



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

27 JAN 2004

Contracting Policy Memo 04-C-01

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC

SUBJECT: Reporting Contract Actions  $\leq$ \$2,500

FAR 4.602(c) allows each agency to determine if they will continue to report contract actions  $\leq$ \$2,500. Air Force contracting offices shall continue to report contract actions  $\leq$ \$2,500 through 30 September 2004 using the DD1057 or DD350 formats as appropriate.

As of 1 Oct 04, FAR 4.602 requires all reportable contracting actions and reportable purchase card actions be reported using the DD350, Individual Contract Action Report format. We recognize the burden this change is likely to create and are working with OSD in an attempt to identify alternative solutions. More definitive information on Air Force process and procedures for DD350 format reporting using FPDS-NG will be provided at a later date.

POC is Ms. Kathryn Ekberg, [kathryn.ekberg@pentagon.af.mil](mailto:kathryn.ekberg@pentagon.af.mil), DSN 425-7033 or Ms. Gloria Mastic, [gloria.mastic@pentagon.af.mil](mailto:gloria.mastic@pentagon.af.mil), DSN 425-7019.

A handwritten signature in black ink, appearing to read "Charlie E. Williams, Jr." with a stylized flourish at the end.

CHARLIE E. WILLIAMS, JR.  
Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)