



ACQUISITION
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

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)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Reporting COVID-19 Related Actions to the Federal Procurement Data System

The unprecedented government response to the COVID-19 pandemic will result in a significant number of new awards for supplies and services, as well as modifications to existing awards. At this time it is especially crucial to accurately report these actions to the Federal Procurement Data System (FPDS) in a timely fashion. As you are aware, a new National Interest Action (NIA) code (P20C) was added to FPDS on March 13, 2020 so reported actions can be identified as related to COVID-19. Please use this code on all actions reported that are issued in response to the pandemic. Department leadership and external agencies will be using reports for this NIA code on a frequent basis to monitor the Department of Defense's (DoD's) response to the pandemic.

The NIA code tracks Federal Acquisition Regulation-based actions reported to FPDS; to identify the contracts affected. This information from FPDS should not be used to specifically track the types of funding used, nor the discrete amount of each. The DoD Comptroller is working with Service and Agency financial leadership to implement appropriate identification and tracking of the funds related to the pandemic response.

Please ensure when your workforce report COVID-19-related actions to FPDS that they (1) select "Presidential Issued Emergency Declaration" in the Emergency Acquisition data field; and (2) include clear and concise descriptions of what is being procured in the Description of Requirements data field. Please avoid using only acronyms or codes; use plain English descriptions as much as possible.

Additionally, the NIA data element is not available in FPDS for Other Transactions (OT) or in the Financial Assistance Award Data Collection module of FPDS for financial assistance actions (e.g., grants, cooperative agreements, etc.). If these types of awards are being used to

support the COVID-19 response, please ensure that “COVID-19” (in that specific format) is entered in the Description of Requirements data field, in addition to the description of the OT or financial assistance award. This will assist in identification of these actions.

Finally, an NIA report is available in the Procurement Business Intelligence Service (PBIS) at <https://reports-osd.altess.army.mil/analytics/saw.dll?bieehome> in the All of Government Contract Spend section. This PBIS report, available for DoD users, includes data from the last 90 days that is not available for the public at FPDS and USASpending. Users who need accounts for PBIS must complete a user account request found at <https://dodprocurementtoolbox.com/site-pages/pbis>.

Thank you for your attention to these matters. My action officer for FPDS reporting and PBIS is Ms. Lisa Romney at 703-697-4396 or janice.l.romney.civ@mail.mil.

Kim Herrington,
Acting Principal Director,
Defense Pricing and Contracting