

DARS APPENDIX A -- LIST OF DISA ACQUISITION DESKBOOKS, TEMPLATES, SAMPLES, AND GUIDES

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The list of DISA Acquisition Deskbooks, DISA Contracting and Acquisition Templates, Samples, and Guides can be found at <http://www.ditco.disa.mil/hq/aqinfo.asp>.

- **[DISA Acquisition Deskbooks: https://www.ditco.disa.mil/hq/deskbooks.asp](https://www.ditco.disa.mil/hq/deskbooks.asp)**

1. Contracting Officer's Representative (COR)
2. Contractor Performance Assessment Reporting System (CPARS)
3. Commercial Purchase Card Program
4. Independent Government Cost Estimate (IGCE)
5. Promoting Small Business Guide
6. DISA Industrial Security Program Contract Security Classification DD Form 254 Instruction Guide
7. IQO Acquisition Deskbook
8. PS/RM Standard Operating Procedure (SOP): Return of Incorrectly Routed Military Interdepartmental Purchase Requests (MIPR) Processed through Knowledge Tree
9. Controlled Unclassified Information Security Protection - Cyber and Cloud

- **[DISA Contracting and Acquisition Templates, Samples, and Guides: https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=contracting_templates](https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=contracting_templates)**

1. Acquisition Plan (AP) Procedures and Templates
2. Approval Authority (AA) Review and Approval Template

3. Approval Authority Appointment

[4. Competitive Range Memos and Memo to Narrow Number of Quotes Being Considered](#)

[Templates](#)

5. Contract Business Analysis Repository (CBAR)

6. Contract File Checklists

7. Contracting Officer Appointment Procedures, Application and Study Guides

8. Contracting Officer Surveillance of COR/COR File Inspection Checklist

9. Delivery Ticket Invoicing (DTI) Procedures

10. Determination and Findings (D&F) (and Other Determinations) Templates

11. DITCO Corporate Library (incl. Standard Publications/Standard Operating Procedures, CSS/TSI/EDMS Guides/Closeout Procedures, etc.)

12. Government Property - Electronic Products List (EPL)(Template Required)

13. Interagency Acquisition Guide

14. J&A Templates

15. KO Organizational Conflict of Interest (OCI) Memo for Record (MFR) Template

16. Market Research Report, Sources Sought Announcement and Request for Information (Template Required for Market Research Reports)

17. Non-Disclosure Agreements (NDA) for Contractor

18. Ordering Procedures for External Agencies Paragraph (g)

19. Peer Review Memorandums Templates

20. Price Negotiation Memorandum (PNM) Templates

21. Product Loan Agreement

22. Ratification Templates

2. Review and Approval Thresholds Matrix

23. Scope Determination Guide

24. Small Business Guides and Templates

25. Source Selection Authority (SSA)/Approving Authority (AA) Delegation Briefing and Letters

26. SPE Bridge Briefing Template

27. UCA/UCO Templates

- **[DISA Source Selection Procedures, Guides, Templates, Samples and Training Materials:](https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=disa_source_selection_procedures_guides_templates_samples_and_training_materials)**
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