

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

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> and in the DARS PGI.

- **DISA Acquisition Deskbooks:** <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. Contracting Officer Appointment Procedures, Application and Study Guides
2. Contracting Officer Surveillance of COR/COR File Inspection Checklist
3. Delivery Ticket Invoicing (DTI) Procedures
4. DITCO Corporate Library (incl. Standard Publications/Standard Operating Procedures, CSS/TSI/EDMS Guides/Closeout Procedures, DARS PGI etc.)
5. Government Property - Electronic Products List (EPL)(Template Required) (this one is on the IT requirements page)
6. Interagency Acquisition Guide
7. Non-Disclosure Agreements (NDA) for Contractor
8. Ordering Procedures for External Agencies Paragraph (g)
9. Ratification Templates
10. Review and Approval Thresholds Matrix
11. UCA/UCO Templates

• [\*\*DARS Procedures, Guidance, and Information \(PGI\) on the DITCO Reference Corporate Library page:\*\*](#)

<https://disa.deps.mil/org/PL2/Pages/DITCORefs.aspx?RootFolder=%2For%2FPL2%2FOther%2FPROCEDURES%20GUIDES%20AND%20INSTRUCTIONS%20%28PGI%29&FolderCTID=0x012000175D246D4A108E42B091C3F17BE4BDFE&View=%7B998EB6D7%2DDD02%2D4224%2D9626%2D13F9934F7F4C%7D>

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

8. J&A Templates

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

10. Market Research Report, Sources Sought Announcement and Request for Information

(Template Required for Market Research Reports)

11. Peer Review Memorandums Templates

12. Price Negotiation Memorandum (PNM) Templates

13. Product Loan Agreement

14. Scope Determination Guide

15. Small Business Guides and Templates

16. SPE Bridge Briefing Template

- **[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)**  
**[https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=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)**