) 2000.....	17	1-11
2. RESPONSIBILITIES		
DISA.....	1	2-1
DITCO.....	2	2-1
DAOs and OGAs.....	3	2-2
DISA Areas.....	4	2-4
DISN Provisioning & Implementation Center (DPIC).....	5	2-4
Responsibility for Technical Sufficiency.....	6	2-5

<u>Chapter</u>	<u>Paragraph</u>	<u>Page</u>
3. CONTRACTS		
DISA Contracts.....	1	3-1
Non-DISA Contracts.....	2	3- 42
Ordering Documents.....	3	3- 43
4. ACQUISITION OF PRIVATE LINE SERVICES AND ASSOCIATED TERMINAL EQUIPMENT		
Lead Time Requirements.....	1	4-1
Processing of Telecommunications Service Requests.....	2	4-1
Technical Parameters.....	3	4-2
Requirements Within the United States.....	4	4-2
Requirements Partially or Entirely Outside the United States.....	5	4-2
Status of Acquisition Message (SAM).....	6	4-7
Exception Principles.....	7	4-8
Maximum Limits CSAs.....	8	4-8
Discontinuances.....	9	4-21
5. ACQUISITION OF SYSTEMS, FACILITIES, AND EQUIPMENT		
Performance Specifications/Statements of Work.....	1	5-1
Contracting Procedures and Responsibilities.....	2	5-2
Procedures for Evaluating Proposals Among Competing Regulated Carriers and Nonregulated Entities.....	3	5-6
Cancellation and Termination Settlements.....	4	5-8
Solicitation for Informational or Planning Purposes.....	5	5-10
Procedures for Obtaining High Priority Assistance in the Acquisition of Communications Services.....	6	5-11
6. ACQUISITION OF COMMUNICATIONS SERVICES CONTAINING AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)		
General.....	1	6-1
Responsibilities.....	2	6-2
Purchase of ADPE Under Lease by DITCO.....	3	6-3
7. RATE AND TARIFF MATTERS		
General.....	1	7-1
Procedures and Responsibilities.....	2	7-1
Relationship with Regulatory Authority.....	3	7-1
Relationship with Communications Contractors	4	7-2
Rate and Tariff Proceedings.....	5	7-2
Payment of Proposed or Disputed Rates.....	6	7-3
U.S. Carriers	7	7-3
Foreign Carriers.....	8	7-4

<u>Chapter</u>	<u>Paragraph</u>	<u>Page</u>
8. REPORTING REQUIREMENTS FOR CIRCUITS LEASED BY DITCO		
Purpose of Reports.....	1	8-1
Reports to the Contractor.....	2	8-1
Reports to DOCC Elements.....	3	8-1
Completion Reporting.....	4	8-1
Progress Reports.....	5	8-1
Reports of Modified Use of Leased Communication Facilities (DD Form 1368).....	6	8-2
9. BUDGET, FINANCIAL, AND REIMBURSEMENT PROCEDURES		
General.....	1	9-1
CSIF Customer Financial Plan for Leased Communications Services (DISA Form 557).....	2	9-1
Administrative Control of Funds.....	3	9-1
Reimbursement.....	4	9-1
Certification and Processing of Long Distance Toll Charges.....	5	9-2
Procedures for Processing Charges and Credits Associated with the Modified Use of Leased Facilities.....	6	9-3
Certification and Processing of Invoices Containing Overuse Charges.....	7	9-3
Maintenance of Service Charge.....	8	9-4
FTS2000 Bill.....	9	9-6
10. PROGRAM DESIGNATOR CODES		
General.....	1	10-1
Purpose.....	2	10-1
Responsibility.....	3	10-1
PDC Citation.....	4	10-1
11. MANAGEMENT REPORTS		
General.....	1	11-1
Reports.....	2	11-1
12. COMMUNICATIONS SERVICE AUTHORIZATION		
Description and Use.....	1	12-1
Manually Produced Special Action CSAs.....	2	12-1
Manually Produced Maximum Limits (ML) CSAs.....	3	12-2
Distribution.....	4	12-3

<u>Chapter</u>	<u>Paragraph</u>	<u>Page</u>
13. SECURITY		
General.....	1	13-1
Classification of Contract Documents and Records.....	2	13-1
Industrial Security.....	3	13-1

ILLUSTRATIONS

<u>Figure</u>		<u>Page</u>
1-1	DCS Geographical Areas.....	1-12
1-2	Designated Agency Representataive (DAR) Form.....	1-13
1-3	Instructions for DAR Form.....	1-15
4-1	Sample Status of Acquisition Message.....	4-10
4-2	Sample Private Line Maximum Limits CSA.....	4-12
4-3	Sample Facility Maximum Limits CSA (Internal Accounts).....	4-15
4-4	Commercial Communication Work Order (DD Form 1367).....	4-19
5-1	Suggested Performance Specification (PS) Format.....	5-12
5-2	Suggested Statement of Work (SOW) Format.....	5-20
5-3	Example, Performance Specifications Requirements Checklist.....	5-22
5-4	Example, Performance Specification Quality Assurance Checklist.....	5-23
5-5	Example, Statement of Work Requirements Checklist.....	5-24
5-6	Example, Statement of Work Quality Assurance Checklist.....	5-26
8-1	Modified Use of Leased Communications Facilities (DD Form 1368).....	8-4
9-1	CSIF Customer Financial Plan for Leased Communications Services (DISA Form 557).....	9-5

DEFINITIONS

Acceptance Report. An official notification that the U.S. Government has accepted pecuniary liability for a leased service as meeting all technical and operational requirements. Also called completion and in-effect reports.

Access Line. A circuit connecting a switched network subscriber directly to a switching center.

Appropriate Governmental Regulatory Body. The Federal Communications Commission, any statewide regulatory body, or any body with less than statewide jurisdiction when operating pursuant to State authority. Regulatory bodies which regulate a company owned by the same entity which creates the regulatory body are not "appropriate governmental regulatory bodies" for the purpose of this Circular.

Automatic Data Processing Equipment (ADPE). General purpose commercially available, mass-produced automatic data processing components and the equipment systems created from them, regardless of use, size, capacity, or price, that are designed to be applied to the solution or processing of a variety of problems or application. ADPE includes digital, analog, or hybrid computer equipment; auxiliary or accessorial equipment, such as plotters, communication terminals, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, paper tape typewriters, magnetic tape cartridge typewriters, and other data acquisition devices), used in support of digital, analog, or hybrid computer equipment, either cable connected, wire connected, or self-standing and selected or acquired either with a computer, or separately; and punched card accounting machines (PCAM) used in conjunction with, or independently of, digital, analog, or hybrid computers.

Backbone Costs. Costs, associated with DCS automatic switched networks, incurred for lease of switches and interconnecting trunks, operations and maintenance of switching centers, and administrative expenses.

Base Communications. Facilities, equipment, and services used to communicate within the confines of post, camp, station, base, headquarters or Federal building to include local interconnect trunks to the nearest commercial central office providing service to the local serving area. It also includes off-premise activity interconnections that are located within the geographical boundary served by the connecting commercial central office.

Cancellation. The discontinuance of a requirement after an order is placed but before service is initiated.

Circuit Control Office. The office, activity, or agency designated in the TSR/TSO to be responsible for the technical direction, supervision, and coordination of transmission media and equipment, quality control, communications service restoral, status and completion reporting required in order to provide effective communication service to the users.

Circuit Restoration Priority. A numerical and alphabetical designation establishing a sequence of priorities for the restoration of communications to users of the DCS.

Class Determination and Findings. A Class D&F is used by a statutory Secretary of a Military Department or Office of the Secretary of Defense to authorize negotiation of two or more contracts for supplies or services of the same or related type. See Determination and Findings.

Commercial Communications. The circuits, services, equipment, and facilities furnished by the private sector (regulated and nonregulated entities) or foreign communications entities that satisfy telecommunications requirements.

Common User Network. A system of circuits or channels allocated to furnish communications paths between switching centers to provide communications service on a common basis to all connected stations or subscribers. It is sometimes described as a general purpose network.

Communication Service Authorization (CSA). An order for communications services issued against either a basic agreement or a contract that constitutes a binding contractual obligation. The DD Form 428, Communication Service Authorization (CSA), its electronic data processing substitute, or other form prescribed by the departments or agencies may be used for this purpose.

Communications Representative. A commercial entity that agrees to act as the Government's representative to carry out orders for end-to-end service for the provision of any communications circuits, facilities, and/or equipment required to satisfy a customer's requirements. This includes serving as the single-point-of-contact responsible for coordinating the installation, operation, and maintenance of the total service, to include billing.

Communications Services Industrial Fund (CSIF). A revolving fund established to provide initial financing for DITCO acquisitions.

Connection Approval (CA). The certification by the Host Nation's PTT that user provided terminal equipment meets the PTT's network technical requirements, will not damage commercial lines or facilities, nor endanger service personnel. U.S. Government-owned equipment that is to be connected directly to the PTT network must have connection approval (CA). See Host Nation Approval.

Contracting by DITCO. The acquisition of commercial communications by DITCO and its field activities through lease (with or without purchase options) or purchase from regulated or nonregulated, foreign or domestic, entities under DISA agreements, GSA schedules or special contracts. However, the outright purchase of communications facilities or equipment requires specific agreement by DITCO.

Contracting Officer Representative (COR). A COR is an authorized representative of the Contracting Officer (CO) who assists with the technical monitoring or administration of a contract. The COR is the technical/administrative liaison between the contractor and the CO. ~~Contracting Officer's Technical Representative (COTR). An individual, appointed in writing, that has technical knowledge and experience sufficient to permit him/her to act on the behalf of a Contracting Officer to monitor a contractor's progress, determine if a contract is in compliance with the~~

~~contract performance specifications/statement of work and to carry out any necessary administrative functions within his/her specific appointment.~~

Defense Acquisition Regulation (DAR). The regulation that contains policies and procedures to guide managers in the conduct of DOD acquisitions and provides detailed functional direction required to govern DOD contractual actions in accordance with applicable laws and the need for efficiency.

DISA Action Agency. The DISA element(s) that will act upon the Telecommunications Certification Offices' (TCOs') requests for service.

DCS Switched Networks. Networks composed of terminal equipment, access lines, switching equipment, and trunk circuits, such as the Automatic Voice Network (AUTOVON), Automatic Digital Network (AUTODIN), and Automatic Secure Voice Communications Network (AUTOSEVOCOM), Defense Data Network (DDN), and Defense Switched Network (DSN).

Defense Information Technology Contracting Office-Alaska (DITCO-AK). DITCO-Alaska (DTA) is responsible for the acquisition of communications, facilities, services, and equipment required for the support of DOD, commands and agencies, Joint Task Force-Alaska when activated, and other U.S. Government agencies as directed by competent authority, within or between the State of Alaska, DCS Area 9, and the Aleutian Islands portion of DCS Area 8.

Defense Information Technology Contracting Office-Europe (DITCO-EUR). DITCO-Europe (DTE) is responsible for the acquisition, accounting, paying and reporting for commercial IS, facilities, equipment, and services for DOD and other authorized customers within or between DCS Areas 1 (Azores), 2 (Greenland and Iceland), 3, 4, 5, and 6.

Defense Information Technology Contracting Office-Pacific (DITCO-PAC). DITCO-Pacific (DTP) is responsible for the acquisition of communications, facilities, services, and equipment required for the support of DOD, U.S. Pacific Command, and such other U.S. Government agencies as directed by competent authority within or between DCS Areas 7 and 8 (with the exception of in-country Japan and in-country Korea requirements), and between DCS Areas 9 and 7 or 8.

Defense Communications System (DCS). The DCS is the single worldwide complex comprising all long haul, point-to-point, and DOD switched network communication facilities, personnel, and material with the Department of Defense down to but not including (a) mobile and transportable facilities organic to field armies, fleets, air forces, and fleet marine forces; (b) ship/ship, ship/shore/ship, air/air, ground/air/ground, and other tactical facilities; (c) post, camp, base, and station user/subscriber terminal facilities; and (d) those onsite communications facilities associated with or integral to weapons systems.

Delegation of Procurement Authority. A written document obtained from GSA authorizing the agency to conduct the procurement. It will include any specific conditions which must be met.

Departments, Agencies, and Offices (DAO). Those DOD elements for whom DITCO is authorized to contract for communications services. DAOs designate TCOs as focal points to interface with DITCO and DISA.

Determination and Findings (D&F). Determinations and Findings are documents executed by the Secretaries of the military departments, by the Heads of contracting activities, or by Contracting Officers which justify the use of the authority to enter into contracts by negotiation; make sole source contracts; make advance payments under negotiated contracts; determine the type of contract to be used; waive a requirement for the submission of cost or pricing data and the certification thereof, etc. Requirements and technical personnel are responsible for the adequacy and accuracy of the factual information submitted in writing to the Contracting Officers. The findings are statements of fact or reasoning essential to support the determination. The determination is a conclusion based on the findings.

Emergency Communications Requirements. These are requirements resulting from any of the following circumstances:

- a. State of crisis declared by the National Command Authorities.
- b. Efforts to protect endangered U.S. personnel or property.
- c. Enemy action, civil disturbance, natural disaster or any other unpredictable occurrence that has damaged facilities whose uninterrupted operation is essential to national security or other ongoing crisis situation.
- d. The Director of a federal agency, Commander of a unified/specified command, Head of a military department, or Commander of a major command (CINCEUR only in the European Area) has certified that a communications requirement is so critical to protection of life and property or to the National Defense that it must be processed immediately.

End-to-End. The circuit from one user or other terminal point on a private line service to the user(s) or other terminal point(s) on the same private line service as established by the requirement described in the TSR, TSO, CSA, Service Inquiry, or Order.

Facility. The physical elements of a telecommunications plant which are part of the complete end-to-end communications service.

Inquiry. A DITCO request to a prospective contractor for a quotation on pricing, the contractor's ability and willingness to provide service, and leadtime required to satisfy a telecommunications requirement to be ordered.

Host Nation Approval (HNA). Approval received from a host government to allow entry of U.S. government equipment or systems into the host country. (It should not be confused with Connection Approval which allows government owned equipment to be connected to PTT facilities.) Host Nation Approval is obtained in accordance with procedures established in each theater. See Connection Approval.

Local Requirements. See Base Communications which also include access to wide area telephone service (WATS), message telephone service, TELEX, press service, foreign exchange service and data equipment not predominantly used for the transmission or reception of data through a DCS network.

Long Haul Commercial Communications. Commercial communications not classified as Base Communications.

Nonregulated Contractor. Any entity other than a regulated communications carrier that offers communications facilities, services, or equipment for lease or purchase.

Obligation of the Government. The total cost of the required service for the minimum contractual period prescribed by a tariff or as defined in the contract; e.g., 1 month's service charge plus nonrecurring charge, excluding Contingent Termination Liability (CTL) charges.

Order. The formal order for all leased communications services is the CSA. The CSA may be preceded by a telegraphic, verbal, or letter order from a contracting officer that must be confirmed by the issuance of a CSA prior to the payment of funds for the services rendered. The acceptance of an order by a contractor constitutes an obligation on the part of the contractor to provide the services described in the order.

Other U.S. Government Agencies (OGA). Those non-DOD elements for whom DITCO is authorized to contract for communications services. OGAs designate TCOs as focal points to interface with DISA and DITCO.

Overhead Charge. An amount added to the cost of communications services rendered and billed to customers of DITCO for the purpose of recouping the operating costs of DITCO through the DBOF.

Post, Camp, Station, and Base (PCSB) Communications. Communications, circuits, facilities, networks, and associated customer premise equipment which are indigenous to the local communications of a military post, camp, station, base, headquarters, installation, or other federal building. This includes (i) local telephone systems and associated trunking to the nearest serving commercial central office exchange and selected long distance carrier point of presence; (ii) tie lines and private business lines to the local serving commercial central office; (iii) off-premise activity interconnections that are located within the geographical boundary served by the connecting commercial central office; (iv) cellular telephone service; (v) radio telephone and paging services; and (vi) primary interexchange carriers when not bundled into a bulk acquisition. PCSB does not include services available through the Defense Communications System (e.g., DSN, DDN, AUTOVON, AUTODIN, DCTN, AUTOSEVOCOM, ETS, etc.).

Private Line Service. A communications service provided for the exclusive use of the customer. Private Line Service includes intrastate, interstate, and international point-to-point and switched circuits with associated switching and terminal equipment, leased on a full-time, part-time, deferred, or standby basis.

Program Designator Code (PDC). A four to six digit alphanumeric code used to identify leased services by system, network, primary user, or other category. It is specifically required to identify the funding activity responsible for reimbursing DITCO for the cost of leased service, backbone, and overhead charges as appropriate.

Proposal. The response to a Request for Proposal (RFP) or formal solicitation document.

Public Data Network (PDN). "Intelligent" communications network that facilitates data processing and data communication by providing a means for establishing calls and passing information between user terminals and host processors.

Quotation. The response to an inquiry or CSA wherein the offeror proposes to provide the services described. Quotations will contain the rates to be charged (estimated, if appropriate) for each element of service and any exception or qualification of the contractor concerning his ability or willingness to provide the service requested or his ability to meet the service date.

Regulated Communications Carrier. Any person, partnership, association, joint-stock company, trust, governmental body, or corporation authorized or franchised by the FCC or other appropriate governmental regulatory body to engage in the business of providing regulated communications services. This term may also be called "communications carrier," or "regulated common carrier." Any entity not described above is a nonregulated entity.

Single Point of Contact. DITCO is the single point of contact for TCOs and other DISA elements for contracting for private line communications services within the geographical areas for which DITCO has contracting responsibilities, and for disconnecting services contracted by DITCO. Users will normally contact their TCO to pass information to, or request information from, DITCO. TCOs and DISA elements issuing TSOs are the single points of contact for DITCO when information is required from, or is to be furnished to, the users and other government activities involved in installing, testing, maintaining, and reporting on services contracted for by DITCO.

Single Source Acquisition. A contract award accomplished without competition which, except for overriding considerations expressed in the contracting officer's D&Fs, could have been awarded competitively.

Sole Source Acquisition. A noncompetitive contracting situation which occurs when communications services, equipment, or facilities can be obtained from only one person or firm; e.g., when only one regulated carrier is franchised, licensed, or otherwise authorized to provide service within a specified geographical area.

Standard of Performance. The criterion established by DISA that specifies the acceptable performance level for leased services. The outage information derived from DD Form 1368 or other reporting sources provides the input to establish a contractor's level of performance.

Subscriber Rate. The predetermined charge applied to each access line that is a part of a DCS switched network. The subscriber rate structure is based upon the user's capability to use the network and is adjusted as required to recover annual backbone expenses.

System. An assemblage or combination of equipments, facilities, and services which form a complex or unitary communications capability.

Task Monitor (TM). A TM is essentially the same as the Contracting Officer Representative (COR), but is designated in addition to or instead of a COR when determined necessary by the CO; performs technical/administrative duties at the task order level under an indefinite delivery task order contract; and serves as the technical/administrative liaison between the contractor and the COR and/or the CO.

Technical Sufficiency. A condition that exists when services are engineered, configured, installed, conditioned, tested, and maintained on an end-to-end basis in a manner that meets the communications requirements as described in the TSO, Service Inquiry, Order, or CSA.

Telecommunications Certification Office, (TCO). The person or activity designated by a federal department or agency to certify to DISA (as an operating agency of the National Communications System) that a specified telecommunications service or facility is a validated, coordinated, and approved requirement of the department or agency, and that it is prepared to pay mutually acceptable costs involved in its fulfillment.

Telecommunications Requirements. The stated needs for commercial communications that are validated to DISA for acquisition. Telecommunications requirements include performance specifications, technical evaluation plans, and other operational criteria used to define all aspects of the desired service.

Telecommunications Service Order (TSO). The authorization from Telecommunications Management and Services Office (TMSO), a DISA area, or a DISA region to start, change, or discontinue circuits or trunks and to effect administrative changes.

Telecommunications Service Request (TSR). A valid, approved, and funded telecommunication requirement, prepared in accordance with the formats contained in DISAC 310-130-1 and submitted to DISA or DISA activities for fulfillment. TSRs may not be issued except by specifically authorized TCOS.

Temporary Service. A telecommunications service that will not exceed 90 days and where the start and discontinue dates are both identified.

Termination. The discontinuance of a requirement after service has been initiated.

Unscheduled Interruption. An unscheduled period of time when a leased service does not meet the specified technical sufficiency or the contract criteria. Users of leased services will report unscheduled interruptions (outages), directly to the contractor's representative immediately upon determining that the interruption is not caused by government furnished facilities or equipment. Monetary credits for outages can normally be claimed only for the time period that the service has been completely relinquished to the contractor.

Urgent Communications Requirements. These are requirements, certified by the TCO as meeting the criteria stated in DISAC 310-130-1, submitted with insufficient leadtime to allow normal processing and still provide service on the required date.

| [*ivxiv](#)

DISA-DITCOC 350-135-1
Change 5, 29 Nov 00

Value Added Carrier. A company that leases facilities for resale and offers a variety of data communications services, i.e., private data networks, Public Data Networks (PDN), connectivity between terminals and host processors, electronic mail, and associated management services.

CHAPTER 1. ACQUISITION POLICY AND PRACTICES

1. Competition.

a. DITCO will contract for commercial communications on a competitive basis to the maximum extent practicable. Principal exceptions are as follows:

(1) All private line circuits used as connecting circuits (interswitch trunks) between AUTOVON/AUTOSEVOCOM switches will be acquired from AT&T, the principal system contractor. Satellite circuits will be acquired for either CONUS interswitched trunks or CONUS access lines in the AUTOVON/AUTOSEVOCOM system. Wideband and high speed data circuits used in AUTOSEVOCOM that are not compatible with AUTOVON are excluded from this policy and may be competed.

(2) All private line circuits used as connecting circuits (interswitch trunks) between CONUS AUTODIN switches will be acquired from Western Union, the principal system contractor. Satellite transmission media will not be used for AUTODIN interswitch trunks having data rates above 1200 bits per second unless authorized by DISA.

(3) When justification furnished by the TCO to the DITCO contracting officer (CO) substantiates limiting the acquisition to a single or sole source.

(4) When a specific category of service has been approved by Class Determination and Findings (D&F) (DAR 3-300).

(5) When a follow-on acquisition to an existing network, system, or multipoint circuit requires that the same contractor must be used to preserve network, system, or circuit integrity. The justification and requirement for maintaining integrity of the service must clearly show why only the incumbent contractor can assure the required integrity. An unsupported statement that "single source is required because of system integrity" will not justify the request for sole source contracting.

(6) When only one commercial carrier is franchised, licensed, or otherwise authorized to provide service within a specified geographical area; i.e., is the sole source of supply.

(7) When the obligation of the Government is less than \$1000 and the tariffs of the carriers have been treated as proposals, the order may be placed with the carrier having the filed tariff determined to be most advantageous to the Government (see Equal Low Proposals, paragraph 11).

(8) When the requirement is less than \$1000 and is nontariffed, it is considered a small purchase within the meaning of DAR 3-604 and may be accomplished without securing competitive quotations if the prices are considered to be reasonable.

b. While commercial communications are frequently acquired from a single entity, necessary terminal equipment may be acquired from separate contractors when it is operationally desirable or cost effective to do so. When evaluating the desirability of connecting Government Furnished Equipment (GFE) to services leased from commercial carriers, or other contractors, consideration should be given to such factors as system integrity, maintenance capability, and response time, as well as cost differences.

2. Applicability of the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS).

a. Subpart 37.74 of the DFARS applies to the acquisition of communication services. Contracts for communication services shall not extend beyond 120 months from the contract effective date, including the implementation period. The contract effective date and expiration date shall be stated in the contract. The current regulations, practices, and decisions of the FCC or other appropriate regulatory body concerning accounting practices, cost principles, and rates will be complied with, subject to judicial appeal through normally established channels. When no regulatory body (e.g., a State Public Utility Commission) exercises jurisdiction, or where there is no cognizant regulatory body, the general practices of the communications industry will be followed to the extent practicable.

b. Part 16.702 of the FAR and DFARS describe the application for Basic Agreements. Communication services acquired in accordance with Subpart 37.74 of the DFARS under Inquiry/Quote/Order (I/Q/O) procedures are issued against Basic Agreements. Orders issued against a basic agreement for communication services shall not extend beyond 120 months from the order effective date, including the implementation period. The order effective date and expiration date shall be stated in the order.

c. Supply contracts and service contracts other than communications service shall be acquired under other sections of the FAR and DFARS. Part 17.204 of the FAR and DFARS. Part 17.204 of the FAR limits the total contract period, including any options to extend, to 60 months unless otherwise approved by the Chief of the Contracting Office. Supply and service contracts shall not extend beyond 60 months from the effective date, including the implementation period, unless otherwise approved by the Chief of the Contracting Office. The contract effective date and expiration date shall be stated in the contract.

3. Contracting by Negotiation.

a. The generally accepted method of contracting for commercial communications is by negotiation (DAR 1-300.3). Contracts are accomplished through the issuance of CSAs against basic agreements; against General Services Administration (GSA) Federal Supply Schedules (FSS); or individual special contracts are competitively negotiated.

b. Formal negotiations between DITCO and prospective contractors will be conducted whenever appropriate to establish the rates, terms, or conditions for services in clear and concise contract terms, including the method to be used to define the resulting obligation of the government. The following illustrate situations normally requiring formal negotiations:

(1) Services, facilities, or charges beyond the ordinary, such as those that require special construction, special assembly, or the payment of contingent charges for cancellation or termination.

(2) Estimated rates to be determined pending the issuance of a tariff.

(3) Complex, high-dollar acquisitions of systems, networks, or equipment.

(4) Establishment of basic agreements with individual contractors.

(5) Establishment of indefinite delivery-type contracts to order, on a continuing basis, equipment utilized throughout the communications community.

c. Competitive inquiries and solicitations will contain criteria for award, and the award will be decided by those criteria. If award criteria are not stated, the award will be made to a responsive and responsible offeror according to the following criteria:

(1) Inquiries and solicitations which result in responsive quotes and proposals equal in cost to the Government will be awarded in accordance with Equal Low Proposals, paragraph 11, and Drawing of Lots, paragraph 12.

(2) Successful quotations and proposals must indicate that the required service date will be met.

(3) Successful offerors must provide assurance of their capability and authority to provide the required service. Failure on the part of an otherwise successful contractor to obtain authorization from the cognizant regulatory authority will be adequate basis for the CO to cancel the contract at no cost to the government. DITCO will not be compelled to take an active part in obtaining any regulatory authorization necessary for the provision of service.

4. Audit Policy.

a. When the total obligation of the government exceeds \$500,000 and the contract contains the appropriate audit provisions, DITCO has the authority to request a departmental audit by the Defense Contract Audit Agency (DCAA). The DITCO contracting officer may waive audit rights when sufficient information is available to substantiate the charges.

b. Audits will be requested for contracts of lesser obligations only when the CO determines a valid need for the audit.

c. The types of charges to be audited include, but are not limited to, one-time construction charges, excess construction charges, installation charges, contingent (and actual) liability charges for cancellation or early termination of special construction or special assembly.

5. Single CSA Policy.

a. Usually, for CONUS and transoceanic service, it is operationally and administratively advantageous to issue a single CSA for end-to-end service. Accordingly, a single CSA will be issued whenever practicable even when franchising arrangements, regulatory restrictions, and territorial rights require that two or more entities jointly participate in providing the end-to-end service.

b. In an effort to provide service under a single CSA, DITCO has categorized the telephone industry contractors as follows:

(1) Category A. A carrier that can provide tariffed service without the participation of any other contractor; or a contractor that agrees to accept the responsibility for:

(a) Making necessary arrangements with other participating carriers and contractors.

