



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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IN REPLY
REFER TO

DESC-CPA

APR 23 2003

CONTRACTING INSTRUCTION (CI): 03-09
MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: DEPI Part 4.670-3(101), Responsibilities of the Contracting Division

The DEPI coverage found at 4.670-3(101), Responsibilities of the Contracting Division, has been updated and the new coverage is attached.

The update is to clarify the DD 350/1057 process at time of award and incorporate two additional exceptions when a DD 350/1057 is not to be processed.

This CI is informational only and expires upon inclusion in the DEPI. Point of contact is Susan Vaughn, extension 7365.

A handwritten signature in black ink that reads "Gabriella M. Earhardt".

GABRIELLA M. EARHARDT
DESC Center Senior Procurement Official

Attachment
DEPI coverage



SUBPART 4.6 - CONTRACT REPORTING

4.670 Defense contract action data system.

4.670-3 Contracting office responsibilities.

(101) Responsibilities of the contracting division.

(a) All divisions shall prepare an original and one copy of the DD Form 350 (for actions over \$25,000) signed by the contracting officer, or DD Form 1057 (for actions of \$25,000 or less, in accordance with DFARS 253.204-71) as appropriate, for each debit or credit procurement action. The CBUs will hand carry to DESC-CPC and date stamp the original and a copy. The hand carried copy with a copy of the award shall be delivered to DESC-CPC on the date of award or within 24 hours after the action date. The original date stamped DD 350 shall be inserted in the contract file under Tab 38. An incorrect DD 350 will be returned to the contracting officer for correction. The CBUs will return the correction package to DESC-CPC and date stamp within 24 hours to allow time for data entry into DCARS within the required three (3) days. On verbal awards, the CBUs will hand carry the DD 350/1057 within 24 hours to DESC-CPC and date stamp. The CBUs will provide to DESC-CPC the award document on the verbal as soon as the award has been signed. The CBUs should not hold the DD 350 until the award document has been signed. For verbal awards, the following details are needed:

- (1) Quantity of each item (product)
- (2) Unit price and total line item value for each line item
- (3) Product code
- (4) NSN
- (5) Purchase program number

(b) Multiple reports (DD Forms 350 or DD Form 1057) are required for any award/contract that covers both the set-aside portion (small business or labor surplus) as well as the non-set-aside portion.

(c) A DD Form 350 or DD Form 1057 will not be processed for the following:

- (1) Price changes resulting from economic price adjustment (EPA) clauses.
- (2) Dollar value changes due to increases or decreases in Federal, State, or local taxes, or environmental fees.
- (3) Natural Gas price conversion modifications.
- (4) Natural Gas over/under consumption modifications.

(d) When a contract is being terminated, a DD Form 350/1057, shall be submitted to DESC-CPC within 24 hours after the modification incorporating the final settlement costs has been signed by the contracting officer. A copy of this modification will be attached to the DD 350/1057 when submitted to DESC-CPC.