5617.7404-1 Authorization.

(Revised November 2018)

(a) At a minimum, when submitting a Undefinitized Contract Action (UCA) request to the Directorate of Procurement, the cognizant Requiring Activity Official will provide:

(1) An Independent Government Cost Estimate;

(2) A detailed statement of objectives/statement of work delineating the program requirement, quantities, item(s) description, and delivery schedule and/or other documentation requirement by the Contracting Officer.

(3) Certified Funding

(b) The Requiring Activity, in coordination with the Contracting Officer shall prepare the Determination and Finding and obtain the HCA's approval prior to issuing a UCA. The DoD UCA Template is included in DFARS PGI 217.7404-1(2) . When submitting a UCA for review, a draft of the letter contract must be provided.

(c) Any changes to the original UCA requirements, quantities, or estimated cost must be submitted by the requiring activity and approved by the HCA as amended verbiage to the UCA D&F. The appropriate NTE changes should be included in the amended D&F.

(d) See the DCG for the responsibilities for recording and tracking UCAs.

Parent topic: 5617.7404 Limitations.