



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

APR 12 2000

MEMORANDUM FOR DISTRIBUTION

Subj: COLLECTION OF NAVY SPECIFIC DATA ELEMENTS ON THE REVERSE
SIDE OF THE DD FORM 350

Encl: (1) DD Form 350 Reverse Side (Section G) Questionnaire

Your input is requested to determine whether the Navy should continue to collect data on the reverse side of the DD Form 350, Individual Contracting Action Report.

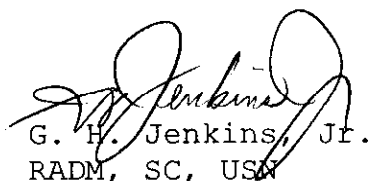
The Department of Defense (DOD) is required to report certain contract information to the Federal Procurement Data System on a regular basis. The DD Form 350 is the source of the data required. The Standard Procurement System (SPS) software will include only the front side of the DD Form 350 which contains all of the required data elements for standard federal reporting common to all DoD Commands.

A number of years ago the Navy developed a reverse side format on the DD Form 350 as a means of collecting additional DON specific data. Some of the information may no longer be needed to satisfy a reporting requirement; however, you may still be utilizing the information for internal management. Some of the information, such as PR Receipt Date, is an available data element through SPS and the data could be collected at the Activity (server) level without further software development. Some of the data is nice to have but could be collected through other Information Systems or data calls. Termination of the requirement to complete the reverse side will enable us to fully utilize the DD Form 350 collection potential of SPS and therefore reduce the effort and cost associated with collection of data.

The attachment provides a questionnaire for your input on this matter. Please ensure the appropriate personnel within your organization consider this issue. Your input will be reviewed with NAVSUPSYSCOM personnel currently collecting this PMRS data. We intend to make decisions regarding the continued collection of Navy specific data based on response to this request.

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Complete and return the enclosed questionnaire to OASN (RDA) ABM
no later than May 5, 2000. POC for any questions is Mary
Jablonski, telephone (703) 602-2799 or E-mail
Jablonski.mary@hq.navy.mil.



G. H. Jenkins, Jr.

RADM, SC, USA
Deputy for Acquisition and
Business Management

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ASN (RDA) ABM
DD Form 350
Reverse Side (Section G) Questionnaire

Instructions: The table at the bottom of this form provides a list of all of the data elements collected on the reverse side of the DD Form 350 (Section G) and areas to record your input to this questionnaire. Read the following questions and provide answers in the table for each of the data elements shown.

- Question 1: Do you need this data for either internal management or reporting to another entity? (Yes or No)

If the answer is yes, go to question 2 for this data element.

If the answer is no, indicate so in the block provided and go directly to the next data element. Do not answer any other questions for this data element.

- Question 2: Is this data element necessary to meet a statutory, regulatory or policy requirement? (Yes or No)

If the answer is yes, identify the specific requirement (for example, Competition in Contracting Act, NAVSUP Instruction 4200.85C, etc.) in the block provided. Proceed to question 3 for this data element.

If the answer is no, indicate so in the block provided and proceed to question 3 for this data element.

- Question 3: Is this data element available from another source?

If the answer is yes, identify the possible alternative source (e.g., SPS now, SPS within Rev. 4.1.e, existing manual reports, internal Management Information System reports, etc.) in the block provided and explain why it is still preferable to collect the data element on Section G.

If the answer is no, identify in the block provided the impact if you stop collecting this data element.

Element Name	41 Yes or No	42 Yes or No If Y, ID specific report	43 ID other sources and reason for collecting on Section 2, or impact of not collecting
PR RECEIPT DATE			
PALT ADJUSTMENT			
CUSTOMER UIC			
TYPE ORDER / INSTRUMENT			
DEFINITIZATION ACTIVITY			
DEFINITIZING ACTIVITY SD & UIC			
PRIOR DD350 REPORT			
CONTRACT ADMINISTRATION			
PROFIT REPORT METHOD USED			
PROFIT REPORT #			
BASE YEAR AMOUNT			
CONTRACT CEILING AMOUNT			
POSITION SERIES OF PREPARER			
GS GRADE OF PREPARER			
PROCESSING TIME			
SYSCOM USE			
LOCAL USE			