

Attachment
DLA Competitive Sourcing LoO Change Request Form

12/11/2007

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|--|--------------------|--|--|---|-------------------------|---|--|--|--|--|--|---|--|--|--|--|--|----------------------|------------------|-------------|--|--|--|--|------------------|-------------|--|--|--|
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Organization: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p><i>Provide Copy to J-75, Competitive Sourcing Division</i></p> <p>Notes:</p> <p>* Use the DCAMIS Initiative Number to identify the LoO</p> <p>** The exact "from/to" language and/or data to be changed in the LoO must be attached.</p> <p>*** Each change request must have cost details on COMPARE adjustments to Lines 1 thru 6 on the Standard Competition Form across performance periods attached.</p> <p>**** Senior Official – RA Commander/Director/Senior Executive</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |