



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
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WASHINGTON, DC 20374-5065

IN REPLY REFER TO
ACQ 021
10 Apr 2003

MEMORANDUM FOR NAVFAC ACQUISITION PERSONNEL

Subj: CONTRACT REPORTING QUALITY ASSURANCE (03-02 AM)

Ref: (a) Director, Defense Procurement memo dated 1 Nov 2002

1. Mistakes in the coding of DD350s present a distorted picture of how NAVFAC, the Navy, and the Department of Defense are doing business. Reference (a) emphasized the need to accurately code DD350s and requested a more comprehensive effort to ensure that DD350 reports are accurate.

2. In an effort to improve the accuracy of our reporting, NAVFAC commands shall perform quality assurance reviews of data reported on the DD350. Reviews shall include all areas of suspected miscoding, with initial focus on areas that have been the subject of recent data calls by ASN and OUSD. These miscoded areas include:

- Block C11, Certified Cost or Pricing Data – Reporting that certified cost or pricing data for an action was waived without an approved waiver signed by the Head of the Contracting Activity (HCA).
- Block C3, Extent Competed – Reporting a competitive procurement (C3 = A), where only one offer was received (C7 = 1).
- B1C, Bundled Contract – Coding this block “Y” only when a contract meets the definition of a bundled contract at FAR 2.101 and the contract value exceeds \$5M.

All errors must be corrected by submitting a correcting DD350.

3. Commands shall submit a summary of their monthly reviews to NAVFACHQ by the last day of every month. The summary shall identify the area(s) of focus, number of actions reviewed, number of actions in error, and the action taken to correct the errors. The first submittal is due by 1 May 2003.

4. Point of Contact for this effort is Charlotte Gooch. If you have any questions, please contact Mrs.Gooch at (202) 685-9151; DSN 325-9151 or e-mail goochca@navfac.navy.mil.

A handwritten signature in black ink, appearing to read "L. Slates".

LOUISE F. SLATES
Head, Acquisition Strategic Programs
& Community Management