(b) Providing the complete service as ordered.

(c) Accepting the CSA.

(d) Billing for the entire service, except, perhaps, for specially constructed segments or for the portions of service provided under bulk rate tariffs.

(2) Category B. A contractor that will not accept the responsibility outlined for Category A, but will cooperate to fulfill the service requirements of the government without receiving a copy of service inquiries or orders sent to the Category A contractor.

(3) Category C. A contractor that is the same as a Category B contractor, but desires to receive information copies of service Inquiries or Orders sent to Category A contractors for services terminating in the Category C contractor's service area.

c. Whenever a Category A contractor and either a Category B or C contractor jointly participate in providing the total service, DITCO will issue a single CSA to the Category A contractor.

d. When the cost and the technical responsiveness of the service would be the same regardless of which Category A contractor is selected, the Category A contractor with the least number of active CSAs issued by DISA will be selected with the following exceptions:

(1) All CONUS AUTOVON trunks will be ordered from the American Telephone and Telegraph Company, the principal system contractor.

(2) Unless awarded competitively, AUTOVON access lines will be ordered from the Category A contractor serving the user location.

(3) Traffic arrangements established by the telephone industry designate specific contractors as being responsible for furnishing private line service.

(4) The TCO provides DITCO with written rationale to support an operational requirement which justifies the issuance of the CSA to the Category A contractor serving a designated user's terminal location.

e. When soliciting for service under the single CSA concept, the Category A contractor (already identified using the preceding criteria) will represent the other participating telephone industry contractor(s) in submitting a total service offer to DITCO for evaluation. Other contractors that have no territorial limitation or that are authorized to provide service throughout the CONUS may also be solicited as well as other entities that agree to be government communications representative for end-to-end service.

f. Once a single CSA is issued, the selected entity is responsible for:

(1) Coordinating all engineering and maintenance necessary to provide the quality of service ordered on an end-to-end basis (but not performing engineering and maintenance of facilities of others).

(2) Establishing and keeping the circuit within the technical parameters ordered.

(3) Billing the through circuit, except for those portions that may be covered separately by special construction and bulk rate tariffs.

g. The policy is not meant to favor acquisition of circuits or terminal equipment from any source which individually might appear at less cost to the government, but rather to assure end-to-end technical sufficiency and to preclude issuing separate CSAs to two or more contractors for different segments of the same circuit. Exceptions to this policy require the government to be responsible for end-to-end technical sufficiency.

6. System Versus Fragmented Contracting.

a. Requirements for commercial communications normally involve circuits and equipment which can be leased separately or in combination as a total system or service. Normally, under the total system concept, a single contractor is responsible for the technical sufficiency of the entire system. Whereas, when the equipment and circuits are leased separately the system manager functions become the responsibility of the user. The TCO should assess the nature, purpose, and functions of all requirements; analyze the technical, operational; and cost considerations associated with security, operations, and maintenance; and evaluate the merits of alternative acquisition approaches (i.e., acquire the commercial communications requirement from a single contractor, or acquire the circuitry and related equipment separately). Generally, DITCO will contract for commercial

communications from a single contractor unless significant savings can be achieved by fragmenting the requirement or the TCO specifically requests that the service be fragmented. In such instances DITCO should be consulted to consider the possible acquisition approaches during the formulation of the communications requirement, prior to TCO validation of the TSR.

b. Requirements for specifically identified networks or systems that limit competition, including network or system "add-ons," must contain the supporting rationale for the acquisition approach selected by the TCO. Such rationale is required to enable the DITCO CO to prepare a Determination and Findings (D&F) justifying the method of contracting.

c. The DAR prohibits the splitting of large requirements to avoid competition for subsequent portions of a network or system. When total systems or network requirements are not totally defined, but their existence is anticipated, the TCO should discuss the overall requirement with the DITCO CO so the solicitations and resulting contract can be structured to provide a flexible method to incrementally order service and equipment as the system or network evolves or grows.

d. The Telecommunication Service Request (TSR) or Telecommunication Service Order (TSO) should identify the preferred acquisition approach that evolves from the evaluation process discussed above. Upon the receipt of a TSR/TSO, DITCO presumes that the selected acquisition method has been determined to be the most advantageous to the government. When DITCO knows more current or specific data that could impact the selection of the preferred acquisition approach, the DITCO CO will request the TCO to provide additional written justification for the approach stated in the TSR/TSO. Simple statements such as "preserving system integrity" or "operational considerations" will not suffice; the TCO must provide the underlying reasons for the position taken, since the rationale becomes part of the official record that is opened in the event of protests or other adverse actions by competing vendors.

e. When the TSR/TSO does not identify a preferred acquisition approach as it relates to system versus segmented service, DITCO will determine the preferred approach, and will coordinate the need and potential for competition with the TCO based on the nature of the requirement.

7. Single/Sole Source Justification. When the TCO has cogent reasons for restricting the source of supply to a single/sole source contractor, the TSR must contain adequate rationale to substantiate a single/sole source contract. The determination as to the adequacy of the justification for single/sole source contracting rests with the DITCO CO.

8. Inquiry/Quote/Order Procedures. TCOs shall submit requirements for communications services to DISA action agencies in the formats prescribed in DISA Circular 310-130-1. Before placing an order for service, DITCO must determine the charges or include a ceiling cost in the order and determine the order effective and expiration dates. The Inquiry/Quote/Order procedure is the accepted method for obtaining quotations and awarding contracts to contractors having negotiated basic agreements with DITCO.

a. Inquiry. The Inquiry contains essentially the same unclassified information submitted in the TSR/TSO, plus other contractual and administrative information added by DITCO.

b. Quote. Contractors solicited will prepare and submit a Quotation to DITCO based on the requirement for service stated in the inquiry. Each element (line item) of service will be identified by nomenclature and cost, with appropriate explanations for nontariffed charges. The capability to meet the requested service date will be stated.

c. Order. A DITCO CO will issue an order for service against a Basic Agreement to the contractor selected after:

(1) Comparing the Quotation(s) with the stated requirement and noting that the company is prepared to provide the desired service on the desired, or other mutually acceptable, date.

(2) Ascertaining that each element of service reflects a charge computed in accordance with tariffed or published rates, at rates that have otherwise been determined to be reasonable, or within a maximum dollar amount specified.

d. Verbal Orders will be confirmed in writing within 2 working days.

e. Quotations, bids, and proposals received by DITCO that include charges or costs determined by the prevailing foreign currency exchange rate will be evaluated in accordance with the current DITCO Notice to Contractor.

9. Exceptions to the Standard Inquiry/Quote/Order Procedures - Direct Ordering.

a. When competitive contracting is not required (see paragraph 1), DITCO may immediately place a telegraphic, verbal, or letter Order for the service.

(1) The Order will include all the information normally contained in an Inquiry, and a maximum dollar amount that will not be exceeded without specific authorization prior to the start of service, and the order effective and expiration dates.

(2) The contractor will provide a Quotation to confirm receipt of the Order and to confirm that the details of services, including the service date, will be met. The Quotation provides a detailed listing of the billable service items and the rate for each item.

b. TCOs may submit requirements in a bulk Order format for projects or programs when advance coordination indicates that a bulk Order would be administratively advantageous to either the customer or to DITCO, is agreed to by the other, and conforms to the procedures contained in DISAC 310-130-1.

10. Notices of Procedural Changes. DITCO issues Notices to Contractors to inform contractors and prospective contractors of new contracting policies and changes to existing policies and procedures. The changes may affect

contractors directly or indirectly and may be either directed by higher authority or generated by DITCO to resolve anticipated or encountered problems.

11. Equal Low Proposals. Whenever responses to a competitive solicitation results in two (2) or more proposals equal in all material respects (i.e., price, ability to meet service date, technical and operational considerations), the drawing of lots procedure will be used to determine the awardee. This does not apply to temporary international high dollar value requirements where DITCO apportionment procedures may be used.

12. Drawing of Lots. Whenever two or more proposals are equal in all material respects and the drawing of lots procedures are to be used to determine the awardee the following will apply:

a. The drawing of lots will be conducted in accordance with DITCO internal instructions.

b. The actual drawing of the lots will be conducted by disinterested third parties.

c. The names of three witnesses and the person supervising the drawing will be recorded and placed in the CSA file.

13. Apportionment Policy. When temporary international high dollar value requirements are received, awards may be made under apportionment procedures:

a. Apportionment ledgers, categorized by geographical areas and routes, contain the identifying CSA numbers, contractors receiving the awards, monthly revenues, cumulative revenues received by each contractor, and any other pertinent contractual information. The revenues recorded on each apportionment ledger will reflect only that portion of the total transoceanic Monthly Recurring Charge (MRC) over which the FCC exercises jurisdiction. In those instances where the FCC does not exercise jurisdiction over any portion of the route, the entire monthly recurring charge, gateway-to-gateway, will be recorded on the ledger.

b. Apportionment of international services will be accomplished by geographical area or route and awards will be made to the contractor having the lowest projected cumulative dollar balance on the appropriate apportionment ledger.

c. In determining the lowest projected cumulative dollar balance on each ledger, the monthly recorded revenues for each contractor will be projected for 5 months and will be adjusted to reflect revenues relating to known service disconnects and new service starts scheduled during that 5 month period. Cumulative balances will not be adjusted to reflect credits for interruptions.

d. Balances in the apportionment ledgers will normally be reduced to zero (zero balanced) not later than 5 years from the date that the first award was entered on the ledger, except under extenuating circumstances the DITCO Commander may extend this time period. In addition, the ledgers may be zero

balanced any time the Commander, DITCO, deems it appropriate to do so. Examples of conditions under which the apportionment ledgers may be zero balanced include;

(1) The FCC authorizes an existing U.S. International Carrier (USIC) to provide a new service or to serve an area not previously authorized.

(2) The FCC authorizes a new USIC to provide service.

(3) Significant tariff changes by one or more contractors.

(4) The introduction of a major, new international facility wherein more than one contractor would be duly authorized, franchised, and licensed to provide leased services.

e. The USICs that are eligible to receive an award under a particular ledger that is to be zero balanced will be placed on the zero-balanced ledger in the order determined by the drawing of lots in accordance with procedures described in paragraph 12, above.

14. Base Communications Acquisition Policy. DITCO will acquire commercial communications in support of telecommunications requirements for DOD and for other governmental entities as directed by the Secretary of Defense. Commercial communications may be broadly divided into two categories; base communications and long-haul communications (all commercial communications that are not base communications). Limitation of resources for base communications acquisitions by DITCO dictates that only a portion of the base communications required by DITCO customers can be acquired by DITCO. Guidelines for the acquisition of base communications by DITCO are as follows:

a. DITCO will contract for:

(1) Private Line Services or equivalent services. For the purpose of this policy, such services do not include local distribution circuits between Government Furnished Equipment (GFE) and the user.

(2) Base communications requirements of existing customers that have been routinely contracted by DITCO in the past.

(3) Exchange services and data processing equipment or facilities that function as an integral part of communications systems and networks contracted by DITCO.

(4) Base communications requirements of defense agencies and offices that do not have an alternative for procuring such requirements (other than by establishing an in-house effort).

(5) Presidential communications and the communications requirements of other dignitaries as specified by the Secretary of Defense.

(6) Wide Area Telecommunications Service (WATS) when DITCO holds the contract for the switchboard or exchange facility into which the WATS circuits are to be terminated.

(7) Base communications whenever economies or improved resource management can be realized.

(8) Base communications as directed by Headquarters, DISA.

b. DITCO will not contract for:

(1) Exchange or specialized (except Private Line Services or equivalent services) services for customers that have not been provided such support in the past.

(2) Terminal equipment that is clearly not incidental to the associated Private Line Services or equivalent services, such as computers whose primary purposes are to perform data processing rather than communications functions; or terminating equipment that may access Private Line Services or equivalent services which are used primarily for base or tactical communications.

(3) Mobile radio systems or personal paging devices.

(4) Office equipment such as typewriters, timeclock stamps, tape recorders, dictation machines; word processing equipment; and other data processing equipment not an integral part of a communications system or network contracted by DITCO.

(5) The services of individuals, operation and management of facilities, research and development efforts, and other noncommercial communications.

(6) The maintenance of Government-owned equipment unless ownership was taken by the exercise of a purchase option in a DITCO contract.

c. When requests for contracting by DITCO are received that cannot be identified as falling within the guidelines stated herein, or when extenuating circumstances indicate that there may be justification for an exception, DITCO will request guidance from Headquarters, DISA/DC. Such actions will contain an assessment of the resources required to satisfy the unique requirement and such follow-on requirements, proposed method of acquisition, other pertinent factors, and recommendations.

15. Multiyear Contracting Policy. Multiyear contracts with nonregulated contractors with Basic Termination Liability (BTL) may be negotiated under the following described conditions, when terms, conditions, or prices will be more favorable to the government:

a. If the service in question is one which is offered by a regulated communications carrier, somewhere, at either the State or Federal level, then the service is a "public utility" service within the meaning of 40 U.S. Code 481(a)(3), and a multiyear contract may be entered into, and BTL may be provided. (The Jones Coal Case, 45 Comp. Gen. 60, provides the authority to lease the service from any source, regulated or nonregulated.)

b. In this age of technology explosion, new types of services may become available; however, until each of them is determined to be one which is offered by a regulated carrier, they are not "public utility" services--though they might become such at some future time.

c. Lease of telecommunications equipment, incidental to lease of a public utility service, is also permissible, as long as the lease is predominantly for the public utility service rather than the equipment.

d. In any case where the necessary determinations required by the preceding guidance cannot be worked out and the CO believes a multiyear/BTL contracting approach would be in the best interests of the Government, DISA/DC will develop appropriate guidance and obtain the concurrence of cognizant offices, to include the DISA General Counsel.

16. Public Data Networks. DITCO will acquire Public Data Network services in accordance with procedures established by the DDN PMO (DISA/D3).

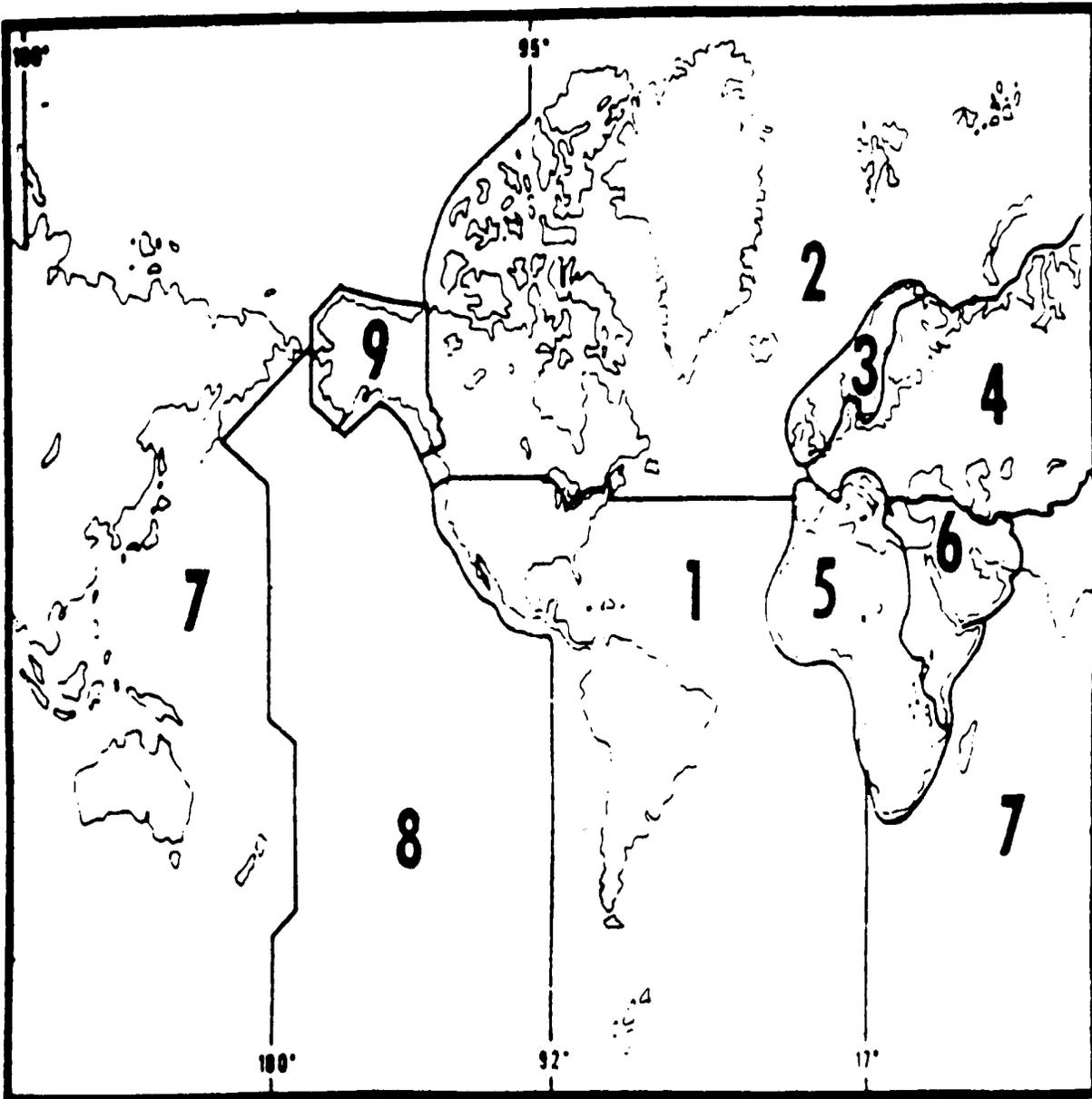
17. Federal Telephone System 2000 (FTS2000). DITCO is the DOD focal point for the ordering and billing of FTS2000 services. Only Designated Agency Representatives (DARs), appointed by the General Services Administration (GSA), are authorized to submit FTS2000 service requests to the FTS2000 contractor. DITCO has DARs located in its contracting offices at DITCO-Scott, DITCO-Alaska, and DITCO-Pacific. FTS2000 service requests received by DITCO are processed to the FTS2000 contractor.

a. In certain situations (such as military recruiting offices and other "store-front" activities), DITCO/GSA allows military department and defense agency personnel to be appointed as limited DARs. Upon appointment, limited DARs are authorized to place orders for Virtual On Net (VON), Basic and advanced 800 Switched Voice Service (SVS), and SVS authorization cards directly to the FTS2000 contractor. FTS2000 services ordered by limited DARs are billed directly to the limited DAR's organization, and they are responsible to pay for any services ordered.

b. Those requesting appointment as a DAR or limited DAR shall complete a "Designated Agency Representative - DAR" Form (Figure 1-2). Instructions for the completion of the DAR form are also included (Figure 1-3). Completed DAR forms are to be submitted to DITCO/DT41 for processing. Requests for the termination of limited DARs shall also be submitted to DITCO/DT41.

c. DAR training is provided by AT&T. Limited DARs should also obtain this training in order to fully understand their responsibilities and billing.

d. Reference Federal Information Resources Management Regulation (FIRMR) Bulletin C-18 for more information on FTS2000 contract services.



Legend: Areas 1, 2, and 9 DPIC Scott A&E
Areas 3, 4, 5, and 6 DISA-EUR
Areas 7 and 8 DISA-PAC

FIGURE 1-1. DCS GEOGRAPHICAL AREAS

Designated Agency Representative - DAR

A. Type of Request		NEW _____	MODIFY _____	DELETE _____			
B. DAR's	First Name	M.I.	Last Name	For GSA and Contractor Use Contract _____ ID _____ Type _____ LOCN _____ Agency Code _____ SAC _____			
C. Title	_____						
D. Name or Organization/Unit that employs DAR	_____						
E. Telephone #	_____	Fax #	_____				
F. FTS2000MAIL ID:	_____	INTERNET ID:	_____				
G. Do you want to receive a Confirmation and Completion Notice? Yes] No]							
H. Preferred method of receiving Confirmation and Completion Notice. FTS2000MAIL] FAX]							
I. DAR's Supervisor	First Name	M.I.	Last Name				

J. DAR's Supervisor's Title	_____						
K. Mailing Address:	Organization	Mail Code/Office Symbol					
Street		_____					
City		State	Zip Code				
_____		_____	_____				
L. Agency Code(s) Represented by DAR:	Types of Service:	SVS	SDS	DTS	PSS	VTS	SDIS
_____		_____	_____	_____	_____	_____	_____
_____		_____	_____	_____	_____	_____	_____
_____		_____	_____	_____	_____	_____	_____
_____		_____	_____	_____	_____	_____	_____
Add additional page(s) as required.							
M. The DAR is responsible for ensuring that sufficient funding is available for all requested service(s) prior to the submission of each service request to the FTS2000 contractor. Furthermore, the transmission of his/her Service Approval Code (SAC) together with a service request (for Network A) or the transmission of each service request from an authorized DAR (for Network B) indicates that certification of funding availability has been accomplished.							
N. Person completing this form	_____			Telephone #	_____		
O. Authorizing Signature	Title	GSA SOC Signature	Date				
_____	_____	_____	_____				

INSTRUCTIONS
DESIGNATED AGENCY REPRESENTATIVE (DAR) FORM

This form is used to collect information necessary to populate FTS2000 order systems with names and other details about persons authorized to place orders for FTS2000 service.

A. ~~Agency reference code: This space for each agency's use~~ Type of Request. Please check one - New/Modify/Delete.

B. Enter the name of the DAR.

C. Enter the title of the DAR.

D. Enter the name of the organization or unit that employs the DAR. Show the agency, bureau, division and/or other unit as appropriate ~~on the multiple lines provided.~~

E. Enter the Commercial phone number, including the area code, and the FTS phone number. ~~The FTS2000 number may be left blank at this time~~ Enter facsimile copies (FAX) #.

F. Enter FTS2000 Mail ID. Enter Internet ID.

G. Check the appropriate box for receipt of confirmation and completion notices.

H. Check the appropriate box for method of receipt.

I. Enter DAR supervisor's name.

J. Enter the title of DAR's supervisor.

K. Enter the complete mailing address for the DAR including mail code or office symbol.

~~L. Enter the physical address of the DAR if different. Include the building, floor and room information in all cases.~~

~~M. L. a. List organizations represented by DAR (See P.)-~~

b. Check each type of service that the DAR may order for each organization/unit.

<u>SVS</u>	<u>=</u>	<u>Switched Voice Service</u>
<u>SDS</u>	<u>=</u>	<u>Switched Data Service</u>
<u>DTS</u>	<u>=</u>	<u>Dedicated Transmission Service</u>
<u>PSS</u>	<u>=</u>	<u>Packet Switched Service</u>
<u>VTS</u>	<u>=</u>	<u>Video Transmission Service</u>
<u>SDIS</u>	<u>=</u>	<u>Switched Digital Integrated Service</u>

M. Funding Statement.

N. Enter the name and phone numbers of the person completing this form.

O. ~~Leave blank (to be completed by DITCO/DT41).~~

~~P. Use as many lines and supplemental pages as necessary. List each agency, bureau, division, branch or other organization for which this DAR is authorized to place orders. It is only necessary to list the highest level in the organization for which the DAR may order. Provide agency code for each organization listed.~~

~~Check each type of service that the DAR may order for each organization/unit.~~

SVS	=	Switched Voice Service
SDS	=	Switched Data Service
DTS	=	Dedicated Transmission Service
PSS	=	Packet Switched Service

~~VTS = Video Transmission Service~~
~~SDIS = Switched Digital Integrated Service~~

~~Q. Enter remarks as necessary to further clarify requirements (e.g., identify any existing DAR to be deleted, etc.).~~ Signature and title of person within the agency authorizing this DAR.

FIGURE 1-3. INSTRUCTIONS FOR DAR FORM

CHAPTER 2. RESPONSIBILITIES

1. DISA. The Director, DISA, will:

a. Validate trunks and switching equipment and certain special access line requirements for the DISA switched networks.

b. Validate the leased communications requirements of DISA.

c. Review special user communications requirements submitted to Headquarters, DISA, as prescribed in DISAC 310-130-1; direct leasing action, as appropriate; and serve as the single point of contact for DITCO and for the DCS stations concerning follow-on actions resulting from TSOs issued by this headquarters.

2. DITCO. The Commander, DITCO, will:

a. Contract for commercial communications for the DAOs and OGAs receiving contractual support from DITCO and other communications services as directed by the Director, DISA.

(1) DITCO-Europe (DTE) is responsible for the acquisition, accounting, paying and reporting for commercial IS, facilities, equipment, and services for DOD and other authorized customers within or between DCS Areas 1 (Azores), 2 (Greenland and Iceland), 3, 4, 5, and 6.

(2) DITCO-PAC (DTP) is responsible for the acquisition of communications, facilities, services, and equipment required for the support of DOD, U.S. Pacific Command, and such other U.S. Government agencies as directed by competent authority within or between DCS Areas 7 and 8 (with the exception of in-country Japan and in-country Korea requirements), and between DCS Areas 9 and 7 or 8.

(3) DITCO-Alaska (DTA) is responsible for the acquisition of communications, facilities, services, and equipment required for the support of DOD, commands and agencies, Joint Task Force-Alaska when activated, and other U.S. Government agencies as directed by competent authority, within or between the State of Alaska, DCS Area 9, and the Aleutian Islands portion of DCS Area 8..

b. Perform all accounting and financial functions necessary for the payment of bills rendered by the contractors with whom DITCO does business (including outage credits).

c. Publish in-house procedures required to implement the policies and procedures contained in this Circular.

d. Provide contractual and financial reports to DISA and to the activities served by DITCO.

e. Send Status of Acquisition Messages (SAMs) or copies of ALLA circuit demands to all addressees identified in communication requirements (i.e., TSRs/TSOs).

f. Provide requested contractual documentation, i.e., Basic Agreement, Stand Alone Contract, for each service ordered (and changes thereto) to TCOs and DISA action agencies.

g. Insure that DISA action agencies are informed of any changes in validated DCS services that affect the operation of the circuit.

h. Advise the TCOs or DISA action agencies, or both, issuing TSRs or TSOs of specific information that could jeopardize the service date or otherwise affect the conditions of service for individual requirements.

i. Serve as the single point of contact with contractors on all matters pertaining to provision of the service as ordered, and modifications thereto. This does not preclude the users and their representatives from coordinating directly with a contractor on such matters as circuit installation, service interruptions, service complaints, and failure to maintain technical sufficiency as ordered by the CO. However, such activities must exercise caution to assure that neither recurring nor nonrecurring charges are incurred, and that the DITCO CSA is not modified, as a result of such discussions.

j. Notify the TCOs of significant changes in tariffs and basic agreements.

k. Insure that communications requirements contain evidence that appropriate approvals and authorizations have been accomplished.

l. Request verification or certification of one-time charges for maintenance performed outside of principal periods.

