Classification: UNCLASSIFIED
Caveats: NONE

Effective immediately, the attached contract file index shall be used for all contract files regardless of value or complexity. We realize that many of you have developed and are currently using different indices for your files, however, as of this message, those indices should be purged.

Many of you will ponder the logic of using an elongated index for simple buys. The answer is - this is what has been mandated for use to standardize contract files throughout the ACC command. The silver lining is, we (the PARC Policy and Compliance office) will be preparing a companion booklet to make the process of using this index less painful over the next few months. What we need from you is ideas for the types of information you believe would be beneficial to provide in this booklet. Please forward your ideas to DL-409CSB-HQ-CMD-PARCPolicy@EUR.army.mil by 19 October.

Note, the intent of this booklet is to be a training aid for new employees and a reminder for those of us who have been working in contracting for a while. Ideas that we're currently throwing about are the index could contain reference points showing when certain items on the index apply or don't apply, checklists, templates for D&F's and other documents, and guidance for special situations.

As always, please contact the PARC Policy and Compliance office at DL-409CSB-HQ-CMD-PARCPolicy@EUR.ARMY.MIL if you have questions.

Thanks for your input!

Stephanie and Joy

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Procurement Analyst

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** Check out the 409th CSB @ www.409csb.army.mil ** <http://www.409csb.army.mil**>