



**DEFENSE THREAT REDUCTION AGENCY**  
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January 31, 2022

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Defense Threat Reduction Agency (DTRA) Unsolicited Proposals Guidelines

Reference: Federal Acquisition Regulation (FAR) Subpart 15.6 — Unsolicited Proposals

The Unsolicited Proposal Guidelines provide direction for submission and evaluation of unsolicited proposals, and include instructions for identifying and marking proprietary information. Broad Agency Announcement (BAA) and Small Business Innovative Research (SBIR) solicitations are included in DTRA's procurement budget and are the preferred methods for receiving ideas and concepts. DTRA does not separately budget for unsolicited proposals. Potential offerors are encouraged to first consider the opportunities provided under DTRA's various BAAs and SBIR topics before submitting an unsolicited proposal to our Agency.

SBIR/Small Business Technology Transfer (STTR) topics and BAAs can be found at <https://www.dodsbirsttr.mil/>. DTRA BAAs can be found at <https://sam.gov/>. The attached Unsolicited Proposal Guidelines supersedes the "Defense Threat Reduction Agency (DTRA) Unsolicited Proposal Guidelines" dated 16 April 2010. Send recommended changes to the Guidelines to DTRA Unsolicited [Proposals\\_OSBP@mail.mil](mailto:Proposals_OSBP@mail.mil).

None of the information in these Guidelines is intended to conflict with FAR Subpart 15.6. These Guidelines are effective as of the date of signature and supersede the Unsolicited Proposal Guidelines" dated 16 April 2010.

The Unsolicited Proposal Guidelines are available at <https://www.dtra.mil/Work-With-Us/Office-of-Small-Business>.

My point of contact in this matter is Ms. Kellie Ballantine, Senior Procurement Analyst, 571- 616-6364 or [kellie.d.ballantine.civ@mail.mil](mailto:kellie.d.ballantine.civ@mail.mil).

Lisa K. Swan  
Component Acquisition Executive

Attachment: As stated