

(2) BLOCK F2, SIGNATURE.

The person identified in Block F1 must sign.

(3) BLOCK F3, TELEPHONE NUMBER.

Enter the telephone number (with area code) for the individual in Block F1. Installations with Defense Switched Network (DSN) must enter the DSN number.

4. BLOCK F4, DATE.

Enter date (YYMMDD) that the DD Form 350 Report is submitted. Use two digits for each segment; use 01 through 12 for January through December. For example, enter January 2, 1999 as 990102.

(g) *Special Instructions for DD Forms 350 on Actions of \$25,000 or Less Under the Small Business Competitiveness Demonstration Program.*

(1) Policy on when a DD Form 350 is required on actions of \$25,000 or less under the Small Business Competitiveness Demonstration Program is in 204.670-9.

(2) In general, complete these DD Forms 350 using the "regular" instructions in paragraphs (a) through (f) of this subsection. However, there are special instructions for certain blocks. The following matrix tells which apply.

DD350 block	Regular instructions	Leave blank	Special instructions
PART A	X		
B1	X		
B2	X		
B3	X		
B4		X	
B5A	X		
B5B		X	
B5C	X		
B5D	X		
B5E		X	
B5F		X	
B5G		X	
B6	X		
B6A	X		
B6B	X		
B6C	X		
B7	X		
B8	X		
B9	X		
B10		X	
B11		X	
B12A	X		
B12B		X	
B12C		X	
B12D	X		
B12E	X		
B13	X		
C1	X		
C2	X		
C3	X		
C4		X	

Use Code 9 if simplified acquisition procedures were used.

DD350 block	Regular instructions	Leave blank	Special instructions
C5	X		
C6		X	
C7	X		
C8	X		
C9	X		
C10	X		
C11		X	
C12		X	
C13A	X		
C13B	X		
C13C	X		
C13D	X		
D1	X		
D2		X	
D3		X	
D4A	X		
D4B	X		
D4C	X		
D4D	X		
D4E		X	
D5		X	
D6	X		
D7		X	
D8		X	
D9	X		
D10	X		
D11	X		
E1		X	
E2		X	
E3		X	
E4-8	X		
PART F	X		

Leave blank if simplified acquisition procedures were used.
Leave blank if simplified acquisition procedures were used.

If simplified acquisition procedures were used, use only codes Y or Z.

(B) Automatic deliveries, e.g., bread, milk, and ice cream.

(iii) The Navy Facilities Engineering Command shall use departmental procedures to report vouchers it processes on Naval shore establishment contracts for electricity and gas.

(2) Enter all dollar amounts in whole dollars only. Do not enter cents. If the net amount is a decrease, enter a minus sign (–) immediately preceding the amount to indicate a credit entry. Do not enter parentheses.

(3) Include actions over \$25,000 but not in excess of \$200,000 in support of a contingency on the DD Form 1057, as follows—

(i) Section A, complete fully.

(ii) Section B, complete only lines 5, 5a, 7, and 7a.

(iii) Section C, complete only lines 1 and 1c, 2 and 2c, or 3 and 3c, as applicable.

(iv) Sections D, E, and F, leave blank.

(v) Section G, complete fully.

(b) *Definitions.*

For purposes of this subsection—
Delivery Orders—GSA Federal Supply Schedules means only orders, and modifications of such orders, under Federal supply schedules awarded by GSA.

Delivery Orders—Other Federal Supply Schedules means only orders, and modifications of such orders, under Federal supply schedules awarded by an agency other than GSA, e.g., awarded by VA or OPM.

Delivery Orders—All Others means orders, and modifications of such orders, under basic ordering agreements (BOAs) or indefinite delivery contracts.

Other Contracting Actions means all actions that do not meet the definitions in this paragraph (b) of a delivery order.

Simplified Acquisition Procedures is defined in FAR part 13. It includes purchase orders and orders under blanket purchase agreements (BPAs) and modifications to awards made using simplified acquisition procedures.

(c) *Section A, General Information.*

(1) BLOCK A1, REPORT FOR MONTH ENDING.

Enter the last day of the month in which the report is submitted. Enter it as year, month, and day, using a two-digit number for each segment and 01 through 12 for January through December. For example, for the month ending April 30, 1999, enter 990430.

(2) BLOCK A2, CONTRACTING OFFICE.

Enter sufficient detail to establish the identity of the contracting office submitting the report in Blocks 2a and b.

(3) BLOCK A3, REPORTING OFFICE CODE.

154. Section 253.204-71 is revised to read as follows:

253.204-71 DD Form 1057, Monthly Contracting Summary of Actions \$25,000 or Less.

(a) *Scope of subsection.*

Policy on use of a DD Form 1057 is in 204.670. This subsection 253.204-71 contains instructions on completion of the DD Form 1057.

(1) Report actions in the month they are awarded, issued, executed, or placed, except—

(i) When the price of an order or call cannot be determined when it is placed, count the action and its dollars when it is paid.

(ii) Count the following actions when the voucher is paid (count each voucher as one action)—

(A) Meals and lodging.