3. DAOs and OGAs. The DAOs and OGAs receiving communications contracting support from DITCO will:

a. Designate TCOs to certify telecommunications requirements for which DITCO has contracting responsibility and to serve as the single point of contact with DITCO on matters relating thereto.

b. Budget and fund for their communications services acquired by DITCO in accordance with the provisions of Chapter 9.

c. Obtain necessary approvals and complete required analyses prior to submitting the TSRs. For example, perform analyses required by DOD Instruction 7041.3, Economic Analysis and Program Evaluation for Resource Management, and DOD Instruction 4100.33, Operation of Commercial and Industrial-Type Activities.

d. Provide FCC registration and ringer equivalency numbers for Government furnished equipment to be directly connected, or have the capability to be switched to the nationwide (U.S.) switched telephone network and other technical data as called for in DISAC 310-130-1.

e. Obtain Host Nation Approval (HNA) and Connection Approval (CA) whenever government-provided equipments are to be interconnected with facilities of foreign carriers in countries that require such approval; e.g., Australia, New Zealand, and most of Europe.

f. Establish procedures to identify, during the planning cycle, the requirements for, and the constraints (if any) applicable to, the acquisition of leased services. Requirements for networks, systems, and services which will involve special construction, special assemblies, or sole source or single source contracts should be coordinated with DITCO prior to the issuance of the TSR, if possible, to assure that the method of acquisition is fully justified and will result in the implementation, operation, management, and control desired by the DAO or OGA.

g. Advise DITCO if the service is not provided as ordered. Submit a REAWARD TSR to continue service prior to the contract expiration date (reference DISA Circular 310-130-1; Chapter 2, Paragraph 2k). Submit a DISCONTINUE TSR when the service is no longer required on or before contract expiration date.

h. Establish procedures for maintaining quality control of circuits, facilities, and services acquired by DITCO and for reporting unscheduled interruption of these services to the contractor for restoration purposes and to DITCO as specified in Chapter 8.

i. Advise DITCO and other appropriate DISA action agencies of circumstances that could jeopardize the service date or otherwise affect the conditions of service for individual requirements.

j. Delegate authority for the issuance of Commercial Communication Work Orders (CCWO), as appropriate, and direct using activities or TCOs to provide missed service date information or acceptance reports, modified use of leased communications facilities reports, and other information required by DITCO incident to contracting and funding matters.

k. Issue the policies and procedures contained herein to subordinate and supported activities, as appropriate: to assure uniform understanding and adherence.

l. When military transportation is necessary to transport equipment to overseas locations, TCOs will designate the DODAAD (Department of Defense Activity Address Directory) code and "ship to/mark for" instructions pertaining to the destination activity.

m. When contractor personnel travel overseas in connection with the establishment or operation of a service, the TCO that requested the service will be responsible for issuing invitational travel orders, obtaining all required approvals of the theater and local commanders, and accomplishing all requirements established by their command regulations or the regulations of the Commander-in-Chief of the area being visited. DITCO will be advised when any invitational travel orders are issued.

~~n. Provide DITCO with the necessary Delegation of Procurement Authority obtained from GSA or a statement that prior approval of GSA is not required (see Chapter 6), for any requirement to lease automatic data processing equipment (ADPE) or provide for their maintenance.~~

on. Report all excess ADPE through the ADPE Reutilization Program.

op. Perform end-to-end technical sufficiency responsibilities for fragmented acquisitions.

oq. Insure that customers generate in effect or delayed service reports in a timely manner.

4. DISA Areas. Within their assigned geographical areas, the Commanders, DISA-EUR and DISA-PAC, will:

- a. Exercise operational direction over leased DISA resources.
- b. Establish and maintain close liaison with all civil and military communications elements involved in providing leased DCS services.
- c. Provide assistance, as required for securing extension circuits and terminal equipment for leased DCS circuits.
- d. Publish supporting procedures as necessary to implement the procedures prescribed in this Circular.
- e. Insure that validated DCS services acquired by DITCO are included in the DISA Circuit Directory.
- f. Notify DCS stations of contract actions taken by DITCO which affect status reporting of leased facilities under their control.
- g. Recommend the establishment of multiplex systems, and allocate the assets available thereunder, for cost effective satisfaction of requirements.
- h. Issue TSOs to the appropriate DITCO activity to lease DCS circuits or segments thereof and serve as the single point of contact between DITCO and the DCS stations involved for follow-on actions resulting from the issuance of such TSOs.
- i. Authorize the appropriate DITCO activity to lease access lines in the DCS switched networks.

5. DISN Provisioning & Implementation Center (DPIC) Scott Allocation & Engineering (A&E). The Chief, DPIC Scott A&E, will be responsible for:

- a. The functions in paragraph 4b, c, e, f, g, h, and i, of this Chapter, within DCS Geographical Areas 1, 2, and 9.
- b. The allocation and engineering of interarea circuitry pursuant to DISAC 310-130-1.

6. Responsibility for Technical Sufficiency.

a. All activities participating in providing commercial communications must cooperate to establish the service in accordance with the technical parameters specified in the TSR or TSO. The specific responsibilities of the U.S. Government and the contractors are:

(1) For private line or equivalent services provided in their entirety by regulated carrier facilities or predominantly by regulated carrier facilities, the contractor awarded the contract will be responsible for insuring the technical sufficiency of the service on an end-to-end basis, including connecting facilities provided by arrangement between domestic, international, and foreign carriers and contractors. When feasible the responsibility, insofar as any Government-owned segments are concerned, will be as follows:

(a) The contractor will engineer the service on an end-to-end basis and will provide the Government with the engineering criteria necessary to condition the Government owned segment(s) to meet the overall transmission requirement.

(b) The Government and the contractor will establish a demarcation point for determining the responsibility for service restoral.

(c) The contractor will perform all testing and other actions necessary to maintain the continuity and quality of service on an end-to-end basis without regard to the demarcation point established in accordance with (b) above. This testing will be accomplished after release of the circuit by the appropriate DCS technical control facility (TCF), or if the circuit does not transit a TCF, after release by the user.

(d) Customer directed participative testing is an optional procedure where the telephone company will provide advice and testing on government-furnished circuits which interface with telephone company provided private line service. This is a tariffed service which must be included as a requirement by the TCO and be included in the CSA by a DITCO CO in order to authorize payment of any charges.

(e) When the contractor(s) refuse to engineer, test, or accept end-to-end technical sufficiency through any Government-owned segments, the government must perform such functions in accordance with paragraph (2) below. Examples where this might occur are in sole source situations or where all competitive contractors decline to accept end-to-end responsibility.

(2) When facilities are predominantly Government owned but contain contractor-provided segment(s), the Government will be responsible for insuring the technical sufficiency of the service on an end-to-end basis. The responsibility, insofar as the contractor-provided segment(s) are concerned, will be as follows:

(a) The contractor(s) will provide, install, and maintain the equipment necessary to condition and terminate the leased segment(s), except when the Government specifies that Government-furnished equipment will be provided at the Government-owned terminal.

(b) The Government and the contractor(s) will establish demarcation points for determining the responsibility for service restoration. The demarcation point will be designated in the TSR or TSO submitted to DITCO, and will be made a matter of record in the order or contract covering the service.

(c) The government will control all testing and other actions necessary to maintain the continuity and quality of service on an end-to-end basis without regard to the demarcation points. The government will test leased segment(s), if feasible, in coordination with the control office(s) designated by the contractor(s) awarded the contract(s).

b. International communications services present unique problems regarding technical sufficiency.

(1) The USIC receiving an award is assigned the role of overall coordinator and is responsible for assuring the technical sufficiency of the end-to-end service between all terminal points. Technical sufficiency is defined as a condition which exists when International Private Line Services provided in their entirety by carrier facilities, or by any combination of carrier and government-owned facilities, are engineered, configured, installed, conditioned, tested, and maintained on an end-to-end basis in a manner that meets the communications requirement as described in the Service Inquiry, Order, or CSA. The service may be provided solely by the carrier receiving the order or may, for some portion(s) of the end-to-end service, require the facilities of another USIC, a foreign correspondent, a domestic contractor, or the U.S. Government. The USIC is responsible for circuit testing and adjustments required to condition the circuit to meet the specified conditioning and for maintaining the specific conditioning after activation.

(2) Communications services between foreign countries are not normally acquired with end-to-end technical sufficiency.

CHAPTER 3. CONTRACTS

1. DISA Contracts.

a. Basic Agreements.

(1) Basic Agreements are widely used in conjunction with orders (or Communication Service Authorizations (CSAs)) to facilitate awards, Orders, or authorizations for commercial communications services the acquisition of commercial Information Technology (IT) services and equipment. Generally, bBasic aAgreements are entered into executed with contractors companies that agree to provide to be the Government's communications representative and be responsible for providing end to end service. Additional agreements may be negotiated where other entities provide a service or benefit to the government. Such agreements are not contracts, but represent written instruments of understanding to set forth the negotiated contract clauses and other matters which will apply to future acquisitions entered into between the contracting activities and contractors. A contract consists of the Basic Agreement together with the order issued thereunder telecommunications services and equipment to the Government on an end-to-end basis. Basic agreements may be executed with other IT companies when determined to be in the best interest of the Government. A basic agreement is not a contract. A basic agreement is a written instrument of understanding, negotiated between a contracting activity and a contractor, that (1) contains contract clauses applying to future contracts between the parties during its term and (2) contemplates separate future contracts that will incorporate the required and applicable clauses agreed upon in the agreement reference. The contract consists of the order (or Communication Service Authorization (CSA)), upon acceptance by the company, and the respective basic agreement which has been incorporated into the order by reference.

(2) To facilitate accommodate the leasing acquisition of communication commercial IT services and equipment, DITCO (DITCO EUR within DCS Areas 3, 4, 5, and 6) will negotiate execute, to the extent practicable, bBasic aAgreements, as prescribed by FAR 16.702, with all of its contractors. (DITCO basic agreements with foreign companies in the European theater are accomplished by DITCO-Europe, and DITCO basic agreements with foreign companies in the Pacific theater are accomplished by DITCO-Pacific.) The Departments, Agencies, and Offices (DAOs) will also use may incorporate the DITCO Bbasic aAgreements to lease the into commercial communications IT service and equipment procurements for which they have contracting authority and responsibility. DITCO will does not normally establish a bBasic aAgreement with a contractor company until required by DITCO to lease for the acquisition of IT services or equipment from that company that contractor. However, once a DITCO bBasic aAgreement has been established, it will remain in force until DITCO and the contractor agree to modify, renegotiate, or terminate it. The use of bBasic aAgreements executed by DITCO are not mandatory within the DOD., however, DAOs will not attempt to negotiate a separate bBasic aAgreement with a contractor if one already exists with DITCO.

(3) Basic aAgreements will not be used in any manner to restrict competition.

~~(4) The fact that a contractor company, either a regulated carrier or a nonregulated contractor entity, has not executed a DISA does not have a DITCO Bbasic Agreement will not is not a basis for excluding that company from being issued a solicitation an inquiry (or request for quotation).~~

~~b. Special Contracts. Special Contracts are complete contractual instruments containing prices, delivery terms, general contractual provisions, special terms, and clauses unique to that individual contractual action. The terms and conditions stated in Special Contracts are normally agreed upon through negotiation between DITCO and contractors. Special Contracts issued by DITCO may be modified, amended, or canceled only by DITCO. Orders for services may not be placed against DITCO Special Contracts by the TCOs unless specifically provided for in the contract. Administration of DITCO Special Contracts will not be transferred to a DAO. Certain specific functions may be delegated in writing to a CO's Representative (COR) within the TCO, DAO, or OGA.~~

~~e. Numbering.~~

~~(4) DITCO Bbasic aAgreements will be identified as follows:~~

~~(a) DITCO-Scott. The prefix "DCA200," dash, the last two digits of the fiscal year in which the contract number is assigned basic agreement was established, dash, letter "H," dash, four digit serial number (e.g., DCA200-9582-H-0001).~~

(b) ~~DITCO-EURPacific. The same as in paragraph 1c(1)(a), except that the prefix "DCA400" is used prefix "DCA300," dash, the last two digits of the fiscal year in which the basic agreement was established, dash, letter "H," dash, four digit serial number (e.g., DCA3400-9582-H-0001).~~

(c) ~~DITCO-Europe. The prefix "DCA400," dash, the last two digits of the fiscal year in which the basic agreement was established, dash, letter "H," dash, four digit serial number (e.g., DCA400-95-H-0001).~~

~~(2) Special Contracts will be identified as follows:~~

~~(a) DITCO. The letter "C" will replace the designation "H" cited above (e.g., DCA200 82 C 0001).~~

~~(b) DITCO PAC. The same as in paragraph 1c(2)(a) except the prefix "DCA300" is used (e.g., DCA300 82 C 0001).~~

~~d. Distribution.~~

~~(51) The Basic Agreement or Special Contract will be signed by a DITCO CO and by the contractor's representative and Upon execution by the company representative and the applicable DITCO Contracting Officer (CO), DITCO basic agreements will be distributed as follows:~~

~~(a) Original to the DITCO contract file DITCO Office of Primary Responsibility (OPR). The original DITCO basic agreement will be maintained by the DITCO OPR.~~

~~(b) First copy (marked Contractor. A "duplicate original") of the DITCO basic agreement will be provided to the contractor by the DITCO OPR.~~

~~(c) DITCO Contracting Offices. A copy of the DITCO basic agreement will be provided to each applicable DITCO contracting office by the DITCO OPR.~~

~~(d) DITCO Acquisition Support. When executed by DITCO-Europe or DITCO-Pacific, a copy of the DITCO basic agreement will be provided to DITCO Acquisition Support(DT41) by the DITCO OPR.~~

~~(ee) Army. One A copy of each the DITCO Bbasic Agreement will be provided to the Commander, U. S. Army Information Systems Command; Attn: ASASOP-DQA-DS, Arizona Street, Ft. Huachuca, AZ 85613-5330, DSN 879-7909/7934. The U. S. Army Information Systems Command is responsible for the distribution of DITCO basic agreements to Army organizations.~~

~~(f) Navy. A copy of the DITCO basic agreement will be provided to the 38th Engineering Installation; Commander, Naval Information Systems Management Center, Attn: Code 02, Building 176-4, Washington Navy Yard, Washington, DC 20374-5070, DSN 288-3865/4904. The Naval Information Systems Management Center is responsible for the distribution of DITCO basic agreements to Navy/Marine Corps organizations.~~

~~(g) Air Force. A copy of the DITCO basic agreement will be provided to the 38th Engineering Installation Wing, Attn: PKT, 4022 Hilltop~~

Road, Tinker AFB, OK 73145-2713, DSN 884-9399/9759. The 38th Engineering Installation Wing is responsible for the distribution of DITCO basic agreements to Air Force organizations.

(h) + Defense Logistics Agency. A copy of the DITCO basic agreement will be provided to the Defense Logistics Agency, Attn: CANI/Telecommunications Team/Resource Management Office, Suite 1344, 8725 John J. Kingman Road, Ft. Belvoir, VA 22061-6221~~DLA ZIC, Building 3, Room 3A472, Cameron Station Office, Alexandria, VA 22304 6100, DSN 427-3119/3124284 5157.~~
The Defense

Logistics Agency is responsible for the distribution of DITCO basic agreements to Defense Logistics Agency organizations.

b. Contracts.

(1) Contracts are complete contractual instruments containing prices, delivery terms, general contractual provisions, special terms, and clauses unique to that individual contractual action. The terms and conditions stated in the contracts are normally agreed upon through negotiation between DITCO and the successful contractors. Contracts issued by DITCO may be modified, ~~amended,~~ or canceled only by DITCO Contracting Officers. Orders for services may not be placed against DITCO contracts by the customer's organizationTCOs/DPIC unless specifically provided for in the contract. It is DITCO's practice/procedure to retain administration of all DITCO-awarded/managed contracts. Administration of DITCO contracts will not be transferred to a customer without approval of the Head of Contracting Activity (HCA) (DITCO Commander). Administration of DITCO contracts will not be transferred to a DAO. Certain specific functions may be delegated in writing to a CO's Representative (COR) within the customer organizationTCO/DPIC, DAO, or OGA.

(2) DITCO contracts will be identified as follows:

(a) DITCO-Scott. The prefix "DCA200," dash, the last two digits of the fiscal year in which the contract was established, dash, the appropriate contracting instrument identifier included in the Procurement Instrument Identification (PII) Number (as defined in DFARS Part 204, Subpart 204.7003), will replace the designation "H" as cited in 1a(4)(a) (e.g., DCA200-95-C-0001).

(b) DITCO-Pacific. The prefix "DCA300," dash, the last two digits of the fiscal year in which the contract was established, dash, the appropriate contracting instrument identifier included in the Procurement Instrument Identification (PII) Number (as defined in DFARS Part 204, Subpart 204.7003), will replace the designation "H" as cited in 1a(4)(b) (e.g., DCA300-95-C-0001).

(c) DITCO-Europe. The prefix "DCA400," dash, the last two digits of the fiscal year in which the contract was established, dash, the appropriate contracting instrument identifier included in the Procurement Instrument Identification (PII) Number (as defined in DFARS Part 204, Subpart 204.7003), will replace the designation "H" as cited in 1a(4)(c) (e.g., DCA400-95-C-0001).

(d) DITCO-Alaska. The prefix "DCA500," dash, the last two digits of the fiscal year in which the contract was established, dash, the appropriate contracting instrument identifier included in the Procurement Instrument Identification (PII) Number (as defined in DFARS Part 204, Subpart 204.7003), dash, four digit serial number (e.g., DCA500-95-C-0001).

(3) Upon execution by the company representative and the applicable DITCO CO, DITCO contracts will be distributed as follows:

(a) DITCO Office of Primary Responsibility (OPR). The original DITCO contract will be maintained by the DITCO OPR.

(b) Contractor. A "duplicate original" of the DITCO contract will be provided to the contractor by the DITCO OPR.

(c) One copy to the cognizant TCO/DSCDPIG. Further distribution will be the responsibility of the TCO/DSCDPIG unless DITCO agrees to make additional distribution.

2. Non-DISA Contracts.

a. Basic Agreements. Pending the negotiation of a DISA contract, DITCO, with the concurrence of the contractor, may use existing basic agreements between the contractor and the DAOs. DITCO will, however, negotiate a basic agreement with the contractor at the earliest practicable date or accept transfer of the DAO basic agreement.

b. Contracts.

(1) Contracts between nonregulated contractors and the DAOs may be used by DITCO if all parties authorize such action.

(2) As a general rule, DAO contracts will continue to be administered by the contracting agency until completion.

(3) The DAOs may, in accordance with FAR 42.206 and with the approval of the Commander, DITCO, transfer "uncompleted" contracts for commercial IT to DITCO for use and administration by DITCO. Every contract transferred must be accompanied by all available documentation and a summary of the actions completed and actions yet to be completed.

(4) DITCO will use mandatory GSA sources of supply in accordance with the provisions of the public law, FAR, and applicable schedules to the maximum practical extent to acquire IT equipment, facilities, and services.

(5) Where GSA sources are not mandatory or are not established with a contractor supplying the IT equipment or service required or when it is more advantageous for the DOD to negotiate a separate contract, DITCO will negotiate such contracts in accordance with the applicable provisions of the FAR. Competition will be obtained to the maximum extent practicable.

3. Ordering Document.

a. DD Form 428, Communication Service Authorization (CSA), the electronically produced equivalent thereof, or other form designated by DITCO as a CSA; or, within DCS Areas 3, 4, 5, and 6, either a CSA or Allied Long Lines Agency (ALLA) form, as appropriate, will constitute the formal DITCO

~~document~~ to contract for IT equipment, circuits, services, and facilities. The applicable bBasic aAgreement, sSpecial cContracts, or GSA vehicle~~FSS~~ will be cited.

b. The various types and purposes of CSAs are described in chapter 12.

c. DD Form 1155, Purchase/Delivery Order, is used as an order against GSA ~~FSSs~~GSA Federal Supply Schedules, contract or schedule, as stand-alone orders within small purchase thresholds, or~~and~~ as an order against DITCO sSpecial cContracts.

CHAPTER 4. ACQUISITION OF PRIVATE LINE SERVICES
AND ASSOCIATED TERMINAL EQUIPMENT

1. Lead Time Requirements.

a. General. Normal lead time requirements have been established in conjunction with prospective contractors to provide for adequate times to process the TSRs through DISA action agencies and to permit the contractors to engineer, install, and test communications services under normal scheduling prior to the installation date. Requests for services should be submitted sufficiently ahead of the service date to allow DISA action agencies and contractors to provide the service without added charges for overtime, expediting, priority shipment, etc. The start date should be the first day of actual need (normally on Monday). The disconnect date should be the last day of actual need (normally on Friday), but must be on or before the expiration of the service life (refer to DISAC 310-130-1, Item 430). Requests should not be submitted for service to start on the 1st or the 15th day of the month, or to end on the 15th or the last day of the month (unless those dates coincide with the actual dates of need) just to satisfy some presumed convenience in billing because many contractors stagger the billing dates for different customers and for different classes of services. In any event, ADP easily computes bills and vouchers for partial month service. The TCO should discuss lead times in advance with the DITCO activity responsible for acquiring the service when the desired service will not be contracted under tariff, when the service date is critical, and when the lead time is questionable.

b. Lead Times

(1) Normal. The normal lead times required for most DCS services are contained in DISAC 310-130-1.

(2) Urgent Communications Requirements. These are requirements submitted with insufficient lead time to allow normal processing and still provide service on the required date. Requests for urgent requirements must contain the statements called for in DISAC 310-130-1, otherwise they will be treated as routine.

(3) Emergency Communications Requirements. The criteria for emergency communications requests are given in DISAC 310-130-1. Requests for emergency communications requirements must document the satisfaction of these criteria, otherwise they will be treated as routine.

2. Processing of Telecommunications Service Requests.

a. TCO will submit TSRs for communications services in accordance with instructions contained in DISAC 310-130-1. TCOs should insure that the TSR contains complete and accurate information since the TSR forms the basis for DITCO's subsequent contractual actions.

b. Acquisition regulations generally prohibit the release of contractual information to potential contractors prior to the release of properly executed

formal solicitations; DAOs and OGAs should avoid discussions with potential contractors that could place a company in a prejudicial or preferential position.

c. Pre-positioned Contingency Requirements. Pre-positioned contingency requirements will be accomplished in accordance with DISA Circular 310-130-1, Chapter 2, paragraph 2f.

3. Technical Parameters. Communications carriers and contractors do not provide for the full range of parameters contained in the DCS Technical Schedules. For services within CONUS, DITCO converts the item or parameter number shown in the TSR/TSO to an offering of the contractor. For transoceanic services, the carriers bid to provide the service based on the parameters contained in the TSR/TSO. For service leased by DITCO-Europe, the TCO should only request service that can be met by the foreign carriers. See DISAC 300-175-9 for further explanation of the DCS Technical Schedules and their use.

4. Requirements Within the United States. The contracting practices described in chapter 1 will be followed to the maximum extent practicable.

a. Normal Lead Time Requirements. When use of a direct order is considered inappropriate by the DITCO CO, the Inquiry/Quote/Order procedures outlined in paragraph 8, chapter 1, will be employed.

b. Less-than-Normal Interval and Emergency Requirements.

(1) Urgent operational requirements and emergency requirements may necessitate the use of abbreviated procedures. Verbal requests for service and procurement actions (TSR, TSO, Inquiry, Quotation, and Order) will be used as required by the TCO, DISA Allocation and Engineering activities, DITCO, and the contractors in an attempt to meet the specified service date. Written confirmations will be forwarded to the appropriate activity by each user of verbal procedures no later than the next normal business day following the verbal action.

(2) When an emergency situation warrants the action (see chapter 2, DISAC 310-130-1), the TCO may place a verbal order directly with a contractor/carrier. On the next normal business day, the TCO will submit a TSR to the appropriate DISA action agency with full details of the requirement and the nature of the emergency. Upon receipt of all pertinent documentation, DITCO will review the situation and, if justified, issue a confirming Inquiry or Order to the applicable contractor/carrier.

5. Requirements Partially or Entirely Outside the United States.

a. The procedures contained in paragraph 4, this chapter, should be followed to the maximum extent practicable in the acquisition of services emanating from, or entirely outside of, the United States. Several foreign

carriers require that U.S. Government furnished equipment must meet technical requirements that will insure the compatibility of the equipment with their facilities. Scheduling and testing of the equipment usually takes from 90 to 180 days (this time is not included in the normal leadtime requirements associated with the submission of TSRs). The USIC or equipment supplier, in coordination with the participating carrier(s) will obtain the CA, when applicable. After testing and certification requirements have been satisfied, an approval is issued by the host nation involved. This approval must be referenced in all future requests associated with the same make and model of equipment to be installed in the host nation. Specific details and requirements needed for CA should be obtained well in advance of the submission of the TSR for the circuit from the appropriate DISA action agency. In most cases, coordination must be effected between the theater commander, the established overseas contracting agencies, and the foreign carriers.

b. Circuit requirements into, within, and through Canada fall into two separate classifications--CADIN (Continental Air Defense Integration North) and non-CADIN requirements. For both categories, the leasing of the portion of the service that is within the United States will be accomplished by DITCO and the leasing of the portion of the service that is within Canada will be accomplished by Headquarters, Canadian Forces Communications Command (CFCC)

(1) CADIN requirements are joint U.S.-Canada air defense services covered by a cost sharing agreement between the U.S. Air Force and the Canadian National Defense Headquarters. The detailed procedures used to obtain CADIN services are contained in a separate joint agreement affecting only HQ Aerospace Defense Command, DITCO, and the Canadian National Defense Headquarters.

(2) Non-CADIN requirements for leased circuits terminated in Canada or routed through Canada to Alaska, Greenland, or Iceland are processed as follows:

(a) U.S. Government users (TCOs) will submit TSRs to HQ DISA, or DPIC Scott A&E, in accordance with DISAC 310-130-1, for determination as to whether spare channels in the U.S. owned or leased systems may be used to satisfy any portion of the requirement. For services which terminate in Alaska, DAOs and OGAs will insure that terminal equipment not available through lease will be ready for service on the desired service date and include a statement to that effect in the TSR.

(b) When leasing action is required, DISA or DPIC Scott A&E will issue a TSO authorizing DITCO to proceed. For services terminating in Alaska, an information copy of the TSO will be furnished to the 1931st Communications Group and to DITCO-Alaska, both located at Elmendorf AFB, Alaska. The requiring TCO will receive a copy of the TSO, which will include the Command Communications Service Designator and any additional instructions, such as information on routing or utilization of spare facilities currently leased or owned by the DOD.

(c) DITCO will accomplish the contracting actions to obtain service in accordance with the agreements established between DITCO, contractors, CFCC, and the Canadian Department of Defense Supply and Services, as appropriate.

(3) Canadian government non-CADIN military requirements for service south of the U.S.-Canada border will be processed by DITCO using existing DITCO and CFCC procedures. CFCC will be the TCO for all such requirements.

(4) When it is necessary to task the CONUS contractor with responsibilities in connection with furnishing end-to-end technical sufficiency and with conditioning circuits extending into Canada and through Canada to Alaska, Greenland, and Iceland, the TSO will include one of the following statements:

(a) Service into Canada and Through Canada to Greenland and Iceland. The contractor will cooperate in preplanning with the interconnecting contractor(s) and will coordinate in engineering, implementing, testing, and maintaining the circuit to meet the end-to-end requirements.

(b) Service to Alaska. The contractor is tasked with direct coordination with DPIC Scott A&E for the exchange of technical information for conditioning the circuits.

(5) Equipment-only requirements to be satisfied by Canadian firms must be processed by DITCO through the Canadian Commercial Corporation.

c. Leasing of transatlantic private line service with one circuit termination within CONUS and the other terminal in one of the North Atlantic Treaty Organization (NATO) countries of DCS Areas 3, 4, 5, and 6 will be handled as follows:

(1) TCOs will forward TSRs in accordance with DISAC 310-130-1. The DISA Headquarters Operations, DISN Bandwidth Branch (DISA/D344) and DPIC Scott A&E, in coordination with DISA-Europe, as appropriate, will determine whether spare channels in U.S. owned systems or in systems and facilities under lease may be used to meet the requirements.

