

# DD350 User Guide

October 1, 2002



**PROGRAM OFFICE**  
**AFCIS Hill**  
**OO-ALC/PKL**  
**6038 Aspen Ave., Bldg. 1289 NW**  
**Hill AFB, Utah 84056-5808**

## Table of Contents

GENERAL INFORMATION .....	1
OVERVIEW .....	1
USER INSTRUCTIONS .....	3
1. HOW TO START .....	3
2. CREATING AN ORIGINAL .....	4
3. CANCELLING A DD350 .....	20
4. CORRECTING A DD350 .....	22
5. RECALL .....	23
6. MODELING A DD350 .....	24

## GENERAL INFORMATION

### What is a DD350 Form

The DD350, Individual Contracting Action Report, is the DoD counterpart to the SF279, Federal Procurement Data System (FPDS) Individual Contract Action Report. Federal agencies report data to the Federal Procurement Data Center (FPDC), which collects, processes, and disseminates official statistical data on Federal contracting. The data provides (1) a basis for recurring and special reports to the President, Congress, General Accounting Office, Federal executive agencies, and the general public; (2) a means of measuring and assessing the impact of Federal contracting on the Nation's economy and the extent to which small business concerns and small disadvantaged business concerns are sharing in Federal contracts; and (3) data for other policy and management control purposes.

### OVERVIEW

1. The DD350 software runs in an NT server environment. All databases reside on the server. The program includes features such as; full screen editing, several methods of error correction; automatic fill in from existing databases i.e., site address and vendor information.
2. You can create an "ORIGINAL", "CORRECTING" or "CANCELLING" action. A "RECALL" feature is available if you want to recall an original DD350 that has not been submitted to your receiving activity. The "RECALL" feature can also be used to lookup an existing DD350. This feature will allow you to search the database by automated control number (ACN), contract number or office code/report number. If the DD350 that you want to RECALL has been transmitted, accepted by the receiving activity, you must have a password to make any changes to the record. A feature displayed on the screen called "MODELING" allows the user to recall a previously transmitted DD350 and change only the block that is different. For example, on a basic BOA the order and dollar amount always change but that may be all. This process allows you to change only those blocks that change and save the record with a different ACN.
3. Edit criteria used by DoD is incorporated in the program. These edits identify all logic errors after the user has entered the data and prior to completion of the DD350. The user will have the option of correcting the errors or printing them on the reverse of the form. A DD350 that has not passed the edit criteria will print with "**ERROR SEE REVERSE**". This will print in the signature block (F2). The summary button will enter Microsoft Word and display the DD350 form with all data. Any errors will also print on the second page along with the automated control number, occurrence number and other pertinent information. Any changes made in the Word process will not write to the database. They will print but the changes are not saved.
4. An **AUTOMATED CONTROL NUMBER (ACN)** is assigned to every DD350. The number is printed on the back of the completed form for easy reference and displayed on the screen of Section A. The ACN is used as the primary key in the database to recall a completed DD350. The contract number has been added as a secondary key to the database. If you want to create a canceling or correcting DD350, the program will allow entry of either the contract number (PIIN), ACN or office code/report number.
5. The **OCCURRENCE NUMBER** appears adjacent to the ACN. The occurrence number is used to track the number of times a DD350 is recalled by the program for changes. The number is incremented each time the DD350 is recalled and a change is saved. It is also used as a check in the electronic transmission program to assure that the DD350 sent to distribution is the same DD350 in the database.

6. The program advances from section to section as data is entered. Edits are incorporated that will check for a valid entry. If you choose to not correct the error, your DD350 will print with "ERROR " in block F2 signature block. Some entries fill in more than one item by calling information from other databases. Some of these entries can't be overwritten. If the data is incorrect you must correct the database that stores the information.
7. City and State codes are in the edits. The program first checks to see if a valid state code is entered. Then it checks to see if the city code is a valid code within the state. Blocks B6A and B6B are completed with data from the vendor information. You must TAB at Block B6B to complete the entry in Block B6C. A FIPS lookup is available at Block B6A is you do not know the numeric code for the applicable city and state.
8. Definition of button bar:



- This button saves the data. You must select this button before any data will ever be written to the database.



- This button will exit the program and return you to the desktop.



- Return to the main menu or the options screen.



- One screen to input all data for Section A.



- This button is for entering data for Section B. There are three screens of data; 1) blocks B1 thru B5, 2) blocks B6 thru B11 and 3) blocks B12 thru B14.



- Two screens are available to enter data for Section C; 1) blocks C1 thru C10 and 2) blocks C11 thru C16.



- This button is for entering data in Section D. There are two screens of data; 1) blocks D1 thru D4 and 2) blocks D5 thru D11.



- This button is for Section E and has one screen.



- This button is for Section F and has one screen.



- This button takes you to Word and displays your DD350 form with entered data.



- By clicking on this button the program will return to the previous screen. The program will go back one screen at a time.



- By clicking on this button the program will take you forward to the next screen. The program will go forward one screen at a time.



- This button is for email capabilities. Once a DD350 has been saved to the DD350 database then you can use email to send it to anyone that has access to email.

## USER INSTRUCTIONS

### 1. HOW TO START

a. You must double click the DD350 icon on your desktop. The first screen to display is the DD350 main menu. The system options of **ORIGINAL**, **CANCELLING**, **CORRECTING**, **RECALL**, **MODELING**, **ADMINISTRATION** and **EXIT** can be selected by clicking on the appropriate box or pressing the key identified with an “\_”. Example: Original press “O”.



The only selection on the tool bar that can be accessed at this point is the exit button . You can exit the program in one of four ways; 1) the exit button , 2) click FILE then Exit, 3) click on Exit bar with the mouse or press lower case "x" on the keyboard or 4) click on the “x” in the upper right hand corner. If you want to minimize the screen without exiting the program, press the “-” in the upper right hand corner. To move from entry to entry you must hit the TAB key.

## 2. CREATING AN ORIGINAL

- a. When the “ORIGINAL” push button is selected, a new DD350 will be created.

The screenshot shows the DD350 software window. The title bar reads 'DD350'. The menu bar includes 'File', 'Edit', 'All Sections', 'Section B', 'Section C', 'Section D', 'Form Summary', 'Window', and 'Help'. The toolbar contains icons for file operations and navigation. The main area is titled 'Part A' and contains the following fields:

- A1. TYPE OF REPORT**: A button labeled 'Original' in red text.
- ACN Number**: A text box containing the value '1623'.
- A2. REPORT NO.**: An empty text box.
- A3. CONTRACTING OFFICE**: A section header.
- A3A. Reporting Agency FIPS95 Code**: A dropdown menu showing '5700'.
- A3B. Contracting Office Code**: Two empty text boxes.
- A4. NAME OF CONTRACTING OFFICE**: An empty text box.

**ACN NUMBER** – This is the automated control number (ACN) assigned to the DD350 being created and is the key to the DD350 database. Every time the ORIGINAL selection is made a new ACN number will be assigned. If the record is not saved the number is not used again.

