



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Reporting Instructions to Comply with Presidential Action Memorandum “Radical Transparency About Wasteful Spending” dated February 18, 2025

On February 18, 2025, the President issued a memorandum entitled, “Radical Transparency About Wasteful Spending.” The memorandum directs agencies “to make public, to the maximum extent permitted by law and as the heads of agencies deem appropriate to promote the policies of my Administration, the complete details of every terminated program, cancelled contract, terminated grant, or any other discontinued obligation of Federal funds.”

Contracting officers and agreements officers shall follow the instructions outlined below to publicly report termination and cancellation actions relating to the Administration’s efficiency initiatives. This includes both unclassified Federal Acquisition Regulation (FAR)-based contracts and Other Transaction agreements for Prototypes or follow-on Production.

(1) Reporting Terminations and Cancellations to the Federal Procurement Data System (FPDS):

- a. Make the appropriate selection from the options provided in the “Reason for Modification” field in FPDS (e.g. “Terminate for Convenience”).
- b. Select the Radical Transparency About Wasteful Spending “RTWS” option in the “Initiative” field in contract action reports submitted to FPDS for any definitized termination or cancellation modification reported that is related to the Administration’s efficiency initiatives. [Note, the current FPDS release will only allow this selection for actions where the “Reason for Modification” value is “Termination for Convenience,” “Termination for Cause,” or “Termination for Default.” We anticipate FPDS will soon be updated to also

allow the value to be selected when the “Reason for Modification” is “Legal Contract Cancellation.”]

- c. If the action is the definitization of a termination, enter either “Partial Termination” or “Complete Termination” in the “Description of Requirements” field.
- d. Enter the amount of funds deobligated in the “Action Obligation” field and the amount the contract value has been decreased by in both the “Base and Exercised Options” and “Base and All Options” fields. The “Base and Exercised Options” and “Base and All Options” fields are not normally expected to be \$0 if a definitized termination or cancellation is reported.
- e. Update the “Completion Date,” “Estimated Ultimate Completion Date,” and “Last Date to Order” fields for the actual end of performance dates given the termination or cancellation.
- f. Make every effort to issue the contract action report to FPDS the day the action is issued. As a reminder, contract action reports are required to be reported to FPDS within three business days of the action occurring.

(2) Posting Special Notices to the System for Award Management (SAM). Post a “special notice” in the Contract Opportunities area of the System for Award Management to provide details of the unclassified terminated or cancelled award reported to FPDS. This “special notice” is only required if the current estimated value of the award being terminated or cancelled, full or in part, (including unexercised options) is greater than \$250K. Post the “special notice” at the point in time when the action is definitized (not when an initial notice of termination is provided to the contractor) and include the following:

- a. Enter “RTWS Termination” or “RTWS Cancellation” in the “Notice Title” field along with a basic name related to the procurement.
- b. ***If the Statement of Work (SOW), Performance Work Statement (PWS), or similar description of work to be performed is publicly releasable –***
 - i. Enter the following in the “Description” field, “This notice makes public the releasable details of this terminated or cancelled award.”
 - ii. Attach a copy of the releasable SOW/PWS to the special notice.
 - iii. Do not use the Controlled Attachment feature available in the SAM for the attachment.

iv. Note: Consider Operational Security (OPSEC) risks when determining whether the SOW/PWS is publicly releasable.

c. If the Statement of Work (SOW), Performance Work Statement (PWS), or similar description of work to be performed is not publicly releasable –

- i. Enter the following in the “Description” filed, “The Statement of Work or Performance Work Statement for this award is not publicly releasable. However, below is a brief description of what was being procured.”
- ii. After the above statement, include a publicly releasable brief description (one or two paragraphs) of the goods and/or services in the “Description” field.

This instruction applies to all award terminations or cancellations that have been definitized since January 20, 2025, resulting from any of the Administration’s efficiency initiatives. Contract action reports that meet the intent of this effort that have already been reported to FPDS shall be “corrected” to include the above identifier in the “Initiative” and “Description of Requirements” fields, and a notice be posted to SAM as indicated above. The Defense FAR Supplement (DFARS) Procedures, Guidance, and Information (PGI) will be updated to reflect these instructions at the first opportunity. For general questions about this matter, please contact my staff via osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil and for questions relating to FPDS reporting and SAM notices, please contact my staff via osd.pentagon.ousd-a-s.mbx.dpc-cb@mail.mil.

John M. Tenaglia
Principal Director,
Defense Pricing, Contracting, and
Acquisition Policy