(2) DISA/D344 or DPIC Scott A&E will issue a TSO authorizing DITCO to proceed with leasing action, with information copies sent to DISA-Europe, DITCO- Europe, the TCO, and other appropriate addressees. The TSO will include any additional instructions, such as information on the transatlantic cable designation or satellite earth terminal routing required within and between the NATO countries, and the utilization of spare facilities currently under lease or owned by the United States. The TSO should also contain the exact street address or location of the NATO country user termination.

(3) Leasing of permanent circuits on an end-to-end basis requires ALLA registration. DITCO will assign the ALLA number which will be included in the information provided in the inquiry/quote/order process and will be the common reference for a requirement.

(4) DITCO will issue competitive inquiries to the appropriate U.S. international carriers citing the ALLA registration number. The ALLA number will be the common reference number used by the carriers to coordinate the channel with European Posts Telegraph Telephone (PTT) organizations. All transatlantic channels will be leased on an end-to-end basis (user terminal in the United States to the user terminal in the foreign country) from a single U.S. carrier, unless specifically directed otherwise. The Inquiry will specify the point of interconnection with existing U.S. military owned or leased facilities when such facilities are used. In addition, the Inquiry will contain all details necessary to provide circuit segments within and between NATO countries, including:

(a) Details requiring the use of spare facilities which are U.S. owned or leased.

(b) Any special technical details required for the leasing of channel segments within and between NATO countries.

(c) The routing required within and between the NATO countries and, if applicable, designation of the transatlantic transmission media through which the channel is to be routed.

(5) The USIC, in coordination with the U.S. domestic contractor and participating foreign carrier(s), will develop a Quotation for the entire channel, including associated leased terminal equipment, if required. The Quotation submitted to DITCO will:

(a) Identify separately USIC, U.S. domestic contractor, and foreign carrier charges.

(b) Reflect the CA for each applicable item of equipment provided by the contractor, or provide estimated charges and dates for obtaining CA.

(c) Provide a supporting construction proposal, in a format mutually agreed upon between DITCO and the USIC, when construction charges or contingent termination liability (CTL) charges are involved in providing the service.

(6) DITCO will coordinate any construction required with DISA/D344 or DPIC Scott A&E as appropriate, to determine whether other known requirements and plans for future growth should be incorporated in the construction proposal. DITCO will defer authorization of plant construction

pending the receipt of DISA approval. DITCO will conduct any negotiations required in connection with any part of the Quotation directly with the USIC.

(7) When a USIC is selected, DITCO will issue an Order to the carrier covering all charges for the entire channel. A notification of the award will then be sent to all of the other carriers solicited. The USIC responsibility for providing technical sufficiency of the entire leased channel and for accepting and acting upon troubles reported by operational personnel will be incorporated in the Order.

(8) Concurrently with issuing the order, DITCO will prepare ALLA Form 2a. Upon receipt of the in-effect report, DITCO will issue the ALLA form to formalize the recording of a U.S. national circuit.

(9) The USIC, acting as the U.S. DOD contractor for the entire circuit, will complete all arrangements with the U.S. domestic contractor and foreign carrier(s) to provide the circuit from the user terminal in the United States to the user terminal or point of interconnection with the U.S. military owned or leased facility in the foreign country. These arrangements will include payment settlements between the U.S. International Carrier and the foreign carrier(s).

(10) The USIC will bill the monthly recurring charges for the U.S. and foreign country segments of the channel to DITCO. The USIC will bill DITCO for authorized construction and termination charges as they become due under the terms of the CSA.

d. The leasing of transatlantic private line services with one circuit terminal within the 48 contiguous States and the other terminal in one of the non-NATO countries of DCS Areas 3, 4, 5, and 6 will generally follow the procedures described in paragraph 5c, except that ALLA numbering and registration will not be utilized.

e. The leasing of private line service within and between the NATO countries located in DCS Areas 3, 4, 5, and 6 will be handled as follows:

(1) DAOs and OGAs will forward TSRs (to include temporary exercise circuits) directed to DISA-EUR as required by provisions of current USEUCOM communications-electronics instructions. DISA-Europe will determine whether spare channels in U.S.-owned or -leased systems are available to satisfy the requirement. If U.S.-owned facilities cannot be used to satisfy the requirements and if the terminal equipment involved has been approved by the host nation, DISA-EUR (in some instances, DISA) will issue a TSO to DITCO-Europe for leasing action.

(2) DITCO-Europe will issue, after computing the estimated cost of the service, an Order (ALLA Form 2a or message equivalent) to ALLA for

international service or to the appropriate National Long Lines Agency for service internal to one country, in accordance with the provisions of the ALLA Compendium. DITCO-Europe maintains ALLA number listings for each country and will assign the number at the time the service Order is issued. DITCO-Europe will submit all contractual and pricing information to DITCO for inclusion in the DITCO data base and for the issuance of the CSA. The ALLA number, in conjunction with the foreign carrier designator, forms the basis for the CSA number.

(3) DITCO-Europe certifies and processes for payment all invoices for leased services within its assigned area of responsibility. Disbursements are made by accounting and financing offices located (generally) within each of the countries where services are provided.

f. The leasing of private line service within a non-NATO country or between a NATO and a non-NATO country located in DCS Areas 3, 4, 5, and 6 will generally follow the procedures described in paragraph 5e. The major exception is that civil ordering procedures in effect in the particular countries providing the service will be followed and ALLA numbering and registration will not be utilized.

g. The leasing of private line service within the 48 contiguous States that is demanded by NATO countries will be handled according to procedures in Annex Y to Chapter 6 of the ALLA Compendium, Volume I.

h. Requirements for private line services or equipment to, within, and between Central and South American countries will be submitted to the TMSO for review and forwarded to DITCO if the desired service is available through U.S. carriers.

i. Federal Communications Commission (FCC) Rules and Regulations specify that between 14 and 90 days' notice normally must be provided between the date that any proposed tariff change is submitted to the Commission and the date that any tariff change is to become effective. To preclude the possibility that the Government will lose advantages that might be offered by contractors under competitive conditions; e.g., rate reductions, users and TCOs should provide as much lead time as possible for the acquisition of circuits. In some situations, TCOs may be requested to determine if the service date can be extended to realize advantages not otherwise available.

6. Status of Acquisition Message (SAM). DITCO will issue a SAM to the activity that issued the TSR/TSO for commercial service, with information copies to all other addressees contained in the TSR/TSO within seven working days after:

a. Each issuance of an order to a contractor.

b. Each notification from the contractor that a contracted service has been completed (whether on the ordered/contracted service date or corrected service date).

c. Each notification from the contractor that a contracted service date is in jeopardy.

d. Each time additional or corrected information concerning the communications requirement is required from a DISA A&E activity/TCO.

e. Each notification from the contractor that provides required information, i.e., CSA number, cost, service date, etc.

The format and content of a sample SAM are shown in Figure 4-1. DITCO-Europe operates in accordance with the ALLA Compendium and uses the ALLA circuit demand in place of the SAM.

7. Exception Principles.

a. DITCO operates under the exception principle insofar as service dates and quality of service provided are concerned. Therefore, unless notified to the contrary by either the TCO or the using activity that the service date or the quality of service was not in conformance with the Order, DITCO will proceed with its payment of bills and other administrative actions using the date contained in the last DITCO Order that was issued.

b. However, when DITCO receives advance notice from the contractor that the service date requested will not be met, DITCO will notify the TCO (or DISA activity if a TSO was issued) by telephone and request further instructions. Amended orders will be issued by DITCO in accordance with instructions received. Similarly, when users determine that their facilities will not be ready as soon as expected (thereby preventing DITCO's contractor from meeting the service date) or learn that the contractor will otherwise be unable to meet the service date, the users should promptly notify their TCO, and the TCO should notify the DISA activity that prepared the TSO and DITCO, by the most expeditious means available, normally by telephone.

8. Maximum Limits CSAs.

a. Maximum Limits (ML) CSAs are issued to simplify the communications ordering process by enabling using commands and agencies (designated by the appropriate TCO) to accomplish minor moves, and changes to installed services and facilities by the issuance of Commercial Communication Work Orders (CCWOs) rather than formal TSRs (see figures 4-2 and 4-3 and chapter 12, paragraph 3). CCWOs are not authorized for the total disconnect of an entire CSA, installation of a service which requires a new CSA, or changes to existing service which involve BTL and/or Basic Termination Charges (BTC). CCWOs are issued directly to the contractor with information copies to the appropriate

TCO and DITCO at the time of issuance. Contractual restrictions (including monetary limitations) covering the use of CCWOs are established by DITCO, in coordination with the TCO, and contained in each ML CSA issued. Individuals authorized to issue CCWOs against ML CSAs must hold a position title designated by each TCO in writing to DITCO. Individuals authorized to issue CCWOs against ML CSAs shall be responsible for insuring that the monetary limitations (both recurring and nonrecurring charges) are not exceeded as established by the individual ML CSA. TCOs may recommend adjustments to the monetary ceilings of ML CSAs to accommodate future CCWO actions. Services and facilities required which cannot be authorized by a CCWO in accordance with the applicable ML CSA will be forwarded through command channels for review by TCOs and if approved, forwarded to DITCO by formal TSR in accordance with DISAC 310-130-1. The two common types of ML CSAs issued by DITCO are:

(1) Facility Maximum Limits CSA (commonly referred to as Internal Accounts).

(a) These ML CSAs are issued to cover connections, disconnections, moves, or other minor rearrangements of station and miscellaneous equipment associated with switchboards, consoles, and other internal switching systems. A separate ML CSA is issued against each such system containing the monetary ceilings for both Nonrecurring Charges (NRC) and Monthly Recurring Charges (MRC).

(b) Authorized officials holding position titles designated by the TCO may issue CCWOs monthly which obligate up to the authorized monthly limit of NRC type charges. Either firm prices or not-to-exceed charges shall be included on the CCWO when issued. At no time should the issued CCWOs exceed the authorized limit. In the event the actual charges do exceed the ML CSA NRC limitations, the TCO shall immediately notify the DITCO Contracting Officer. Upon receipt of such notification, the DITCO Contracting Officer shall initiate a ratification action to be approved by the Principal Deputy Director, DITCO.

R 141810Z JUL 95
 FM DITCO SCOTT AFB IL//DTS12.RR//
 TO /DISA TSR-TSO-CRP TRAFFIC WASHINGTON DC//DIO-W//
 /DISA WASHINGTON DC//DIO-DB/DOOM//
 INFO /DIRUSARCCO RFS-TSR TRAFFIC FT HUACHUCA
 AZ//ASA-DN-JAM//
 /MGR NCS WASHINGTON DC//NCS-EP//
 /CDRFORSCAM FT MCPHERSON GA//FCJ6-WWS//
 /JCS WASHINGTON DC//C3SCI//

BT
 UNCLAS
 SUBJ: STATUS OF ACQUISITION MESSAGE (SAM) 89264 0729 059
 REF: DISA PAC MSG, P410M, TSO P63434/SDOV22EZ, 110120Z JUL 90

1. TSO NBR: D80454/22EZ-01
2. TSR NBR: DM07JUL950024
3. TSP AUTHORIZATION CODE:
4. TYPE ACTION: START
5. CCO/CMO/ACCEPTING ACTIVITY/TEL#: CDRFORSCAM FT MCPHERSON
 GA//FCJ6-WWS//
6. DITCO CONT OFC POC/TEL#: MS. SMITH/DSN576-2221/
 COML618-256-2221
7. CCSD/TRUNK ID: SDOV22EZ
8. PDC: XGWV
9. CSA NBR(S): AT P 07400 201/CKT NBR(S) PLLH7400-210ATI
10. CONTRACT NBR: DCA200-95-C-2100
11. ORDER ISSUED: 14 JUL 95
12. REQ COMMERCIAL/GFE SERVICE DATE: 01 OCT 95
13. ORDERED/CONTRACTED SERVICE DATE: 01 OCT 95
14. JEOPARDY INFO:
15. CONTRACTOR COMPLETION DATE: 01 OCT 95
 UNLESS NOTIFIED BY THE CCO/CMO OR AUTHORIZED AGENCY
 REPRESENTATIVE WITHIN 72 HRS, THE CONTRACTOR COMPLETION
 DATE WILL BE USED TO COMPUTE THE START DATE.
16. CONTRACT EXPIRATION DATE: 14 JUL 05
17. CONTRACTOR MRC: \$1000.00 CONTRACTOR NRC: \$2000.00
18. EST USAGE MRC: NA
19. CONTRACTOR BTL: \$6000.00 PERIOD OF LIABILITY: 048
20. DOMESTIC CONTRACTOR TROUBLE REPORTING TEL#: 1-800-123-1234
21. REMARKS: A. ALL ENTRIES WITH "TO BE ASSIGNED" INSERTED
 WILL BE PROVIDED IN A FUTURE SAM WHEN THE INFORMATION
 BECOMES AVAILABLE.
22. INTERNATIONAL SERVICE:
 - A. RP CODE: TO BE ASSIGNED
 - B. COM'L SVC POINTS: PENTAGON (51)(1)RS1
 RAMSTEIN (GE)(3)PTF
 - C. CSA NBR(S): TO BE ASSIGNED /CKT NBR(S): TO BE ASSIGNED
 - D. ALLA NBR(S): TO BE ASSIGNED
 - E. TRANS MEDIA: INTELSTAT 5-F4
 - F. U.S. GATEWAY(S): SAN FRANCISCO, CALIFORNIA

FIGURE 4-1. SAMPLE STATUS OF ACQUISITION MESSAGE

- G. EARTH STATION(S)/CABLE HEAD(S): ETAM,W.VA/RAISTING,GE
- H. EXCEPTION CRITERIA: NONE
- I. CONTRACTOR TROUBLE REPORTING TEL#:
(COLLECT) 00-49-6151-83-5304
AT&T TASKED WITH END-TO-END TECHNICAL SUFFICIENCY OF
THIS SVC; THEREFORE, ALL COORD OF TESTING, ACCEPTANCE,
OUTAGE PROBLEMS MUST BE REFERRED TO THE DOMESTIC
CONTRACTOR TROUBLE REPORTING TEL#: 1-800-123-1234.

BT

- Note #1. Remarks will contain information not described by an established data field, (e.g., identification of a previously assigned CSA #).
- Note #2. Information after "Remarks" is included in SAMs for International Services Only.
- Note #3. Information which is not applicable will contain the abbreviation "NA." Information which is not currently available will contain the statement "To be Assigned (e.g., CSA Numbers, contractor MRC/NRC, etc.)"
- Note #4. Multiple CSA numbers (item 9) and corresponding cost information (items 17, 18, 19) will be identified with the same alpha character (i.e., A, B, C).
- Note #5. The contract number (item 10) will be left blank if the order incorporates the terms and conditions of a Basic Agreement (BA).

COMMUNICATION SERVICE AUTHORIZATION				Form Approved OMB No. 0704-0341 Expires Mar 31, 1995	
Public reporting burden for this collection of information is estimated to average 2 hours, 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0231), Washington, DC 20503. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND COMPLETED FORM TO THE ADDRESS IN ITEM 4 OF THIS FORM.					
1. AUTHORIZATION		2. AUTHORIZATION		3. CIRCUIT OR BILL NUMBER	
a. NUMBER	b. DATE (YYMMDD)	a. NUMBER	b. DATE (YYMMDD)		
4. FROM (Include Zip Code) DITCO/_____ Scott AFB, IL 62225-5406			5. SUBMIT BILLS FOR CERTIFICATION TO (Include Zip Code) DFAS-DAO-DE/DS Scott AFB, IL 62225-5406		
6. TO (Communications Company Name and Address - Include Zip Code)			7. TELEPHONE NUMBER TO CONTACT FOR DETAILS (Include Area Code)		
			8. AUTHORIZATION. In accordance with provisions of the contract indicated above of which this authorization forms a part, authority is hereby given to communications company indicated in Item 6 to establish or perform services for official use as prescribed below at:		
PAGE 1 OF 3					
9. SERVICE(S)					
DESCRIPTION a.		NUMBER b.	NON-RECURRING CHARGE c.	d. RATE PER MONTH PER UNIT (1) TOTAL (2)	
<p><u>GENERAL:</u></p> <p>1. This Maximum Limits CSA is issued to authorize the Contractor to accept Orders for local moves, installations, and removals of communications circuits and associated equipment within stated maximum dollar limitations and in accordance with other conditions contained herein. The Contractor should refuse all Orders which conflict with tariffs or with the rules and regulations of regulatory bodies. Two signed copies of DD Form 1367; Commercial Communications Work Order (CCWO), or facsimiles thereof, will be submitted to for each local move, installation, or removal.</p> <p>2. Individuals holding position titles designated by the Commander of the DOD component, the Administrator, Federal Aviation Administration, or the head of another Government agency may issue CCWOs against this CSA for local moves, installations, and removals of communications circuits and associated equipment acquired by DITCO subject to such conditions as are stated herein and to other administrative controls and procedures established by the contracting or designating authority.</p> <p><u>SPECIAL INSTRUCTIONS APPLICABLE TO THE ISSUANCE OF CCWOs UNDER THIS CSA.</u></p> <p>1. Issuing officials must prepare a separate CCWO for each circuit, and insure that all pertinent information is shown thereon, including the applicable Maximum Limits CSA number, the complete circuit number, and an estimate of the nonrecurring charges and the change, if any, in recurring charges. Minimum distribution requires one copy to be sent to DITCO and two copies to the carrier who will perform the work. All charges incurred as a result of the issuance of CCWOs will be billed and paid against the private line circuit CSAs.</p>					
10. DISBURSING OFFICER MAKING PAYMENT			11. DISTRIBUTION		
a. TYPED NAME (Last, First, Middle Initial)		b. GRADE			
12. AUTHORIZING OFFICIAL					
a. SIGNATURE					
b. TITLE		c. GRADE			
13. ACCEPTANCE					
a. NAME OF CONTRACTING FIRM		b. SIGNATURE OF CONTRACTOR'S REPRESENTATIVE			c. DATE SIGNED (YYMMDD)

FIGURE 4-2. SAMPLE PRIVATE LINE MAXIMUM LIMITS CSA

COMMUNICATION SERVICE AUTHORIZATION				<i>Form Approved OMB No. 0704-0341 Expires Mar 31, 1995</i>	
<p>Public reporting burden for this collection of information is estimated to average 2 hours, 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0231), Washington, DC 20503. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND COMPLETED FORM TO THE ADDRESS IN ITEM 4 OF THIS FORM.</p>					
1. AUTHORIZATION		2. AUTHORIZATION		3. CIRCUIT OR BILL NUMBER	
a. NUMBER	b. DATE (YYMMDD)	a. NUMBER	b. DATE (YYMMDD)		
4. FROM (Include Zip Code)			5. SUBMIT BILLS FOR CERTIFICATION TO (Include Zip Code)		
6. TO (Communications Company Name and Address - Include Zip Code)			7. TELEPHONE NUMBER TO CONTACT FOR DETAILS (Include Area Code)		
			8. AUTHORIZATION. In accordance with provisions of the contract indicated above of which this authorization forms a part, authority is hereby given to communications company indicated in Item 6 to establish or perform services for official use as prescribed below at:		
PAGE 2 OF 3					
9. SERVICE(S)					
DESCRIPTION a.		NUMBER b.	NON-RECURRING CHARGE c.	d. RATE PER MONTH PER UNIT (1) TOTAL (2)	
<p>2. CCWOs will not be issued to authorize the addition of any equipment or the removal of equipment covered by contingent termination liability agreements or special assembly items, nor will they be used to start or disconnect private line services in their entirety. Minor moves of equipment covered under contingent termination liability agreements may be ordered by CCWOs provided such moves are permitted by the tariffs of the Contractor and do not affect the contingent termination liability agreements.</p> <p>3. No changes in the type or grade of service, assignment of NCS Restoration Priority, no changes in ringing, signaling, or security equipment will be accomplished by the issuance of a CCWO.</p> <p>4. Additional limitations on the use of CCWOs to order changes in AUTOVON access lines and associated terminal equipment are contained in DISAC 310-130-1, Submission of Telecommunications Service Requests.</p> <p>5. Issuing officials must insure that the Contractor receives the CCWOs sufficiently in advance of the desired completion date to accomplish the work under normal scheduling, since expediting and overtime charges may not be authorized by CCWO.</p> <p>6. Issuing officials are responsible for maintaining appropriate control records to insure that the limits set forth herein are not exceeded. Failure to observe the maximum dollar limits could result in the over obligation of funds, which will require a ratification action.</p> <p>7. Desired changes to services and facilities which may not be accomplished by CCWO action under this CSA will be forwarded to DITCO in accordance with the provisions of DISAC 310-130-1.</p>					
10. DISBURSING OFFICER MAKING PAYMENT			11. DISTRIBUTION		
a. TYPED NAME (Last, First, Middle Initial)		b. GRADE			
12. AUTHORIZING OFFICIAL					
a. SIGNATURE					
b. TITLE		c. GRADE			
13. ACCEPTANCE					
a. NAME OF CONTRACTING FIRM		b. SIGNATURE OF CONTRACTOR'S REPRESENTATIVE			c. DATE SIGNED (YYMMDD)

FIGURE 4-2. SAMPLE PRIVATE LINE MAXIMUM LIMITS CSA (CON.)

COMMUNICATION SERVICE AUTHORIZATION				<i>Form Approved OMB No. 0704-0341 Expires Mar 31, 1995</i>	
<p>Public reporting burden for this collection of information is estimated to average 2 hours, 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0231), Washington, DC 20503.</p> <p>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND COMPLETED FORM TO THE ADDRESS IN ITEM 4 OF THIS FORM.</p>					
1. AUTHORIZATION		2. AUTHORIZATION		3. CIRCUIT OR BILL NUMBER	
a. NUMBER	b. DATE (YYMMDD)	a. NUMBER	b. DATE (YYMMDD)		
4. FROM (Include Zip Code)			5. SUBMIT BILLS FOR CERTIFICATION TO (Include Zip Code)		
6. TO (Communications Company Name and Address - Include Zip Code)			7. TELEPHONE NUMBER TO CONTACT FOR DETAILS (Include Area Code)		
<p>8. AUTHORIZATION. In accordance with provisions of the contract indicated above of which this authorization forms a part, authority is hereby given to communications company indicated in Item 6 to establish or perform services for official use as prescribed below at:</p>					
PAGE 3 OF 3					
9. SERVICE(S)					
DESCRIPTION a.		NUMBER b.	NON-RECURRING CHARGE c.	d. RATE PER MONTH	
				PER UNIT (1)	TOTAL (2)
<p>8. CCWOs may be issued against this CSA for authorized local moves and minor rearrangements provided nonrecurring charges do not exceed \$2500 per service (circuit/equipment) termination.</p> <p>9. CCWOs may be issued against this CSA to add, remove, or relocate equipment provided there will be no change in the interexchange (IXC) mileage. The changes to recurring charges must not exceed a net increase of \$200 per month per service (circuit/equipment) termination.</p> <p><u>ADMINISTRATIVE PROVISIONS APPLICABLE TO THIS CSA.</u></p> <p>1. This CSA supersedes DCA_____ dated 14 Mar 86.</p> <p>2. This CSA is effective 15 Jul 89.</p> <p>3. This CSA expires 15 Jul 99.</p>					
10. DISBURSING OFFICER MAKING PAYMENT			11. DISTRIBUTION		
a. TYPED NAME (Last, First, Middle Initial) DFAS-DAO-DE/DS Scott AFB, IL 62225-5406		b. GRADE		2 Company	
12. AUTHORIZING OFFICIAL			1 D_____		
a. SIGNATURE			3 TCO_____		
b. TITLE DITCO Contracting Officer		c. GRADE			
13. ACCEPTANCE					
a. NAME OF CONTRACTING FIRM		b. SIGNATURE OF CONTRACTOR'S REPRESENTATIVE		c. DATE SIGNED (YYMMDD)	

FIGURE 4-2. SAMPLE PRIVATE LINE MAXIMUM LIMITS CSA (CON.)

COMMUNICATION SERVICE AUTHORIZATION				<i>Form Approved OMB No. 0704-0341 Expires Mar 31, 1995</i>	
Public reporting burden for this collection of information is estimated to average 2 hours, 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0231), Washington, DC 20503. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND COMPLETED FORM TO THE ADDRESS IN ITEM 4 OF THIS FORM.					
1. AUTHORIZATION		2. AUTHORIZATION		3. CIRCUIT OR BILL NUMBER	
a. NUMBER	b. DATE (YYMMDD)	a. NUMBER	b. DATE (YYMMDD)		
4. FROM (Include Zip Code) DITCO/D____ Scott AFB, IL 62225-5406			5. SUBMIT BILLS FOR CERTIFICATION TO (Include Zip Code) DFAS-DAO-DE/DS Scott AFB, IL 62225-5406		
6. TO (Communications Company Name and Address - Include Zip Code)			7. TELEPHONE NUMBER TO CONTACT FOR DETAILS (Include Area Code)		
			8. AUTHORIZATION. In accordance with provisions of the contract indicated above of which this authorization forms a part, authority is hereby given to communications company indicated in Item 6 to establish or perform services for official use as prescribed below at:		
PAGE 1 OF 2					
9. SERVICE(S)					
DESCRIPTION a.		NUMBER b.	NON-RECURRING CHARGE c.	d. RATE PER MONTH PER UNIT (1) TOTAL (2)	
<p>This CSA is issued to authorize local moves and minor rearrangements of station and miscellaneous equipment associated with CSA _____ within stated maximum dollar limits in accordance with the following conditions. The local commander or authorized representative as designated by the Telecommunications Certification Office may issue Commercial Communication Work Orders (CCWO) against this CSA, subject to the conditions stated herein and any other regulatory control as established by the major command.</p> <p><u>SPECIAL CONDITIONS APPLICABLE TO THIS MAXIMUM LIMITS CSA.</u></p> <p>1. CCWOs may be issued against this CSA for nonrecurring charges NOT TO EXCEED \$_____ per month.</p> <p>2. CCWOs may be issued against this CSA for a net increase in monthly recurring charges NOT TO EXCEED \$_____. Charges authorized by each individual CCWO are cumulative and at not time will the sum total of these charges exceed the limitations.</p> <p>3. Each issuing officer must follow the Facility Maximum Limits CSA Procedures as contained in Chapter 4 of the Defense Commercial Communications Procurement Procedures, DITCOC 350-135-1. Minimum distribution will be made based on the instructions contained in the circular and on the reverse of the DD Form 1367.</p> <p>4. A CCWO may not be issued to authorize a connect or disconnect of equipment with a termination liability. Minor moves of termination liability equipment may be ordered by CCWOs providing such action is permitted by the Contractor's tariffs and the termination liability contract is not affected.</p>					
10. DISBURSING OFFICER MAKING PAYMENT			11. DISTRIBUTION		
a. TYPED NAME (Last, First, Middle Initial)		b. GRADE			
12. AUTHORIZING OFFICIAL					
a. SIGNATURE					
b. TITLE		c. GRADE			
13. ACCEPTANCE					
a. NAME OF CONTRACTING FIRM		b. SIGNATURE OF CONTRACTOR'S REPRESENTATIVE		c. DATE SIGNED (YYMMDD)	

FIGURE 4-3. SAMPLE FACILITY MAXIMUM LIMITS CSA (INTERNAL ACCOUNTS)

COMMUNICATION SERVICE AUTHORIZATION				<i>Form Approved OMB No. 0704-0341 Expires Mar 31, 1995</i>	
<p>Public reporting burden for this collection of information is estimated to average 2 hours, 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0231), Washington, DC 20503. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND COMPLETED FORM TO THE ADDRESS IN ITEM 4 OF THIS FORM.</p>					
1. AUTHORIZATION		2. AUTHORIZATION		3. CIRCUIT OR BILL NUMBER	
a. NUMBER	b. DATE (YYMMDD)	a. NUMBER	b. DATE (YYMMDD)		
4. FROM (Include Zip Code)			5. SUBMIT BILLS FOR CERTIFICATION TO (Include Zip Code)		
6. TO (Communications Company Name and Address - Include Zip Code)			7. TELEPHONE NUMBER TO CONTACT FOR DETAILS (Include Area Code)		
8. AUTHORIZATION. In accordance with provisions of the contract indicated above of which this authorization forms a part, authority is hereby given to communications company indicated in Item 6 to establish or perform services for official use as prescribed below at:					
PAGE 2 OF 2					
9. SERVICE(S)					
DESCRIPTION a.		NUMBER b.	NON-RECURRING CHARGE c.	d. RATE PER MONTH	
				PER UNIT (1)	TOTAL (2)
5. Requirements for services and facilities which cannot be accomplished by the issuance of a CCWO under this CSA will be forwarded to DITCO in accordance with the TSR submission procedures as contained in DISAC 310-130-1.					
6. Each individual authorized to issue CCWOs will forward one copy of every CCWO including corrected copies and cancellations, to the Commander, DITCO, ATTN: D____, Scott AFB, IL 62225-5406.					
7. Upon completion of the work the Contractor accepting this CCWO will forward a Service Charge Detail (SCD) or Other Charges and Credits (OCC) statement and bill to the Commander, DITCO, ATTN: D____, Scott AFB, IL 62225-5406.					
8. The individual authorized to issue CCWOs against this maximum limits CSA is responsible for insuring that the CCWOs do not exceed the established limits of this CSA. Extreme caution must be taken to insure that the maximum limits authorization is not exceeded as this may result in an over obligation of funds and require the submission of a report of violation as required by DOD Directive 7200.1, Administrative Control of Appropriations, dated 7 May 1984.					
10. DISBURSING OFFICER MAKING PAYMENT			11. DISTRIBUTION		
a. TYPED NAME (Last, First, Middle Initial) DFAS-DAO-DE/DS Scott AFB, IL 62225-5406		b. GRADE	1 Company 1 DFAS-DAO-DE/DS 1 D____ 3 TCO		
12. AUTHORIZING OFFICIAL					
a. SIGNATURE		b. GRADE			
b. TITLE DITCO Contracting Officer					
13. ACCEPTANCE					
a. NAME OF CONTRACTING FIRM		b. SIGNATURE OF CONTRACTOR'S REPRESENTATIVE		c. DATE SIGNED (YYMMDD)	

(c) Monetary limits for MRCs are cumulative from the date of issuance of individual ML CSAs. Authorized officials as designated by the TCOs are responsible for maintaining records for both increases and decreases of CSA MRCs which are the direct result of CCWO actions.