**Block A2. Report Number** – This field is not required during the creation of a DD350. This field is completed at time of submission by the system administrator or the person assigned to do the administrative tasks.

**Block A3A. Reporting Agency FIPS 95 Code** – Enter the four-position code from FIPS 95, Codes for the Identification of Federal and Federally Assisted Organizations, that identify the reporting agency. The arrow at the right of the box will display the codes that are valid. Highlight the code that applies and the entry will display in the box. The program will enter a default of 5700 for all Air Force activities but the user can change this.

**Block A3B. Contracting Office Code** - This is a five-position code for your activity. A database with valid office codes has been created and after entry is checked for validity. If an invalid code is entered a message block will display and you must enter a valid office code to continue.



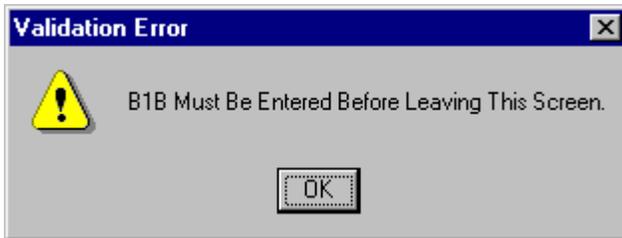
**Block A4. Name of Contracting Office** – All data comes from the office code database entered by the user. You can delete the default data and type your own entry up to 37 characters.

Section B  is broken in to four screens. The first screen is blocks B1 through B5 and can be accessed by clicking on the Section B icon and then the drop down entry of B1 thru B5. You must complete blocks B1-B5 before the program will allow access to the next screen. The program will automatically move to the next block if the entire data block is completed. If not, use the mouse and click on the next entry or press TAB to continue.

**NOTE: You cannot TAB to a radio button that does not have data. You must use the “mouse”.**

**Block B1A. CONTRACT NUMBER** Enter the applicable contract number.

**Block B1B. Origin of Contract** – This is a radio button and you must use the mouse to make a selection. To erase an entry just click on the entry again. This block must be completed before the program will leave the screen. The following validation error will display if the block is left blank.



Click "OK" and enter Block B1B to move on.

**Block B1C. Bundled Contract** – Use the mouse and select either "Yes" or "No". To delete a radio button left click with the mouse and the selection is removed.

**Block B1D. Bundled Contract Exception** – If the award meets the definition of a bundled contract, select the exception that best applies.

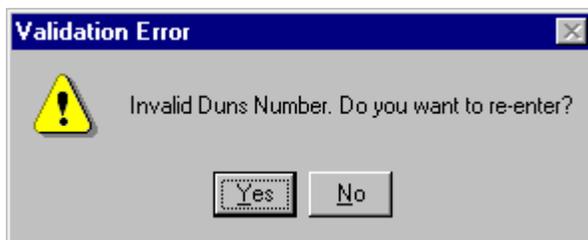
**Block B1E. Performance Based Service Contract.** Use the mouse and select either "Yes" or "No". To delete a radio button just left click with the mouse and the selection is removed.

**Block B2. MOD ORDER OR OTHER ID** – Enter the supplementary procurement instrument if there is one. The number can be up to 19 characters.

**Block B3. ACTION DATE** – This field is optional when creating a new DD350. If the action date is not entered then the system administrator must enter the date when a report number is assigned.

**Block B4. COMPLETION DATE** – Enter the year, month and day of the last contract delivery date or the end of the performance period. (YYYYMMDD). The icon to the right of this block is a calendar feature. When selected you can use the mouse to select a year, month and date. Select "OK" or "CANCEL" to leave the calendar screen.

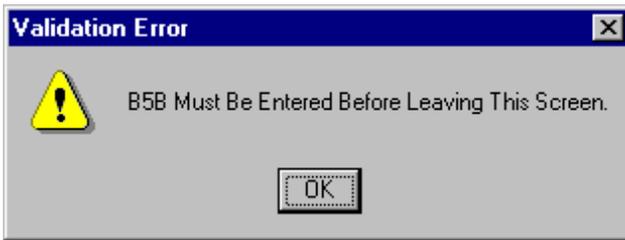
**Block B5. CONTRACTOR IDENTIFICATION** – Enter the 5-position CAGE code. The program will read the vendor database and retrieve all applicable data. The user cannot change the contractor name, division name, street address, city, state or zip. The user can change "Block B5A Contractor Identification Number" (DUNS) if the data is incorrect. However, the changed information does not write back to the vendor database. If the DUNS entered in block B5A does not pass the algorithm, this error will display:



If you select "YES" the program will go back to block B5A and allow you to reenter the data. If you select "NO" the program will go on but will print with an error.

**NOTE: The vendor database has been created from the master CCR database. This database is updated every week and should be current. However, if the vendor you need is not in the vendor database, you can manually enter it through the ADMINISTRATION feature. Instructions for this process are in the System Administrator's Manual.**

**Block B5B. Government Agency** – This block must be completed before leaving the screen or the following error message will display:



**Block B5F. TIN** – If the data is not in the vendor database, the user may enter it here.

**Block B5G. Parent TIN** – If the data is not in the vendor database, the user may enter it here. If this block is completed, B5F must not be blank.

**Block B5H. Parent Name** – If the data is not in the vendor database, the user may enter it here. If this block is completed, B5G and B5F must also be completed.

The next screen in Section B can be accessed one of three ways; 1) press ENTER on the keyboard, 2) click the bar in the lower right corner marked "B6 thru B11" or click on the Section B icon  and then "B6 thru B11".

A screenshot of the DD350 software interface. The window title is "DD350" and the menu bar includes "File", "Edit", "All Sections", "Section B", "Section C", "Section D", "Form Summary", "Window", and "Help". The toolbar contains various icons for file operations and navigation. The main content area is titled "Parts B6-B11" and contains the following fields:

- B6. PRINCIPAL PLACE OF PERFORMANCE
  - B6A. City or Place Code:  FIPS Search 
  - B6B. State or Country Code:
  - B6C. City/Place and State or Country:
- B7. TYPE OF OBLIGATION:  Obligation  Deobligation  No Dollars Obligated or Deobligated
- B8. OBLIGATED OR DEOBLIGATED DOLLARS:
- B9. FOREIGN MILITARY SALE:  Yes  No
- B10. MULTI-YEAR CONTRACT:  Yes  No
- B11. TOTAL ESTIMATED CONTRACT VALUE:

At the bottom right of the form are three buttons: "B1 thru B5", "B12", and "B13 thru B16".

**Block B6A. City or Place Code** – The entry is automatically filled in by the city code identified in the vendor database. If the entry is correct, TAB to block B6B. If the place of performance is different from the vendor

address just input the valid five-position city or place code and TAB to block B6B. If the numeric code is not known, select the FIPS look up feature to the right of the B6A entry box.

You must enter at least one letter of the city that you want to look up. If you know the state then TAB to that box and enter the state abbreviation. It takes less system time if you enter the entire city name and state abbreviation. If you enter a city but no state the program will list all city's within all states.

Once the program has listed all the data to match your search you only need to double click on the entry you want and that information is transferred to the DD350.

