



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

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

JAN 18 2008

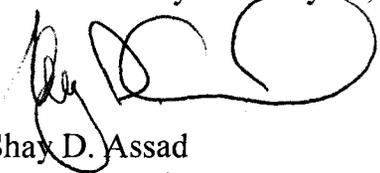
MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: FY07 Contract Reporting to the Federal Procurement Data System – Next Generation (FPDS-NG)

I appreciate the DoD procurement community's dedication and effort in completing the challenging transition to the Federal Procurement Data System – Next Generation (FPDS-NG) reporting environment during FY07. Although we are still completing efforts with the Defense Contract Management Agency (DCMA) and Army for the Joint Contracting Command – Iraq / Afghanistan (JCC-I/A), all other procurement organizations expected to report to FPDS-NG are now accomplishing the required individual action reporting.

In accordance with Office of Management and Budget (OMB) memo dated March 5, 2007 and General Services Administration (GSA) memo dated November 12, 2007, the Department is required to provide OMB certification of the completion and accuracy of FY07 data in FPDS-NG. As you are aware, the Department has advised OMB that final certification will not be available until Q3FY08; 90 days after scheduled completion of the Component-identified 12 critical data management fixes necessary to complete reporting. However, we intend to provide an interim report in February, 2008 in preparation for the subsequent certification.

As such, please provide a pre-certification report to my action officer Lisa Romney ([lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), 703-607-3542) that addresses the completeness of your Service / Agency's FY07 data in FPDS as of February 15, 2008. Please include a completed copy of the attached document (from referenced GSA memo above) with your report. I ask that you also address your confidence in the accuracy of the data, as well as any validation and verification actions you have accomplished within your Component regarding the data. This interim report is due back to DPAP by February 29, 2008.

  
Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy

Attachments:



**DISTRIBUTION:**

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**DIRECTOR, ARMY CONTRACTING AGENCY**

SUBJECT: Required Certification of FY 2007 Procurement Data Submissions to FPDS-NG

1. **Department/Agency Name:** \_\_\_\_\_

2. **Date of Submission Certification:** I certify that reportable contract actions awarded during FY 2007 for my department/agency have been entered into FPDS-NG as fully and accurately as reasonably possible. (Please check either Yes or No, remembering that this data will be used by Congress, other Federal managers, and the public to produce government-wide reports.)

YES       NO

When "Yes" is checked, answer questions 3 & 4, being sure in answering question 4 to total 100%, sign, and return the format. (Converting the signed document to a PDF and sending it by e-mail is encouraged.)

If your answer is "No," provide the expected date by which your department/agency will finish loading its FY 2007 data. Given that contract data is to be submitted to FPDS-NG in "real-time" or, at worst, "near real-time," all such data should have been submitted no later than about October 1, 2007.

Date of Pending Submission: \_\_\_\_\_

3. **Substantiation of Certification:** Given the importance of data accuracy for purposes of running all Federal Reports, what have you done to substantiate your certification? (Answer a - d.)

- a. Collected certifications from subordinate offices       YES       NO
- b. Through statistically correct processes, compared contract files to data in FPDS-NG       YES       NO  
(On an added page(s), provide examples of how your department completed its verification and validation (V&V) efforts in response to OFPP's memo of March 9, 2007, attached.)
- c. **During V&V, reviewed business-size determinations**       YES       NO
- d. Other actions taken for FY '06 (Provide on an added page)       YES       NO.

**NOTE:** Include on added pages your general plans for verifying and validating future certifications.

4. **Data Submission Method:** Check the data submission method(s) used by your department/agency:

- Contract Writing System       YES    % \_\_\_\_\_       NO  
If "Yes," Name of Contract Writing System(s) used: \_\_\_\_\_
- Web Portal (On-line login)       YES    % \_\_\_\_\_       NO
- Other (Please explain.)       YES    % \_\_\_\_\_       NO

**Explanation of "Other:"** \_\_\_\_\_

5. **General Comments (Include on an added page if needed):**

6. \_\_\_\_\_  
SENIOR PROCUREMENT EXECUTIVE NAME (Printed)

7. \_\_\_\_\_  
SENIOR PROCUREMENT EXECUTIVE SIGNATURE      **Date**