(d) Total increases in CSA Monthly Recurring Charges (due solely to CCWO action) cannot exceed the MRC monetary limit established on individual ML CSAs. Increases in the MRC monetary limitations of ML CSAs may be made on a periodic basis (issuance of a new ML CSA with a new effective date) upon request from the TCO.

(e) The issuance of a new ML CSA to increase the MRC does not automatically zero the previous cumulative increases in MRC. TCOs are responsible for retaining the previous records and continuing to monitor both increases and decreases of MRC which is a direct result of CCWO action.

(f) Formal TSR action (addressed directly to DITCO) must be utilized to effect those periodic increases in MRC monetary limitations; however, one-time (monthly) MRC increases will not be accepted.

(g) As an alternative to fixed limits on ML CSA, TCOs may request ML CSA NRC limits be established based on the total MRC value of the individual facility CSA. The following example is a typical schedule:

TOTAL INDIVIDUAL FACILITY CSA MONTHLY RECURRING CHARGE	ML CSA NRC
Up to \$500.00	\$200.00
\$501.00 - \$1,000.00	500.00
\$1,001.00 - \$51,000.00	750.00
\$5,001.00 - \$15,000.00	1,000.00
Over \$15,000.00	1,500.00

(h) Using this alternative approach, ML CSA MRC monetary limits will still be established as directed by the appropriate TCO.

(2) Private Line Service Maximum Limits CSA (commonly referred to as External Accounts or Detail Services). Private Line ML CSAs are issued to cover local moves, installations, and removals to installed communications circuits and associated equipment. A separate Private Line ML CSA is issued to each contractor with whom DITCO acquires communications circuit and associated equipment and has a basic agreement. The ML CSA provides blanket coverage for all individual CSAs presently in force and future CSAs that will be issued to a particular contractor:

(a) Each CCWO issued against Private Line ML CSAs will be accounted for against the individual circuit and CSA number. Officials issuing CCWOs against Private Line Service ML CSAs are responsible for maintaining up-to-date inventories of services provided and for not exceeding the monetary limitations (both recurring and nonrecurring charges) contained in the ML CSA. In the event the actual charges do exceed the monetary limits on the ML CSA (either NRC or MRC), the TCO shall immediately notify the DITCO

Contracting Officer. Upon receipt of such notification, the DITCO Contracting Officer shall initiate ratification action to be approved by the Principal Deputy Director, DITCO.

(b) Since Private Line ML CSAs are issued for blanket coverage of all CSAs in effect with each contractor, one-time adjustments to monetary ceilings (NRC and MRC) of Private Line ML CSAs through formal TSR action will not be accepted by DITCO.

b. DD Form 1367, Commercial Communication Work Order (CCWO) (see figure 4-4), (FAA uses FAA Form 3661) is used to order the services specified within the contractual, financial, and administrative limitations imposed by the ML CSA and DAO or OGA. Instructions for preparing and disposition of the CCWO are contained on the reverse side of the form.

c. Some contractors assess costs to an Order or levy processing charges for each CCWO received, regardless of the number of service actions contained on the form. Therefore, preparing activities should include all of the changes that are required under the same CSA, at the same premises, on the same date, on the same CCWO.

d. Local moves, installations, and removals to most services leased by DITCO should be accomplished by CCWO action under the provisions of Private Line and Facility ML CSAs issued by DITCO. DITCO will furnish copies of the ML CSAs to the TCO; however, distribution of ML CSAs to elements within the DAOs and OGAs is the responsibility of the TCOS. DAOs and OGAs may delegate authority to subordinate organizations to obligate government funds through the issuance of CCWOs.

e. The following actions are not to be accomplished by CCWOs:

(1) Any actions which result in monetary obligations in excess of the dollar limitations established by the ML CSA.

(2) Any change affecting interexchange mileage (IXC).

(3) Changes in speed or grade of service.

(4) Any action involving termination liability or special assembly.

(5) Changes to AUTOVON services.

(6) Changes to the assigned NCS Restoration Priority.

(7) Changes to an AUTODIN service other than local moves of terminal equipment.

(8) Start or disconnect of private line services or internal accounts in their entirety.

(9) Change the type of ringing, signaling or security equipment.

COMMERCIAL COMMUNICATION WORK ORDER			1. WORK ORDER NUMBER	2. DATE OF REQUEST (YYMMDD)	
3a. NAME OF COMPANY PROVIDING SERVICE (Will correspond with that shown on the MAX LIMIT CSA)			4a. NAME OF ORGANIZATION ISSUING WORK ORDER		
b. ADDRESS (Street, City, State, Zip Code)			b. ADDRESS (Street, City, State, Zip Code)		
SERVICE LOCATION	5a. INSTALLATION NAME	c. Bldg. No.	6a. PERSON TO CONTACT (Last, First, M.I.)		
	b. ADDRESS (City, State, Zip Code)	d. Room No.	b. TITLE	c. TELEPHONE NO.	
7. MAX LIMITS CSA NO.			8. CSA NUMBER		
9. PBX STATION NUMBER			10. DESIRED COMPLETION DATE (YYMMDD)		
11. DESCRIPTION OF SERVICE	NO. OF UNITS	UNIT COST	ESTIMATED CHARGES		
			MONTHLY	NON-RECURRING	
TOTAL ESTIMATED CHARGES					
12a. NAME OF REQUESTING OFFICER (Last, First, M.I.)		b. PAY GRADE	c. SIGNATURE		
13. REMARKS					

FIGURE 4-4. COMMERCIAL COMMUNICATION WORK ORDER (DD FORM 1367)

GENERAL INSTRUCTIONS

Local moves and minor changes to leased communications services and facilities will be ordered by this form when the moves and changes are within the contractual, financial, and administrative limitations established by a Maximum Limits Communications Service Authorization (MLCSA) issued by a DOD Contracting Officer and by associated implementing or administrative procedures. The Defense Information Technology Contracting Office will issue all MLCSAs applicable to the basic services leased under the provisions of DISA Circular 350-135-1.

All of the local moves and minor changes that are to be made at the same premises on the same private line circuit or under the same facility MLCSA, and are requested to be accomplished on the same date (but may take the carrier more than one day to accomplish), related work, they should be cross-referenced.

The original and one copy (both signed) of the work order will be forwarded to the carrier, one signed copy to the Contracting Officer, one copy to the appropriate DISA action agency when changes are to be made to DCS services, and additional copies distributed internally in accordance with administrative procedures.

SPECIFIC INSTRUCTIONS

Item 1. Assigned by the originator as a control number as follows: identifier of submitting activity; order number, starting with #1 for the first order issued each year; and the last two digits of the year (Example: SAC 20-81). When the work order is composed of more than one page, enter the page number in this block also.

*Items 2, 3, 4 and 5. Self-explanatory.

*Item 6. Name, title and commercial telephone number of a person stationed at the service location who can provide detailed information pertaining to the move or change desired.

Item 7. Will correspond with that assigned to the Max Limit CSA.

Item 8. Enter the CSA number assigned to the basic circuit or service affected by this work order.

Item 9. Number of the circuit, PBX station, etc., affected by this work order. If the change involves more than one action, enter the words "Multiple, below" and provide explicit information in Item 11.

*Item 10. Date on which work is to be completed. THE CARRIER MUST BE GIVEN SUFFICIENT ADVANCE NOTICE.

Item 11. Enter service required showing specific circuit or equipment identification, number of units, and estimated monthly and non-recurring charges for each move or change. If there are two pages or more, cut off the remainder of all pages except the last page.

Item 12. The requesting official must sign every work order sent to the carrier and to the Contracting Officer.

Item 13. For use by the originator when required to clarify information covered by the work order.

NOTE TO THE CARRIER: It is not necessary to forward a completed CCWO to the Contracting Officer. To support the billing for this work order, the "Other Charges and Credit Slip" attached to the bill must show the appropriate work order number, the actual recurring and non-recurring charges, and the actual completion date.

"General Note For Processing This Report:

Items marked with an asterisk (*) have been registered in the DOD Data Element Program."

- (10) Changes to international (transoceanic) service.
- (11) Changes to DCTN services.
- (12) Changes to AUTOSEVOCOM services.

f. The contractor will bill charges for actions authorized by CCWOs against the circuit, facility, or equipment CSA associated with the work order. Upon receipt of the bill from the contractor, DITCO will compare the services and associated charges billed against the services requested and estimated charges in the authorizing CCWO on file. Those bills which reflect the requested services and charges in accordance with existing tariffs will be paid by DITCO. If there is no CCWO on file at DITCO or if the bill reflects charges not authorized by a CCWO, payment will not be made until a copy of the CCWO is received from the TCO and validated. Validated CCWO transactions will be included in the DITCO Customer Cost and Obligation Report.

9. Discontinuances.

a. TSRs to discontinue service (deactivations) will be submitted by TCOs in accordance with DISAC 310-130-1. Although the TCO may request "immediate" and "earliest possible date" discontinuances, payment continues at least until the end of the business day during which DITCO issues a disconnect Order. For certain services (international circuits, foreign circuits, data communications equipment, services leased under minimum revenue or Contingent Termination Liability (CTL) agreements), continued payment may be required for a specified period after the contractor receives the DITCO disconnect Order. Accordingly, the TCO should forecast the end of a required service and issue the disconnect TSR as far in advance of the actual last day of need as practicable. However, the disconnect date requested by the TCO should not extend beyond the last day the service is operationally required or, when the service is no longer required, the earliest date that DITCO can disconnect the service after the date of the TSR.

b. Requests to discontinue leased equipment will include a separate listing of the leased equipment to be disconnected by individual CSA number.

c. When the service to be disconnected is not covered by a basic or contingent termination liability charge or agreement, DITCO will order the contractor to disconnect the service on the date specified in the TSR/TSO (or on the date that the order was issued if no leadtime was provided; however, a 24-hour notification must generally be given).

d. When the disconnect involves tariffed or similar services for which termination charges are known to apply, DITCO will obtain the exact termination charges from the contractor and provide that information to the TCO to ascertain availability of funds prior to issuing an order to disconnect.

e. When the disconnection or termination involves services associated with a special construction or special assembly contract, DITCO will issue an inquiry to, and obtain a quotation from, the contractor to determine whether termination charges apply (also see paragraph 5, chapter 5).

(1) When the circuit is not the last active circuit in a constructed section, DITCO will issue the disconnect order to the contractor and pay the minimum service charges as applicable with no special notification to the TCO.

(2) When the service is the last active circuit under a special construction contract, or is part of a special assembly contract, the following applies:

(a) If the TCO is aware that the disconnection will result in a termination charge, the TSR should state that funds are available and DITCO is authorized to pay the termination charge.

(b) If there is no indication in the TSR that the TCO is aware that there is a termination charge, DITCO will advise the TCO of the pending charges and request further instructions. No order will be issued by DITCO to disconnect the last circuit in a constructed section, or any part of a special assembly, until payment of termination charges is authorized by the TCO.

CHAPTER 5. ACQUISITION OF SYSTEMS AND EQUIPMENT

1. Performance Specifications/Statements of Work. Requirements submitted by TCOs for systems and equipment are usually described in a Performance Specification (PS) and/or a Statement of Work (SOW). To assist in the development of a PS and/or SOW, sample formats of a PS and SOW are provided at Figures 5-1 and 5-2. These formats are not mandatory, but are provided to assist TCOs and users/customers in properly and adequately defining their systems and equipment requirements.

a. A PS is a description of the technical requirements for a product or service that includes the criteria for determining whether these requirements are met. The PS should define the performance details/characteristics of the communication system or equipment. In some instances, a SOW may be needed in addition to the PS. A SOW is a description of the work to be performed or the service to be provided. The SOW is used to define performance requirements that cannot be included in the specification. A SOW describes tasks, materials, and services and directs methodologies to be used to fulfill a requirement. The SOW should contain qualitative and quantitative performance requirements.

b. When contracting for communications services, sometimes a PS and a SOW are needed. The SOW describes the requirement and incorporates the PS, which provides the details of performance. The SOW should only be used when there are performance requirements that cannot be included in the PS. Figures 5-1 and 5-2 are formatted to stand alone. However, information is not duplicated. Instead, Figure 5-2 provides a paragraph reference in Figure 5-1. When a PS and SOW are used together, the duplicate paragraphs in the PS should be omitted from the SOW.

c. Whether the communication requirement is contained in a PS or SOW, some general rules apply.

(1) The PS and SOW must only contain the government's actual minimum needs and be within the state-of-the-art technology of industry (i.e., no research and development required). Reliability and Maintainability (R&M) requirements must be considered. The simplest way to specify R&M is in terms of how often the user can afford to have the system, equipment, or circuit fail, and when it does fail, how long the user can afford to have it out of service. An overly elaborate PS or SOW that is exhaustive in detailing expected communications service can give the contractor a basis for developing new technology at government expense. The more development required of a contractor, the greater the cost to the government. One of the key purposes of contracting out is to draw upon industry's expertise. The way to do that is have the contractor propose the solutions. This also puts the liability on the contractor if the solution should fail.

(2) The PS and SOW do not contain descriptions of and delivery requirements for data. These are defined through Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs).

d. Legal, financial, and contractual issues (e.g., method of payment, cost estimate, designation of key personnel, type of contract) are also not included in a PS or SOW. These issues are addressed in a separate part of the solicitation/contract.

e. The most important part of a contract is that which describes what the contractor is required to deliver. Whether performance details are set forth in a PS or tasks described in a SOW, these descriptions are used to determine rights and obligations of both the government and contractor. Both documents must set forth the actual minimum needs of the government and in a clear and unambiguous manner. Requirements and Quality Assurance Checklists for the PS and SOW are at Figures 5-3, 5-4, 5-5, and 5-6.

2. Contracting Procedures and Responsibilities. The nature of the requirement and the extent to which competition can be achieved combine to influence CO's decisions regarding the length of time needed to complete the contractual actions and the type of contract to be negotiated. The following procedural steps and associated responsibilities are sequentially required for the acquisition of high dollar value (over \$25,000 obligation of the government) systems, facilities, and equipment and for lower dollar value acquisition when deemed appropriate by the CO:

a. Review of TSR/TSO. Non-DCS TSRs are received directly by DITCO. DCS TSRs are received by other DISA action agencies that will issue TSOs authorizing the procurement action. DITCO reviews the TSR/TSO upon receipt to determine whether:

(1) The requirement is properly described in terms of performance objectives unless the intent is for contractors to design specific components to customer specifications.

(2) Sufficient rationale is provided to support the contracting method indicated; i.e., sole source in lieu of competition, total service versus discrete component contracts with multiple vendors.

(3) Sufficient leadtime is afforded for DITCO to accomplish all necessary contractual actions. Insufficient leadtime may limit competition, may increase the cost for the service, and may result in contracting delays that affect the timely implementation of service.

(4) TCO funding constraints will affect contract award.

(5) The performance specifications provided, delivery schedules desired, and any other ramifications of the requirement are expressed in clear, concise, and contractually enforceable terms. Particular attention is directed to the method by which technical proposals of the offerors will be evaluated. When necessary, the TCO must furnish DITCO a technical evaluation plan which includes as a minimum

(a) Information to be included in the solicitation document:

1. The basis for award, i.e., the general framework within which the government intends to evaluate proposals and award a contract.

2. A list of evaluation criteria (factors and subfactors) and their relative order of importance.

3. A narrative description of what the government expects to review within the factors and subfactors.

4. Identification of any factor or subfactor of such critical importance that an unsatisfactory rating could render the proposal as nonresponsive.

5. Information to the offeror on the format and content of his offer that is needed for the evaluation. This information should correspond directly with the factor and subfactors to be evaluated.

6. The effective and expiration dates of the contract that will be awarded as a result of offers received in response to the solicitation.

(b) Information for the CO for documentation purposes:

1. Rationale for selection of the evaluation factors and subfactors.

2. The specific weights assigned to each factor or subfactor (affecting the relative importance indicated in the solicitation).

3. Rationale used in determining the weights or relative importance of each factor or subfactor.

4. Rationale for the criticality of any factor or subfactor for which an unsatisfactory rating could jeopardize the entire proposal.

5. The evaluation technique; i.e., factors or subfactors that will have various adjective ratings (such as excellent, acceptable, unacceptable) and those factors that may be limited to acceptable or a minimum to provide a clear-cut basis for distinguishing between proposals.

(c) The technical evaluation plan is completed when concurred in by the CO.

b. Synopsis. DITCO prepares and submits a synopsis of the requirement for publication in the Commerce Business Daily. The Request for Proposal (RFP) normally is issued 10 days after the synopsis appears in the Commerce Business Daily. The synopsis publicizes the proposed acquisition, alerts potential and new sources, and thereby broadens the competitive base for the acquisition. The synopsis also serves to notify equipment suppliers of possible subcontracting opportunities.

c. Preparation and Issuances of Solicitation.

(1) DITCO prepares the solicitation document, which contains the necessary clauses, provisions, quantity increase provision, statement of work, evaluation criteria, etc., unique to the individual acquisition. DITCO then conducts an internal presolicitation review to provide safeguards against contracting errors and to assure compliance with laws, regulations, and policies.

(2) DITCO issues the solicitation to all offerors known to be able to provide the requested service, including those contractors requesting a copy of the RFP in response to the synopsis published in the Commerce Business Daily. The RFP generally requires that contractors submit their proposals to DITCO in two parts. One part is the technical proposal which should not contain any cost data; the other part is the cost proposal. Contractors are normally allotted 30 days from date of the issuance of the RFP to the proposal due date. However, circumstances may influence the DITCO CO to shorten or extend the time available for the preparation of contractor proposals.

d. Technical Evaluation

(1) Technical evaluations will be conducted in accordance with the technical evaluation plan completed prior to release of the RFP and concurred in by the CO. Generally, the technical evaluation plan submitted concurrently with the requirement (TSR or TSO) should include the following:

(a) The basis for award; the framework within which the Government intends to evaluate proposals and award a contract.

(b) A list of evaluation criteria (factors and subfactors) and their relative order of importance.

(c) A narrative description of what this Government expects to review within the factors and subfactors.

(d) Identification of any factor or subfactor of such critical importance that an unsatisfactory rating could render a proposal technically nonresponsive.

(e) Information to offerors on the format and content of the technical proposal including everything that must be provided in order to permit the evaluation team to evaluate and score the proposal in accordance with the evaluation plan and criteria.

(f) Information for the CO such as technical evaluation techniques, rationale for evaluation factors, and specific weights (if any) to be assigned to the factors and subfactors.

(g) Estimated system or equipment service life. The service life shall be within the contract life. The maximum life of a contract is 60 months unless otherwise approved by the Chief of the Contracting Office or the contract is for a communications. The maximum life of a communications contract is 120 months.

(h) Information as to whether or not a purchase option is desired and how it will be evaluated.

(2) DITCO forwards the technical proposals to the TCO for evaluation. On more complex acquisitions, the TCO technical evaluation team will perform its review at DITCO. The primary task of the TCO is to determine whether each proposal is responsive to the technical requirements as stated in the RFP in accordance with the plan. Any proposals that the TCO evaluation

team identifies as being technically deficient but susceptible of being made acceptable will be the subject of discussion between the CO and the offeror(s). The engineering elements must support the CO in these discussions by providing pertinent questions which will elicit from the offeror data and/or revisions to correct the deficiencies and enable a final determination by the TCO as to the responsiveness of the proposal.

(3) The evaluation team will provide the CO with narrative documentation to substantiate its findings. The evaluation should use the ratings described in the technical evaluation plan. Care must be exercised to insure that the evaluation is accomplished in strict accordance with the evaluation criteria established in the RFP.

e. Price or Cost Evaluation.

(1) Concurrent with the TCO technical evaluation of the proposals, DITCO accomplishes a cost evaluation and price analysis of the cost portion of the proposals. Cost or price analysis is normally required if the service or item being acquired is not tariffed by a regulated carrier or not listed in a GSA FSS. When required by DAR 22-1005 or when otherwise deemed necessary by the CO, cost or pricing data will be requested from the contractor. The DITCO analysis of such data is intended to determine the reasonableness of the recurring and nonrecurring charges and considers the direct, indirect and deferred costs (recoverable and nonrecoverable) and obligations under contingent termination liability agreements.

(2) DITCO uses tariffs, data available from regulatory bodies, other contracts for comparable services, engineering data, audits, life expectancy tables of comparable facilities, and the DAR Manual for Contract Pricing, among others, in the performance of the evaluation.

f. Negotiation. If deemed appropriate, the DITCO CO may elect to conduct negotiations with all responsive offerors and those offerors that submitted proposals which are susceptible of being made responsive. When negotiations are conducted, it may be necessary for the TCOs to provide technical support and to be appropriately represented during any discussions with prospective offerors. This is a matter to be coordinated and agreed upon when required by the CO.

g. Preaward Contract Review. DITCO conducts an internal preaward review to determine the adequacy of the documentation as it relates to the solicitation and resultant contract award. Such documentation must provide rationale for all actions taken or proposed and forms the basis for defending the Government's position should a protest (preaward or postaward) be filed by an offeror(s).

h. Award of Contract. Contract award to one of the technically responsive offerors will be made by the DITCO CO consistent with the basis for award criteria outlined in the RFP.

i. Notice to Unsuccessful Offerors. DITCO informs the unsuccessful offerors of which offeror received the award and schedules, as required, cost or technical debriefings for the unsuccessful offerors. The award

announcement is also synopsized in the Commerce Business Daily when required by the DAR.

j. Contract Administration. DITCO performs contract administration functions, including resolution of ~~TCO~~customer and contractor problems arising during the implementation, installation, and acceptance period. In this regard, it may be necessary to appoint, with the concurrence of the ~~TCO~~customer, a Contracting Officer's ~~Technical~~ Representative (~~COTR~~COR) or a Task Monitor (TM).

(1) Upon receipt of a nomination package from the customer, COs may designate qualified Government personnel as CORs or TMs to assist in the technical monitoring and/or administration of a contract. All CORs and TMs must be qualified by training and experience commensurate with the responsibilities to be designated.

(2) Successful completion of the Federal Acquisition Institute (FAI) web-based "COR Mentor" course is required prior to designation as a COR. The course is also required for DISA personnel prior to designation as a TM. Training requirements for non-DISA personnel nominated to serve as TMs are at the discretion of the CO.

(3) The "COR Mentor" course is available via the Internet and can be accessed by first registering at URL: http://www.faionline.com/fai/register_new/fai_main.asp and then accessing the course through the "Individual Learning Center."

(4) Nomination packages should be provided in writing to the CO at least 30 days prior to the anticipated award of the contract/task order. The nomination package must include a description of the relative technical skills and experience of the nominee to perform the duties of a COR or TM as well as a copy of the FAI certificate of course completion (not required for non-DISA TM packages), which can be obtained through the FAI web site.

(5) Once designated as a COR/TM, annual refresher training is required by completing any 6 of the 18 FAI "COR Mentor" modules (not applicable to non-DISA TMs). In addition, CORs and TMs are considered acquisition officials and, as such, are required to complete annual ethics training in accordance with their respective agency policies/procedures.

~~—————(1) The cognizant TCO shall submit a nomination for the position of COTR for projects for which the Contracting Officer has requested such a position. The nomination shall take the form of a resume of the individual being recommended addressed to the cognizant Contracting Officer.~~

~~—————(2) The minimum qualifications shall be as follows:~~

~~—————(a) COTR shall have technical knowledge and experience sufficient to permit him/her to observe performance and to determine whether a contractor either does or does not meet the performance standards described in the contract and related documents. This shall include the area of telecommunications and the specific requirements addressed in the contract.~~

~~_____ (b) COTR shall complete the General Services Administration (GSA) class entitled Contracting for Contracting Officer's Representative (or an equivalent) before assignment.~~

~~_____ (c) COTR should have sufficient retainability to survey the contract until completion. As a minimum, COTR should have two years projected retention.~~

~~_____ (d) COTR shall attend subsequent training in contracting or a related discipline annually. This includes but is not limited to Evaluating a Contractor's Performance; Contract Quality Assurance; Defense Contracts Management for Technical Personnel or other equivalent courses and document successful completion to the Contracting Officer.~~

~~_____ (e) COTR shall know, and comply with applicable agency regulations that prescribe policies and procedures for avoiding improper business practices and personal conflicts of interest and for dealing with their apparent or actual occurrence.~~

~~If any prerequisites or qualifications listed above cannot be met the TCO shall justify those circumstances for the Contracting Officer's approval.~~

3. Procedures for Evaluating Proposals Among Competing Regulated Carriers and Nonregulated Entities. DITCO will encourage both regulated carriers and nonregulated contractors to submit proposals on system and equipment requirements where possible. Providing both regulated carriers and nonregulated contractors can compete technically, they will be afforded the opportunity to compete using a system life cycle cost evaluation of their proposals. Requirements for commercial communications will be set forth in a single performance specification or statement of work that is suitable for either regulated carriers or nonregulated contractors to submit proposals

using applicable tariffs, lease solely for the Government, lease with option to purchase, or purchase. The performance specification should cover the furnishing, engineering, installation, and maintenance (if it is to included) of the complete operational in-service system or equipment.

a. A single solicitation should be issued to include the above methods of providing the commercial communications. Offerors should be advised to submit proposals on one or more methods. Solicitations should incorporate the following concepts:

(1) Nonregulated contractors and regulated carriers subject to regulatory constraints and/or approved tariffs should be required to offer fixed prices in all proposals for commercial communications.

