



Homeland  
Security

MEMORANDUM FOR: Heads of Contracting Activities

FROM: Paul Courtney  
Chief Procurement Officer

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SUBJECT: HSAR Class Deviation (Number 25-11) for HSAR Part 3004 in  
Support of Executive Order on Restoring Common Sense to  
Federal Procurement

1. **Purpose.** This memorandum approves a class deviation to the Homeland Security Acquisition Regulation (HSAR) part 3004 for purposes of implementing Federal Acquisition Regulation Class Deviation (Number 25-19) for FAR Part 4 in support of Executive Order 14275 on Restoring Common Sense to Federal Procurement.
2. **Background.** [Executive Order \(E.O.\) 14275 on Restoring Common Sense to Federal Procurement](#), signed April 15, 2025, mandates a comprehensive review and simplification of the FAR.

The FAR is being updated to:

- Eliminate non-statutory language
- Remove redundant or obsolete language
- Enhance clarity through plain language
- Align with the new FAR framework
- Preserve essential governmentwide acquisition standards

This project is referred to as the Revolutionary FAR Overhaul (RFO) initiative. Department of Homeland Security (DHS) FAR Class Deviation Number 25-19 for FAR Part 4 was issued on August 28, 2025.

3. **Summary of Changes.** HSAR Part 3004, Administrative Matters, has been updated to align with DHS FAR Class Deviation Number 25-19 and renamed Administrative and Information Matters.

Statutory requirements retained in the FAR Class Deviation 25-19 for Part 4 include, but are not limited to, the following:

- 26 U.S.C. §§ 6041 et seq, Information Concerning Transactions With Other Persons

- 26 U.S.C. § 6109, Identifying Numbers
- 31 U.S.C. § 6303, Using Procurement Contracts
- 31 U.S.C. § 7701, Taxpayer Identifying Number
- 41 U.S.C. § 1122, Functions, Federal Procurement Data System
- 41 U.S.C. § 1712, Record Requirements
- 41 U.S.C. § 2301, Use of Electronic Commerce in Federal Procurement
- 41 U.S.C. § 4706, Examination of Facilities and Records of Contractor
- Pub. L. 109-282, Federal Funding Accountability and Transparency Act of 2006
- Pub. L. 113-101, Digital Accountability and Transparency Act of 2014

**4. Instructions.** The DHS acquisition workforce shall follow this HSAR Part 3004 deviation text instead of HSAR Part 3004 as codified at 48 CFR Chapter 30.

**5. Applicability.** This class deviation applies to all DHS procurements.

**6. Authority.** This class deviation is issued under the authority of E.O. 14275, [OMB M-25-25](#), 48 CFR 1.4, and RFO FAR 1.304.

**7. Effective Date.** This class deviation is effective November 3, 2025, and remains in effect until rescinded or incorporated into the HSAR.

**8. Points of Contact.** Questions regarding this class deviation may be directed to Acquisition Policy and Legislation Branch at [Acquisition.Policy@hq.dhs.gov](mailto:Acquisition.Policy@hq.dhs.gov).

**Attachment:** HSAR Class Deviation 25-11 for HSAR Part 3004 Administrative and Information Matters (DEVIATION) (SEP 2025) – CLEAN VERSION

## **PART 3004 ADMINISTRATIVE AND INFORMATION MATTERS**

### **Subpart 3004.1 Reserved.**

3004.103 Reserved.

### **Subpart 3004.3 Post-award**

3004.308 Contract closeout.

3004.308-1 Procedures for closing out contract files.

3004.308-70 Supporting closeout documents.

### **Subpart 3004.4 Reserved.**

3004.470 Reserved.

3004.470-1 Reserved.

3004.470-2 Reserved.

3004.470-3 Reserved.

3004.470-4 Reserved.

### **Subpart 3004.8 [Removed.]**

### **Subpart 3004.1 Reserved.**

**3004.103 Reserved.**

### **Subpart 3004.3 Post-award.**

**3004.308 Contract closeout.**

**3004.308-1 Procedures for closing out contract files.**

**3004.308-70 Supporting closeout documents.**

(a) When applicable and prior to contract closure, the contracting officer shall obtain the listed DHS and Department of Defense (DOD) forms from the contractor for closeout.

(1) DHS Form 700-3, Contractor's Release (e.g., see (FAR) 48 CFR 52.216-7 (or as may be directed in subsequent deviations));

(2) DHS Form 700-2, Contractor's Assignment of Refunds, Rebates, Credits and Other Amounts (e.g., see (FAR) 48 CFR 52.216-7 (or as may be directed in subsequent deviations));

(3) DHS Form 700-1, Cumulative Claim and Reconciliation Statement (e.g., see (FAR) 48 CFR 4.308-1(a)(13)); and

(4) DD Form 882, Report of Inventions and Subcontracts (e.g., see (FAR) 48 CFR 52.227-14(or as may be directed in subsequent deviations)).

(b) The forms listed in this section (see (HSAR) 48 CFR Part 3053, (or as may be directed in subsequent deviations)) are used primarily for the closeout of cost-reimbursement, time-and-materials, and labor-hour contracts. The forms may also be used for closeout of other contract types to protect the Government's interest

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**3004.4 Reserved.**

**3004.470 Reserved.**

**3004.470-1 Reserved.**

**3004.470-2 Reserved.**

**3004.470-3 Reserved.**

**3004.470-4 Reserved.**

**Subpart 3004.8 [Removed.]**