



**DEFENSE LOGISTICS AGENCY  
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PROCLTR 2018-

**MEMORANDUM FOR PROCLTR DISTRIBUTION LIST**

**SUBJECT: Contract Modifications Affecting Future Delivery Orders Against a Long-Term Contract (LTC) or Basic Ordering Agreement (BOA)**

This exhortatory procurement letter (PROCLTR) is issued to remind contracting officers to modify the basic long-term contract (LTC) or basic ordering agreement (BOA) in addition to the individual delivery order when making any administrative change that impacts more than the individual delivery order.

The Defense Contract Management Agency (DCMA) has identified an issue regarding DLA responses to contract discrepancy reports (CDRs) that require modification of a delivery order to correct the DCMA administration office. In many cases, DLA contracting officers are modifying the specific delivery order cited in the CDR without modifying the basic LTC or BOA. As a result, future delivery orders against the same basic contract continue to identify the incorrect DCMA administration office. Each time this happens, DCMA has to generate another CDR, and DLA has to take corrective action again. To prevent this, contracting officers must modify the basic LTC or BOA at the same time they modify an individual delivery order, so the updated information will appear on all future delivery orders.

The DLA Acquisition Compliance, Policy and Pricing Division, J72, point of contact for Part 43 is Stanford Williams, (571) 767-6589, DSN (392) 767-6589, or email: [stanford.williams@dla.mil](mailto:stanford.williams@dla.mil).

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