



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
EXECUTIVE DIRECTOR, ACQUISITION, TECHNOLOGY
AND SUPPLY DIRECTORATE (DLA)

SUBJECT: Hurricane Katrina Contracting Action Reporting

OMB tasked the Department and other federal agencies supporting Hurricane Katrina relief to submit data on all contracting actions associated with those efforts to the Department of Homeland Defense.

The Statistical Information Analysis Division will provide the Department's data from Defense Contract Action Data System. In order to obtain accurate data and support close out of year-end reporting, when completing the DD Form 350, Individual Contracting Action Report, contracting personnel executing purchases for Hurricane relief and recovery efforts must use "ZHK" for Hurricane Katrina and "ZHR" for Hurricane Rita in block B12C as authorized by Class Deviation 2005-O0008. This is applicable to future contract actions and prior actions, including those issued before the class deviation. In the latter case, please submit a correcting DD Form 350 for those Hurricane related contract actions awarded after August 28, 2005.

Military Departments and other Defense Agencies have until November 10, 2005, to close out FY05 reporting actions that must include all FY05 Hurricane related actions. My point of contact is Ms. Sandi Bennett who may be reached at (703) 693-0197 or Sandra.Bennett@osd.mil.

Domenic C. Cipicchio
Acting Director, Defense Procurement
and Acquisition Policy