(2) Economic Price Adjustment (EPA) provisions should be included in solicitations when contingency (inflation) factors are clearly beyond the control of the contractor. However, EPA clauses should not be routinely offered to contractors. The CO will evaluate the situation to determine if contingency factors exist which may impact the contract during performance and make a case-by-case risk assessment and determination. Generally, EPA should be limited to noncapital investment items, i.e., maintenance.

(a) EPA provisions for nonregulated contractors should limit adjustments to the lesser of:

1. The percentage change in the actual noncapital cost increases during each preceding 1-year period.

2. The percentage change in the Bureau of Labor Statistics Consumer Price Index for all Urban Consumers for all items.

3. Executive Branch or Presidential guidelines.

4. Other appropriate limiting factors.

(b) EPA provisions for regulated carriers should be similarly limited and carriers must be required to file acceptable language in tariffs with the appropriate regulatory body.

(3) Contract period for tariffed service should be in accordance with the applicable tariff schedule and regulations as follows:

(a) Normally 30 days for service provided on a continuous or regularly receiving basis.

(b) The length of the temporary period for temporary service.

(c) The minimum service period or period for amortizing the termination liability, (if any) as allowed or prescribed by the regulatory body.

(4) Contract periods for nonregulated commercial communications contractors will be in accordance with the DAR and the multiyear contracting policy (see Chapter 1, paragraph 15).

(5) Award for nontariffed lease or lease with option to purchase should be for annual periods through the full life cycle period with options to extend. Maintenance by the offeror must be proposed for the period of service unless the RFP requirement specifically states that maintenance will be provided by the Government.

(6) Offerors contemplating Government purchase must propose maintenance for the system life cycle.

(7) Schedules should be provided for offerors to identify the costs associated with each proposal. Examples of required schedules would be:

(a) Lease price of system components.

(b) Any nonrecurring costs (e.g., nonreusable equipment costs in place, removal costs, site installation or preparation costs) not included in the lease price or tariff rate.

(c) Recurring costs (e.g., maintenance, depreciation, taxes, profit (base and factor), income tax).

(d) Cost to purchase at annual intervals.

(e) Purchase prices of system components.

b. Proposals should be evaluated for technical and operational acceptability and the award made based on the lowest present value cost to the Government based on the evaluated system's life. Normally, the evaluated system life will not exceed 10 years. Proposals will be evaluated considering the time-value of all costs anticipated to be incurred by the Government during the evaluated system's life. Factors may need to be developed that consider the residual value of the system at the end of the evaluated system's life if a purchase plan is proposed. Any cost (termination liability) beyond the evaluated system's life will be added to the life cycle cost evaluation.

c. Leases which require a one-time payment of all equipment lease costs at the outset of the lease constitute a plan providing for advance payments and will not be considered. Any advance payment plan providing for payments in excess of the value of service rendered, or of articles delivered previous to such payment will not be accepted.

4. Cancellation and Termination Settlements.

a. Objectives.

(1) The applicability and amount of cancellation or termination charges will be determined in accordance with the provisions of the pertinent tariff or contract.

(2) Cancellation and termination settlements for communications services leased from regulated carriers fall in two general categories:

(a) Services which are filed in specific dollar amounts in a tariff.

(b) Services for which terminations are to be based upon the actual nonrecoverable costs and which are not filed in specific dollar amounts in a tariff.

(3) The general objective of a cancellation or termination settlement is to assure the contractor of the recovery of the investment in the equipment and facilities installed to provide the service. Settlement will be made as promptly as practicable. The services of the Defense Contract Audit Agency will be used, when appropriate, and differences will be resolved through negotiation.

b. Procedures.

(1) Regulated Communications Carriers. DITCO will perform a cost and pricing analysis of the contract being canceled or terminated and will separately compute charges for which the Government may be liable for comparison with the computation provided by the contractor. Generally, contractors will be reimbursed for actual nonrecoverable costs which are reduced by the salvage value, less the cost of removal, but not profit. A DITCO Settlement Contracting Officer (SCO) will review the cost analysis setting forth the principal elements involved in the cost and pricing analysis and the recommended actions. When a proposed settlement of the charges has been determined reasonable and has been agreed to by the contractor, the SCO will prepare a Memorandum for Settlement authorizing the payment of charges, subject to review by the Settlement Review Board, when required.

(2) Nonregulated Communications Contractors. Contracts for services with nonregulated contractors will be terminated and settled in accordance with contract terms either for default or convenience of the Government.

c. Settlement Review Board (SRB).

(1) Settlements involving cancellation or termination charges exceeding \$50,000 will be subjected to formal review by a DITCO SRB. In addition, the SRB will be requested to review other proposed settlements as deemed appropriate by the SCO.

(2) The Board will consider, as a minimum, the following items as applicable:

- (a) Basic Agreement provisions.
- (b) Appropriate tariff provisions.
- (c) CSA provisions.
- (d) Engineering report.
- (e) Audit report.
- (f) Cost analysis report.

(g) Record of Negotiations memorandum.

(h) The SCO's Memorandum for Settlement.

(3) The Board may rule on the action recommended by the SCO or it may request additional information. When payments in excess of \$1 million are approved, the SRB will, prior to payment, forward the case file to HQ DISA for final review and approval in accordance with DISAI 350-220-1.

d. Protest of Cancellation or Termination Charges. When DITCO determines that cancellation or termination charges proposed by a contractor appear to be excessive and negotiations to reduce those proposed charges to the satisfaction of DITCO are unsuccessful, DITCO will submit appropriate documentation to Headquarters, DISA/DC with a recommendation for further action. The SCO may authorize full or partial payment of such charges in accordance with DAR 8-213.

5. Solicitation for Informational or Planning Purposes.

a. General. Formal invitations for bids, proposals, or quotations generally are issued only when there is a definite intention to award a contract or issue a purchase order. When solicitation for informational or planning purposes is justified, however, DITCO may issue a Developmental Inquiry (DI) to industry to obtain the data required.

b. Alternatives. Prior to submitting a TSR for informational or planning purposes, TCOs should evaluate the following alternatives:

(1) When the requirement for service is contingent upon service being provided within a cost ceiling, the ceiling should be included in the TSR with a request for DITCO to contact the TCO prior to awarding a contract which exceeds the cost ceiling. DITCO presumes that TCO funding to the ceiling level is available (see chapter 9, paragraph 3). If all proposals exceed the dollar limit, the user may request DITCO to cancel the solicitation.

(2) Alternate methods of acquisition are available for major or complex requirements involving technical proposals. These methods should be discussed with the Chief, Communications Procurement Division, DITCO, prior to submission of TSRS.

c. DI. When DITCO solicits the required data for informational or planning purposes from appropriate industry sources, the DI will state that "the Government does not intend to award a contract on the basis of this request for quotation." Information provided by the contractors in response to the DI which is not contained in an existing tariff, catalog, etc., will be considered proprietary and will not be disclosed outside the Government. Such information is not contractually binding, may be based on estimates, and may be overstated in capability or understated in cost. If the TCO subsequently requests acquisition of the service, a new TSR will be submitted and DITCO will follow normal acquisition procedures.

6. Procedures for Obtaining High Priority Assistance in the Acquisition of Communications Services.

a. Although communications services are excepted from the Defense Priorities Rating System and are not subject to any rating, arrangements have been made to cite a rating for the material portions of communications services when all of the following conditions are met:

- (1) The precise equipment or supplies upon which priority treatment is needed are isolated and enumerated.
- (2) The equipment or supplies are needed to meet long-term needs.
- (3) The equipment or supplies are 100-percent Government related.
- (4) The services cannot be obtained by the required service date without priority assistance.

b. When so requested by a contractor or TCO, the DITCO Contracting Officer shall have the authority to use a DO rating and may be able to obtain the authority to use a DX rating. (A DO rating places the requirement ahead of other commercial orders. A DX rating places the requirement ahead of other commercial and most other Federal orders for that item.) The DITCO Contracting Officer, using information obtained from the contractor and the TCO to substantiate the priority, shall assign the appropriate DO rating. If a DX rating is requested, the DITCO Contracting Officer shall process the request through the Contract Management Division, DISA/PM.

(1) The contractor must provide DITCO with the following information:

- (a) The identity and quantity of equipment required.
- (b) The earliest delivery date without a priority rating and the estimated delivery date with a priority rating.
- (c) The priority rating required (i.e., DO or DX). If a DX rating is required, an explanation of why a DO rating will not satisfy delivery requirements must be submitted. DX ratings are reserved for programs of the highest national priority.
- (d) A certification that the equipment will be used only to provide service to the Government.

(2) The TCO must provide DITCO with the following information:

- (a) The date that the service is required.
- (b) A statement of the operational requirements that justify the use of a priority rating and the operational/cost impacts that will result if the service date is not met.
- (c) The identity of the DX program which the requirement supports (when a DX rating is required).

c. TCOs having the authority to do so should, when necessary, identify and authorize the use of the appropriate priority rating in their TSRS.

A PS defines the performance characteristics. It should contain the desired results or end product allowing the contractor to devise and propose various approaches to satisfy the requirement. It should answer questions like how reliable, how fast, how high, how far, how long, etc.

1.0 SCOPE

State the purpose of the Performance Specification (PS). Specify the type of system or equipment required (1.544MBPS, Full Duplex, Radio, etc.), and the specific media required, if applicable, i.e., satellite, terrestrial, fiber optics, etc. Indicate that this is a performance specification and not a design specification.

2.0 APPLICABLE DOCUMENTS

List all documents and publications referred to in the body of the PS. Refer to documents by identifier, title, date and applicable revisions and amendments with dates. Also, provide address where copies can be obtained. State that the PS takes precedence over any referenced documents.

3.0 REQUIREMENTS

An arrangement of subsets of information which specify performance characteristics. Indicate, as definitely as practicable, the minimum requirements that the equipment or system must meet to be acceptable. Concentrate on stating the desired operational performance in clear, concise, and contractually enforceable terms. This allows offerors the ability to devise and propose various technical approaches to satisfying the operational requirements. When a PS and SOW are used and a requirement statement is more fully addressed in the SOW, provide a SOW paragraph reference. Deliverables mentioned require a Contract Data Requirements List (CDRL) reference by sequence number. The following statements are not inclusive, and are intended only to give a general idea of types of requirements to be shown in a PS.

3.1 PERFORMANCE REQUIREMENTS

Specify the performance requirements of the system/equipment. Include in subparagraphs of this heading such things as:

3.1.1 Service Points. A service point is the point at a designated location that affords a contractor ready access to perform fault isolation procedures. It is from this point that a contractor will be required to control outages, maintain equipment, perform circuit restoration and correct malfunctions.

3.1.1.1 Service Point A. Enter the demarcation (demarc) point at location A, to include both building and room numbers. The demarcation point is the point where the service is handed by the contractor to the user. If specific points of contact (POC) can be identified when the SOW is written, include them for each service point by name, organization, building and room number, office symbol and telephone numbers (both commercial and AUTOVON, if applicable).

3.1.1.2 Service Point B. Used for end-to-end service. If more than one service point is required, address each in a separate paragraph.

3.1.2 System Performance. State the parameters of service so that the contractor is fully aware of Government expectations and can submit a viable proposal.

3.1.3 Availability. Express required availability in terms of the Mean Time Between Critical Failure (MTBCF) and Mean Down Time (MDT) (i.e., Availability (A_o) equals MTBCF divided by (MTBCF plus (MDT))). Include a definition of MTBCF and MDT. Availability must be based on operational needs and not on unenforced desires, since slightly higher availability results in significantly higher Government costs.

3.1.4 Data Channel Bit Error Rate (BER). Specify the bit error rate and how it is to be measured. The BER rate stated must conform to that specified in item 246 of the related TSR. An example of how a BER may be shown is: "BER less than 1×10^{-6} , less than 4 burst error interruptions, and more than 99% error free seconds averaged over any 24 hour period. A 24 hour period is any fixed period mutually agreeable to the Government and the contractor, less any time the contractor is performing preventive or corrective maintenance."

3.1.5 Unscheduled Service Interruption. Stipulate the Government's definition of an unscheduled service interruption. The definition of a service interruption must be simple, clear, concise and enforceable. Example: "An unscheduled service interruption is defined as any time the BER rises above 3×10^{-6} , or interruptions cause service/equipment non-availability."

3.1.6 Fault Isolation. Identify the maximum time within which the Government requires fault isolation of specific equipment or circuits within the contractor's area of responsibility. If the fault is caused by Government's equipment or facilities, the contractor shall immediately notify the applicable representative. At the time the Government accepts service, specific reporting points and telephone numbers will be provided to the contractor.

3.1.7 Service Restoration. State the average time in which the Government requires the contractor to restore specific failures of equipment or circuits. This is normally referred to as Mean Down Time (MDT) and includes administrative delay time, time to trouble shoot the system, and time to effect the repair. If a high availability rate is specified, stipulate the maximum allowable time per outage. The less time given for service restoration, the more expensive the service. Consequently, it may be advantageous to specify a percentage (less than 100%) of failures which must be restored within a specific time, i.e., "For 95% of all yearly unscheduled outages, service must be restored within 20 minutes. For the remaining 5%, fault isolation should occur within 20 minutes and service restoration within 2 hours."

3.1.8 Circuit Delay. Satellite links have an inherent round trip delay of 500 milliseconds. This delay is accumulative and can adversely effect the performance of data circuits if the delay exceeds 500 milliseconds. In cases

where it is necessary to limit the maximum allowable delay and prohibit the use of more than one satellite system between users (single hop), state the maximum allowable round trip delay.

3.1.9 Special Performance Verification. Include a requirement for the contractor to provide a capability to demonstrate the performance at any time during the life of a contract. Specify the maximum time this performance should take.

3.2 CONTRACTOR RESPONSIBILITIES

3.2.1 State-of-the-Art Technology/Off the Shelf Equipment. To preclude the contractor from expending Government funds in unnecessary research and development, state that the requirements of the PS will be met by state-of-the-art technology or off the shelf equipment that does not require research and development.

3.2.2 Interface Compatibility. If this equipment or system to be provided will require installation or interfacing with Government Furnished Equipment (GFE), include a statement of compatibility that will require all contractor furnished equipment or facilities to be electrically and mechanically compatible with Government or commercial facilities with which they interface.

3.2.3 Engineering. Explain what engineering the contractor will be required to accomplish in order to provide the system or equipment. State if the contractor will be responsible for Radio Frequency Interference (RFI) studies, frequency approvals/coordinations, right-of-way approvals, environmental impact studies, etc. in subparagraphs. Two examples are:

3.2.3.1 Electromagnetic Emissions. The contractor will be required to perform all RFI studies necessary to ensure the electromagnetic compatibility of any new equipment with existing communication equipment and facilities in the area.

3.2.3.2 Right-of-Way Coordination. The contractor shall, if needed, request real property or easements from the local real property agent.

3.2.4 Encryption. State any requirement for the contractor to provide encryption equipment and the approval authority for that equipment, i.e., must employ equipment that conforms to the National Bureau of Standards (NBS) algorithm. The DES equipment must be approved by the National Security Agency (NSA) and should be owned, installed, maintained and operated by the contractor at contractor facilities.

3.2.5 Host Nation Approval. If contractor electronic equipment is required in a foreign country, state the contractor is responsible for obtain Host Nation and Connection Approvals.

3.2.6 Site Restoral. Identify any requirements for the contractor to restore the site following termination of service.

3.2.7 Training. State any training requirements, i.e., training Government personnel on operation and maintenance.

3.3 SECURITY REQUIREMENTS

3.3.1 Security Clearances. Security clearances, if required, should be provided to the contractor as a requirement. If escort is acceptable, so indicate. If clearances are necessary and the operational date is a priority, the contractor should be so advised at the outset so arrangements can be made. Security requirements will be entered on a DOD Contract Security Classification Specification, DD Form 254.

3.3.2 Physical Security. Physical security requirements should also be made known. If, as an example, fencing is required, include both the area(s) to be fenced and describe the fencing requirements, or, if preferred, task the contractor to determine the type of fencing or enclosure best suited to the task.

3.4 SERVICE LIFE. Enter the months of service required from date of acceptance. The normal service life is for five years (60 months). In no event can a contract exceed 10 years (120 months), including delivery. If there are option years, they should be mentioned here, i.e., the contract will be for five years (60 months) with five one-year options. Section I of the RFP will address contract options in greater detail and Section B will request prices for all contract options.

3.5 ROUTING REQUIREMENTS. Indicate if all channels are to be interconnected at a given location, whether they will be split out from there, and to where. If diverse routing is required, the requirements shown here must agree with item 119 of the related Telecommunications Service Request (TSR).

3.6 INSTALLATION. Describe contractor installation responsibilities, including coordination with appropriate Commanders and other contractors. Address Government installation responsibilities under Paragraph 3.7, Government Furnished Equipment, Space, or Facilities.

3.7 GOVERNMENT FURNISHED EQUIPMENT, SPACE OR FACILITIES

3.7.1 Space Provided. Describe any floor, rack, storage and building space the Government will provide for contractor equipment.

NOTE: A separate certification must be submitted to the Contracting Officer which guarantees that all GFE offered is presently available for use or that it will be available at the time of contract award.

3.7.2 Earth Stations. Where earth station construction is required, space for construction will be made available by the Government. The user shall make all necessary arrangements and include that information in the PS. Site locations, proximity to facilities, security considerations and configuration are necessary and shall be included as information to be furnished the contractor.

NOTE: Contractors may propose the use of existing earth stations or other facilities as an alternative to construction. However, the user will not address such circumstances in the PS. The contractor's alternative proposal shall be made only through the Contracting Officer, who, alone, is able to negotiate such agreements for the Government. If such proposals are made and accepted, user cost should decrease in proportion to the number of customers already using the existing facility, since the cost is distributed among the using population.

3.7.3 Satellite Facility Siting. When the service being requested may require construction of a satellite earth station, address each Government location to which service must be extended in separate paragraphs. If no Government furnished property will be made available at a given location for construction, include that information in the paragraph pertaining to that particular location. When Government property will be provided for construction, address the following information in the paragraphs pertaining to those locations:

Indicate that at least one area suitable for satellite construction has been made available. State actual location(s), if possible. Agreement with appropriate base engineers should be obtained before the requirement is submitted. Normally, the minimum space requirement for a satellite earth station is a 50 by 50 foot area. Available space dimensions or unique space limitations should be stated. Reserved space should be on level ground that is firm enough to support the structure, relatively free of obstructions and allow an unobstructed view in the direction of the equator. If a doubt exists, alternative locations should be reserved.

Note: Commercial satellites used to provide service travel above the equator at the speed of earth in order to appear stationary. The look angle (angle of elevation from the earth's surface to see the satellite) depends upon the degree of latitude. The farther from the equator, the smaller the look angle. Bear this in mind when selecting possible construction sites, and when determining the view of the horizon.

3.7.4 Utilities. State whether power will be Government or contractor provided. If GFE, state what power is available in volts, frequencies, phases, amperes, etc., and identify power demarc (the point from which the contractor will assume power responsibility from the Government). Include all wiring or equipment required of the contractor. When at all possible, GFE power should be provided to avoid excessive pass through costs incurred by the Government when contractor provided power is used.

3.7.5 Cable Facilities. Describe any wiring, cabling or associated facilities the Government will provide or install for the contractor or for contractor equipment.

3.7.6 Installation Requirements. Summarize any installation requirements that are the responsibility of the Government.

4.0 QUALITY ASSURANCE

4.1 Responsibility. State whether the Government or contractor is responsible for testing. If the contractor will be responsible, address the Government's requirements and require the contractor to submit a test and acceptance plan for approval. As an example, state, "The contractor shall test the system/equipment in accordance with a contractor formulated and Government approved plan. A test concept shall be included as part of the proposal. The formal test plan shall be submitted to the Government for approval at least 45/60 days prior to system test and acceptance. (CDRL #). Government representatives shall witness the verification testing prior to acceptance. The Government reserves the right to rerun any of the tests using Government personnel and equipment."

4.2 Testing Requirements. State what types of tests the Government deems necessary, if applicable. Normally all maintenance, operation, and service requirements will be part of the designated testing. If testing is a contractor responsibility, ensure that test periods are of sufficient duration to cover peak traffic periods and that all contractor measurements are at a point that interfaces all contractor furnished equipment and facilities. Detailed testing requirements need not be written, but a statement shall be made to the effect that "the Contractor must demonstrate by formal testing that the system or equipment meets all requirements stated herein." The Government may also require the contractor to provide qualified technicians/maintenance personnel at each test site, whether the testing is required of the Government or the contractor.

4.3 Maintenance. Define the maintenance the contractor shall be required to perform. The maintenance concept should be subdivided into sections which define the type of maintenance required. If the contractor is required to perform on-site maintenance, maintain spare parts or complete spare units, or provide specific replacement units (hot or cold spares), spell it out. Any unique requirement for on-call, stand-by or on-site maintenance during "mission essential" periods should be addressed in this paragraph. On-site or on-call maintenance will normally require a definition of principal period of maintenance, outside principal period of maintenance, normal hours of operation and any security considerations that may apply. Describe the accessibility of the location after normal duty hours. Normally, principal period and outside period of maintenance will be spelled out in Section H of the RFP.

4.3.1 Preventive Maintenance. State how often a contractor will be allowed to take a service off-line to perform preventive maintenance and the allowed duration of such maintenance. Ensure that the maintenance requirement includes specific definitions of response and repair times. It is important that allowable system and equipment down times are discussed, as well as availability requirements. If prior coordination is required, the contractor shall be informed of the proper procedures to follow.

4.3.2 Intensive Maintenance. When the requirement includes a labor intensive maintenance effort, the contractor may be required to submit a plan for approval prior to implementation. (CDRL).

4.3.3 Warranties. Include in this section any warranty considerations. (Credits to the Government for downtime as well as for liquidated damages are addressed in the RFP.) At a minimum, the length of the warranty should be longer than the Mean Time Between Critical Failure (MTBCF).

4.3.4 Outage Credit Reporting. Outage credits are an important facet of communications procurement. It is important to ensure that they are addressed, even though Section H of the RFP addresses them in detail. Use of the DD FORM 1368, Modified Use of Leased Communications Facilities, in accordance with DISA-DITCOC 350-135-1, serves a number of purposes. It permits the validation and correlation of additional payment or credits due, assists in the development of a track record of substandard performance or service and can be used to support the necessity for recompeting substandard services.

4.3.5 Maintenance Management and Reporting. State whether the Government or contractor is responsible for any maintenance management or reporting requirements. Specify which directives (DOD, service, major command, etc.) must be followed for management and reporting requirements.

4.4 Installation Delays/Problems. Identify those offices the contractor is required to notify if any installation delay or problem that will impact the service date is encountered. (CDRL).

4.3.5 Maintenance Management and Reporting. State whether the Government or contractor is responsible for any maintenance management or reporting requirements. Specify which directives (DOD, service, major command, etc.) must be followed for management and reporting requirements.

5.0 NOTES

5.1 Priced Options. When the Government may require additional services, stations, channels, contract years, etc., they shall be described in the appropriate place in the PS. For example, if the basic contract shall be for five years, but the Government desires to include five one-year options or if 1.544 MBPS service is required, but the Government may require expansion to 2.048 MBPS at the time of contract award or any time during the life of the contract, these requirements should be described in detail as the contractor will be required to price them in Section B of the RFP.

5.2 Transportation, Meals and Lodging. If the Government intends to provide shipment of contractor equipment, state transportation points (from and to locations) and that such transportation is at no cost to the contractor. If transportation of contractor personnel, meals and lodging at Government expense, etc., are applicable, they should be included at this point, but in separate paragraphs. Indicate that under no circumstances shall the limitations of the Joint Travel Regulation (JTR) be exceeded.

5.3 Miscellaneous Charges. If miscellaneous service charges (transportation, meals, lodging, etc.) are included in the requirement, indicate whether they are the responsibility of the contractor or the Government.

5.4 Permits. A requirement to obtain all necessary permits, agreements, licenses, site approvals, etc. Include a statement that reserves to the Government the right to refuse contract award or to cancel contract if such documents cannot be obtained. Such requirements are contractual issues that will also be covered in Section H of the RFP.

5.5 RFI Studies. Requirements to perform RFI studies necessary to ensure electromagnetic compatibility with existing communications, sufficient space is available at the site selected, and there are no physical obstructions to interfere with transmission.

5.6 Contracting for DDN Waivered Service. If a user has a DDN waiver under which communications is being ordered, it is imperative that it be understood that services can only be ordered for that waived period. Any part of that time consumed in the procurement process is part of the waiver, unless prior provisions have been made to make the waiver take effect upon date of service. Users should be aware of these limitations and make their plans accordingly to preclude loss of waiver time.

5.7 DOMSAT vs. INTELSAT. When communications service is being ordered to an area serviced by INTELSAT and operating under the INTELSAT Treaty, the user must obtain approval for DOMSAT service, if such service is anticipated, before submission of requirements. Normally, only National Security is accepted as an authentic reason for denying INTELSAT the service. Approval for use of Domestic Satellite Service in an International Satellite area can take months, and normally takes a minimum of 30-90 days. Application must be made under the provisions of INTELSAT Treaty XIV (g) and approved by the Assistant Secretary of Defense, Command, Control, Communications and Intelligence (ASD C31) before a TSR can be issued. Coordination is currently being effected with Hqs DISA to provide guidance in the form of a DISA Circular or for inclusion in an existing circular. Until such coordination is accomplished, each user desiring to order international service should first obtain a copy of the INTELSAT Treaty and ensure compliance.

A SOW describes the objectives to be accomplished -- the end goal or desired achievement. It is up to the contractor to propose HOW the objectives will be accomplished. All tasks that cannot be addressed in the PS and CDRL/DIDs should be addressed in the SOW. The SOW should answer four basic questions, 1) What needs to be done? 2) When (and sometimes where) should it be done? 3) What should the final output be ? and 4) How will the final output be inspected/accepted? If the SOW is being used in addition to the PS, paragraphs which refer to Figure 5-1 should be deleted and renumbered accordingly.

BACKGROUND (INTRODUCTION)

This paragraph offers a general description of the requirement. It should briefly discuss why the project is being pursued and how the project will relate to previous, ongoing, and future projects. It should also discuss any known difficulties or constraints and any techniques or methodologies that have been tried and were found ineffective.

1.0 SCOPE OF WORK (OBJECTIVES)

Describe the purpose of the work and the desired end product. Summarize the actions to be performed by the contractor and the results or products expected by the Government. A clear, concise statement of minimal need and basic responsibilities is a prerequisite for defining and achieving goals and milestones.

NOTE: The scope of work presupposes that the SOW author has become fully cognizant of the requirement, its circumstances, and the source documents necessary to ensure compliance. The author should, by the time the document is initiated, have devised a workable, step-by-step process that will permit a logical arrangement of tasks within a SOW that will allow progress checks of work effort. Further the SOW author should have involved all concerned offices with the requirement. Participation at the earliest possible stage of the SOW avoids confusion and work stoppages at a later date.

2.0 APPLICABLE DOCUMENTS

List all documents and publications referred to or identified in the SOW. Refer to documents by identifier, title, date and applicable revisions and amendments with dates. Also, provide address where copies can be obtained. State that the SOW takes precedence over any referenced documents.

3.0 REQUIREMENTS

List subsets of information which describe necessary and attainable requirements. Also, see para 3.0 of Figure 5-1.

