



1. PURPOSE

The purpose of this document is to provide the policy and guidance for the preparation and issuance of Technical Direction Letters (TDLs) for the SPAWAR claimancy.

A TDL is a written document issued to the contractor that clarifies, defines, or provides technical instructions within the statement of work. Examples include clarifications, time/place of performance, and order of preference in performing tasks within the scope of the contract's statement of work (SOW).

Related guidance is available under CMPG [5.2.3.3.1 Technical Direction Letters \(TDLs\)](#).

2. POLICY

It is the policy of the SPAWAR Claimancy to issue Technical Direction Letters (TDLs) that provide specific information relating to the tasks contained in the Statement of Work, when necessary. It should be noted that TDLs should be used only in accordance with the terms and conditions of the contract.

2.1 What does a TDL include?

- A. TDL shall include, but is not limited to the following:
 1. Date of issuance of Technical Direction
 2. Applicable contract number
 3. Technical direction identification number
 4. Technical direction description
 5. Estimated cost
 6. Estimated level of effort by labor category
 7. Signature of the PCO/COR

2.2 Who has the authority to issue a TDL?

- A. The COR prepares the TDL in writing, the negotiator reviews it, and the contracting officer signs it or the COR may sign it if such authority has been delegated to the COR.

2.3 When is it/is it not appropriate to issue a TDL?

- A. Generally, a TDL is issued to provide technical direction not contained in the SOW in order to complete a given task.
 1. A TDL should be issued for new work, and will **not** be used as a substitute for a task/delivery order, or for a modification to the scope of work.
 2. A TDL should be issued for additional/changed work, for which additional funding may be required.
 3. If there is any conflict between the TDL and the contract, the contract shall take precedence.

3. RESPONSIBILITIES

3.1 The Procurement Contracting Officer (PCO)

- A. Ultimately responsible for the content of the TDL, but may delegate approval authority to the COR.
- B. Ensuring that [SPAWAR Clause 5252.242-9202, Technical Direction \(Cost Type Contracts\)](#), is included in the solicitation and contract.

3.2 The Contracting Officers Representative (COR) is responsible for:

- A. Writing the TDL.
- B. Assigning a technical direction identification number (e.g., TDL 01).
- C. Forwarding (electronically if possible) to the contract negotiator.



TECHNICAL DIRECTION LETTERS UNDER COST PLUS FIXED FEE CONTRACTS

June 2016

3.3 The Contract Negotiator shall:

- A. Review the TDL to determine if the proposed technical direction is within the scope of the (SOW) and is not in conflict with the terms and conditions of the of the basic contract.
- B. Prepare the TDL on official command letterhead for the contracting officer's signature or the COR for signature if such authority has been delegated.
 1. Where the COR has not been delegated such authority, the Contract Negotiator shall prepare the TDL or the TD (Task Description Form) and issue it to the contractor.

4. PROCEDURE

4.1 General Procedures

- A. Funds can be placed on contract via modification at any time of the contract performance period.
- B. Program manager (PM)/Technical Code (TC) will define a need.
- C. PM/TC will draft a TDL.
- D. PCO will review/approve TDL.
- E. Should a modification be issued to add funds to the contract, the TDL can be revised to reflect the increase in funding.
- F. All TDLs and TDL revisions shall be issued in writing. However, oral technical directions may be given by the COR only in emergency circumstances, and shall be reflected in writing by the COR within two (2) working days of their issuance.
- G. A copy of the original letter shall be filed in the official contract file.

5. APPROVALS

5.1 PCO

- A. The PCO is responsible for the review and approval of the TDL, but may delegate the authority for such review and approval to the COR.

6. TOOLBOX

6.1 SPAWAR

- A.  [TDL SAMPLE MEMO \(HQ\)](#)

7. CHANGE HISTORY

Date	Description of Changes
June 2016	Revised to new SCPPM format and links updated.
February 2012	Last version created in old format

Updated material is highlighted by *purple text* and an Alert/New  icon.