

(C) Amend a letter or other contract to add work that does not require a J&A.

(xii) *Code C—Funding Action.* Enter code C when the contracting action is a modification (to a letter or other contract) for the sole purpose of obligating or deobligating funds.

(A) This includes—

(1) Incremental funding (other than incremental yearly buys under multiyear contracts which are code B);

(2) Increases to the estimated cost on cost-reimbursement contracts;

(3) Repricing actions covering incentive price revisions; and

(4) Economic price adjustments.

(B) This does not include modifications that have the initial citation and obligation of funds for a contract or modification awarded in one fiscal year but not effective until a subsequent fiscal year. Code these—

(1) 3—definitive contract, if they are the initial obligation for the acquisition, or

(2) A or B—additional work, if they are the initial obligation for the modification.

(xiii) *Code D—Change Order.* Enter code D when the contracting action is a change order issued under the “Changes,” “Differing Site Conditions,” or other similar clauses in existing contracts.

(xiv) *Code E—Termination for Default.* Enter code E if the contracting action is a modification which terminates all or part of the contract for default.

(xv) *Code F—Termination for Convenience.* Enter code F if the contracting action is a modification which terminates all or part of the contract for convenience.

(xvi) *Code G—Cancellation.* Enter code G if the contracting action is a modification which cancels the contract. Do not use code G to cancel a prior DD Form 350—see Block A1.

(c) *Part C of the DD Form 350.*

(1) Part C gathers data concerning contracting procedures, use of competition, financing, and statutory requirements other than socioeconomic (which are in Part D).

(2) Do not complete Part C if the contracting action is—

(i) A foreign military sale, i.e., Block B9 (Foreign Military Sale) is coded Y (Yes); or

(ii) An action with another Federal agency, i.e., Block B13 (Kind of Contracting Action) is coded 8 (Action With Another Federal Agency).

(3) In completing Part C, the codes to be used describe either the contracting action being reported or the original contract, depending on the codes reported for “Kind of Contracting

Action” in Block B13. The following chart provides overall instructions. There are some exceptions for various Part C blocks. These are listed at the beginning of the instructions for the block.

If block B13 is		Then code the blocks in part C with reference to
Code	Title	
1	Initial Letter Contract.	Action being reported.
2	Definitive Contract Superseding Letter Contract.	Action being reported.
3	Definitive Contract.	Action being reported.
4	Order Under DoD Agreement.	Action being reported.
5	Order Under DoD Contract.	Original contract. ¹
6	Order/Modification Under Federal Supply Schedule.	Action being reported (but see Blocks C3, C6, C7, C11, and C13).
7	Order Under Another Agency's Contract.	Original contract (information provided by other agency) (but see Blocks C4, C6, C11, C12, and C13).
8	Action With Another Federal Agency.	Leave all of Part C blank.
9	Purchase/Modification Using Simplified Acquisition Procedures.	Action being reported.
A	Additional Work (new agreement).	Action being reported.
B	Additional Work (other).	Original contract (but see Blocks C6 and C7). ¹
C	Funding Action.	Original contract (but see Blocks C6 and C7). ¹
D	Change Order.	Original contract (but see Blocks C6 and C7). ¹

If block B13 is		Then code the blocks in part C with reference to
Code	Title	
E	Termination for Default.	Original contract (but see Blocks C6 and C7). ¹
F	Termination for Convenience.	Original contract (but see Blocks C6 and C7). ¹
G	Cancellation .	Original contract (but see Blocks C6 and C7). ¹

¹ If there are no codes for the original contract because a DD Form 350 was not required at the time, the original action is no longer available, the definition of the original code has changed, or a data element has been added to the system after the original contract report, then use codes that best describe the original contracting action.

(4) Complete Part C blocks as follows—

(i) BLOCK C1, SYNOPSIS.

Enter one of the two codes.

(A) *Code Y—Yes.* Enter code Y if a synopsis of the proposed action was prepared and transmitted to the Commerce Business Daily in accordance with FAR Subpart 5.2.

(B) *Code N—No.* Enter code N if a synopsis was not prepared.

(ii) BLOCK C2, REASON NOT SYNOPSIS.

Enter one of the two codes if Block C1 is “N.” Otherwise, leave Block C2 blank.

(A) *Code A—Urgency.* Enter code A if the action was not synopsisized due to urgency (see FAR 6.302-2).

(B) *Code B—Other than Urgency.*

Enter code B if the action was not synopsisized due to some other reason.

(iii) BLOCK C3, EXTENT COMPETED.

Enter one of the four codes. As an exception to the chart in paragraph (c)(3) of this subsection, when Block B13 is coded 6, enter code A in Block C3.

(A) *Code A—Competed Action.* Enter code A when—

(1) The contracting action is an action under a Federal supply schedule contract (Block B13 is coded 6).

(2) Competitive procedures were used to fulfill the requirement for full and open competition (FAR subpart 6.1).

(3) Full and open competition procedures after exclusion of sources were used in order to establish/maintain alternative sources, to set aside an acquisition for small business, or to compete Section 8(a) awards (FAR subpart 6.2).

(4) Statutory authorities for other than full and open competition were used