



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

OCT 02 2006

DPAP

MEMORANDUM FOR DIRECTORS DEFENSE AGENCIES

DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DIRECTOR, ARMY CONTRACTING AGENCY
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

SUBJECT: Instructions for Completion of FY06 Contract Action Reporting

As the Department of Defense continues its transition to use of the Federal Procurement Data System – Next Generation (FPDS-NG), the ongoing migration of historic DoD DD350 data to FPDS-NG remains a significant task. I want to extend my thanks to all of you who have worked hard to support this challenging transition. All of DoD's FY97-FY05 DD350 data is now loaded in FPDS-NG along with a significant portion of its FY06 DD350 data.

In order for DoD to complete its seamless transition to FPDS-NG, it is essential that we complete migration of the remaining FY06 DD350 data as efficiently as possible. Accordingly, the following are the key dates for accomplishing that task:

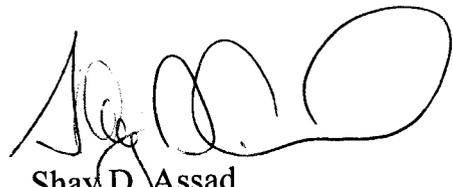
- September 25, 2006 - Defense Manpower Data Center (DMDC) to publish updated DUNS file
- October 5, 2006 - Field offices to provide all accurate, completed DD Form 350s for relevant time period to their designated data collection point (i.e. feeder system operation)
- October 12, 2006 - All designated data collection points to submit final FY06 DD350 actions to DMDC
- November 1, 2006 – DMDC deliver final DoD migration file to General Services Administration for migration to FPDS-NG



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:

- Air Force: Ms. Donna Hairston-Benford, donna.hairston-benford@pentagon.af.mil, 703-588-7268
- Army and Other Defense Agencies: Mr. Brian Davidson, brian.davidson@hqda.army.mil, 703-604-4572
- Defense Logistics Agency: Ms. Judy Lee, judy.lee@dla.mil, 703-767-1376
- Defense Contracts Management Agency: Ms. Barbara Roberson, barbara.roberson@dcma.mil, 703-428-0856
- Navy: Ms. Patricia Coffey, patricia.coffey@navy.mil, (202) 685-1279
- Standard Procurement System: Ms. Joyce Allen, joyce.allen@eis.army.mil, 703-460-1507
- Defense Manpower Data Center: Mr. Richard Hardy, rich.hardy@osd.pentagon.mil, 703-604-4584

My action officer for FY06 contract action reporting is Ms. Lisa Romney, 703-607-3301, lisa.romney@osd.mil.



Shay D. Assad
Director, Defense Procurement
and Acquisition Policy