



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION  
TECHNOLOGY  
AND LOGISTICS

DPAP/EB

DEC 06 2004

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(POLICY AND PROCUREMENT), ASA(ALT)  
DIRECTOR, ARMY CONTRACTING AGENCY  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION MANAGEMENT), ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY  
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS (DLA)  
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Update on Transition to the Federal Procurement Data System – Next Generation (FPDS-NG)

The General Services Administration's (GSA's) recent deployment of the Federal Procurement Data System – Next Generation (FPDS-NG) Version 1.2 allows the Department of Defense (DoD) to aggressively move forward with its transition to the new, real-time, validated contract reporting environment. I want to update you on our status and provide instruction for reporting of FY05 actions. Please ensure widest dissemination possible of this memorandum in your organizations.

As our contract writing systems, like the Standard Procurement System (SPS), are now either ready, or nearly ready, to interface directly with FPDS-NG, the goal for completing the transition to the new reporting environment remains February 1, 2005. If you anticipate any issue with your Component's ability to meet this long-established deadline, please submit a detailed contingency plan, including milestone dates for full transition to the new, mandated reporting environment to my action officer, Ms. Lisa Romney, 703-614-3883, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), by December 20, 2004 for review. It is imperative that you coordinate your organization's transition of sites to the new reporting environment with your Transition Team representative listed on the attachment to this memorandum prior to initiating deployment. The attachment also provides FPDS-NG training issues for your information and use.

There are also a few specific policy and process issues I need to bring to your attention as we transition to the new reporting environment.

- The first is a reminder to explicitly follow the contract numbering procedures outlined in DFARS 204.70. Specifically, if you award a contractual instrument under which you

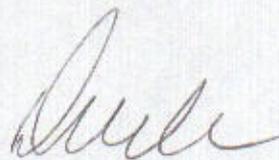


anticipate issuing orders or calls, it must be identified with an "A", "D", or "G" in the ninth position of the instrument's number (see DFARS 204.7003). As indicated in DFARS 204.7004(d), these are the only vehicles under which orders and calls may be placed.

- Second, prior to reporting orders/calls against a DoD awarded indefinite delivery contract, blanket purchase agreement, or basic ordering agreement; that base vehicle must be reported (even if its obligated amount is \$0) to FPDS-NG.
- Third, do not report any modification actions against FY97-FY04 contractual instruments or FY05 instruments already reported this fiscal year using the old DD350 method, until advised to do so by subsequent memorandum or your Transition Team representative. There is an issue with reporting DoD modification actions that we are in the process of correcting. The resulting change must occur before modifications will process in FPDS-NG correctly.
- Finally, for system administrators, DoD uses the DoD-level code "9700" as the Agency Identifier (ID) in potentially two (2) places on a Contract Action Report (CAR). In the FPDS-NG award identification fields, which consist of "Agency ID," "PIID," "Mod No," and "Transaction No;" the Agency ID is "9700." When an order or call is placed under a DoD awarded contract vehicle, the FPDS-NG Referenced IDV ID fields, which consist of "Agency ID" and "Reference PIID;" the Agency ID is "9700." Please note that in FPDS-NG, the acronym "PIID" stands for Procurement Instrument Identifier, and is equal to the contract vehicle's number.

Following these policies and processes will help us avoid possible contract action report rejections as we transition to using FPDS-NG.

In today's highly charged environment, where support of the warfighter is paramount, the move to solutions like FPDS-NG that enable us to more efficiently and effectively manage our activities take on added significance. I thank you all in advance for your cooperation and support. Again, my action officer for FPDS-NG is Lisa Romney, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), 703-614-3883.



Deidre A. Lee  
Director, Defense Procurement  
and Acquisition Policy

Attachment  
As stated