



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

JAN 26 2012

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
ASSISTANT SECRETARY OF DEFENSE, LOGISTICS AND
MATERIEL READINESS
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTOR, ACQUISITION RESOURCES AND ANALYSIS
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Data Capture in Support of Contingency Planning

Improved visibility into contracted efforts is critical for capability and force-mix analyses and planning by the Joint Staff. These efforts can be supported using data elements already available in our contracting environment, thus enabling capture of this data without creating added reporting requirements. This operational need requires capture of the Product Service Code (PSC) or Federal Supply Class (FSC) at the line item level, in addition to the contract level, in order to provide the appropriate level of data granularity. For contingency efforts, capture of the project code assigned to the contingency is required to enable traceability of the contract effort to the operation supported. For the last six months of calendar year 2011, 98 percent of the line items sent to the Electronic Document Access system included a PSC.

Effective immediately, contracting personnel shall include the appropriate PSC or FSC on each line item in every contract or order, and in any modification adding one or more line items. The list of applicable PSCs (including FSCs) is available at: <https://www.acquisition.gov/PSC%20Manual%20-%20Final%20-%202011%20August%202011.pdf>. Contracting personnel issuing contracts in support of contingency operations shall include the project code at the line-item level on each contract action. The list of applicable codes is maintained at http://www.dla.mil/j-6/dlms0/elibrary/ServicePoints/CD_ProjCd_nopoc.docx.

If a legacy contract writing system does not have the capability to capture these codes at the line-item level, the component shall ensure that its plans developed for replacement systems in response to the October 21, 2011, USD(AT&L) memo "Department of Defense (DoD) Functional Contract Writing and Administration Capabilities" include this capability.

Consideration should be given to modifying legacy systems to comply. Every effort shall be taken to ensure that contingency contracts are written using a system that can capture this data at the line-item level, such as the Standard Procurement System.

My staff will incorporate this policy into the Defense Federal Acquisition Regulation Supplement or the Defense Federal Acquisition Regulation Supplement Procedures, Guidance, and Information. Deviations may be granted for those activities that are unable to comply for technical reasons. We will monitor this issue through semi-annual reviews of contract data to ensure progress is achieved. My action officer for this is Bruce Propert, Bruce.Propert@osd.mil or 703-588-0830.

A handwritten signature in black ink, appearing to read "Richard Ginman". The signature is fluid and cursive, with a large initial "R" and "G".

Richard Ginman
Director, Defense Procurement
and Acquisition Policy