Class Cd	City Cd	Name	State/Cntry Cd	Abbrev
C1	67000	SALT LAKE CITY	49	UT
Z5	93010	SALT LAKE CITY (CCD)	49	UT
A3	67020	SALT LAKE CITY INTERNATIONAL AIRPORT	49	UT

**Block B6B. State or Country Code** – This field is automatically filled in by the state or country code in the vendor database. If the entry is correct, TAB to block B6C. If the entry is not correct enter the two position state code or country code and TAB to block B6C.

**NOTE: You must TAB at block B6B for the program to read the FIPS database and complete block B6C. If you don't TAB the program will give you an error that block B6C can't be blank. This does not apply to the FIPS look up feature. Blocks B6A, B6B and B6C are all populated from FIPS when you double click the data that you want.**

If you want a country code instead of a city and state code, delete the city code in block B6A and delete the state code in block B6B and enter the two position alpha code for the country that you want in block B6B. Press TAB at this point and the program will put the appropriate country name in block B6C. You can type the name of the city in the country manually.

**Block B6C. City/Place and State or Country** – When you press TAB at block B6B, the program reads the FIPS database and finds a match for the data in blocks B6A and B6B and completes block B6C. If the city and state code is not correct, use the mouse and click on block B6A and re-enter the city code that you want. If the state code is incorrect, use the mouse and click on block B6B and re-enter the state code that you want. You must press TAB at block B6B for the program to read the FIPS database.

**Block B7. TYPE OF OBLIGATION** – Use the mouse to click on either obligation, deobligation or no dollars obligated or deobligated. If you want to change the entry, click on the button again and the field will be blank.

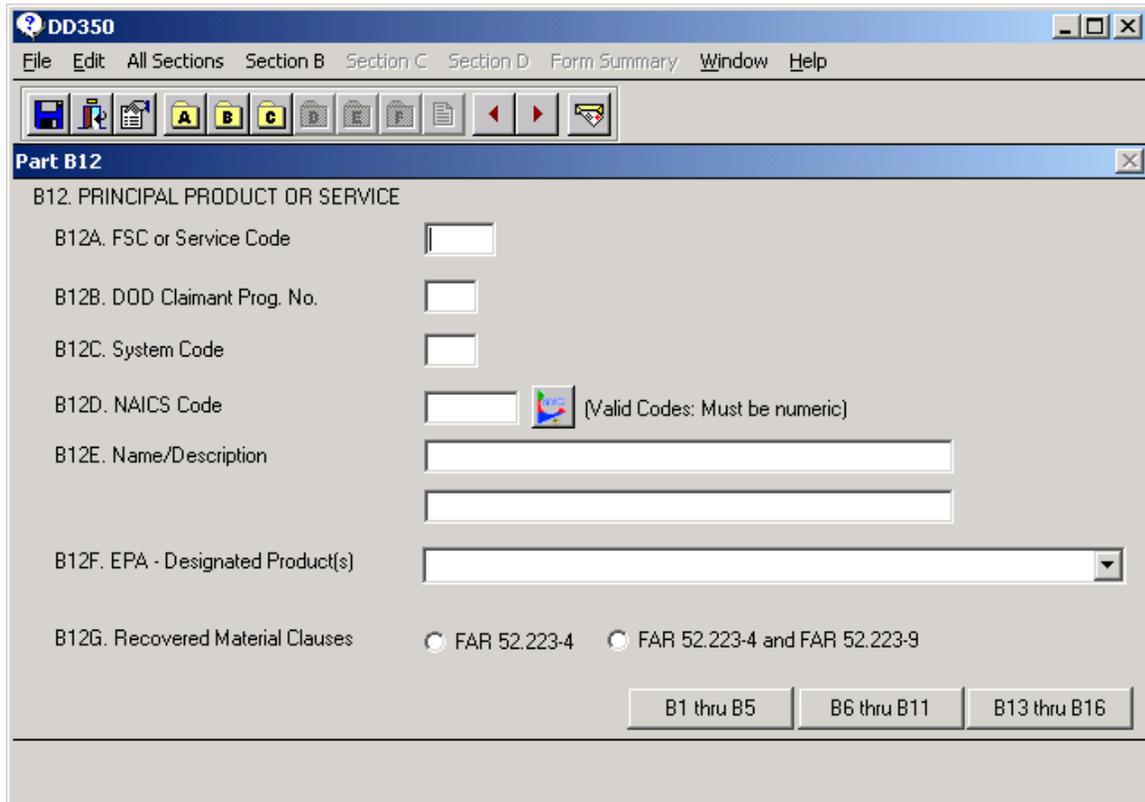
**Block B8. OBLIGATED OR DEOBLIGATED DOLLARS (In Whole Dollars)** – Enter the net amount of funds obligated or deobligated by the contracting action.

**Block B9. FOREIGN MILITARY SALE** – If only part of the contracting action is a foreign military sale, report the parts on separate DD350's.

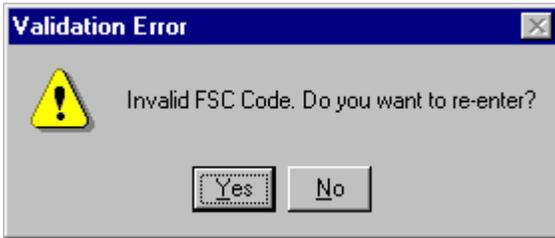
**Block B10. MULTIYEAR CONTRACT** – If the contracting action is multi-year, click “Y”.

**Block B11. TOTAL ESTIMATED CONTRACT VALUE (In Whole Dollars)** – Enter the total estimated multiyear contract value.

The next screen in Section B can be accessed one of three ways; 1) press ENTER on the keyboard, 2) click the bar in the lower right corner marked “B12” or click on the Section B icon  and then “B12”.

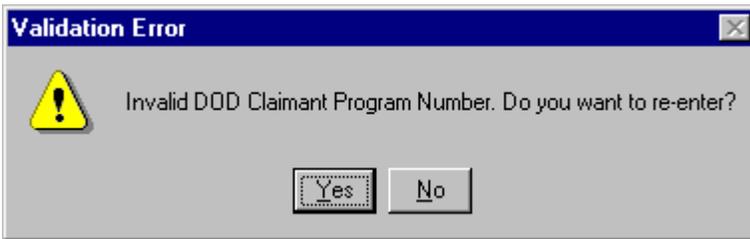


**Block B12A. FSC or Service Code** – After entry of a 4 position FSC code, the program will read the FSC database and verify the code is valid. If the code is invalid, the following error will display:



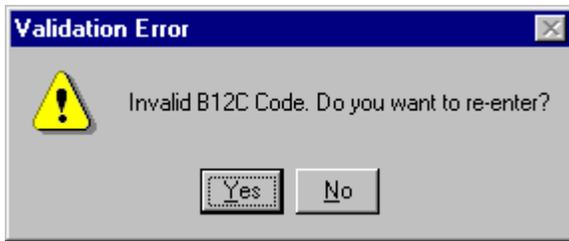
If you do not input a valid code you can continue through the program but your DD350 will print with an error.

