

Subpart 5617.74 - UNDEFINITIZED CONTRACT ACTIONS

Parent topic: [Part 5617 - SPECIAL CONTRACTING METHODS](#)

5617.7404 Limitations.

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.

5617.7404-3 Definitization Schedule.

(a)

- (3) A request to exceed the limitations of the definitization schedule of an UCA beyond the dates established in [DFARS 217.7404-3\(a\)](#) shall be submitted for approval to the HCA.
- (4) The request shall include a statement detailing the actions taken to enforce the milestone schedule. If applicable, provide a detailed explanation of any government caused delay or any government action resulting in a substantial contribution to the delay.

HQ, United States Special Operations Command

Special Operations Forces Acquisition, Technology, and Logistics (SOF AT&L-K)

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