



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY 5-33
REFER TO PROCLTR 01-18

NOV 26 2001

MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Revision to Defense Logistics Acquisition Directive (DLAD) Subpart **3.8**,
Limitation on the Payment of Funds to Influence Federal Transactions

This PROCLTR revises DLAD Subpart **3.8**, paragraph **3.804(b)**, Policy. This change streamlines the submission process for reporting contractor disclosures furnished to the contracting officer pursuant to FAR clause **52.203-12**. The revision eliminates the requirement for negative reports as well as semi-annual reporting. Contracting officers shall forward copies of contractor disclosure forms, upon receipt, to J-336.

A new paragraph, **3.806**, designates the office of counsel as the official responsible for processing suspected violations of 31 U.S.C. § **1352**, Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions. The office of counsel will make the referral to the Defense Criminal Investigative Service, as appropriate.

This PROCLTR is effective immediately, and expires upon incorporation into the DLAD. The point of contact for this PROCLTR is Ms. Nancy Heimbaugh, **5-336**, who can be reached at **(703) 767-3755** (DSN **427**), or via e-mail at nancy_heimbaugh@hq.dla.mil.

CLAUDIA S. KNOTT
Executive Director
Logistics Policy and Acquisition Management

Attachment



PART 3

IMPROPER BUSINESS PRACTICES AND PERSONAL CONFLICTS OF INTEREST

Subpart 3.8 - LIMITATION ON THE PAYMENT OF FUNDS TO INFLUENCE FEDERAL
TRANSACTIONS

3.804 Policy.

(b) Reporting. Upon receipt of contractor disclosures, forward copies of ~~OMB~~ standard form LLL, Disclosure of Lobbying Activities, to 5-336.

3.806 Processing Suspected Violations.

Suspected violations of the requirements of the Act shall be referred to the local office of counsel.