**Block B12B. DoD Claimant Program Code.** – After entry of a 3-position claimant code, the program will read the database for verification of entry. If the code is invalid, the following error will display:



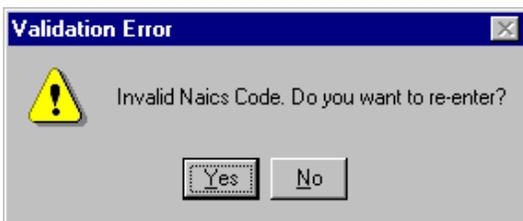
If you do not input a valid code you can continue through the program but your DD350 will print an error.

**Block B12C. Program, System or Equipment Code** – After entry of a 3 position system code, the program will read the EQUIP database and verify data entry. If the code is invalid, the following error will display:



If you do not input a valid code you can continue through the program but your DD350 will print with an error.

**Block B12D. NAICS Code** – Enter the North American Industry Classification System (NAICS) code for the acquisition. Use the NAICS code in effect at the time of award. If more than one code applies to the contracting action, enter the code that best identifies the product or service representing the largest dollar value. To the right of this entry box is a lookup feature. If a valid 6-position NAICS code is not entered an error will display as follows:



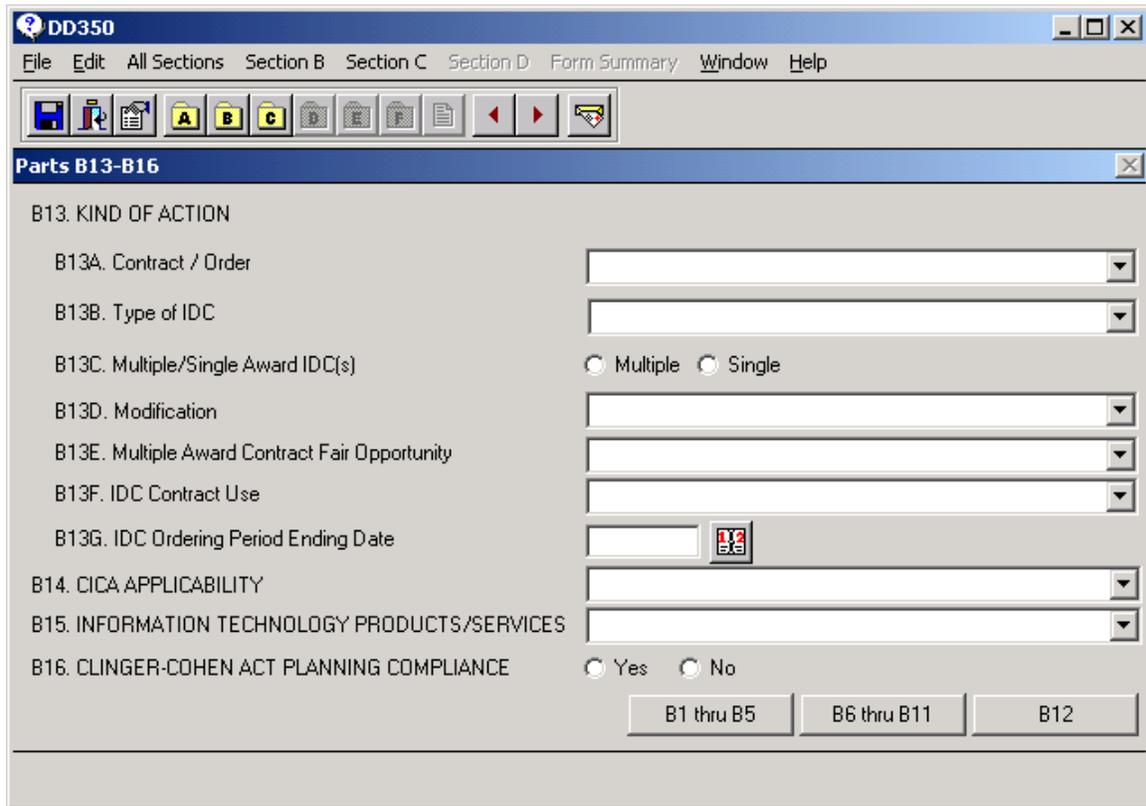
If you do not input a valid code you can continue through the program but your DD350 will print with an error.

**Block B12E. Name/Description** – Enter a brief description of the commodity or service. Each line has 45 positions for data entry.

**Block B12F. EPA – Designated Product(s)** - Enter the code you want and then TAB to accept the entry. A drop down box is available if the code is unknown. Highlight the entry you want and left click the mouse.

**Block B12G. Recovered Material Clauses** – If environmental protection agency (EPA) designated products were acquired select the appropriate recovered material clauses by clicking the radio button. If you want to change the entry, click on the button again and the field will be blank.

The last screen in Section B can be accessed one of three ways; 1) press ENTER on the keyboard, 2) click the bar in the lower right corner marked “B13 thru B16” or click on the Section B icon  and then “B13 thru B16”.



**Block B13A. Contract/Order** – Enter the code you want and then TAB to accept the entry. A drop down box is available if the code is unknown. Highlight the entry you want and left click the mouse.

**Block B13B. Type of IDC** –Enter the code you want and TAB to go on or highlight the entry in the drop down box.

**Block B13C. Multiple/Single Award IDC** – Enter the code you want and TAB to go on or highlight the entry in the drop down box.

**Block B13D. Modification** – If the action is a modification, enter the appropriate code and TAB. Otherwise highlight entry in drop down box.

**Block B13E. Multiple Award Contract Fair Opportunity** – If the award is a multiple IDC contract, select the appropriate entry from the drop down box and left click the mouse. Selection can also be made by entering the code you want and then TAB to accept the entry.

**Block B13F. IDC Contract Use** – If the award is an IDC and the action is the initial placement of an indefinite-delivery contract, select the appropriate entry from the drop down box and left click the mouse. Selection can also be made by entering the code you want and then TAB to accept the entry.

**Block B13G. IDC Ordering Period Ending Date** – Enter the date the ordering period ends on the IDC contract use. A calendar feature is available.

**Block B14. CICA Applicability** – Enter the code that identifies the CICA applicability for your award and press TAB or highlight a selection from the drop down box.

**Block B15. Information Technology Products/Services** – If the action is for information technology products or services, select a code from the drop down box and left click the mouse.

**Block B16. Clinger-Cohen Act Planning Compliance** – If the action is for information technology products or services acquired in compliance with the planning requirements of sections 5122 and 5123 of the Clinger-Cohen Act of 1996, select the YES radio button. Otherwise select NO.

Section C  - You must complete all four screens in “B” before going to section C. This block is divided in two screens; C1 thru C10 and C11 thru C14. Here again you must complete the first screen before moving to the next screen. This section can be accessed by either pressing, “ENTER” after entry of Block B14 or clicking on the Section C button and selecting C1 thru C10.

