



July 6, 2023

CAAC Letter 2023-03

MEMORANDUM FOR CIVILIAN AGENCIES

FROM: WILLIAM CLARK  
CHAIR  
CIVILIAN AGENCY ACQUISITION COUNCIL (CAAC)

SUBJECT: PREPARATION OF BUSINESS CASE FOR FEDERAL ACQUISITION  
REGULATION (FAR) REVISIONS

This CAAC letter provides a standardized format to be used by agencies for the preparation of a business case to recommend a revision to the FAR, and replaces CAAC letter 92-02, Preparation of Proposed FAR Changes, issued April 9, 1992.

Agencies shall consider preparing a business case to recommend a revision to the FAR when an agency identifies a policy issue likely to affect acquisitions across the government. Should an agency determine that FAR coverage of a particular matter is warranted, the business case may be prepared by the agency and submitted by the agency CAAC representative via email to the CAAC Chair and Deputy.

At a minimum, a business case including the following information shall be provided by the agency requesting a revision to the FAR:

**REQUESTING AGENCY INFORMATION:** Information for the agency primary point of contact for the request (i.e., name, title, email, phone number)

**PROBLEM:** Succinctly state the basis for the business case including identifying the problem created by the current FAR coverage or lack of coverage and provide the reasons necessitating the change.

**RECOMMENDATION:** Identify the recommended action to be taken. This will require providing the recommended revision to the existing FAR coverage. All recommendations should identify additions using bolded bracketed language (e.g., **[new language]**), and should identify deletions using strikethroughs (e.g., ~~deleted language~~). A copy of the recommended changes shall be provided as an attachment to the business case.



**DISCUSSION:** Provide a discussion for why the change is necessary and how the recommended revision will solve the problem. Pertinent information may include the following depending on the complexity of the proposed revision:

- How the Government and/or industry are harmed by the problem (e.g., administrative burden, overly complex procedures, etc.),
- Legal authorities involved (e.g., identify any relevant statutes, executive orders, regulations, guidance, or other legal authorities, and discuss how they affect this recommendation),
- Advantages and disadvantages of the proposed revision,
- Expected impact of the proposed revision (e.g., anticipated costs, benefits) on the government and/or contractors,
- Address how compliance with the Regulatory Flexibility Act and Paperwork Reduction Act will be impacted by the proposed revision (e.g., impact on small entities or information collection requirements), and
- Any other background information that would be helpful in explaining the problem (e.g., explanation of urgency or timeframe for the proposed revision).

If you have any questions or require additional information about this letter, please submit an email to [FARPolicy@gsa.gov](mailto:FARPolicy@gsa.gov).