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ACQUISITION
TECHNOLOGY
AND LOGISTICS

DPAP/EB

MAR 02 2005

MEMORANDUM FOR DIRECTORS DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTOR DEFENSE CONTRACT MANAGEMENT AGENCY
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS (DLA)
DIRECTOR ADMINISTRATION AND MANAGEMENT
DIRECTOR, ARMY CONTRACTING AGENCY

SUBJECT: Instructions for FY05 Contract Action Reporting

In my memo to you dated January 24, 2005, I explained that the Department of Defense (DoD) would continue to use DD Form 350s to report contract actions greater than \$2,500 through at least the end of FY05. However, as part of that decision, I also stressed the importance of eliminating any FY05 reporting backlog and then staying current with our reporting. This is particularly important as we rely upon SIAD (Statistical Information Analysis Division, formerly known as the Directorate for Information Operations (DIOR)) for processing FY05 DoD contract reporting and making it available to Congress and the public. Accordingly, attached is the reporting schedule that should be adhered to during the remainder of FY05.

If you anticipate any issue in your ability to meet the attached reporting milestones, please contact your designated contract reporting representative, who will work with you to resolve any problems:

- Army and Other Defense Agencies: Brian Davidson, brian.davidson@hqda.army.mil, 703-681-9781
- Navy: Patricia Coffey, patricia.coffey@navy.mil, 202-685-1279
- Air Force: Kathryn Ekberg, kathryn.ekberg@pentagon.af.mil, 703-588-7033
- Defense Logistics Agency: Judy Lee, judy.lee@dla.mil, 703-767-1376
- Defense Contracts Management Agency: Barbara Roberson, barbara.roberson@dcma.mil, 703-428-0856



- Standard Procurement System: Joyce Allen, Joyce.L.Allen@us.army.mil,
703-460-1507
- Statistical Information Analysis Division: Richard Hardy, rich.hardy@whs.mil,
703-604-4584

My action officer for FY05 contract action reporting is Ms. Lisa Romney, 703-614-3883, lisa.romney@osd.mil



DEIDRE A. LEE
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated