



1. PURPOSE

The purpose of this document is to provide claimancy-wide guidance on the distribution of contracts, modifications, correspondence and other types of supporting documents.

Related guidance is available under CMPG section [4.2.7 Distribute Contract](#) and [5.3.10 Distribute Modified Contract](#) and the  [Checklist – Electronic Contracting End to End](#) SCPPM.

2. POLICY

Distribution requirements shall be limited to the minimum necessary for proper performance. See site-specific information below for additional distribution requirements.

- A. [FAR Subpart 4.2](#) – Provides a summary of general contract distribution requirements.
- B. [DFARS 204.2](#) – Provides specific agency distribution requirements.
- C. [DFARS PGI 204.201](#) – Provides instruction for the distribution of contracts and modifications.
- D. [NMCARS 5204.201](#) – Requires all DoN activities to post an electronic copy of each newly executed procurement instrument (contracts, purchase orders, delivery orders, contract modification, etc.) within two working days of its execution to the [Electronic Document Access \(EDA\) website](#), unless payment under the instrument will be made with the Government Purchase Card.

3. RESPONSIBILITIES

3.1 Contracting Officers (PCO)

Ensuring timely, correct contract distribution and for ensuring the contract file contains the approved Distribution Record.

3.2 Contract Specialist (CS)

- A. Ensuring that all necessary offices receive copies of the actions for proper performance of essential functions: such as the contractor, paying office, contract administration, contract auditing, security;
- B. Determining the correct current addresses for other government agencies including DCMA/DFAS and DCAA.
- C. Preparing and maintaining a record of distribution for each action.

3.4 PMW/Technical Code is responsible of maintaining a copy for files.

4. PROCEDURE

4.1 CS

Completes, updates, and maintains a current copy of the record of distribution for filing contracts and contract modifications in the official contract folders.

4.2 Accounting Copy: Within one working day after execution, the contract specialist will forward the obligation document to their respective comptroller's office.

4.3 Site Procedures:

- A. HQ: For Distribution of Contract Documents, the contract specialist shall use the [SPAWAR Paperless Document Distribution website](#) and upload the documents into [WebXtender \(WebX\)](#). (Reference: [WebX User's Guide](#)).

Distribution List:

- 1. Contractor
- 2. Customers (Competencies([1.0-8.0 Reps])/[PEO/PMO-APM-BFM])



- 3. Comptroller: 1142_Contract_Awards@navy.mil
- 4. Security: W_SPSC_SSC_PAC_securitycor_US@navy.mil
- 5. GFP: Bruce.O.Martin@navy.mil
- 6. Metrics: spawar_hq_2.0_contracts_distribution.fet@navy.mil

*Note: Distribution to DFAS, DCAA and DCMA is transmitted each day from PD2 and Seaport to [EDA](#), thus there is no need to send separate copies to these agencies.

- B. **SSC-Atlantic:** The office assistant is responsible for all contract and modification distribution *except* copies to DFAS, DCAA and DCMA. Distribution to these offices will be by transmission of an electronic file download each day from PD2 and forwarded to [EDA](#).
- C. **SSC-Pacific:** In addition to the standard distribution process performed by the Reproduction and Distribution Center, the contract specialist is responsible for:
 - 1. Entering the appropriate accounting information in the designated accounting log book; and
 - 2. Ensuring that one copy of the obligating document, funding document, funding plan (if applicable), purchase request, or any other document that is used by Budget to commit and certify funding, is placed into the designated accounting box, located in the Contract Directorate reception area.

5. APPROVALS

PCO is responsible for reviewing and approving the distribution and for ensuring the approved Distribution Record is part of the contract file.

6. TOOLBOX

6.1 DoD

- A. [Electronic Document Access \(EDA\) website](#)

6.2 SPAWAR

- A. [Data Management System – Searching For PR Attachments Guide](#)
- B. [SPAWAR Paperless Document Distribution website](#)
- C. [SPAWAR Standard Procurement System \(SPS\) Process – PD2 to WebX](#)
- D. SSC-Atlantic: [Contracts](#) & [Mods/Delivery Orders](#)
- E. SSC-Pacific: [SSC Pac Distribution](#)
- F. [WebX User’s Guide](#)

7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

| Date | Description of Changes |
|----------------|---|
| May 2016 | Content updated and converted to new SCPPM format; updated links. |
| September 2012 | Last version created in previous format with edits to the distribution list for HQ. |