The screenshot shows the 'Parts C1-C10' screen in the DD350 application. The interface includes a menu bar with 'File', 'Edit', 'All Sections', 'Section B', 'Section C', 'Section D', 'Form Summary', 'Window', and 'Help'. Below the menu bar is a toolbar with icons for file operations and navigation. The main area contains the following fields and controls:

- C1. SYNOPSIS: Radio buttons for  Synopsis Only,  Combined Synopsis/Solicitation, and  No.
- C2. REASON NOT SYNOPSISIZED: Radio buttons for  Urgency,  FAR 5.202(a)(13),  SBA/DFPP Pilot Pgm, and  Other Reason.
- C3. EXTENT COMPETED: A dropdown menu.
- C4. SEA TRANSPORTATION: A dropdown menu.
- C5. TYPE OF CONTRACT: A dropdown menu.
- C6. NUMBER OFFERORS SOLICITED: Radio buttons for  One and  More than one.
- C7. NUMBER OF OFFERS RECEIVED: A text input field.
- C8. SOLICITATION PROCEDURES: A dropdown menu.
- C9. AUTH FOR OTHER THAN FULL & OPEN: A dropdown menu.
- C10. SUBJECT TO LABOR STANDARD: A dropdown menu.

At the bottom right of the screen, there are two buttons: 'C1 thru C10' and 'C11 thru C14'.

**Block C1. SYNOPSIS** – Left click on the entry that applies. If you want to delete your entry and leave block C1 blank, left click on the entry again. You must use the mouse to continue to block C2 because you can’t TAB to a radio button.

**Block C2. Reason Not Synopsized** – Left click on the entry that applies. If you want to delete your entry and leave C2 blank left click on the entry again.

**Block C3. Extent Competed** – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box. If the entry you have selected is wrong, highlight the field and press the delete key.

**Block C4. Sea Transportation** – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box.

**Block C5. TYPE OF CONTRACT** – Enter the code you want and TAB to accept the entry. Otherwise highlight the entry in the drop down box.

**Block C6. NUMBER OFFERORS SOLICITED** – Left click with the mouse on the appropriate entry. If you want to delete the entry, left click on the entry again.

**Block C7. NUMBER OF OFFERS RECEIVED** – Enter the specific number of offers received (maximum 999).

**Block C8. SOLICITATION PROCEDURES** – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box.

**Block C9. AUTH FOR OTHER THAN FULL & OPEN** – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box.

**Block C10. SUBJECT TO LABOR STANDARD** – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box.

To access the second screen in section C press “ENTER” at block C10 or click on the section C button and then C11 thru C14.

**Block C11. COST OR PRICING DATA** – Enter the appropriate code by clicking on the button with the mouse. To remove an entry in a radio box left click on the entry again. When you select “W Not Obtained, Waived” a message box will display notifying the user that you must have a waiver to use this selection.

**Block C12. CONTRACT FINANCING** – Enter the appropriate code and TAB to accept entry or highlight the entry in the drop down box. The code identifies whether or not progress payments (PP) advance payments (AP), or other financing methods were used.

**Block C13A. Place of Manufacture** – Complete block C13A only if the contracting action is for a foreign end product or a service provided by a foreign concern. Otherwise leave blank.

**Block C13B. Country of Origin Code** – Only complete when block C13A is coded A or B. Enter the code from FIPS PUB 10-3 that identifies the country where the foreign product is coming from or where the foreign company providing the services are located.

**Block C14. COMMERCIAL ITEMS (FAR 52.212-4)** – Left click the appropriate entry. To delete an entry, left click on the entry again.

 - There are two screens in section D; D1 thru D4 and D5 thru D11. Screens must be completed sequentially before moving on. To get to the first screen press ENTER at block C14 or click the section D button and then D1 thru D4.

The screenshot shows the DD350 software interface. The window title is "DD350". The menu bar includes "File", "Edit", "All Sections", "Section B", "Section C", "Section D", "Form Summary", "Window", and "Help". The toolbar contains icons for file operations and navigation. The main area is titled "Parts D1-D4" and contains the following fields:

- D1. TYPE OF CONTRACTOR
  - D1A. Type of Entity: [Drop-down box]
  - D1B. Women-Owned Business:  Yes  No  Uncertified
  - D1C. Hubzone Representation:  Yes  No
  - D1D. Ethnic Group: [Drop-down box]
  - D1E. Veteran Owned Business:  Service Disabled Veteran  Other Veteran
- D2. REASON NOT AWARDED TO SDB: [Drop-down box]
- D3. REASON NOT AWARDED TO SB: [Drop-down box]
- D4. SET-ASIDE OR PREFERENCE PROGRAM
  - D4A. Type of Set-Aside: [Drop-down box]
  - D4B. Type of Preference: [Drop-down box]
  - D4C. Premium Percent: [Text box]

At the bottom right, there are buttons for "D1 thru D4" and "D5 thru D11".

**Block D1A. TYPE OF ENTITY** – Enter the appropriate entry and TAB to accept or highlight the entry in the drop down box.

**Block D1B. WOMEN-OWNED BUSINESS** - Left click the appropriate entry. To delete an entry, left click on the button again.

**Block D1C. HUBZONE REPRESENTATION** – Left click the appropriate entry. To delete an entry, left click on the button again.

**Block D1D. ETHNIC GROUP** - Enter a valid code and TAB or highlight the code in the drop down box if the action is with an SDB.

**Block D1E. VETERAN OWNED BUSINESS** – Select one of the codes if the contractor is a veteran-owned small business. To delete an entry, left click on the button again.

**Block D2. REASON NOT AWARDED TO SDB** –Enter the code and TAB or highlight the code from the drop down box.

**Block D3. REASON NOT AWARDED TO SB** –Enter the code and TAB or highlight the code from the drop down box.

**Block D4A. TYPE OF SET-ASIDE** – Enter the appropriate code and TAB to accept the entry. Otherwise highlight the selection in the drop down box.

**Block D4B. TYPE OF PREFERENCE** – Enter a valid code even if block D4A is coded E. Entry can be typed in and press TAB for acceptance or by highlighting the code in the drop down box.

**BLOCK D4C. PREMIUM PERCENT** – Calculate the premium percentage per DFARS 219.202-5 and enter it as a three-digit number rounded to the nearest tenth, e.g., enter 7.55% as 076.

To access the next screen press ENTER or click on the section D button and then D5 thru D11.

The screenshot shows the DD350 software interface. The window title is "DD350". The menu bar includes "File", "Edit", "All Sections", "Section B", "Section C", "Section D", "Form Summary", "Window", and "Help". The toolbar contains icons for file operations and navigation. The main area is titled "Parts D5-D11" and contains the following fields:

- D5. RESERVED
- D6. RESERVED
- D7. SMALL BUSINESS INNOVATION RESEARCH PROGRAM (dropdown menu)
- D8. SUBCONTRACTING PLAN SB, SDB OR HBCU or MI (dropdown menu)
- D9. SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (radio buttons for Yes/No)
- D10. SIZE OF SMALL BUSINESS (dropdown menu)
- D11. EMERGING SMALL BUSINESS (radio buttons for Yes/No)

At the bottom right, there are two buttons: "D1 thru D4" and "D5 thru D11".

