



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

DESC-CPA

OCT 21 2004

CONTRACTING INSTRUCTION (CI): 04-25
MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Fiscal Year 2005 DD Form 350, Individual Contracting Action Report
Updated Instructions and Deletion of DD Form 1057

The updated instructions for Fiscal Year 2005 for the DD Form 350, Individual Contracting Action Report can be found on the Q drive at:
Q:\C\Forms\DD350-Part53DEPIinstructionsOct2004.

Please note that as of October 1, 2004 the DD 1057 has been deleted from use in its entirety, and the DEPI will be updated accordingly. The DD Form 350 shall be used for all actions of \$2,500 and over.

This CI is informational only and expires upon dissemination. Point of contract is Ms. D. Baker, (703) 767-8459 or DSN 427-8459.

GABRIELLA M. EARHARDT
Center Senior Procurement Official

