



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

AUG 01 2005

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

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)

I am taking this opportunity to provide you with an update regarding the Department of Defense's (DoD) transition to the Federal Procurement Data System – Next Generation (FPDS-NG). I recognize the continued hard work and dedication displayed by those many individuals who have contributed to ensuring that DoD continues to set the standard for contract action reporting.

DoD continues to work closely with the FPDS-NG system steward, the General Services Administration (GSA), identifying the key DoD requirements that need to be properly in place for a successful, seamless transition to FPDS-NG's machine-to-machine environment. GSA is diligently working on developing a program plan that will support the transition, but that plan is still in development. As such, given we have entered the fourth quarter of the fiscal year, I want to provide our field operations with the information necessary to adequately plan ahead.

In my January 24, 2005 memo, I explained that the majority of DoD contracting activities will continue to use DD Form 350s to report contract actions greater than \$2,500 through FY05. All activities should continue to operate in this manner. Accordingly, you are expected to continue reporting DD Form 350 actions to the Defense Manpower Data Center (DMDC) (formerly the Directorate for Information Operations and Reports – DIOR) pursuant to the monthly schedule set forth in my memo dated March 2, 2005. We expect a normal year-end closeout in October 2005 (for which a specific schedule will be issued later in September 2005), after which DoD's FY05 reporting data will be migrated to FPDS-NG. We continue to support pilot sites that are interfacing directly with FPDS-NG (e.g. Fort Sill, the Defense Contracting Command – Washington, and the DoD Education Activity).

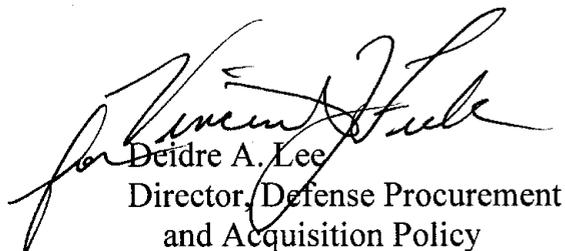


Although work on the FPDS-NG transition continues, we are committed to taking a conservative approach that has minimal impact on the Department's ability to report timely and accurate information as well as on the ability of the public and Congress to access that information. Therefore, we will continue to report via DD350s into FY06, and, accordingly, basic FY06 edits are being prepared and will be published as soon as possible. Since the transition to FPDS-NG occurs during FY06, FY06 edits are to be considered guidance and specific implementation of edits in Component reporting systems is at the discretion of the Components. Please note that the Department's Standard Procurement System's (SPS) Procurement Desktop-Defense application will maintain currently programmed edits.

If GSA meets its current schedule, we anticipate an orderly transition of our contract writing systems to interface directly with FPDS-NG during the Q1-Q3 FY06 timeframe. DoD contract writing systems and contract action reporting offices should plan accordingly. As the SPS program is already certified and positioned to transition, we plan to transition SPS sites first during Q1-Q2 of FY06 after FY05 close-out. Other contract writing systems and manual users will follow in Q2-Q3. Please work with your DoD FPDS-NG Core Team representatives identified below as they develop the specific site transition schedules for your Component. Contracting offices using contract writing systems that do not timely complete the interface certification process with FPDS-NG will be required to use the FPDS-NG manual web portal.

Thank you all for your continued cooperation, patience, and support. Again, my action officer for FPDS-NG is Lisa Romney, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), (703) 614-3883, ext. 107. Additionally, please contact your designated DoD FPDS-NG Core Team representative identified below for specific Component information:

- Department of Army and Other Defense Agencies: Brian Davidson, [brian.davidson@osd.pentagon.mil](mailto:brian.davidson@osd.pentagon.mil), 703-604-4572
- Department of Navy: Patricia Coffey, [patricia.coffey@navy.mil](mailto:patricia.coffey@navy.mil), 202-685-1279
- Department of Air Force: William Bishop, [william.bishop@pentagon.af.mil](mailto:william.bishop@pentagon.af.mil), 703-588-7045, and Kathryn Ekberg, [kathryn.ekberg@osd.mil](mailto:kathryn.ekberg@osd.mil), 703-588-8616
- Defense Logistics Agency: Judy Lee, [judy.lee@dla.mil](mailto:judy.lee@dla.mil), 703-767-1376
- Defense Contracts Management Agency: Barbara Roberson, [barbara.roberson@dcma.mil](mailto:barbara.roberson@dcma.mil), 703-428-0856
- Standard Procurement System: Joyce Allen, [joyce.l.allen@us.army.mil](mailto:joyce.l.allen@us.army.mil), 703-460-1507
- Office of Small and Disadvantaged Business Utilization: Sharon Drago, [sharon.drago@osd.mil](mailto:sharon.drago@osd.mil), 703-588-8618, and Kathryn Ekberg, [kathryn.ekberg@osd.mil](mailto:kathryn.ekberg@osd.mil), 703-588-8616

