



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

Contract Policy Memo (CPM) 20-C-07

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Air Force Implementation – Updated Guidance for Reporting COVID-19 Related Actions to the Federal Procurement Data System

References: (a) Defense Pricing and Contracting memorandum, "[Updated Guidance for Reporting COVID-19 Related Actions to the Federal Procurement Data System](#)," April 30, 2020
(b) SAF/AQC, "[Tracking COVID-19 and CARES Act Related Actions](#)," April 17, 2020

The Defense Pricing and Contracting (DPC) memorandum (Ref. a) consolidates the reporting requirements for all COVID-19 related contracts, other transactions, and financial assistance actions, which must be reported to Federal Procurement Data System (FPDS). While the previous SAF/AQC policy (Ref. b) complies with the DPC reporting requirements, this memorandum includes the following two additional reporting requirements for the Air Force:

1) For COVID-19 actions funded by and in support of other agencies, an agency identifier must be specified in both FPDS and Contract Writing System (CWS) data elements. For example, contract actions in support of the Department of Health and Human Services (DHHS) shall include "COVID-19 DHHS" at the beginning of the Description of Requirement fields in both FPDS and the CWS. As a reminder, contracting officers must select Economy Act in the FPDS Data Element 7E – *Interagency Contracting Authority*, for these actions.

2) If the action is specifically placing a new or modified award under the Defense Production Act (DPA) Title III program, enter "COVID-19 DPA3" in FPDS and the Contract Line Item Number (CLIN) description and requirement description within the CWS. Only use this designation for actions under this program.

This policy is in effect until rescinded and is not retroactive. Please direct any questions to Karen Stevens, SAF/AQCP, (571) 256-2382 or DSN 260-2382.

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