

# DFARS Procedures, Guidance, and Information

## PGI 204—Administrative Matters

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(Revised August 10, 2010)

### PGI 204.6—CONTRACT REPORTING

#### PGI 204.602 General.

(1) *Helpful documents.* The Federal Procurement Data System (FPDS) website at <https://www.fpds.gov> provides useful documents and on-line training to assist with FPDS data entry. Key manuals can be found at the top of the website homepage under the “Training” and “Worksite ” drop-down links to include:

(i) FPDS Data Element Dictionary – The data dictionary outlines all relevant information for each data field. The version 1.4 Data Dictionary identifies whether a data field is Required, Optional, Propagates from the base action, Not Applicable or System Generated, for each type of data entry screen (Awards, Indefinite Delivery Vehicles, and Transactions/Modifications). It also identifies the source of data entry (e.g., Contracting Officer, Central Contractor Registration, FPDS); the format of the field; and whether the field input is derived from entries in other fields. At the back of the Data Dictionary is a useful summary “J3 DoD Use Case Summary.” Note that version 1.3 of the Data Dictionary (and earlier editions) used a term called “Not Required,” and did not distinguish between Not Applicable, Propagates, or System Generated. If a data field is identified as “Not Required,” it may mean that the data is pre-populated from another source, such as the Central Contractor Registration for vendor data, or the originating contract action report if the current action is referencing a previously reported award.

(ii) FPDS Data Validations – This document identifies all the validation rules that are applied to data entry. The majority of the rules apply Government-wide. DoD specific validation rules appear at “J5.5.1 DoD Specific Validations.”

(iii) FPDS Users Manual – This manual provides guidance on the various types of data entry screens and addresses whether a particular field is: [R] – requires contracting officer/buyer entry; [A] – pre-populated by FPDS or a contract writing system, if using machine-to-machine process; or [C] – calculated by FPDS for each type of data entry screen. However, the nature of the field is determined based on Government-wide requirements. To determine DoD-specific requirements, refer to J3 “DoD Use Case Summary” in the FPDS Data Element Dictionary.

(2) *Reporting technical or policy issues.*

(i) *Technical issues.* To report an FPDS technical issue—

(A)(1) Users of the Standard Procurement System (SPS) should contact their local SPS Help Desk (authorized SPS caller);

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(2) Users of other contract writing systems should contact the local contract writing system administrator to determine the appropriate procedures; and

(3) Web users should contact their local system administrator, who will then contact the FPDS Help Desk; or

(B) If the issue is an obvious FPDS technical issue that needs to be documented and corrected by the system, the user should contact the FPDS Help Desk, by phone at 703-390-5360 or by e-mail at [fpdssupport@gce2000.com](mailto:fpdssupport@gce2000.com). When e-mailing the FPDS Help Desk, also send a copy to the applicable agency representative identified in paragraph (2)(iii) of this section.

(ii) *Policy issues.* Report policy issues to the applicable agency representative identified in paragraph (2)(iii) of this section.

(iii) *Agency representatives.* Department/agency FPDS representatives are as follows:

(A) Army.

Lorraine Scott, [Lorraine.Scott2@us.army.mil](mailto:Lorraine.Scott2@us.army.mil), 804-734-2146.  
Angela Hong (Technical), [angela.hong@us.army.mil](mailto:angela.hong@us.army.mil), 703-681-9783.  
George Chavis, Sr., [george.m.chavis@us.army.mil](mailto:george.m.chavis@us.army.mil), 703-681-5552.

(B) Navy.

Jovanka Caton, [jovanka.caton.ctr@navy.mil](mailto:jovanka.caton.ctr@navy.mil), 703-614-9611.  
Todd Hoover, [todd.hoover@navy.mil](mailto:todd.hoover@navy.mil), 717-605-2469.  
Ruby Hookfin, [ruby.hookfin@navy.mil](mailto:ruby.hookfin@navy.mil), 202-781-2896.

(C) Air Force.

Susan Haskew, [susan.haskew.ctr@pentagon.af.mil](mailto:susan.haskew.ctr@pentagon.af.mil), 703-254-2718.  
Helen Bohn, [helen.bohn.ctr@pentagon.af.mil](mailto:helen.bohn.ctr@pentagon.af.mil), 703-588-7044.

(D) Defense Logistics Agency.

Judy Lee, J-71, [judy.lee@dla.mil](mailto:judy.lee@dla.mil), 703-767-1376.

(E) Standard Procurement System (SPS).

Rene Soriano, [rene.soriano@bta.mil](mailto:rene.soriano@bta.mil), 703-601-7414.

(F) Defense Manpower Data Center (for overall DoD reporting).