  
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MEMORANDUM FOR DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS, DEFENSE AGENCIES  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
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DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS (DLA)

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(FPDS-NG)

I am taking this opportunity to provide you with an update regarding the Department of Defense's (DoD) transition to the Federal Procurement Data System – Next Generation (FPDS-NG). I also want to recognize the hard work and dedication displayed by those many individuals who have contributed to the significant progress made to date.

On December 20, 2004, DoD became the first government agency to certify that it completed submission of its FY04 contract reporting data to the General Services Administration (GSA) for loading into FPDS-NG. Since DoD is the source for over 60% of contract reporting information for the entire federal government, this accomplishment signifies completion of a major milestone. Following the certification of other agencies, FPDS-NG (<https://www.fpds.gov>) was made available on December 27, 2004 to the public for queries and reports on government contract actions. Also during December, the first DoD contracting office, Fort Sill, began reporting FY05 transactions via the Standard Procurement System's (SPS') machine-to-machine interface with FPDS-NG. SPS provides contract reporting capability for the majority of our DoD contracting offices, and their timely completion of this important work positions us well for the next phase of the overall transition.

Although much transition work is complete, we continue to take a conservative approach. We are committed to ensuring the transition is handled in such a way as to minimize the impact on our people's ability to report timely and accurate information, as well as on the ability of the public and Congress to access that data. At this time, FPDS-NG's schedule to implement all the critical items necessary for DoD to complete migration to the machine-to-machine reporting environment extends further into the year than originally planned. Accordingly, I want to highlight for you several important issues and changes we are enacting to our transition schedule as a result.



First, the majority of DoD contracting activities will continue to use DD Form 350s to report contract actions greater than \$2,500 through FY05. Summary reporting DD Form 1057s still not be accepted for FY05 actions. DoD will use the feeder system infrastructure already in place and a similar migration process for loading its FY05 data into FPDS-NG as that used for FY97-04. This allows DoD to maintain report generation capability through our Statistical Information Analysis Division (SIAD) (formerly the Directorate for Information Operations and Reports (DIOR)), while fine tuning continues on FPDS-NG capabilities. Meanwhile, there will be a small number of contracting activities identified, with your concurrence, to transition to the machine-to-machine environment this fiscal year in order to monitor the capabilities offered.

Second, it is essential that our contracting offices focus on eliminating any reporting backlog accumulated in FY05, as we are committed to making our data available to the public SIAD web site within the next several weeks. However, it is equally important that the data being entered via the DD Form 350s is accurate. Given the current operating environment is in transition, it becomes even more important to ensure DoD reports our contracting actions in a timely and accurate manner.

Finally, DoD's contract writing systems are still required to complete the FPDS-NG interface certification process by February 1, 2005. SPS completed this process in October, 2004. In my last update memo to you, I requested you submit a detailed contingency plan by December 17, 2004, if you anticipated any issue with successfully achieving this milestone. For those who have not responded, please notify my action officer, Lisa Romney, (703) 614-3883, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), immediately.

I thank you all for your continued cooperation, patience, and support in this very complex transition to the new federal system. Again, my action officer for FPDS-NG is Lisa Romney. If you have specific Component questions, please contact your designated DoD FPDS-NG Transition Team representative below:

- Department of Army and Other Defense Agencies: Brian Davidson, [brian.davidson@hqda.army.mil](mailto:brian.davidson@hqda.army.mil), 703-681-9781
- Department of Navy: Patricia Coffey, [patricia.coffey@navy.mil](mailto:patricia.coffey@navy.mil), 202-685-1279
- Department of Air Force: Kathryn Ekberg, [kathryn.ekberg@pentagon.af.mil](mailto:kathryn.ekberg@pentagon.af.mil), 703-588-7033
- Defense Logistics Agency: Judy Lee, [judy.lee@dla.mil](mailto:judy.lee@dla.mil), 703-767-1376
- Defense Contracts Management Agency: Barbara Roberson, [barbara.roberson@dcma.mil](mailto:barbara.roberson@dcma.mil), 703-428-0856
- Standard Procurement System: Joyce Allen, [joyce.allen@eis.army.mil](mailto:joyce.allen@eis.army.mil), 703-460-1507



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