



General Services Administration  
Office of Acquisition Policy  
Washington, DC 20405

April 9, 1992

CIVILIAN AGENCY ACQUISITION COUNCIL LETTER NO. 92-2

TO: Civilian Agencies, other than NASA

SUBJECT: Preparation of Proposed FAR Changes

This CAAC Letter provides a standardized format for the preparation of proposals to revise the FAR.

By memorandum entitled FAR System Maintenance and Use of Provisional Agency Rules, the Deputy Administrator and Acting Administrator of the Office of Federal Procurement Policy stated that "agencies must pursue FAR coverage whenever an agency regulation addresses issues likely to arise in the acquisitions of other agencies."

Should an agency determine that FAR coverage of a particular matter is warranted, the proposal for the FAR revision should be prepared in the following standardized format:

PROBLEM: A one or two sentence description of the basis for the case.

RECOMMENDATION: Identify the recommended action to be taken. Normally, revised FAR coverage is provided as an attachment.

DISCUSSION: Provide a discussion of the background of the case and the bases for the recommendation. In order to properly consider proposed FAR changes, the CAAC must be provided information substantiating the need for the revisions. The detailed discussion must include a description of the problem and how the Federal Government is harmed by the problem (i.e., administrative burden, overly complex procedures, etc.). The requestor must also provide rationale why the recommended solution is the best alternative. This is especially important when the recommended solution will create a significant cost or administrative burden on the government and/or contractors.

Attachments to the case should include the following:

RECOMMENDED FAR REVISIONS: Existing FAR coverage should be used as a base. Line out deleted coverage. New coverage should be inserted using brackets, i.e., ~~old regulation~~ [proposed new coverage].

continued



FEDERAL REGISTER INFORMATION: Include a summary of the revision, whether the revision is recommended as a proposed or final rule, and statements as to the applicability of the Regulatory Flexibility and Paperwork Reduction Acts.

COPIES OF BACKGROUND MATERIAL NECESSARY FOR CONSIDERATION OF THE CASE.

Proposed FAR revisions may be mailed to the FAR Secretariat, GSA, 18th and F Streets NW, Washington, DC 20405.



ALBERT A. VICCHIOLLA

CHAIRMAN

CIVILIAN AGENCY ACQUISITION COUNCIL