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Brian Davidson, [brian.davidson@osd.mil](mailto:brian.davidson@osd.mil), 703-699-3729.  
Paul Gaughan, [paul.gaughan@osd.mil](mailto:paul.gaughan@osd.mil), 703-699-3723.  
Richard Hardy, [rich.hardy@osd.mil](mailto:rich.hardy@osd.mil), 703-699-3722.

(G) Business Transformation Agency (BTA).

Gary Pugliano, [gary.pugliano@bta.mil](mailto:gary.pugliano@bta.mil), 703-607-2066.

(H) Office of the Secretary of Defense, Defense Procurement and Acquisition Policy

Lisa Romney, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), 703-602-8675.

(I) Office of Small Business Programs.

Carol Brown, [carol.a.brown@osd.mil](mailto:carol.a.brown@osd.mil), 703-604-0157, x147.

(J) Defense Contract Management Agency

For DCMA Procurements:

Sallie Justis, [Sallee.Justis@dcma.mil](mailto:Sallee.Justis@dcma.mil), 804-416-9035

For Contract Modifications and Delivery Orders to Administered Contracts:

Jennifer LaGrange, [Jennifer.LaGrange@dcma.mil](mailto:Jennifer.LaGrange@dcma.mil), 804-416-9091  
Michael Deslippe, [Michael.Deslippie@dcma.mil](mailto:Michael.Deslippie@dcma.mil), 614-693-5757

### **PGI 204.606 Reporting data.**

(1) *Methods of reporting to FPDS.*

(i) *Individual contract action report (CAR) (one CAR per contract action).*

The normal method of reporting to FPDS is through the use of individual CARs. However, see paragraphs (1)(ii) and (iii) of this section for exceptions to individual reporting.

(ii) *Multiple CARs (more than one CAR per contract action).*

(A) Prepare multiple CARs if—

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(1) The action includes foreign military sales (FMS) requirements in addition to non-FMS requirements.

(2) The action includes more than one type of contract (e.g., fixed-price, cost-plus-fixed-fee) and both of the types has a dollar value greater than \$500,000. Use a separate CAR for each contract type.

(3) The action includes civilian (non-DoD) Federal agency funded requirements and DoD-funded requirements.

(B) The following multiple CAR transaction identification numbers have been established for reporting multiple CARs when the Procurement Desktop Defense (PD2) application is used (other contract writing applications may use different codes):

Transaction Type	Transaction Number
DoD-Cost	1
DoD-Cost-Sharing	2
DoD-CPAF	3
DoD-CPFF	4
DoD-CPIF	5
DoD-FFP	6
DoD-FP-EPA	7
DoD-FP-LOE	8
DoD-FPAF	9
DoD-FPI	10
DoD-FPR	11
DoD-LH	12
DoD-TM	13
FMS	14
Non-DoD	15
Non-FMS	16
DoD	17

(iii) *Express reporting (consolidated reporting of multiple contract actions, to be submitted at least monthly).*

(A) Express reporting may be used for—

(1) Multiple contract actions against a single contract or agreement, when monthly volume of actions is such that individual contract action reporting is overly burdensome (e.g., orders placed by the Defense Commissary Agency for resale; installation housing maintenance; and recurring blanket purchase agreement actions);

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(2) Multiple contract actions accomplished away from the contracting office, such as ships away from home port; contingency, humanitarian, or peacekeeping operations; or other remote deployments;

(3) Multiple contract actions for energy-related supplies and associated services accomplished by the Defense Energy Support Center; and

(4) Orders under communications service agreements for local dial tone services, in accordance with agency procedures.

(B) When express reports reflect more than one contractor for overseas actions, use the appropriate generic DUNS number.

(C) Express reports must be submitted no less frequently than monthly.

(2) *Entering competition-related data in FPDS.*

(i) Indefinite delivery vehicle (IDV) selection.

(A) BPA – use the BPA screen when awarding either a FAR Part 8 or a FAR Part 13 BPA. If the BPA is a FAR Part 8 BPA, enter the Federal Supply Schedule number in the “Referenced IDV” field. NOTE: Orders placed under BPAs will use the BPA call screen.

(B) BOA – use the BOA screen when issuing a BOA. NOTE: Orders placed under BOAs will use the task and delivery order screen.

(C) Indefinite-Delivery Contracts (IDC) – Use the IDC screen when awarding a FAR Part 16 task or delivery order contract. NOTE: Orders placed under IDCs will use the task and delivery order screen.

(ii) Multiple or single award indefinite-delivery vehicles (FPDS Element 6E).

(A) Multiple Award – Select Multiple Award when the contract action is—

(1) One of several indefinite-delivery indefinite-quantity (IDIQ) contracts awarded under a single solicitation in accordance with FAR 16.504(c);

(2) One of several blanket purchase agreements BPAs awarded against a Federal Supply Schedule in accordance with FAR 8.405-3;

(3) Any other IDIQ contract that an agency enters into with two or more sources under the same solicitation that requires contracting officers to compare or compete their requirements among several vendors; or

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(4) A part 13 BPA or Blanket Ordering Agreement (BOA) with multiple awards.

