



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

26 March 2020

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC

SUBJECT: FPDS Code for Contract Actions Made in Response to COVID-19

The purpose of the memorandum is to ensure contracting officers are aware of and applying the new National Interest Action (NIA) FPDS Code for contract actions made in response to the COVID-19 national emergency.

As provided in OMB Memo M-20-18, Managing Federal Contract Performance Issues Associated with the Novel Coronavirus, issued 20 Mar 2020, the NIA Code will be used strictly for reporting purposes related to COVID-19 and involves the exercise of the emergency authorities identified in FAR 18.2. Contracting officers shall code actions in accordance with the following:

- NIA Value Name: COVID-19 2020
  - Web Portal/Graphical User Interface (GUI) service users may select the value "COVID-19 2020" in the NIA drop-down field.
  - Contract Writing Systems (CWS) users shall use the code of "P20C" when creating or updating documents associated with the COVID-19 response through Business Services.
- NIA Start Date: 03/13/2020
- NIA End Date: 07/01/2020

For the tracking of contract spend related to COVID-19 that are **NOT** conducted using the emergency authorities identified in FAR 18.2. Contracting officers are encouraged to use "COVID-19" or "Coronavirus" in their solicitations and related documentation to support easy key word searching for sharing buys when possible and recording contracts once awarded.

Please direct any questions that you may have to Mr Juan Lopez (SAF/AQCI), email [juan.r.lopez30.civ@mail.mil](mailto:juan.r.lopez30.civ@mail.mil) or phone (571) 256-2418.

GERRI L. FRYE  
Chief, Policy & Field Support Division (SAF/AQCP)  
Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)