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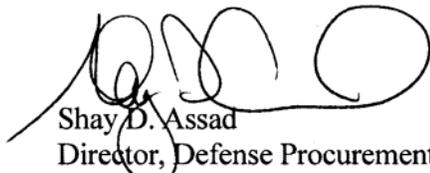
MEMORANDUM FOR DIRECTORS OF THE DEFENSE AGENCIES  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(POLICY AND PROCUREMENT), ASA(ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION MANAGEMENT), ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DIRECTOR, ARMY CONTRACTING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

SUBJECT: Use of Online Representations and Certifications Application

Based on recent feedback from the contracting community, there are indications of a general lack of awareness of the Online Representations and Certifications Application (ORCA) system and the Federal Acquisition Regulation (FAR) Subpart 4.12 requiring its use. This memorandum serves as a reminder of the importance and requirement to include FAR provision 52.204-8, Annual Representations and Certifications, within appropriate solicitations.

ORCA is a federal web-based system within the Integrated Acquisition Environment (IAE) initiative that provides one on-line location for vendor submission of FAR representations and certifications previously captured in Section K provisions of solicitations. Its use is required whenever the use of the Central Contractor Registration (CCR) system is also required. It is pre-populated, where possible, from CCR and is required to be updated at least annually to maintain an active status. Recent FAR changes to Subpart 19.3 also direct contractors to update their ORCA record as a part of their representation requirements. ORCA currently has over 60,000 registered vendors.

Although most of the Department is already following this direction, it is important the remainder begin to do so immediately. My action officer for ORCA is Lisa Romney, 703-607-3542, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil).

  
Shay D. Assad  
Director, Defense Procurement  
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