



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEDB (715jj)

18 September 1996

MEMORANDUM FOR USACE COMMANDS, ATTN: DEPUTY FOR SMALL BUSINESS

SUBJECT: SADBUE Policy Memorandum 96-3, Electronic Submittals of SADBUE Subcontracting Reports

1. A number of improvements have been made in the management of the Small and Disadvantaged Business Utilization (SADBUE) subcontracting program in the past year. The frequency of reports has been reduced to semiannual, and the data required has been significantly reduced to eliminate common errors. Districts are now authorized to enter contractor's SF 295s directly into the DoD database.
2. The next step in simplifying the business process of subcontract program reporting is to permit electronic transmission of the subcontract reports from the contractor to the contract administration office (or as instructed by the contracting officer). The electronic transmission of subcontracting reports is not mandated, but may be allowed if the contractor, the contract administrator, and the Deputy for Small Business have the necessary computer skills and the software required to transmit and receive the reports. Every effort should be made to implement electronic submittals now, or take steps to do so in the very near future. Enclosed is an instruction sheet showing the alternatives available to the contractor and the contract administrator. Electronic reporting can pay great dividends in reducing administrative costs for the contractor and the Corps.
3. The business process of electronic reporting in the SADBUE program does not relieve the contracting officer from ensuring that the subcontracting data is recorded in the Defense Information Operations and Reports (DIOR) database, as instructed by CEDB. Improving compliance in subcontract reporting will lead the way to creating a more efficient business process.

FOR THE COMMANDER:

Encl  
as

  
DIANE S. SISSON  
Director  
Small and Disadvantaged Business  
Utilization

## Options for Obtaining and Submitting Subcontracting Report Forms

1. The Deputy for Small Business or the Administrative Contracting Officer (ACO) provide contractor with copies of current SF 294, Subcontracting Report for Individual Contract, and SF 295, Summary Subcontract Report, at either the preconstruction conference, or through correspondence. Contractor completes forms and mails to contracting administration office or as instructed by the district.

### 2. Internet

- a. Accessing **General Services Administration (GSA) Home Page**  
<http://www.gsa.gov:80/forms>

Select -- Welcome to the Forms Service at GSA  
(The server presents files in PDF format. Display of PDF files requires a PDF Viewer available, free, from Adobe.)

Select -- Federal Acquisition Regulation (FAR) Forms  
(Make sure you have loaded the Adobe Viewer software that is available at the bottom of the Forms home page before trying to access any of these forms.)

Select -- Numeric by form number

Select -- SF 294 Subcontracting Report for Individual Contracts (Rev. 10/95) OR

Select -- SF 295 Summary Subcontract Report (Rev. 10/95)

Pop-up menu "Undefined Viewer for MIME Type"  
Options: Save to Disk  
Add Viewer

Forms can be saved to a disk, retrieved, and **printed only**. These are not interactive forms. The forms can be filled in and mailed to the contracting administration office or as instructed by the district.

- b. Accessing **Directorate for Information Operations and Reports (DIOR) Home Page**  
<http://web1.whs.osd.mil/diorhome.htm>

(Note: Selections should be made from hyper link narrative.)

Select ● Forms and Reports

Select ● DoD Forms Program

Select ● Available Electronic Forms

Select ● Standard Forms

(Listing of Perform Pro/FormFlow Electronic Forms By Form Number (August 1996). (Click on the Form Number to download the selected electronic form.)

Select ● SF 294  
Subcontracting Report for Individual Contract OR

Select ● SF 295  
Summary Subcontract Report

Pop-up menu "Undefined Viewer for MIME Type"  
Options: Save to Disk  
Add Viewer

Forms can be saved to a disk and accessed through Perform Pro/FormFlow to enter data, save, and print. The forms can be mailed to the contract administration office or as instructed by the district. The contractor can also be given the option to E-MAIL report, if the ACO or district have capability of receiving the reports electronically. The reports can be sent as attachments.