**Block D5. RESERVED.**

**BLOCK D6. RESERVED.**

**BLOCK D7. SMALL BUSINESS INNOVATION RESEARCH PROGRAM** – Enter the appropriate code and TAB to accept entry or highlight code in drop down box.

**BLOCK D8. SUBCONTRACTING PLAN SB, SDB OR HBCU or MI** – Enter the appropriate code and TAB to accept entry or highlight code in drop down box.

**BLOCK D9. SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM** - Left click on the appropriate answer. To delete an entry, left click on the entry.

**BLOCK D10. SIZE OF SMALL BUSINESS** – Enter the appropriate code and TAB to accept entry or highlight the code in the drop down box.

**BLOCK D11. EMERGING SMALL BUSINESS** – Left click on the appropriate answer. To delete an entry, left click on the entry.

Section E . There is only one screen for section E. You can access this screen by pressing the “ENTER” key at block D11 or clicking on the section E button.

**Block E1. CONTINGENCY, HUMANITARIAN, OR PEACEKEEPING OPERATION** – Use the mouse to click on this box if it applies. Otherwise leave blank.

**Block E2. COST ACCOUNTING STANDARDS CLAUSE** - Use the mouse to click on this box if it applies. Otherwise leave blank.

**Block E3. NON-DOD REQUESTING AGENCY CODE (FIPS 95)** – If making a purchase on behalf of a non-DoD agency, enter the four-position code from FIPS PUB 95 that identifies the non-DoD agency. Otherwise, leave block E3 blank.

**Block E4. NON-DOD REQUESTING OFFICE CODE** – If making a purchase on behalf of a non-DoD agency, enter the non-DoD agency’s office code. Otherwise, leave block E4 blank.

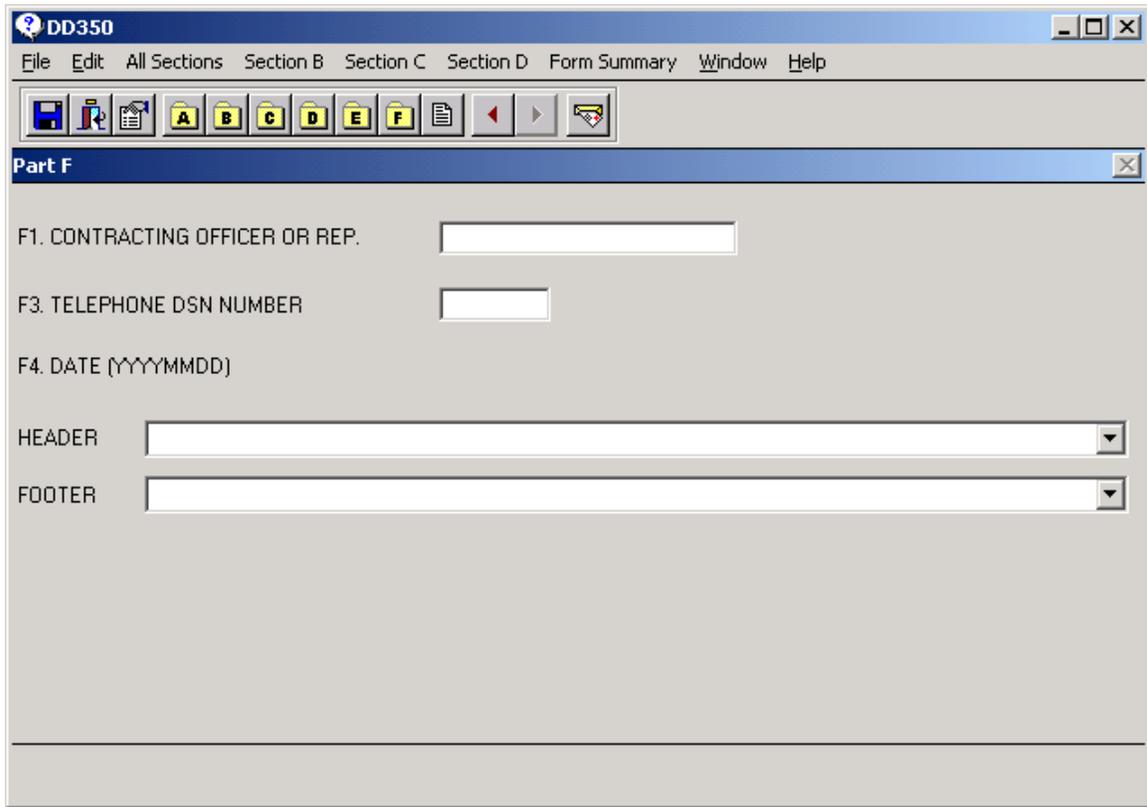
**Block E5. NUMBER OF ACTIONS** - This entry will only display if you report your DD350 actions to the Army. If you report your actions to the Air Force this block will not display on the screen.

**Block E6. PAYMENT BY GOVERNMENTWIDE PURCHASE CARD** – If payment is to be made through use of the Governmentwide purchase card, enter Y on line E6. Otherwise, leave line E6 blank.

**BUYER CODE** – This is a five position alpha/numeric field. Entry is optional and is not edited by the DD350 program. The user can enter anywhere from 1 to 5 position of the field.

**TYPIST INITIALS** – Type the initials of the individual creating the DD350.

Section F  has one screen and can be accessed by pressing, “ENTER” or clicking on the Section F button.



**F1. CONTRACTING OFFICER OR REP.** – Enter the appropriate contracting officer signature block.

**F3. TELEPHONE DSN NUMBER** – This block is for the DSN phone number of the person responsible for the DD350.

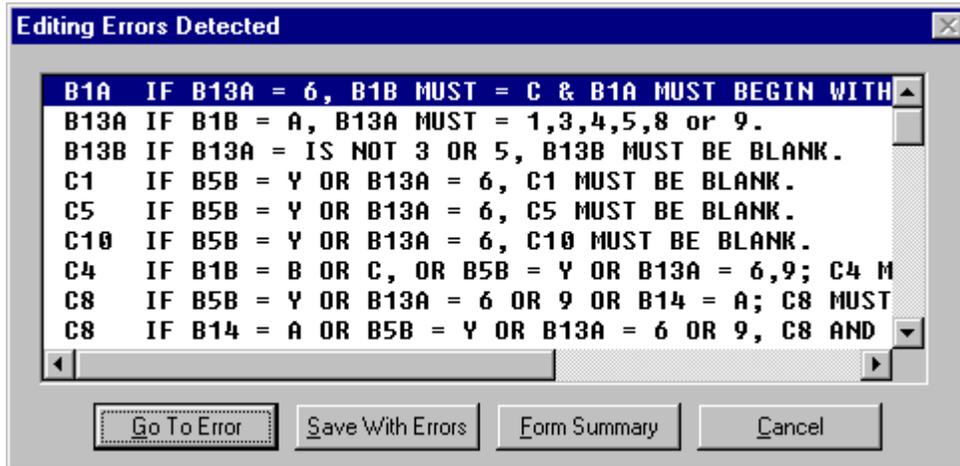
**F4. DATE (YYYYMMDD)** – This field is completed through the submittal process. The field can't be deleted or changed through this program.