3.1 General. A statement advising that all requirements contained in the SOW are the sole responsibility of the contractor, unless otherwise stated. If applicable, include the PS in the preceding sentence.

- 3.2 End-To-End Service. Define what the contractor shall engineer, furnish, install, test, operate and maintain, i.e., earth stations, bulk encryption equipment, satellite/terrestrial extension circuits, interconnections, supporting facilities, etc. State contractor responsibility for end-to-end service between service points.
- 3.3 SERVICE POINTS. See Para 3.1.1 of Figure 5-1.
- 3.3.1 Service Point A. See Para 3.1.1.1 of Figure 5-1.
- 3.3.2 Service Point B. See Para 3.1.1.2 of Figure 5-1.
- 3.4 SECURITY REQUIREMENTS. See Para 3.3 of Figure 5-1.
- 3.5 INSTALLATION. See Para 3.6 of Figure 5-1.
- 3.6 ROUTING REQUIREMENTS. See Para 3.5 of Figure 5-1.
- 3.7 CONTRACTOR RESPONSIBILITIES.
- 3.7.1 TEMPEST/EMP. If there are TEMPEST or EMP considerations, state them as contractor responsibilities, including a statement identifying the maintenance of TEMPEST or EMP integrity for all (or for specific) building penetrations.
- 3.7.2 Code Compliance. If the contractor is required to provide installation that must meet specific compliance requirements, i.e. cabling, wave guide runs, etc., state what is to be provided, whether permits and fees for building and construction are the responsibility of the contractor or the Government, and indicate that all Federal, State and Local Codes shall be complied with.
- 3.7.3 Host Tenant Station, Agreements. Host Tenant Station Agreements are normally the responsibility of the contractor. Task the contractor to negotiate any such agreements that may be necessary.
- 3.7.4 Encryption. See Para 3.2.4 of Figure 5-1.
- 3.8 GOVERNMENT FURNISHED EQUIPMENT, SPACE, OR FACILITIES. See Para 3.7 of Figure 5-1.
- 3.9 SERVICE LIFE. See Para 3.4 of Figure 5-1.
- 3.10 SCHEDULES. Require proposals to include a schedule showing how the contractor intends to meet the required service date. Schedules shall contain licensing arrangements, host nation approvals, frequency permits, equipment build-up, necessary installation, RFI studies, etc.
- 4.0 QUALITY ASSURANCE. See Para 4.0 of Figure 5-1.
- 5.0 NOTES. See Para 5.0 of Figure 5-1.

EXAMPLE, PERFORMANCE SPECIFICATION
REQUIREMENTS CHECKLIST

General Description
Overall Operational and Performance Criteria
Major Components Engineering Performance Details
Construction and Fabrication
 Material and Parts
 Dimensions and Weight
 Human Engineering and Safety
Systems Safety Requirements, MIL STD 882
MIL STD 454 Requirements
Service Conditions
 Climatic (Operating and Storage)
 Temperature
 Humidity
 Barometric Pressure
 Electrical, Heating, Ventilation, Air Conditioning, Equipment
 Grounding, Physical Protection, Space Requirements,
 Environmental Impact
 Mechanical
 Shock and Vibration (Packed for Shipment)
 Bench Handling
Transportability
 Transit Cases
 Shock Mounted Racks
Electromagnetic Compatibility
Special Tools
Color and Finishes
Markings
 Operational
 Nameplates
 Power Requirements
 Computer Access Security
 Reliability and Maintainability
Data Requirements (DD Form 1423)

FIGURE 5-3. EXAMPLE, PS REQUIREMENTS CHECKLIST

EXAMPLE, PERFORMANCE SPECIFICATION
QUALITY ASSURANCE CHECKLIST

General Test Conditions

- Test Equipment Calibration
- Ambient Atmospheric Conditions
 - Barometric Pressure
 - Humidity
 - Temperature Range

Input Voltage/Phase/Hertz

Acceptance Test Procedures; via DD Form 1423, government-furnished, or existing contractor procedures

First Article (First Article Testing)

- Material Inspection/Verification
- Dimensional Verification
- Visual-Mechanical Inspection
- Compliance with Performance Requirements
- Compliance with Service Conditions
 - Altitude/Humidity/Temperature Extremes
 - Operation from Specified Power Sources
 - Shock and Vibration
 - Transportability
 - Radiation Hazard
 - Electromagnetic Compatibility
 - Maintainability Demonstration
 - Reliability Demonstration
 - Packaging Demonstration

Production Items (Acceptance Testing)

- Visual-Mechanical Inspection
- Compliance with Performance Requirements
- Bench Handling/In-process Inspections

Data Requirements (DD Form 1423)

- Inspection Reports
- Progress Reports
- First Article Test Plan
- First Article Test Report
- Production Item Acceptance Test Plan
- Production Item Acceptance Test Report

FIGURE 5-4. EXAMPLE, PS QUALITY ASSURANCE CHECKLIST

EXAMPLE, STATEMENT OF WORK
REQUIREMENTS CHECKLIST

- General
- Major Components (CFE and GFE)
 - Military Specs
- Engineering Details
 - Sites/Facilities
 - Subsystems
 - System
 - Interface
- Reliability and Maintainability
- System Safety Requirements (MIL STD 882)
- MIL STD 454 Requirements
- Subsystem Operational Concept
- System Operational Concept
- Service Conditions
 - Climatic
 - Temperature
 - Humidity
 - Barometric Pressure
 - Electrical, Heating, Ventilation, Air Conditioning, Equipment
 - Grounding, Physical Protection, Space Requirements,
 - Environmental Impact
 - Mechanical
- Siting Requirements
- Electromagnetic Compatibility
- Radiation Hazard
- Allied Support
 - Buildings and Roads
 - Outside Plant
 - Power Distribution
 - Antenna Pads and Anchors
 - Environmental (Equipment and Personnel)
- Equipment Installation
 - Pre-installation Inspection
 - Verification of Plant-in-Place Records
 - On-site Control of CFE and GFE
 - Installation Procedures
 - Installation Documentation
 - Site Restoration
- Cutover
 - Sites/Facilities
 - Subsystems
 - System

FIGURE 5-5. EXAMPLE, SOW REQUIREMENTS CHECKLIST

Data Requirements (DD Form 1423)
 Subsystem/System Engineering Plan
 Site Survey Plans and Reports
 Installation and Checkout Plans and Reports
 Cutover Plan
 Maintainability Plan
 Reliability Plan
 Backup Data
 Recommended Spares
 Training
 Computer Access Security

FIGURE 5-5. EXAMPLE, SOW REQUIREMENTS CHECKLIST (CONTINUED)

EXAMPLE, STATEMENT OF WORK
QUALITY ASSURANCE CHECKLIST

General Test Conditions
 Test Equipment Calibration
 Ambient Atmospheric Conditions
 Barometric Pressure
 Humidity Range
 Temperature Range
 Input Voltage/Phase/Hertz
Contractor's Quality Assurance Program, Assembly, Installation and Check-out,
and Operational Test Plans, Procedures, and Reports IAW DD Form 1423
 In Plant
 Materials
 Visual and Mechanical
 First Article
 Production Items
 Packaging
 Sites and Facilities
 Telephone/RF Links
 Subsystems
 Overall System
 Allied Support
 Radiation Hazards
Electromagnetic Compatibility
Maintainability Demonstration
Reliability Demonstration
Computer Access Security

FIGURE 5-6. EXAMPLE, SOW QUALITY ASSURANCE CHECKLIST

CHAPTER 6. ACQUISITION OF COMMUNICATIONS
SERVICES CONTAINING AUTOMATIC DATA
PROCESSING EQUIPMENT (ADPE)

1. General.

a. Public Law 89-306 (Brooks Act) assigns the primary responsibility for the acquisition of ADPE to the GSA. GSA has implemented a portion of its responsibilities under the law in subpart 1-4.11 of the Federal Procurement Regulations, and in parts 101-35 and 101-36, chapter 101 of Federal Property Management Regulation (FPMR), title 41. In addition, GSA occasionally issues Temporary Regulations that govern the acquisition of ADPE. Included in the regulations are the details for obtaining Delegation of Procurement Authorities as well as the authority, under certain conditions, for a Government agency to procure ADPE without review and approval of GSA.

b. Pursuant to Public Law 97-86 contained in section 2315, title 10, United States Code, DOD is no longer subject to the provisions of title 40, United States Code, section 759, the Brooks Act, when our ADPE acquisitions involve the following:

- (1) Intelligence activities.
- (2) Cryptologic activities.
- (3) Command and control of military forces.
- (4) Equipment that is an integral part of a weapon or weapons system.
- (5) Equipment critical to the direct fulfillment of military or intelligence missions.

However, ADPE and ADP services that are to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications) are not exempt from the Brooks Act.

c. The validation of a communications service ADPE requirement by the TCO carries with it the responsibility of identifying any exemptions to the Brooks Act, as well as complying, as appropriate, with the policies outlined in the following publications:

- (1) DOD Directive 7920.1, Life Cycle Management of Automated Information Systems (AIS).
- (2) DOD Directive 7740.1, DOD Information Resources Management Program.
- (3) Part 101-35, chapter 101, FPMR, title 41, ADP and Telecommunications Management.

- (4) Part 101-36, chapter 101, FPMR title 41, ADP Management.
- (5) Subpart 1-4.11 of the Federal Procurement Regulations.
- (6) Any applicable GSA Temporary Regulations.
- (7) Defense Acquisition Regulation (DAR) section 4, part II.
- (8) OMB Circular A-71, Transmittal Memorandum No. 1, Security of Federal Automated Information Systems.

2. Responsibilities.

a. Pertinent responsibilities applicable to the acquisition of ADPE that are part of a communications service, and the conditions under which DITCO will acquire the service, are as follows:

(1) The DAO is responsible for complying with policies, instructions, and procedures pertaining to the selection and acquisition of ADPE. When the final ADPE contract will be administered by DITCO, though it may be negotiated by GSA or the DAO, DITCO will provide the DAO with the special provisions that DITCO requires in the contract.

(2) When GSA accepts contracting responsibility or the DAO is delegated the authority to contract and exercises that option through its own contracting capability, individual TSRs for the circuits and interface requirements to be acquired by DITCO should be submitted in accordance with DISA Circular 310-130-1. Upon request from the DAO, DITCO will administer the ADPE contract if the ADPE is leased.

(3) The TCO may certify the requirement to DITCO provided any of the following conditions are met:

(a) The total requirement (communications line and terminal equipment) is to be leased as a communications service.

(b) The ADPE acquisition is exempted from GSA participation.

(c) GSA has delegated acquisition authority to the DAO, and the DAO desires DITCO to accomplish the leasing action.

b. In addition to the standard information required by DISAC 310-130-1, ADPE requests should include:

(1) The anticipated life of the system or items. This is a forecast of the period of time beginning with the installation of the system or items and ending when the need for such systems or items is expected to terminate.

(2) The factors which will be considered in the technical evaluation of proposals, to include the evaluation plan and associated weighing factors that will be used.

(3) Specific terms and conditions developed for, or unique to, the requirement.

(4) A statement that a lease-versus-buy determination has been accomplished in accordance with applicable regulations.

(5) A statement that the ADP Reutilization Program has been screened and no ADP resources are available to satisfy the requirement.

(6) A copy of the Delegation of Procurement Authority obtained from GSA or a statement that prior approval of GSA is not required by the Agency in accordance with the applicable paragraph of the Federal Procurement Regulations.

3. Purchase of ADPE Under Lease by DITCO.

a. Most ADPE lease arrangements with nonregulated contractors, such as the GSA FSS with ADPE manufacturers, provide the Government with the option to purchase the ADPE and credit a portion of the lease charges already paid against the listed purchase price.

b. Upon request of the DAO, DITCO will exercise the purchase option for ADPE leased by DITCO. The request must contain certification that:

(1) DOD Directive 7920.1 and the pertinent references contained therein have been complied with and that exercising the option to purchase the ADPE under lease is appropriate and in the best interest of the Government.

(2) The DAO will accept the direct transfer of the ownership title to the ADPE from the vendor and will be responsible for contract administration from the date of the purchase.

c. When DITCO deems a competitive acquisition process appropriate, the DAO will provide the selection criteria and membership on the selection committee.

d. When appropriate and upon request of the DAO, DITCO will contract for the maintenance of the ADPE after DITCO has exercised the option to purchase.

e. As an alternative to contracting by DITCO, the DAO may exercise the option to purchase and execute its own maintenance agreement. DITCO will assign necessary authority to exercise the option to purchase to a CO of the DAO, consistent with the applicable provisions of either the FSS or other contractual arrangement.

CHAPTER 7. ~~RATE AND~~ TARIFF MATTERS

1. General. DITCO actions in ~~rate and~~ tariff matters are subject to Director, DISA and DISA Comptroller (DC), guidance and approval. The Commander, DITCO, will forward correspondence on significant ~~rate and~~ tariff matters related to the mission of DITCO to the Director, DISA, through DISA/DC, with a recommended position, complete with supporting detail. The Director, DISA, will act on these matters in coordination with the appropriate elements of the Office of the Secretary of Defense, the military department(s), the FCC, and other Federal, State, and municipal government agencies, as appropriate. In accordance with Director, DISA, guidance, the Commander, DITCO will establish operational procedures on ~~rate and~~ tariff matters within the scope of the DITCO mission.

2. Procedures and Responsibilities.

a. DITCO is responsible for reviewing and analyzing tariff provisions and proposed ~~rate and~~ rate and pricing techniques applied by the carriers and for making the related contracting decisions. In fulfilling this responsibility, DITCO will attempt to resolve any differences through direct negotiations with the carriers.

b. DITCO will keep DISA/DC informed of all controversial matters and of the progress being made to resolve differences and will submit a recommended course of action to DISA/DC when further action is required.

c. Upon receipt of a recommended course of action from DITCO, DISA/DC will determine whether additional attempts to resolve the issue are warranted. If they are, DISA/DC will coordinate the efforts of DITCO and Headquarters, DISA. If litigation is recommended by DISA/DC, the issue will be turned over to ~~the~~ DISA Regulatory/General Counsel (RGC).

d. ~~The DISA/RGC General Counsel~~ will determine the legal merits of the DISA position and make recommendations to the Director, DISA, regarding the advisability of litigation.

3. Relationship with Regulatory Authority.

a. DITCO is authorized direct communications with Federal, State, and municipal government regulatory bodies on routine day-to-day matters provided:

(1) Copies of all correspondence with regulatory bodies on rates and tariff matters will be supplied to DISA/DC, with information copies to ~~the~~ DISA/RGC General Counsel.

(2) Communications on the following matters will be through ~~the~~ DISA/RGC General Counsel, with information copies to DISA/DC.

(a) Matters in litigation.

(b) Matters on which litigation has been recommended by DISA/DC.

(c) Matters pertaining to the jurisdiction of a regulatory body.

(d) Matters pertaining to claims pending before any court or the Armed Services Board of Contract Appeals.

b. Meetings on ~~rates and~~ tariff matters will be held with the regulatory bodies only after coordination with DISA/DC, and ~~the DISA/RGC General Counsel~~. Where direct communication with the regulatory bodies is in connection with routine day-to-day operations of DITCO, no advance notification to DISA is required. ~~A report of p~~Pertinent regulatory ~~body~~ matters, when deemed significant, will be ~~included in the DITCO Monthly Activity Reports submitted reported through the Commander, DITCO,~~ to the Director, DISA.

4. Relationship With Communications Contractors.

a. DITCO is authorized direct communications with communications contractors on all ~~rate and~~ tariff matters including tariff regulations, interpretations, and filings; accounting principles and practices; proposed rates and charges; pricing techniques; and related procurement decisions.

b. All communications regarding matters in litigation will be through ~~the DISA/RGC General Counsel~~.

c. DISA/DC will be provided copies of all correspondence and be given advance notification of scheduled meetings with carriers on the following subjects:

(1) Known controversial subjects.

(2) Negotiations that may result in recommendations to change existing DISA policy, position, or procedures.

(3) Negotiations which precede the establishment or revision of tariff rates and regulations involving facilities leased by DITCO or having a significant impact on the utilization or cost of DOD leased communication services.

5. ~~Rate and~~ Tariff Proceedings.

a. Monitoring of ~~Rates and~~ Tariff Regulations

(1) DITCO will survey existing and proposed ~~rates and~~ tariff ~~rates and~~ regulations continually to determine whether action is required before the FCC or other appropriate regulatory bodies to protect DISA interests.

(2) DAOs and OGAs receiving communication leasing support from DITCO are urged to inform DITCO of existing or proposed tariff regulations or rates that appear to warrant investigation.

(3) To minimize formal intervention by GSA or DOD before the regulatory bodies, the carriers will be urged, especially in those cases where DOD has the sole or predominant interest, to notify DITCO in advance of their intent to file new or revised tariffs and to furnish copies of proposed tariffs and supporting rate development data to enable DITCO to evaluate the proposed rates. A carrier unwilling to furnish the advance information will be urged to furnish this information concurrently with the normal filing of the tariff in no less detail than is furnished to the regulatory body.

b. Regulatory Body Proceedings. When DISA/DC has recommended that formal regulatory body proceedings be initiated, DITCO will make any related contractual decision and will forward recommendations for suspension, investigation, intervention, complaint, or damages with detailed supporting data, to the Director, DISA, through DC to the General Counsel. When the DOD will participate in regulatory proceedings, the Chief Regulatory Counsel-Telecommunication will determine whether DISA Counsel, the U.S. Army Legal Services Agency Regulatory Law Office (USALSA), or other DAO Counsel will represent DOD. The Chief Regulatory Counsel-Telecommunications will coordinate actions necessary to conduct all regulatory proceedings, including any requirements for witnesses and testimony, and will keep the DISA staff, DITCO, USALSA and the participating DAOs fully informed. Technical assistance and other support necessary to assist the trial Counsel in protecting DOD interests in litigation will be provided, or arranged for, by DISA or DITCO upon request. Requests for assistance should be forwarded, in writing, to the DISA General Counsel. Trial Counsel will coordinate all testimony with the Chief Regulatory Counsel-Telecommunications before it is released.

6. Payment of Proposed or Disputed Rates.

a. When a tariff containing disputed rates or regulations becomes effective, DITCO is authorized to pay the rates pending the resolution of such disputes, either through direct negotiation with the carriers, or through intervention procedures prescribed in paragraph 5 of this chapter.

b. When a carrier has quoted, or is billing, estimated rates, DITCO is authorized to pay such rates pending the receipt of an effective tariff. CSAs involving estimated rates will contain a clause which provides that, when the filed tariff rates become effective, all payments will be retroactively adjusted to the date service was provided. If DITCO disputes the estimated rates quoted by the carriers, action will be initiated in accordance with paragraph 5 of this chapter.

7. U.S. Carriers.

a. The capabilities and responsibilities of the carriers are generally contained in tariffs filed with appropriate regulatory bodies and available to the general public. In general, tariffs cover services available to the general public and may recognize special requirements and include special services or special construction of facilities. Tariff rates and charges must

be compensatory, nonconfiscatory, and nondiscriminatory. Carriers are prohibited from giving special consideration to any one customer or class of customers unless the special consideration has been approved by the regulatory body and filed in the tariffs. Special services or special construction rates and charges reflect the costs related to the special requirement. Tariffs normally include the following:

- (1) Identification of the regulatory body having jurisdiction.
- (2) Types of services provided.
- (3) Geographical application of the tariff.
- (4) A listing of concurring, connecting, or participating carriers.
- (5) General rules and regulations pertaining to the following:
 - (a) Limitations and liabilities of the carrier and the customer.
 - (b) Authorized and unauthorized use, resale, derivation, and interconnection of facilities.
 - (c) Obligations of the customer.
 - (d) Payment arrangements.
 - (e) Allowances for interruptions.
 - (f) Cancellations for cause.
- (6) Schedules of rates, charges, and contingent liabilities.

Schedules are filed with the applicable regulatory body (e.g., FCC) by the carriers and go into effect if there are no protests made to the Commission by other parties within the prescribed time limits.

b. For international services having one terminal on U.S. soil, the U.S. International Carriers file rates for only their portion of the channel, usually to "midpoint"; however, they accept orders from DITCO for end-to-end service, coordinating with the other vendor(s) involved, acting as DITCO's representative, and passing on the charges of the other vendor(s).

8. Foreign Carriers.

a. It is DOD policy not to pay discriminatory rates and not to pay more for communications services in a foreign country than is paid by the military service of that country.

b. Foreign carriers are generally owned and/or controlled by the government of the country in which they operate. Their methods of doing business are prescribed by the foreign government, and the services are offered under the rates, rules, and regulations of the foreign carrier administrations. As a general rule, the rates and practices of foreign carriers should be spelled out in as much detail as possible in contractual documents.

c. DITCO contracts for the portion of leased services provided by foreign carriers through USICs whenever practicable and when the acquisition can be accomplished at their established rates.

d. In many countries an international agreement with the host Country prescribes guidelines governing DOD acquisition of communications services. For example, host nations frequently require approval of the government or foreign carrier prior to connecting foreign equipment to their networks.

e. When foreign services cannot be leased through a USIC or through DITCO-EUR, it is the responsibility of the requiring activity to contract for the service through the appropriate military department leasing activity.

CHAPTER 8. REPORTING REQUIREMENTS FOR
CIRCUITS LEASED BY DITCO

1. Purpose of Reports. DITCO COs require reports from TCOs and users of leased communications to assist them in assuring that full service was rendered for funds disbursed. In some instances, the reports may also be used to determine circuit, equipment, or other facilities performance and to recompute the service when performance is constantly below the DISA standard of performance. The user should request the assistance of the DITCO CO when working level contacts do not provide standard service. Reports may also be needed by the contractor, elements of the DISA Operations Control Complex (DOCC) for DCS services, and TCOs. With the exception of the report of Modified Use of Leased Communications Facilities (paragraph 6), the reports described in this chapter are exempt from reports control under the provisions of DOD Directive 5000.19.

2. Reports to the Contractor. The users of leased services have the primary responsibility for notifying the contractors of service degradations or interruptions. When the service is provided entirely by leased facilities, the user that first notices trouble on the service or his serving Technical Control Facility will normally report the trouble to the representative designated by the contractor. Whenever there is Government-furnished equipment or circuit segments, users should make every reasonable effort to ascertain that the trouble is not caused by the Government-furnished portion prior to reporting the interruption to the contractor. The Government may be liable for the payment of charges whenever a contractor representative visits the premises of the customer and the service difficulty is subsequently determined to be the portion of the facilities or equipment not furnished by the contractor.

3. Reports to DOCC Elements. Reports to DOCC elements for DCS services leased by DITCO will be required as prescribed by DISA and DISA areas; e.g., DISAC 310-55-1 and the area supplements thereto.

4. Completion Reporting. In-effect, exception, and delayed service reports will be required for DCS services as prescribed in Chapter 2, DISAC 310-130-1. Prior to the acceptance of leased services, users should insure that the overall service is functioning properly and that all leased segments thereof are within the parameters specified in the Order. In addition, DITCO requires contractors providing transoceanic services to submit completion reports to DITCO when the services are accepted by the users. Differences between the service date shown in the customer acceptance report and the service date named by the contractor, if any, will be referred for resolution to the activity that issued the TSR/TSO.

5. Progress Reports. In exceptional cases, the TCO or CO may require the contractor to submit reports detailing the progress being made in the installation or rearrangement of leased services, to include the prospects for

meeting the service date. In such cases, DITCO will include the name of the activity designated to receive the progress reports in the Order. All contacts with the contractor that could result in a change in cost or service as ordered by DITCO (such as changes in the service date, circuit parameters, or type of service; acceptance of the service in partial and final completion stages; requests for air shipment of material; authorization of overtime or expediting charges; request for onsite maintenance personnel, etc.) must be made through a DITCO CO.

6. Reports of Modified Use of Leased Communication Facilities (DD Form 1368).

a. General. Procedures contained in this chapter will be used to report interruptions to leased facilities (if the interruptions were not due to the negligence of the user or to the failure of customer provided equipment or facilities), the call up of engineered military circuits, the overtime use of part-time circuits, the emergency activation of part-time circuits during closed hours, etc. DD Form 1368: Modified Use of Leased Communication Facilities, should be used to the maximum extent practicable to report such actions (see figure 6). Negative reports are not required. Procedures for reporting the use of data communications equipment in excess of the minimum number of hours, or copies, included in the basic monthly rental price, are contained in chapter 9.

b. Purpose. The report is used as follows:

(1) To permit DITCO to correlate and validate additional payments to, or credits due from, the contractors (see paragraph 6, chapter 9).

(2) To develop a contractor performance index for use in discussions with contractors concerning substandard service. Such discussions are normally conducted by the DITCO CO only when the user requests assistance (see paragraph d (2)).

(3) To support recompeting actions resulting from substandard circuit or equipment performance.

c. Responsibility. The responsibility for submitting the DD Form 1368 may be delegated to any echelon designated by the DAO or OGA. Normally, only one terminal will report the modified use of a service. The reason for this policy is that reduced payment is not allowable unless the equipment or the entire circuit is returned to the contractor; i.e., no credit is earned for the activation of two-way circuits in one direction only or for interruption of service in one direction only. In addition, no credit is allowable for use of a degraded service. User testing of circuits that have been activated or returned to service normally provides the opportunity for the terminals to exchange sufficient data to enable just one of the terminals to submit the DD Form 1368. If more than one station must submit reports on the modified use of the same circuit for the same reporting period, an asterisk (*) will be placed by the terminal identified in column 7 that is submitting the "receive

only" report. When different stations submit conflicting reports for the same interruption, DITCO will forward copies of both DD Forms 1368 to the TCO(s) for resolution of the discrepancies. The following is provided as a guide for determining the responsibility for submitting the form:

(1) For overtime use and for the activation of circuits during closed hours: The station commander that determined the necessity for the additional service.

(2) For engineered military circuits: The commander of the network control station that ordered the circuit activated.

(3) For the overtime use of data communications and telecopier equipment: The station commander where the equipment is located.

(4) For unscheduled interruptions:

(a) AUTOVON Interswitch Trunks Between the CONUS and Overseas Locations. The organization assigned operation and maintenance responsibility at the overseas switch locations.

(b) AUTODIN Interswitch Trunks Between the CONUS and Overseas Locations. The organization assigned operation and maintenance responsibility at the CONUS switch locations.

(c) All Other Transoceanic Services. The activity designated in the SAM for whom the service is provided.

(d) Unique and Special Services. Operating activities that are tasked by their higher headquarters to report interruptions to specified services (other than transoceanic services); and activities terminating, operating, or connected to unique, special, and high value systems or networks (such as JCSAN, broadband services, closed circuit television, dedicated satellite services, COPAN, FAA Weather, NIGHTWATCH) should contact the DITCO CO to determine the conditions under which credit will be allowed for unscheduled interruptions and to establish reporting responsibilities.

(e) Other Leased Services. The DPIC Scott will provide DITCO with computer reports as mutually determine to be available and desired, documenting interruptions of more than 30 minutes to leased services within CONUS and Alaska which have been reported to the DOCC under the provisions of DISAC 310-55-1.

d. Special Instructions for Reporting Interruptions of Leased Circuits.

(1) Generally, the submission of DD Forms 1368 is not required except to report interruptions of 30 minutes or longer on transoceanic services leased from U.S. contractors (after it has been determined that the

MODIFIED USE OF LEASED COMMUNICATION FACILITIES (DCA Circular 350-135-1)										Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.										4. REPORT CONTROL SYMBOL	
1. CSA/CIRCUIT NUMBER		2. CCSD NUMBER		3. REPORTING PERIOD		6. FROM				17. DATE (YYMMDD)	
7. TERMINAL POINTS: A.											
8. MODIFIED USE (X one)											
B.											
9. TIME STARTED		10. TIME ENDED		11. DURATION		12. REASON FOR MODIFIED USE		13. CON REP		14. REMARKS	
				HRS MIN							
15. SUBMITTED BY (Signature)										16. TYPED NAME AND TITLE	

DD Form 1368, APR 89

Previous editions are obsolete.

