



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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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

	FY05 Contract Action Reporting Schedule For Actions Awarded In The Date Ranges Below							
	1 Oct 04 through 28 Feb 05	1 Mar 05 through 31 Mar 05	1 Apr 05 through 30 Apr 05	1 May 05 through 31 May 05	1 Jun 05 through 30 June 05	1 Jul 05 through 31 Jul 05	1 Aug 05 through 31 Aug 05	1 Sep 05 through 30 Sep 05 AND FY05 Year-End
SIAD to publish updated DUNS file	4 Mar 05	5 Apr 05	5 May 05	6 Jun 05	6 Jul 05	5 Aug 05	6 Sep 05	7 Oct 05
Field offices to provide all accurate, completed DD Form 350s for relevant time period to their designated data collection point (i.e. feeder system operation)	11 Mar 05	11 Apr 05	11 May 05	10 Jun 05	11 Jul 05	10 Aug 05	12 Sep 05	12 Oct 05
All designated data collection points to submit FY05 actions to SIAD	18 Mar 05	15 Apr 05	16 May 05	15 Jun 05	15 Jul 05	16 Aug 05	16 Sep 05	21 Oct 05
SIAD to post DD Form 350, business rule validation, and other errors	29 Mar 05	20 Apr 05	20 May 05	20 Jun 05	20 Jul 05	22 Aug 05	21 Sep 05	2 Nov 05
Designated data collection points, working with field offices, to resolve DD Form 350, business rule validation, and other errors and resubmit to SIAD for final processing	8 Apr 05	29 Apr 05	31 May 05	30 Jun 05	29 Jul 05	31 Aug 05	30 Sep 05	18 Nov 05
SIAD to post FY05 master file along with corresponding information reports on www.dior.whs.mil	22 Apr 05 (for 1Q FY05) 1 May 05 (for Jan 05) 1 Jun 05 (for Feb 05)	1 Jul 05	1 Aug 05	1 Sep 05	1 Oct 05	1 Nov 05	1 Dec 05	1 Jan 06 (for Sep 05) 1 Feb 06 (for FY05)