**HEADER** – This field is optional. The information for the drop down box is entered by each system administrator. Once the drop down box information has been entered the user selects an entry to print in the header field of the DD350. . If a user saves a header to a DD350 and later decides that this was in error, select the blank field in the drop down box and the entry will go away. If the DD350 has already been saved, recall the DD350 and in Section F take the blank entry in the drop down box.

**FOOTER** - This field is optional. The data in the drop down box is the same for header and footer. The user selects an entry to print in the footer field of the DD350. If a user saves a footer to a DD350 and later decides that this was in error, select the blank field in the drop down box and the entry will go away. If the DD350 has already been saved, recall the DD350 and in Section F take the blank entry in the drop down box.

**FORMS SUMMARY**  - This is the form summary selection. When this button is selected, the program will access Microsoft Word and display your DD350 form with all data. **IF YOU MAKE A CHANGE AT THIS POINT, THE INFORMATION WILL NOT WRITE TO THE DATABASE.** This is a print feature only. If

changes need to be made, exit Microsoft Word, make the required changes and go back through form summary and print your document. If your DD350 has errors that have not been corrected, the form will print ERROR in block F2. To print the form click on "File" and "print" or press the print icon. You will be asked if you want to save your record. Say "NO". This is MS WORD process and has no effect on the DD350 form. When you click on the form summary icon, if there are errors, a message will display allowing the user to print the DD350 with the errors or allow you to correct them before printing. If you only see a page break when you go into Word, click the button "PAGE LAYOUT VIEW" in the lower left hand corner.



The **Go To Error** button will go to the place in the DD350 that has the error. For example, the above highlighted error involves block B1A. The program will go to this point to allow the user to correct the problem. After

correcting an error you must select the SAVE  button to save the changes and go back to the error screen or move forward in the program.

**Save With Errors** will write the record to the database as is. The user doesn't want to correct the errors at this time. To correct the errors at a later time recall the ACN, fix any errors and save the DD350.

**Form Summary** will not display the errors but go right to the form summary and allow the record to print.

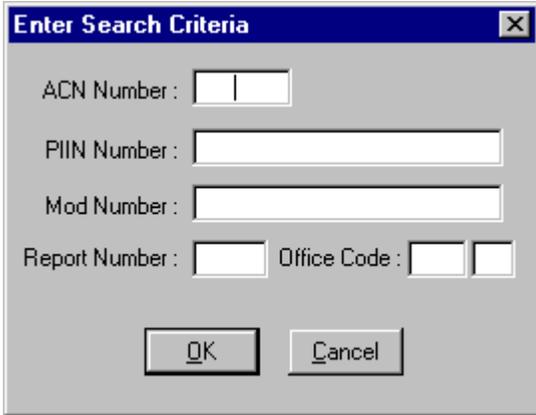
**Cancel** will write the record to the database with all errors.

**EMAIL**  - At the far right corner of the toolbar is a selection for email. By selecting this button the user can send an email regardless of what they are doing i.e., original, canceling, correction, recall or modeling. When the email button is selected a screen will display that allows the user to input 1 or multiple ACNs to be included in the email. After the email has been sent the user will return to the same place they were at when the email button was selected. For example, if the user was in the 2nd screen of section B then you will return to that exact screen. The user can go on from where they left off or exit the program if they choose to. You can only email a DD350 that has been saved to the database.

### 3. CANCELLING A DD350



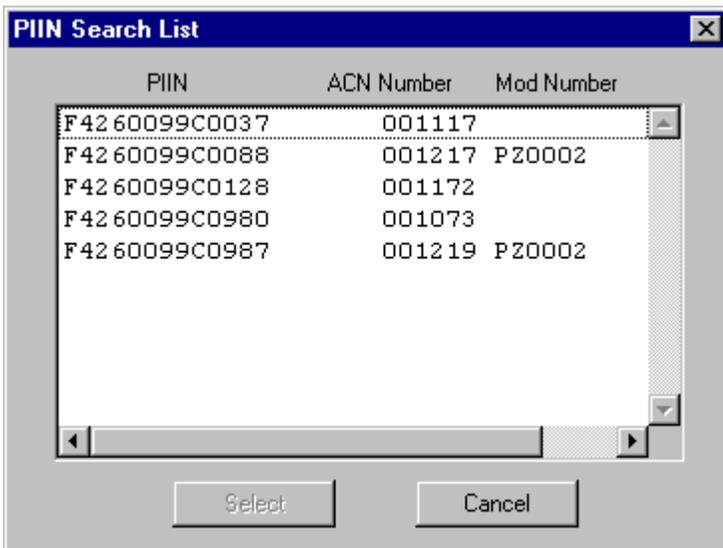
To cancel a DD350 the original must have been transmitted giving the record a report number (Block A2), an action date (Block B3) and a date in block F4. Also, you cannot cancel a DD350 that was transmitted in a prior fiscal year. To access this process click on "Canceling" or press "a" on the keyboard. The first screen to display is the search criteria.



The 'Enter Search Criteria' dialog box contains the following fields and buttons:

- ACN Number :
- PIIN Number :
- Mod Number :
- Report Number :  Office Code :
- Buttons:

You can enter the ACN, PIIN number (Block B1A) with the modification number (Block B2) or a report number and office code. If you want to look up a DD350 by ACN you must put the exact number you want to find. The ACN is an exact match look up. On the PIIN/Mod and Report Number/Office code look up, you can enter the entire field or a portion of the field. The least amount of entries in the field, the longer the search will take. If you click on "CANCEL" or a "C" on the keyboard, the process will stop and take you back to the main menu. After entry of the applicable data, click "OK" or an "O" on the keyboard and the search will start. If you are searching by PIIN/Mod or Report Number/Office Code a screen will display telling you the program is scanning the DD350 database and how many records have been selected. When the search is complete a screen will display showing all the records found to match the search criteria.



The 'PIIN Search List' dialog box displays a list of search results with the following columns: PIIN, ACN Number, and Mod Number.

PIIN	ACN Number	Mod Number
F4260099C0037	001117	
F4260099C0088	001217	PZ0002
F4260099C0128	001172	
F4260099C0980	001073	
F4260099C0987	001219	PZ0002

Buttons:

Click on the record that you want to view and click on "SELECT". This will bring the record on the screen and allow you to cancel the DD350. If the DD350 has not been transmitted, a message will display saying you can't cancel the record because it has not been transmitted. If the record has been transmitted the following screen will display:

Automated Control Number	000898
A1. Type of Report	0
A2. Report Number	0018
A3. Contracting Office Code	0GE 30
B1A. Contract Number	F4260000C8124
B2. Mod. Order or Other ID	
Typists Initials	PG

Buttons: Cancel This DD350, Don't Cancel

You only need to input the typist’s initials and click on “CANCEL THIS DD350” and the program will create a canceling action. A message will display asking if you want to view and print the DD350 after saving. If you do click on “YES” and the program will take you in to WORD and allow you to print the record. If you answer “NO” the program will return to the main menu. If you don’t print the DD350 you won’t know what the ACN number is.