NOTE: The requirement to report on fair opportunity is not triggered by the selection of multiple awards for part 13 BPAs or BOAs.

(B) Single Award – Select Single Award when the contract does not satisfy the above criteria for a multiple award.

(iii) Solicitation procedures (FPDS Element 10M). Select the appropriate entry from the following list:

(A) Simplified Acquisition – Report this code for competitive and noncompetitive contract actions that used simplified acquisition procedures in accordance with FAR Part 13, to include for acquisitions using the Commercial Items Test Program. However, DECA should select “Only One Source” if a noncompetitive action is justified by “Authorized Resale”.

(B) Only One Source Solicited – Use this code if no solicitation procedure was used or only one source is solicited for the action.

(C) Negotiated Proposal/Quote – Use this code for competitive contract actions that use negotiated procedures (FAR Part 12, 13, or 15).

(D) Sealed Bid – Use this code for contract actions using sealed bid procedures (FAR Part 14).

(E) Two Step – Use this code for contract actions that use a combination of sealed bids and negotiated procedures (FAR 6.102).

(F) Architect-Engineer FAR 6.102 – Use this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).

(G) Basic Research – Use this code if the action resulted from a competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).

(H) Alternative Sources – Use this code if the action resulted from use of procedures that provided for full and open competition after exclusion of sources to establish or maintain alternative sources pursuant to FAR 6.202.

(I) Subject to Multiple Award Fair Opportunity –FPDS will automatically populate this entry for orders placed against multiple award contracts (to include Federal Supply Schedules) and FAR part 8 BPAs (and orders issued under such BPAs that are subject to fair opportunity pursuant to DFARS 208.405-70 or FAR 16.505/DFARS 216.505-70).

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(iv) Extent Competed (FPDS Element 10A). Select the appropriate entry from the following list. The extent competed for any modification or order against a task or delivery order contract pulls from the basic contract.

(A) Competed under SAP – Report this for competitive contract actions that were awarded using FAR Part 13 Simplified Acquisition Procedures (i.e., solicitation procedures were “Simplified Acquisition”), to include for the Commercial Item Test Program.

(B) Full and Open Competition (F&OC) Report this if the contract action resulted from an award pursuant to FAR 6.102(a), Sealed bids; FAR 6.102(b), Competitive proposals; FAR 6.102(c), Combination; or any other competitive method that did not exclude sources of any type.

(C) F&OC after Exclusion of Sources – Report this when sources are excluded before competition. (Note: This terminology is broader than FAR subpart 6.2 (which includes set-aside actions and actions to establish or maintain alternate sources) in that it also includes actions justified by a justification and approval that provided for competition.)

(D) Not Available for Competition – Report this if the contract action is not available for competition (i.e., contract actions where the solicitation procedure was “Only One Source” and the reason not competed is “Authorized by Statute,” “International Agreement,” “Utilities,” or “Authorized Resale.”)

(E) Not Competed under SAP – Report this for non-competitive contract actions that were awarded using FAR part 13 Simplified Acquisition Procedures (i.e., solicitation procedures were “Simplified Acquisition”).

(F) Not Competed – Report this when the contract action is not competed and the solicitation procedures are “Only One Source.”

(v) Fair Opportunity/Limited Sources (FPDS Element 10R). This field is the basis for determining whether competition is provided for on orders placed against multiple award contracts (to include DoD contracts, Government-wide Acquisition Contracts, Federal Supply Schedules, and BPAs issued under the Federal Supply Schedules). If a Federal Supply Schedule contract or a Government-wide multiple-award contract is not coded as a multiple award vehicle, thereby preventing completion of this field, the FPDS user should advise the agency FPDS so that the contracting office for the multiple award contract can be notified and pursue correction.

(A) Urgency – Report this if the action was justified pursuant to FAR 8.405-6(b)(3) or FAR 16.505(b)(2)(i).

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(B) Only One Source – Other – Report if the action was justified pursuant to FAR 8.405-6(b)(1) or FAR 16.505(b)(2)(ii).

(C) Follow-On Delivery Order Following Competitive Initial Order – Report this if the action was justified pursuant to FAR 8.405-6(b)(2) or FAR 16.505(b)(2)(iii).

(D) Minimum Guarantee – Report this if it was necessary to place an order to satisfy a minimum amount guaranteed to the contractor. See FAR 16.505(b)(2)(iv).

(E) Other Statutory Authority – Report this if a statute expressly authorizes or requires that the purchase be made from a specified source. See DFARS 208.405-70(b)(1) or DFARS 216.505-70(b)(1).

(F) No Exception – Fair Opportunity Given -Report this if fair opportunity was given pursuant to DFARS 208.405-70 or FAR 16.505/DFARS 216.505-70.

