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5817.7405 Plans and Reports

(S-90) *Processing*. The PS2 Contract Policy & Operations Division will track the processing of UCAs from providing a UCA Tracking Number to reviewing the final negotiated agreement, at all dollar values. UCAs valued at greater than \$5M will be reported to the Director, Defense Pricing and Contracting (see [DFARS 217.7405](#) & [DFARS PGI 217.7405](#)) in accordance with the DISA Consolidated UCA Management Plan. Contract data shall be maintained in the format required by the spreadsheet referenced in [DFARS PGI 217.7405\(2\)\(ii\)](#). PS2 will track approval of the UCA by the HCA, and upon approval, retain a copy of the approved UCA Request for Approval and the UCA D&Fs to complete the bi-annual report.

(S-91) *Review*. The contracting officer shall obtain a review of the proposed profit/fee from [PS842, Cost and Pricing Branch](#). A UCA Tracking Number shall be obtained from [PS21, Contract Policy Branch](#). A compliance review of the final negotiated agreement shall be obtained from the [PS22, Contract Operations Branch](#) prior to definitization.

(S-92) *Management Plan (D&F)*. All UCAs are required to adhere to the 'Consolidated UCA Management Plan' required by DFARS PGI 217.7405(2)(i). Before entering into any UCA, Contracting Officers shall obtain HCA approval (see DARS 5817.7404-1). Prior to definitization, Contracting Officers shall satisfy the requirements of the UCA Management Plan by executing a D&F for HCA approval, (which shall be maintained in the contract file. The D&F template is located in DARS PGI 5817.7405(S-91).

Parent topic: [SUBPART 5817.74 - UNDEFINITIZED CONTRACT ACTIONS](#)