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ACQUISITION
TECHNOLOGY
AND LOGISTICS

December 17, 2004

DPAP/EB

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES

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

SUBJECT: Transition to the On-line Representations and Certifications Application
(ORCA)

This letter is a reminder of the upcoming implementation of the On-line Representations and Certifications Application (ORCA), a project within the Federal Integrated Acquisition Environment (IAE) eGovernment initiative. ORCA simplifies our historically paper-based process and enables vendors to submit their representations and certifications on-line to a central location. The upcoming publication of Federal Acquisition Circular (FAC) 26, changes the Federal Acquisition Regulations (FAR), effective in January 2005, to require the use of ORCA with few exceptions. The final rule that will be included in FAC 26 is available on the DPAP/EB website (<http://www.acq.osd.mil/dpap/ebiz/index.htm>) under Policies/Guidelines.

As a result of the FAR changes, vendors will complete and update the on-line provisions in ORCA (www.bpn.gov/orca) on at least a yearly basis. Then, by virtue of a new clause (to be numbered 52.204-XX, entitled "Annual Representations and Certifications") included in solicitations, vendors will attest that at the time of their offer submissions, their records at ORCA are current, accurate, and complete. Notification of these impending FAR changes are being sent to all active registrants in the Central Contractor Registration (CCR) database.

The primary impact of the ORCA-related FAR changes on our workforce is the aforementioned requirement to include the new clause in solicitations in lieu of several



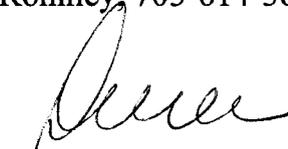
provisions. Please be aware that while ORCA includes most common provisions, it does not include all of the provisions prescribed in the FAR. Also, as it is a federal-level system, it does not yet include Defense FAR Supplement (DFARS) or Component level provisions. These provisions still need to be included in solicitations when prescribed.

Once implemented, ORCA will be considered the authoritative source for vendor-completed representations and certifications for the entire federal government. Since our contracting offices are not required to maintain paper copies of the records that are maintained in ORCA, transition should result in an improved environment that reduces paper submission, collection, and work associated with tracking of these records. Vendors' records are easily searched in ORCA by their DUNS numbers and by dates of submission.

The Acquisition Domain assembled a DoD ORCA transition team composed of component policy and contract writing system representatives. This team is working with DoD components to identify and resolve any key issues and requirements associated with the transition, raise awareness of this change, and ensure DoD issues are properly represented at the federal level. The following representatives are members of the transition team should you need additional information specific to your component:

- Department of Army – Lee Kumbar, lkumbar@alexandria-emh1.army.mil
- Department of Navy – Brian Fahey, brian.fahey1@navy.mil
- Department of Air Force – Maj Randy Rivera, randy.rivera@pentagon.af.mil
- Defense Logistics Agency (DLA) – LCDR Mike Ryan, john.ryan@dla.mil
- Defense Information Systems Agency (DISA) – Lynne Maue, mauel@scott.disa.mil
- Other Defense Agencies - Lisa Romney, lisa.romney@osd.mil
- Standard Procurement Systems (SPS) Joint Program Management Office (JPMO) – Joyce Allen, joyce.allen@eis.army.mil

My action officer regarding this subject is Lisa Romney, 703-614-3883, lisa.romney@osd.mil.



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