



## DEFENSE INFORMATION SYSTEMS AGENCY

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FORT MEADE, MARYLAND 20755-0549

DISA INSTRUCTION 260-5-1\*

OCT 31 2012

### GENERAL

#### *Acquisition Regulations*

1. **Purpose.** This Instruction provides general information and assigns responsibility for *acquisition regulations*.
2. **Applicability.** This Instruction applies to DISA.
3. **Authority.** This Instruction is published in accordance with Federal Acquisition Regulation (FAR) Subpart 1.3 and Defense Federal Acquisition Regulation Supplement (DFARS) 201.304.
4. **Scope.** This Instruction applies to *acquisition regulations issued* by the Director for Procurement (PLD) to *establish procurement policies and procedures to implement or supplement the FAR or DFARS. This Instruction does not apply to the broader acquisition policy covered by the DoD Instruction 5000 series nor* internal procedures developed by individual contracting offices to control and manage functions within their respective offices.
5. **Background.**
  - 5.1 The Under Secretary of Defense (Acquisition, Technology, and Logistics) Director of Defense Procurement and Acquisition Policy (USD(AT&L)DPAP) is responsible for the DFARS and for the control, development, implementation, and *dissemination of procurement policies and procedures*.
  - 5.2 Under the authority of FAR Subpart 1.3 and DFARS 201.304, the Director, DISA, as the Agency Head (DFARS 202.101), *has authority to issue acquisition regulations to implement or supplement the FAR or DFARS. The Director, DISA, has delegated this responsibility to the Head of the Contracting Activity-- the Director for Procurement (PLD).*

6. **General.** *The DISA Acquisition Regulations Supplement (DARS), DISA Acquisition Circulars (DISA ACs), and DISA Acquisition Deskbooks contain policies and procedures for acquisition for the Agency. These documents supplement the FAR and DFARS; implement procurement-related DoD Directives, Regulations, and Instructions; and address Agency acquisition policy and procedural issues.*

6.1 The DARS and DISA ACs have the same force and effect as a DISA Instruction, Circular, or Notice. The DARS provides *procurement*-related policy in the FAR and DFARS format. Changes to the DARS will be issued by a DISA AC. Each DISA AC will be numbered with the fiscal year of publication of the DARS and the next Arabic sequential number (e.g., DISA AC 12-01 will be the first DISA AC; DISA AC 12-02 will be the second; etc.). The fiscal year will remain the same for each DISA AC issued until the DARS is superseded by a new edition.

6.2 The DISA Acquisition Deskbooks provide detailed procurement-related guidance that impacts the Agency and are presented in a logical sequence that follow the process or procedure being described.

7. **Responsibilities of the Director for Procurement (PLD).**  
The Director, PLD, will:

7.1 Control and manage the *issuance of the* DARS, DISA ACs, and DISA Acquisition Deskbooks.

7.2 Develop, coordinate, and issue *procurement policies and procedures for the control and proliferation of Agency acquisition policies and procedures. (The policies and procedures should be workable, effective, and consistent with the FAR and DFARS and not duplicative of such regulations.)*

7.3 Review, analyze, coordinate, and *submit* individual FAR and DFARS deviations *to USD(AT&L)DPAP for approval.*

7.4 Review, evaluate, and staff requests for FAR and DFARS class deviations *to USD(AT&L)DPAP for approval.*

7.5 Establish and maintain a clause control program, including nonstandard provisions and clauses requiring approval by the USD(AT&L)DPAP.

7.6 Ensure appropriate distribution and availability of the DARS, DISA ACs, and DISA Acquisition Deskbooks, including posting of such documents on the DISA PLD Web site, in accordance with applicable Agency policies and procedures.

FOR THE DIRECTOR:



FREDERICK A. HENRY  
Brigadier General, USA  
Chief of Staff

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\*This Instruction cancels DISAI 260-5-1, 1 September 2005.  
OPR: PLD  
DISTRIBUTION: P