

Attachment
DLA Competitive Sourcing LoO Change Request Form

12/11/2007

Requiring Activity		Directions: Complete this form to identify all changes incurred within the performance period of the Letter of Obligation (LoO). This form will be submitted with appropriate backup documentation IAW the approved Requiring Activity's LoO Change Request Plan. Annotate references to backup documentation in the form for additional details.			
Letter of Obligation*					
Performance Period					
Change Request Type (i.e., mission, workload, etc.)	LoO Section	Brief Description of Change Request to the LoO**	Change Cost \$ 000***	Risk & Cost Impact to Customer / Services if Performance Criteria is not revised	One Time Change?
1.					
2.					
3.					
Change Request Submitted By:					
Name:				Comments:	
Organization:					
		<i>Signature</i>	<i>Date</i>		
Contracting Officer's Representative Review					
Name:				<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur Comments:	
		<i>Signature</i>	<i>Date</i>		
RA Senior Official**** Review (Change > \$1M)					
Name:				<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur Comments:	
Title:					
		<i>Signature</i>	<i>Date</i>		
Approval Authority					
Administrative Contracting Officer (Change ≤ \$1M)				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Other:	
Name:					
		<i>Signature</i>	<i>Date</i>		
Chief of the Contracting Office (\$1M < Change ≤ \$10M)				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Other:	
Name:					
		<i>Signature</i>	<i>Date</i>		
Head of Contracting Activity (Change > \$10M)				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Other:	
Name:					
		<i>Signature</i>	<i>Date</i>		
<i>Provide Copy to J-75, Competitive Sourcing Division</i>					
Notes:					
* Use the DCAMIS Initiative Number to identify the LoO					
** The exact "from/to" language and/or data to be changed in the LoO must be attached.					
*** Each change request must have cost details on COMPARE adjustments to Lines 1 thru 6 on the Standard Competition Form across performance periods attached.					
**** Senior Official – RA Commander/Director/Senior Executive					