

## INTERNAL POLICY MEMORANDUM

IPM 11-012bCON

DATE: **SEP 27** 2011

SUBJ: DISTRIBUTION OF CONTRACTUAL DOCUMENTS

REF: (a) FAR Subpart 4.2 Contract Distribution  
 (b) DFARS/DFARS PGI 204.2 Contract Distribution  
 (c) NMCARS 5204.2 Contract Distribution  
 (d) SPAWAR SCPPM Document "Contract/Modification Distribution"

1. Effective immediately, this policy revises IPM 11-012aCON, dated September 6, 2011 by deleting all enclosures.

2. POLICY:

This policy provides guidance for proper distribution of contractual documents.

3. PROCEDURES:

In addition to the policy requirements set forth in references (a), (b), and (c), and the responsibilities and approvals set forth in reference (d), this document provides additional guidance relative to the distribution of Contractual Documents at SSC Pacific.

Distribution. Make distribution by email for each contract action in accordance with the tables below. Upon sending the distribution email, print a copy of the distribution email for the official file as the distribution record.

<b>Distribution Table</b>	
<b><u>Standard Distribution</u></b>	<b><u>Notes</u></b>
Accounting Obligating Documents (AOD) SPSC_2009_AOD@navy.mil	Forwards document to the comptroller shop.
SSC Pacific CONTDOC SPSC_220_contdoc@navy.mil	Forwards document to employees responsible for attaching documents to NERP PR.
Contracting Officer's Representative (COR)/Customer	As designated.
Contractor/Recipient	IAW Contract action.
 <b><u>Non-Standard Distribution</u></b>  	

Shana.byers@navy.mil	All assistance actions
SSC PAC ssepacificsecuritycor@navy.mil	All actions invoking a DD254
Small Business Administration (SBA)	All 8(a) actions
W SPSC SSC PAC SBIR US@navy.mil	All SBIR actions
sewporders@sewp.nasa.gov	All NASA SEWP actions
alliantsb@gsa.gov	All Alliant Small Business actions
alliant@gsa.gov	All Alliant Large Business actions
Applicable Purchase Cardholder	If method of payment is Gov't Credit Card

<b>Distribution Email Subject Naming Convention</b>	
<b><u>Subject Should Read</u></b>	<b><u>Type of Action</u></b>
N66001-XX-X-XXXX	Award
N66001- XX-X-XXXX / P0000X	Mod
N66001- XX-D-XXXX / 000X	Order
N66001- XX-D-XXXX / 000X / 0X	Order Mod
NXXXXX-XX-X-XXXX / N66001-XX-F-XXXX	Order off Schedule
N00178-XX-D-9999/7N0X	SEAPORT

4. POLICY MEMORANDUM DURATION:

This policy will remain in effect until rescinded or terminated.



Tammy Sanchez  
Head, Contracts Department  
SSCPAC 2.0 Competency