



**DEFENSE LOGISTICS AGENCY
AVIATION
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1 APR 02 2019

MEMORANDUM FOR RECORD

SUBJECT: Requirement for Use of Post Award Request System (PARS)

Effective immediately, all post award requests must be submitted via the Post Award Request System (PARS). PARS is an electronic tool in Supplier Relationship Management (SRM) used to initiate and track post-award actions. A Post Award Request (PAR) may include requests for additional information, approval, or modification to an existing Purchase Order (PO), Delivery Order (DO), and/or Contract.

Historically, requests for post award status or action were submitted via untraceable means (i.e., email, phone, fax, etc.). All previous methods are no longer acceptable. The processing and tracking of all post-award actions must be completed via PARS in order to allow enhanced communication, tracking, and analysis of workloads within post award functional areas.

Thank you for your support. For any questions or concerns regarding this memo, please contact your Contract Administrator.

A handwritten signature in blue ink, reading "Charles M. Lilli".

C. M. LILLI
Deputy Commander