**4. CORRECTING A DD350**

To correct a DD350 the original must have been transmitted giving the record a report number (Block A2), an action date (Block B3) and a date in block F4. Also, you cannot correct a DD350 that was transmitted in a prior fiscal year. To access this process click on “CORRECTING” or press “C” on the keyboard. The first screen to display is the search criteria.

Enter Search Criteria

ACN Number :

PIIN Number :

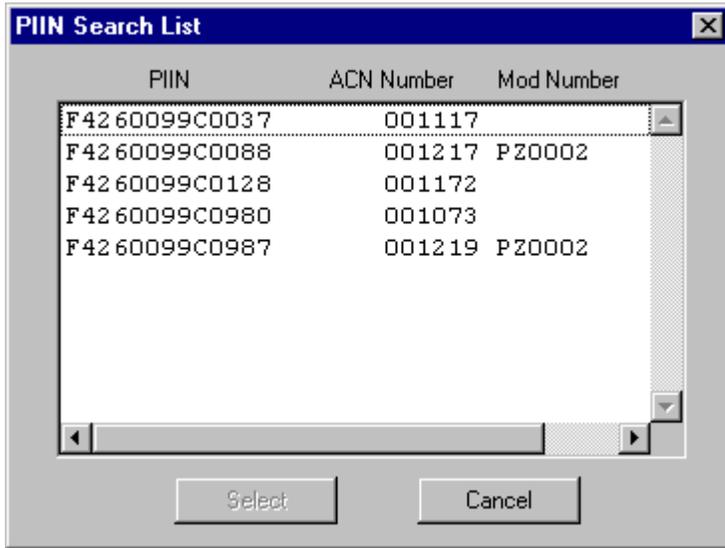
Mod Number :

Report Number :  Office Code :

Buttons: OK, Cancel

You can enter the ACN, PIIN number (Block B1A) with the modification number (Block B2) or a report number and office code. If you want to look up a DD350 by ACN you must put the exact number you want to find. The ACN is an exact match look up. On the PIIN/Mod and Report Number/Office code look up, you can enter the entire field or a portion of the field. The least amount of entries in the field, the longer the search will take. If you click on “CANCEL” or a “C” on the keyboard, the process will stop and take you back to the main menu. After entry of the applicable data, click “OK” or an “O” on the keyboard and the search will start. If you are searching by PIIN/Mod or Report Number/Office Code a screen will display telling you the program is scanning the DD350

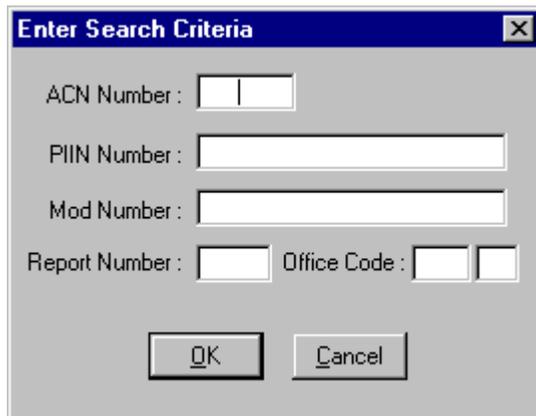
database and how many records have been selected. When the search is complete a screen will display showing all the records found to match the search criteria.



Click on the record that you want to view and click on “SELECT”. This will bring the record on the screen and allow you to correct the DD350. If the DD350 has not been transmitted, a message will display saying you can’t correct the record because it has not been transmitted. If the record has been transmitted the DD350 will display on the screen and allow you to correct any field that you want. The process is similar to creating an original except you can move between any of the screens. You must save the correcting action to get a new ACN number. All data will print exactly from the original except the information that you have changed. You must press the SAVE  button before you can go to WORD and print the DD350.

## 5. RECALL

This feature allows you to recall an existing record. To recall a DD350 the same search criteria screen will display as in the CANCEL or CORRECT process.



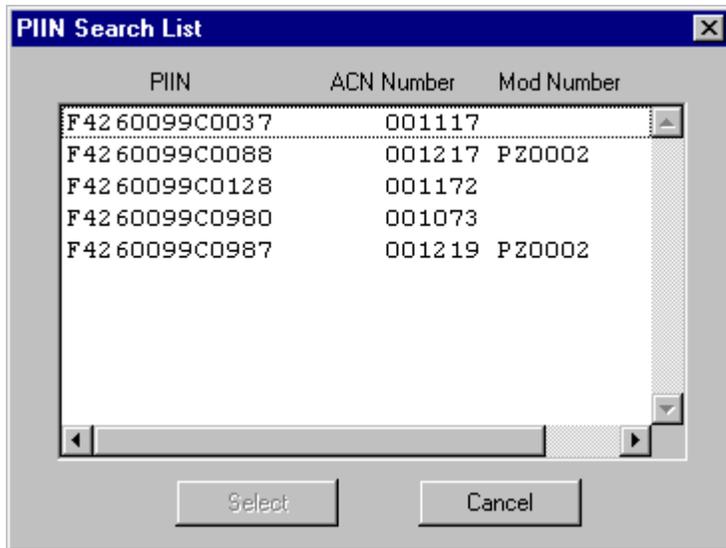
You can enter the ACN, PIIN number (Block B1A) with the modification number (Block B2) or a report number and office code. If you want to look up a DD350 by ACN you must put the exact number you want to find. The

ACN is an exact match look up. On the PIIN/Mod and Report Number/Office code look up, you can enter the entire field or a portion of the field. The least amount of entries in the field, the longer the search will take. If you click on "CANCEL" or a "C" on the keyboard, the process will stop and take you back to the main menu. After entry of the applicable data, click "OK" or an "O" on the keyboard and the search will start. If you are searching by PIIN/Mod or Report Number/Office Code a screen will display telling you the program is scanning the DD350 database and how many records have been selected. When the search is complete a screen will display showing all the records found to match the search criteria.

Click on the record that you want to view and click on "SELECT". This will bring the record on the screen and allow you to view the record, make changes before submitting the DD350 or print another copy. If you make any changes to the DD350 you must save the record before going to WORD and printing the record. This increment the occurrence number and matches the print with the database.

**6. MODELING A DD350**

You can enter the ACN, PIIN number (Block B1A) with the modification number (Block B2) or a report number and office code. If you know the ACN of the DD350 you want to model, enter the full number. The ACN is an exact match look up. On the PIIN/Mod and Report Number/Office code look up, you can enter the entire field or a portion of the field. The least amount of entries in the field, the longer the search will take. If you click on "CANCEL" or a "C" on the keyboard, the process will stop and take you back to the main menu. After entry of the applicable data, click "OK" or an "O" on the keyboard and the search will start. If you are searching by PIIN/Mod or Report Number/Office Code a screen will display telling you the program is scanning the DD350 database and how many records have been selected.



Click on the record that you want to view and click on "SELECT". This will bring the record on the screen and allow you to view the record, make any changes and then select the summary , print and save the DD350.