(3) *Actions not reported.* In addition, to the types of actions listed in FAR 4.606(c), do not report the following types of actions to FPDS:

(i) Orders placed by ordering officers against indefinite-delivery vehicles awarded by—

(A) The United States Transportation Command (USTRANSCOM) or its components for decentralized transportation-related services. USTRANSCOM will report these orders. Contracting officers shall submit consolidated reports of orders (bookings/bills of lading) at least annually to USTRANSCOM; or

(B) The Defense Energy Support Center (DESC) for energy-related supplies and associated services. DESC will report these orders.

(ii) Purchases made under classified contracts.



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## PGI 222—Labor Laws

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*(Revised August 10, 2010)*

### PGI 222.17—COMBATING TRAFFICKING IN PERSONS

#### PGI 222.1703 Policy.

(i) The DoD Office of the Deputy Inspector General for Inspections and Policy (DoD OIG(I&P)) assists in implementing DoD Trafficking in Persons (TIP) programs and evaluates DoD's efforts to combat TIP. The DoD OIG(I&P) TIP website is <http://www.dodig.mil/Inspections/IPO/combatinghuman.htm>. The website includes DoD policy memoranda, TIP awareness policy, DoD OIG policy on human trafficking, TIP awareness training, and a link to the Department of State TIP website, <http://www.state.gov/q/tip>.

(ii) Secretary of Defense memorandum of September 16, 2004 (located at [http://www.dodig.mil/Inspections/IPO/SECDEF\\_TIP\\_Policy2.pdf](http://www.dodig.mil/Inspections/IPO/SECDEF_TIP_Policy2.pdf)), Subject: Combating Trafficking in Persons, states that "Trafficking includes involuntary servitude and debt bondage. These trafficking practices will not be tolerated in DoD contractor organizations or their subcontractors in supporting DoD operations."

(iii) Department of Defense Instruction 2200.01, dated February 16, 2007, entitled Combating Trafficking in Persons, (located at <http://ctip.defense.gov/docs/TIP%20DODI%20220001p.pdf>), requires the incorporation of provisions in overseas contracts that—

(A) Prohibit any activities on the part of contractor employees that support or promote trafficking in persons; and

(B) Impose suitable penalties on contractors who fail to monitor the conduct of their employees.

(iv) DoD Instruction 5525.11, Criminal Jurisdiction Over Civilians Employed By or Accompanying the Armed Forces Outside the United States, Certain Service Members, and Former Service Members, dated March 3, 2005, located at <http://www.dtic.mil/whs/directives/corres/pdf/552511p.pdf>, and as supplemented by Directive-Type Memorandum 09-015 at <http://www.dtic.mil/whs/directives/corres/pdf/DTM-09-015.pdf>, implements policies and procedures, and assigns responsibilities, under the Military Extraterritorial Jurisdiction Act of 2000, as amended by Section 1088 of the National Defense Authorization Act for Fiscal Year 2005, for exercising extraterritorial criminal jurisdiction over certain current and former members of the U.S. Armed Forces, and over civilians employed by or accompanying the U.S. Armed Forces outside the United States.

#### PGI 222.1704 Violations and remedies.

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(1) If the contracting officer receives information indicating that the contractor, a contractor employee, a subcontractor, or a subcontractor employee has failed to comply with the requirements of the clause at FAR 52.222-50, the contracting officer shall, through the contracting officer's local commander or other designated representative, immediately notify the Combatant Commander responsible for the geographical area in which the incident has occurred.

(2) The Unified Combatant Command DefenseLINK website, <http://www.defenselink.mil/specials/unifiedcommand/>, identifies each command's area of responsibility.

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## PGI 243—Contract Modifications

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*(Revised August 10, 2010)*

### PGI 243.2—CHANGE ORDERS

#### PGI 243.204 Administration.

(1) Whenever practicable, the contracting officer should provide advance notice of a proposed change order to the administrative contracting officer (ACO).

(i) The ACO shall review the proposed change order to ensure compatibility with the status of performance.

(ii) If the contractor has progressed beyond the effective point specified in the proposed change order, the ACO shall determine the earliest practical point at which the change order could be made effective and shall advise the contracting officer.

(2) If a change order has been issued and the effective date has been determined to be impracticable, the contracting officer shall—

(i) Issue another change order to correct, revise, or supersede the first change order; then

(ii) Definitize by supplemental agreement citing both change orders.

#### PGI 243.204-71 Certification of requests for equitable adjustment.

(b) For example, a request for equitable adjustment that involves both an increase of \$50,000 and a decrease of \$55,000 has an absolute value of \$105,000 ( $\$50,000 + \$55,000$ , regardless of whether the amounts are plus or minus), which exceeds the simplified acquisition threshold.