DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR SEE DISTRIBUTION 27 FEB 2001

FROM: HQ AFMC/PK
4375 Chidlaw Road, Room S208
Wright-Patterson AFB OH 45433-5006

SUBJECT: Policy Guidance on DD350 Coding for Historically Underutilized Business Zone (HUBZone) Acquisitions

1. The intent of this memorandum is to provide guidance on DD350 coding for HUBZone acquisitions. A recent review of several hundred DD350s indicated that almost 99 percent were incorrectly coded in respect to HUBZone representation. As most of you are aware, DD350 information feeds into the Air Force Contract Reporting System, and information, such as small business performance data, is extracted and provided to all levels of Government, including Congress. Therefore, it is imperative that data integrity be maintained.

2. Before HUBZone representation can be considered, the Contracting Officer must first determine if the codes for Section D are to reflect the current contract action or the original contract. Codes in Blocks 13A, Contract or Order, and 13D, Modification, of the DD350 will determine proper coding of Section D. If Block 13A, Contract or Order, is coded 1 (Letter Contract), 3 (Definitive Contract), 4 (Order Under Agreement) or 9 (Purchase Order or Call) and 13D, Modification, is blank or is coded A (Additional Work - New), then Section D describes the current contract action. Any other codes used in Blocks 13A and 13D will result in Section D describing the original contract. Additionally, Block D1C, HUBZone Representation, will only be completed if Block D1A is coded A (Small Disadvantaged Business) or B (Other Small Business).

3. In considering HUBZone representation, keep in mind that a company must be HUBZone certified by the Small Business Administration (SBA). SBA provides a "List of Qualified HUBZone Small Business Concerns" at the HUBZone site on their homepage: http://www.sba.gov. Consequently, Block D1C would only be coded "Y" (yes), when the company is a Small Business or Small Disadvantaged Business and (1) Section D is based on the original contract and the company was HUBZone certified at time of the original contract award or (2) Section D is based on the current contract action and the company is currently HUBZone certified .

4. If you have any questions, please contact my action officer, Ms. Elaine K. Smith, HQ AFMC/PKPA, at DSN 986-0364, or e-mail elaine.smith@wpafb.af.mil.

Milt Ross

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Deputy Director of Contracting

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