



**DHRA ENTERPRISE OPERATIONS CENTER  
DEFENSE HUMAN RESOURCES ACTIVITY**

4800 MARK CENTER DRIVE, SUITE 03E25  
ALEXANDRIA, VA 22350-4000

**JAN 23 2019**

**MEMORANDUM FOR DHRA COMPONENT DIRECTORS**

**FROM:** DHRA Enterprise Operations Center/Contracting Directorate (PK)

**SUBJECT:** Procurement Action Lead Time

The Procurement Action Lead Time (PALT) begins with the Phase I approach through contract award. Below reflects the amount of **business days** to award an action based on the dollar value and acquisition type.

**Purchase Orders**

<b>Dollar Value</b>	<b>PALT</b>
\$2,500 - \$24,999 – <b>Services</b>	30 days
\$10,000 to \$24,999 – <b>Supplies</b>	
\$25,000 to \$149,999	60 days
\$150,000 to \$249,999	75 days
\$250,000 to \$7,000,000	90 days

**Contracts and Indefinite Delivery Contracts**

<b>Dollar Value</b>	<b>PALT</b>
\$250,000 to \$699,999	120 days
\$700,000 to \$9,999,999	180 days
\$10,000,000 to \$49,999,999	300 days
Greater than \$50,000,000	Greater than 365 days

**Multiple Award IDIQ - Delivery and Task Orders (i.e. NASA SEWP, GSA OASIS)**

<b>Dollar Value</b>	<b>PALT</b>
\$2,500 to \$10,000,000 - <b>Services</b>	90 days
\$10,000 to \$10,000,000 - <b>Supplies</b>	
Greater than \$10,000,000	180 days

**Single Award IDIQ - Delivery and Task Orders (i.e. NASA SEWP, GSA OASIS)**

<b>Dollar Value</b>	<b>PALT</b>
\$2,500 to \$10,000,000 - <b>Services</b>	60 days
\$10,000 to \$10,000,000 - <b>Supplies</b>	
Greater than \$10,000,000	90 days

**Modifications**

<b>Dollar Value</b>	<b>PALT</b>
Administrative and Funding (incremental funding or funding of an action awarded Subject to the Availability of Funds)	30 days
Option Exercise and Change Order <b>NOTE: The 60 days does not include the COR Preliminary Notice to Exercise an Option.</b>	60 days
New Work and Supplemental Agreement	90 days
Definitization	180 days

**PAK.BUMJOON.** Digitally signed by  
**J.1239581141** PAK.BUMJOON.J.1239581141  
Date: 2019.01.23 07:56:54  
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Bumjoon J. Pak  
Acting Director of Contracting