FIGURE 8-1. MODIFIED USE OF LEASED COMMUNICATION FACILITIES (DD FORM 1368)

interruptions were not due to the negligence of the user or to the failure of customer provided equipment or facilities). However, reports may be required for interruptions to unique and special services as specified by DITCO or the TCO.

(2) In addition, users are encouraged to submit reports on any service that suffers extended (minimum of 2 hours) or frequent interruptions when the assistance of the CO is desired in seeking to improve the reliability of the leased service. In these instances, the DD Form 1368 will be submitted through the TCO with a cover letter documenting all efforts made to improve the reliability of the leased service. Similarly, reports may be submitted when services are released excessively, or for extended periods, to the contractor for preventative maintenance, realignments, etc. Upon receipt of this request, the DITCO CO will contact the vendor to discuss the problem areas or take further action as appropriate.

e. Instructions for the Preparation and Submission of Reports.

(1) In addition to any other reporting requirement, a separate, signed report will be submitted to the Defense Finance & Accounting Service (DFAS) ATTN: DAO-DE/DS, 2300 East Drive, Scott AFB, IL 62225-5406, promptly after the end of each calendar month in which there was any modified use of a service that affected the cost of the service (see the preceding paragraph for exceptions pertaining to reporting interruptions). When interruptions to transoceanic circuits exceed 450 minutes during any calendar month, a copy of the report sent to DFAS will also be mailed to Headquarters, DISA/D344.

(2) The reports will not contain classified information.

(3) If the DITCO CSA number is not known and cannot be obtained prior to the deadline for submission, enter detailed information pertaining to contractor, commercial circuit number, Command Communications Service Designator, type of equipment, model, serial number, in block 1.

(4) When reporting modifications of services leased by DITCO, cite RCS: DD-DCA(AR) 360-1 in block 6.

(5) In columns 9, 10, and 11:

(a) List each modified use of a facility leased by DITCO during the preceding month that should be reported under the criteria contained in this chapter.

(b) The "time started" for recording interruptions will be the time that the service is released by an authorized agent of the U.S. Government to the contractor as being unacceptable. If the contractor cannot be reached, the remarks area shall give the telephone number(s) called and the times at which unsuccessful attempts were made. Degraded service that remains in use is not normally considered interrupted and is, therefore, not eligible

for credit. Interruptions caused by the failure of customer provided equipment/facilities or the negligence of the user should not be reported (see paragraph 6c for other reporting criteria). The "time ended" should be the clock time that the service was returned by the contractor as having been fully restored. When the service is still unacceptable after a reasonable time, the contractor will be notified and the interruption will be considered as one continuous interruption beginning with the time it was originally reported.

(6) Enter the applicable reason for outage (RFO) code in column 12 if the interruption was reported under the provisions of DISAC 310-55-1.

(7) The contractor's representative (name, initials, technician number, etc.) that accepted the outage report should be identified in column 13.

(8) In column 14, provide a brief explanation for the modified use. For example, if a service was interrupted, identify the location and document the nature of the trouble (if the interruption occurred because of Government furnished equipment or circuit segments, or because of improper actions by Government personnel, the interruption will not be reported to DITCO). When there is doubt as to whether a specific interruption should be reported, especially detailed information should be provided. For example, if any interruption extended past the release time granted to a contractor, then two entries would be made to fully explain the situation. (One to advise of the authorized outage and one to record the unauthorized extension, thereby separating the circuit outage in to a period during which no outage credit is applicable and a period where an outage credit can be claimed.) Disputes pertaining to the length and cause of interruptions should be resolved prior to the submission of the report.

(9) Reports to DITCO on engineered military circuits, overtime use of part-time circuits, emergency activation of part-time circuits during closed hours, and other actions that increase the normal cost of the service as contained in the CSA must be signed by a responsible Government official.

(10) When so authorized, outage reports should be signed at the operating level, and the AUTOVON number of the person submitting the report affixed, to facilitate the resolution of any discrepancies between the information contained in the reports and in the contractor's credit bill, or in the interruptions chargeable to the contractors as shown on DOCC reports.

(11) Whenever possible, the interruptions to be reported will be coordinated with the contractor's local supervisor prior to the submission of the report. During the coordination, the starting and ending time of every interruption, and the reason for the interruption, will be resolved. When such coordination has been effected, the name and comments of the contractor's representative will be contained on the DD Form 1368.

CHAPTER 9. BUDGET, FINANCIAL, AND
REIMBURSEMENT PROCEDURES

1. General. Each DAO or OGA is responsible for the budgeting and funding of communications services leased through DITCO. TSRs issued by recognized TCOs provide the basis for the obligation of customer funds and will be accepted by DITCO as the authority to order services and to effect reimbursement as outlined below. Normally, only the TCO responsible for reimbursing DITCO for the cost of specific services is authorized to order changes in those services.

2. CSIF Customer Financial Plan for Leased Communications Services (DISA Form 557). On call from the Director, DISA, customers will provide a Financial Plan for communications services to be leased by DITCO for them for the ensuing fiscal year. The Financial Plan (see figure 9-1) is not a funding document nor is it an authorization or limitation on the obligation of funds; its purpose is to enable DISA and DITCO to effectively plan the proper phasing of facilities and workload. It also provides DITCO with the fund citation to be used in reimbursing the industrial fund for the fiscal year covered by the plan.

3. Administrative Control of Funds. The basic policy governing the administrative control of funds is contained in section 3679 of the Revised Statutes, as amended (31 U.S.C. 1341), as implemented by the various DAOs and OGAs. It is the responsibility of the TCOs to assure the sufficiency of funds to cover the estimated cost of the requirements to be leased by DITCO, and DITCO will presume such sufficiency when accepting TSRs/TSOs. The cost of communications services acquired and DITCO's operating costs will be paid from the Communications Services Industrial Fund (CSIF). The CSIF, in turn, will be reimbursed from the various appropriations cited in Financial Plans or by other appropriate documents, such as Military Interdepartmental Purchase Requests (MIPRs) which may be used to fund special construction type contracts. These MIPRs will be initiated by the TCO and processed in accordance with procedures contained in section V, paragraph 5-1106 through 5-1118 of the DAR.

4. Reimbursement.

a. In accordance with DOD policy, DITCO will utilize "no check" Standard Form 1080; Voucher for Transfers between Appropriations and/or Funds, to collect funds from DOD customers monthly to reimburse the industrial fund for services delivered. This method may be used with non-DOD customers as well; however, specific procedures must be developed with each customer. In some instances, reimbursement may be effected by billing and accepting a check from the OGA.

b. DITCO's charges will depend upon the cost and type of service provided and will include such items as the cost of leased terminal equipment, circuit mileage, network or system subscriber rates, etc., plus an administrative

overhead charge. DISA subscriber rate charges will be billed by DITCO through the establishment of summary CSAs when there is no leasing of associated services by DITCO.

c. A Customer Cost/Obligation Report is issued by DITCO to each reimbursing activity every month in support of the reimbursement responsibility of that customer. Adjustments and corrections will be processed as appropriate in subsequent months.

d. Rates for switched network backbone services, mileage, CONUS and transoceanic multiplex services, and DITCO's overhead charges are published annually and provided to all DITCO customers.

5. Certification and Processing of Long-Distance Toll Charges.

a. Bills involving long-distance telephone tolls which are paid by DITCO will be forwarded by the contractor to the CO or other responsible Government official at the location where the service is furnished. The official will verify the long-distance call statements, and if he or she approves the toll charges, will add the following statement on the reverse of the original bill:

I certify that the services covered in the enclosed bill were duly provided, and that the official long-distance calls included therein were necessary in the interest of the Government.

Signature and Title

Facsimile or rubber stamp signatures are not acceptable. Certifications on stubs, toll statements, or duplicate copies of bills are not acceptable. Upon approval of the toll charges, and within 10 working days of receipt, all copies of the bill and attachments thereto provided by the contractor will be forwarded to the Defense Finance & Accounting Service (DFAS), ATTN: DAO-DE/DS, 2300 East Drive, Scott AFB, IL 62225-5406.

b. If the Government official disagrees with any of the toll charges billed, and the contractor agrees to a toll charge adjustment, the CO will note the adjustment on the bill, revise the toll charges and the total of the bill, initial beside the revised amount, and forward the certified bill to DITCO. In all cases, the adjustment will show the name of the contractor employee who agreed to the adjustment. This procedure will preclude the issuance of a revised toll statement.

c. Each using activity is responsible for the control of long-distance calls so that only essential calls on official business are made. Should unofficial calls be discovered, it is the responsibility of the local commander to obtain collection from individuals making such calls. Immediate action must be taken to obtain U.S. postal money orders (or other negotiable

instruments) payable to DITCO/RRAD, for the amount of the toll call plus the current Federal Excise Tax. The unofficial toll calls must be identified on the toll statement by annotating the individual's name or initials from whom collections have been made. The certified bill, the toll statements, and the money orders or other negotiable instruments covering the charges for unofficial calls, including tax, should be mailed to the Commander, DITCO, ATTN: RRAD.

d. When certification of bills for metered services, TELEX charges, long-distance telephone calls, etc., will be required, the title and mailing address of the certification authority should be included in the TSR.

6. Procedures for Processing Charges and Credits Associated with the Modified Use of Leased Facilities.

a. Reports of the modified use of leased facilities that affect the normal recurring monthly charge are matched with the bills from the contractors to assure that additional charges are supported by documentation from the TCO or user and that credits are provided when due.

(1) When additional charges are assessed, the basis for the charges must be entirely and exactly substantiated by a DD Form 1368, a CCWO, or other authorization from the funding activity or authorized representative. When differences exist (e.g., the DD Form 1368 shows the overtime use of part-time equipment for 6 hours, but the bill is for 12 hours), DITCO will require the contractor and the TCO (or the user) to resolve the differences.

(2) When modified use reports show that interruptions were not recognized for credit purposes by the contractor, an in-house check will be made with contracting and tariff specialists to determine whether credit for the interruptions should have been given under tariff/contract provisions.

b. When two or more reports are received for the same leased service for the same reporting period and the reports differ, they will be forwarded to the TCO(s) for resolution.

c. Adjusted billings are processed into the financial records and the additional payment or credit is shown on the Customer Cost/Obligation Report.

7. Certification and Processing of Invoices Containing Overuse Charges.

a. Many contracts for terminal and ancillary equipment leased by DITCO (e.g., equipment available for lease under GSA FSS) provide for additional payments when the equipment is used in excess of a basic usage minimum covered by the monthly recurring charge. Examples of overuse are:

(1) "Extra shift" usage.

(2) Use in excess of a specified number of minutes or hours (e.g., 176 hours).

(3) Use for transmission, receipt, or duplication of copies in excess of a specified number.

b. DITCO will not pay the bills for excess usage until certification is received from the user confirming that the excess usage occurred. The notification can be submitted on DD Form 1368, on forms provided by the contractors, or by separate statement such as the following:

I certify that the equipment covered under CSA _____
was used in excess of the maximum usage permitted in the basic
monthly charges as follows: _____.

Signature and title

8. Maintenance of Service Charge.

a. When a contractor's representative visits the premises of the user in response to a call for assistance from a representative of the Government, and the reason for the trouble is external to the service provided by the contractor, the Government may be liable for some payment to the contractor. Bills for such visits are generally referred to as "maintenance of service" charges, and must be certified prior to payment. DITCO will forward such bills to the TCO for certification.

b. A responsible Government official will review the maintenance of service charge bills and verify that the trouble or outage was in the Government furnished equipment or the portion of the service provided by a different contractor. If so verified, the following statement will be placed on the bill or on a separate paper to accompany the bill and signed by that Government official:

"I certify that a representative of the company rendering this bill visited the premises of the Government user of this service on the date indicated and found that the service difficulty was external to the equipment, facilities, or services provided by the contractor."

c. Maintenance of service charge bills that have been certified will be sent to the Commander, DITCO, ATTN: RRAD, 2300 East Drive, Scott AFB IL 62225-5406, for payment. If there is disagreement with the contractor bill, it will also be returned to DITCO with a letter listing the specific reasons why the bill cannot be certified. DITCO will return uncertified bills and supporting documentation to the contractor.

CSIF CUSTOMER FINANCIAL PLAN FOR LEASED COMMUNICATIONS SERVICES						
DEPARTMENT/AGENCY						FY 19 ____
DECCO PROGRAMS AND SUBPROGRAMS	ACCOUNTING CLASSIFICATIONS	AMOUNT (IN THOUSANDS OF DOLLARS)				
		FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL FISCAL YEAR
		TOTALS				
NAME & TITLE (TYPED)		SIGNATURE				DATE

DCA FORM 557
JUN 76

FIGURE 9-1. CSIF CUSTOMER FINANCIAL PLAN FOR LEASED COMMUNICATIONS SERVICES (DISA FORM 557)

9. FTS2000 Bill.

a. The FTS2000 bill will be computed by DITCO and provided to the customer by the Customer Cost & Obligation (CC&O) report and billed via the SF 1080, Voucher for Transfers between Appropriations and/or Funds, to the end user or the end user's designated paying office. The Call Detail Record (CDR) and Report Of Service Activity (ROSA) are provided to the end user for information purposes. GSA is responsible for certification/verification of charges in accordance with the contract terms/Federal Information Resources Management Regulation (FIRMR). The CC&O report will reflect total costs for FTS2000 service, and will include the GSA and DITCO overheads.

b. The billing time line for usage sensitive charges are as follows: (1) the user receives services for a particular month. DITCO will report the usage charges in the following month's CC&O report. This report will be received by the user by the tenth workday of the second month following the month after the services were rendered. (2) The SF 1080 billing will occur approximately at the twentieth workday of that second month. (3) The billing time line for all other charges is: charges will be included in the CC&O report at the end of the month in which services were received. The customer will receive the CC&O report by the tenth workday of the following month and the SF 1080 billing will occur around the twentieth workday of the following month.

CHAPTER 10. PROGRAM DESIGNATOR CODES

1. General. Program Designator Codes (PDC) are an integral part of the basic electronic data processing (EDP) system used by DITCO in the performance of its assigned functions.

2. Purpose. The purpose of the PDC is to permit positive and rapid identification of each contract/CSA by system, network, circuit, user, or other category, and specifically relate the acquisition to the DAO or OGA that is responsible for providing reimbursement to DITCO. Accordingly, the assignment of PDCs is based on the DAO, OGA, and DISA management and administrative requirements. PDCs are one of the prime controls in the DITCO EDP reporting system.

3. Responsibility.

a. DITCO (DTC1) establishes PDCs in coordination with DISA, the DAOs and OGAs. Requests for addition or deletion of PDCs for use by DAOs and OGAs will be addressed directly to DITCO, ATTN: DTC1. These requests should be in narrative format and may be transmitted by mail or AUTODIN-e-mail message. New PDCs may not be used until DTC1 enters them into the computer file and provides authorization to the requesting TCO.

b. Requests to change individual CSA records from one existing PDC to another will also be forwarded directly to DITCO, ATTN: DTC1, by letter or AUTODIN-e-mail narrative message. These requests must identify the CSA number, old PDC and new PDC at a minimum. PDCs must be established as stated in paragraph 3a above prior to submission of these changes. PDC changes will be made effective with the billing period of the applicable contractor. Retroactive changes should be held to an absolute minimum.

c. TCOs will include PDCs in all start Telecommunications Service Requests (TSRs) for both DCS and non-DCS services to be acquired by DITCO. DITCO will furnish TCOs listings of valid PDCs upon request.

4. PDC Citation. In those cases where TCOs cite the PDC of another DAO or OGA, approval of the affected DAO or OGA will be furnished in item 510 of the TSR and an information copy of the TSR will be sent to the funding agency. Because the PDC is used to identify the agency responsible for reimbursing DITCO for leased service cost, TCOs which cite a PDC of a different DAO or OGA without prior approval are responsible to provide a valid PDC in the event the other DAO or OGA nonconcur.

CHAPTER 11. MANAGEMENT REPORTS

1. General. The DITCO information management system generates recurring and special one-time computer reports required by DITCO, Headquarters, DISA, and the DAOs and OGAs served by DITCO. Requests to establish, discontinue, or revise computer-produced reports for use external to DITCO will be forwarded to the Commander, DITCO, ATTN: DT3, 2300 East Drive, Scott AFB, IL 62225-5406.

2. Reports. Based on approved requests, DITCO will establish the distribution and frequency of reports in coordination with the DAOs and OGAs. All activities receiving reports are requested to establish an annual, or more frequent, review cycle to determine whether all reports produced by DITCO are required; whether the number of copies can be reduced; and whether the interval between reports can be extended, etc. Activities should forward the results of their annual review to the Commander, DITCO, ATTN: DT3, 2300 East Drive, Scott AFB, IL 62225-5406.

FTS2000 Reports. The FTS2000 user may receive five different reports from either DITCO or the FTS2000 contractor. Three of the five reports are DITCO-generated and produced: The Customer Cost & Obligation (CC&O) report, RCS: DCA(M)620-15; the Inventory Of Services (IOS), RCS: DITCO(D)524-09A; and the information copy of the Voucher for Transfers Between Appropriations and/or Funds (SF 1080). The vendor provides a Call Detail Record (CDR) and a Report Of Service Activity (ROSA). These reports are applicable to all customers and the FTS2000 contractor.

(1) The CC&O report identifies charges by Communication Service Authorization (CSA) number for current monthly, cumulative fiscal year to date, projected fiscal year, and projected budget year. This report is generated after each month's end. The DITCO Budget & Financial Analysis Division (DTC1) is the responsible office for the CC&O report. The report is forwarded to each user field activity through DITCO/DT3 Production Control.

(2) The IOS is initially provided to the user after a CSA is established. Additional IOSs are generated when there is a change in activity to an established CSA. The IOSs are generated by the DITCO/DT3 Directorate.

(3) The SF 1080 is generated by the Defense Finance and Accounting Service (DFAS) Defense Accounting Office (DAO) supporting DITCO. This document will cross-disburse those users' funds. An informational copy is provided to the paying office immediately upon execution; the original is routed through the "by-others/for-others" system.

(4) The CDR will be provided monthly by the FTS2000 contractor. The CDR reflects usage by the type of service provided. It includes data elements such as the FTS2000 network main-listed originating telephone number, the called number, the call minutes, and the raw rate for each call. The

distribution of this report by the contractor is dependent upon the billing hierarchy developed by the user activity and the vendor and assigned to each service order.

(5) The ROSA is also contractor-generated. It indicates the activity for each CSA by originating service delivery point. This report is also distributed monthly per the assigned billing hierarchy. The report identifies service activity for dedicated services.

The contractor requires a billing hierarchy be established for CDR and ROSA distribution. This hierarchy allows for the level of reporting detail required by each user. Reference DISAC 310-130-1, Chapter 3, paragraph 5a, Telecommunications Service Request (TSR) Item #420.

CHAPTER 12. COMMUNICATIONS SERVICE AUTHORIZATION

1. Description and Use.

a. Communication Service Authorization (CSA). The Communication Service Authorization (DD Form 428) or any teletype message, letter, notice of award, or verbal order incorporating all the essential elements of the DD Form 428, in accordance with the basic agreement or special contract, constitutes the formal Order for providing communication services.

b. Allied Long Lines Agency Forms. Orders for services within DCS Geographical Areas 3, 4, 5, and 6 are normally processed through the use of ALLA forms or message equivalents as prescribed by the ALLA Compendium. These forms or messages are either signed or authenticated by a CO and contain all of the essential elements of the CSA. EDP CSAs are generated for each of the services ordered by ALLA forms or message equivalents and are distributed to all of the agencies specified in paragraph 4, with the exception of the foreign contractors.

c. Inventory of Service (IOS). Formerly called the Electronic Data Processed CSA (EDP CSA), this document is generated from DITCO's computer master files and provides a record of services ordered against a CSA issued to a commercial company. In itself, the IOS is not a CSA, for it is not used to order service. Except for some large internal accounts where computer records are maintained in summary format, the IOS itemizes each element of the total service contracted for under an existing CSA. To provide DAOs and OGAs complete visibility of these service elements, DITCO includes on the IOS a narrative description for each Uniform Service Ordering Code (USOC) or other vendor code, e.g., Pricing Element Code (PEC), associated with the total service. In the case of internal accounts maintained in summary record format, DITCO will provide, upon TCO request, a Service Charge Detail listing all installed equipment. TCOs are responsible for notifying DITCO within 30 days of any deviation between what is actually installed and what is listed on an inventory of Service or Service Charge Detail. Instructions on how to read the Inventory of Service are contained in a DITCO brochure entitled "How to Read an EDP IOS." Copies of this brochure may be obtained from DITCO, Code DT3.

2. Manually Produced Special Action CSAs.

a. Generally, one-time payments; e.g., termination, cancellation, aid-to-construction, and expediting charges, are billed against manually produced special action CSAs, DD Form 428.

b. The following types of manually produced special action CSAs are used by DITCO:

(1) Engineering CSAs. Authorize a contractor to prepare and submit cost proposals to provide leased communication facilities or services. Engineering CSAs are numbered in the 60000-69999 series.

(2) Preliminary CSAs. Authorize a contractor to provide leased facilities and services. They are issued prior to the service date and are based on the condition that if all or a part of the facilities or services so ordered require special construction, detailed construction proposals must be submitted for approval. No obligation will accrue to the Government until any such proposal is authorized, except in the event of cancellation of the requirement prior to the receipt of a proposal. The preliminary CSAs are normally used to authorize the contractor to proceed where long lead time items are involved or when a large facility or sophisticated system is planned. They may also be used to authorize short lead time facilities, networks, or systems which cannot be defined in detail at the time the order is placed. Preliminary CSAs are numbered in the 60000-69999 series.

(3) Expediting CSAs. Authorize expediting charges (overtime, holiday, special shipment required to meet a service date. These CSAs are issued only with the specific approval of the requiring TCOs. Expediting CSAs are numbered in the 60000-69999 series.

(4) Miscellaneous One-time Charge CSAs. Authorize large moves and relocations of facilities and services which cannot be adequately covered by supplements to detailed service CSAs. Miscellaneous CSAs are numbered in the 60000-69999 series.

(5) Construction CSAs. Authorize the contractor to proceed with the special construction necessary to provide the facilities and services requested by inquiries, preliminary CSAs, or RFPs. They normally consist of detailed construction proposals prepared and submitted by the contractors which become part of the CSAs and establish the charges and contingent liabilities associated with the special construction. The typical construction CSA file also contains an EDP CSA used primarily to account for the use, reuse, and minimum service charges on channels involved in the special construction. Construction CSAs are numbered in the 80000-89999 series.

3. Manually Produced Maximum Limits (ML) CSAs. Maximum Limits CSAs are issued to enable designated local authorities to order minor moves and changes to installed services and facilities. Contractual restrictions (including monetary limitations) are established by DITCO, in coordination with the TCOs; these restrictions are contained in each ML CSA issued. The two common types of ML CSAs issued by DITCO are:

a. Facility Maximum Limits CSA. This ML CSA issued to cover connections, disconnections, or other minor rearrangements of station and miscellaneous equipment associated with switchboards, consoles, and other internal switching systems. A separate CSA is issued against each such system containing the monetary ceilings as validated by the TCO. Where CCWOs are issued against facility ML CSAs, the issuing authority is responsible for maintaining up-to-date inventories of services provided and for not exceeding the limitations contained in the ML CSA. This record is necessary to enable

DITCO or the appropriate TCO authorities to conduct periodic inventories of services and facilities furnished by contractors under facility ML CSAs. Facility ML CSA supplements will be issued whenever practical to avoid the requirement to validate moves and minor rearrangements within specified limits to DITCO. The procedure for using this CSA is contained in chapter 4, and a sample CSA is illustrated in figure 4-1.

b. Private Line Service Maximum Limits CSA. This ML CSA has been issued to contractors from whom DITCO leases private line services to cover local moves and minor rearrangements to private line services and associated terminal equipment. The procedure for using this CSA is contained in chapter 4. The CSA is illustrated in figure 4-2.

4. Distribution. The normal distribution to DITCO CSAs is as follows:

- a. One copy is retained in the DITCO CO's file.
- b. One copy is provided to the TCO that controls the Program Designator Code cited in the CSA. Additional copies of CSAs may be reproduced by the TCOs as required.
- c. One copy is sent to the contractor.

CHAPTER 13. SECURITY

1. General. Except in rare instances, the information exchanged between DITCO and industry pertaining to the acquisition of communications services is unclassified. For reasons of economy and security, no classified information is contained in the DITCO computer.

2. Classification of Contract Documents and Records.

a. Every effort should be made to submit unclassified TSRs and TSOs to DITCO. When the TSR or TSO must be classified, each paragraph and subparagraph will be preceded by a marking that shows the classification, if any, of the information contained therein, or shows that it is unclassified. Activities submitting TSRs or TSOs to DITCO should attempt to exclude classified information, such as the purpose of the services, from the TSR or TSO. If classified information must be included in the TSO/TSR, it should be excluded from the portion of the TSR/TSO that will have to be furnished to the contractor or included in the CSA. When the geographic location of the terminals, or the identity of the user or operating entity must be classified, DITCO will coordinate with the requesting activity and the contractor to establish a suitable masking or site coding system.

b. All inquiries, Orders, CSAs, bills, and associated accounting records required by DITCO and the contractors will normally be unclassified. If special circumstances warrant classification of such documents, special arrangements will be made between DITCO and the contractors.

3. Industrial Security.

a. Classified information placed in the hands of industry must be protected as prescribed in DOD 5220.22-R, Industrial Security Program Regulation and DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information.

b. TCOs initiating communications requirements which require contractor access to classified information will be responsible for forwarding a completed DD Form 254, Contract Security Classification Specification, to DITCO. A separate DD Form 254 is required for each communications requirement, except for requirements which are to be acquired as a part of a System from a contractor holding a current and applicable DD Form 254.

c. The DITCO CO approves the DD Form 254 and, at contract award the DITCO Security Officer makes the required distribution. The security requirements contained in the DD Form 254 must be reviewed at least every two years except when the security requirements are for contractor access to classified information in a government controlled area. The DITCO Security Officer will request that the program/project manager identified on the DD Form 254 conduct this review and when required, submit a revised DD Form 254 to DITCO for approval.

Acquisition Support (DT41)

MEMORANDUM FOR DISTRIBUTION

SUBJECT: DISA DITCO Circular 350-135-1, Commercial Communications,
Defense Commercial Communications Acquisition Procedures

1. The Defense Information Technology Contracting Office (DITCO) recently assumed, from the Defense Information Systems Agency (DISA), responsibility for DISA Circular 350-135-1, 17 May 1984. Accordingly, this publication has been reprinted, including incorporation of changes 1 through 6, and redesignated DISA DITCO Circular 350-135-1, 1 February 1993 (Enclosure 1).

2. We will use DISA's distribution list as a baseline for developing a DITCO special distribution list for this Circular. We ask that you assist us in this endeavor by filling out and returning to DITCO/DT41 the bottom of this document if there are any name and/or address changes within your organization or if you no longer have a requirement for this Circular.

3. For additional information, please contact Ms. Beverley A. Erwin, at DSN 576-9135 or 618-256-9135.

1 Enclosure a/s

EDWARD T. DILLON
Deputy Director
Plans and Procedures Directorate

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