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: Publication of the Purchase Request Data Standard Version 3.1

References: (1) Under Secretary of Defense for Acquisition, Technology, and Logistics,
           Defense Procurement and Acquisition Policy memorandum, "Publication of the
           Purchase Request Data Standard (PRDS), Version 3.0," dated July 12, 2017
        (2) Defense Federal Acquisition Regulation Supplement – Procedures, Guidance,
           and Information 211.7001(e)
        (3) Under Secretary of Defense for Acquisition, Technology, and Logistics
           memorandum, "Traceability of Contract Execution Expenditures for Services,"
           dated January 14, 2013

       This memorandum announces the publication of Version 3.1 of the Purchase Request
Data Standard (PRDS) as an update to Reference 1. The PRDS was established as a system-
agnostic data model using common language and business rules to support all types of
requirement reporting, as directed in Reference 3.

       The PRDS Configuration Control Board, comprised of representation from the military
services and Defense agencies, and co-chaired by representatives from the Defense Pricing and
Contracting, Contracting eBusiness, and the Office of the Secretary of Defense (Comptroller)'s
Business Processes and Systems Modernization office, approved PRDS Version 3.1 for
publication on June 29, 2020. PRDS Version 3.1 adds the ability to better identify cancelled line
items and cancelled purchase requests. It also incorporates updates to better align with the
current version of the Procurement Data Standard.

       The PRDS and supporting documents can be viewed on the Defense Pricing and
Contracting website at http://www.acq.osd.mil/dpap/pdi/eb/prds_data_standard.html.
Components should apply the PRDS in their business processes as required by Defense Federal
Acquisition Regulation Supplement subpart 211.7001(e) (Reference 2).

All references are included as attachments to this memorandum. For questions, my point of contact is Mr. Bruce Propert at david.b.propert2.civ@mail.mil.

Kim Herrington,
Acting Principal Director,
Defense Pricing and Contracting

Attachments:
As stated

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

**ACQUISITION,
TECHNOLOGY
AND LOGISTICS**

JUL 1 2 2017

MEMORANDUM FOR: COMMANDER UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DEFENSE FIELD ACTIVITIES
DEPUTY ASSISTANT SECRETARIES OF THE MILITARY
DEPARTMENTS (FINANCIAL OPERATIONS)

SUBJECT: Publication of the Purchase Request Data Standard, Version 3.0

References: (a) "Publication of a Purchase Request Data Standard (PRDS) for Contingency
Operations," May 18, 2010
(b) DFARS PGI 211.7001
(c) "Publication of the Purchase Request Data Standard, Version 2.0," June 10,
2016

    This memo announces the publication of Version 3.0 of the PRDS as an update to
reference (a) and (c). The PRDS was established as a system-agnostic data model using common
language and business rules to support all types of requirement reporting.

    The PRDS Configuration Control Board (CCB), comprising representation from the
military services and DoD agencies and co-chaired by representatives from Defense Procurement
and Acquisition Policy's Program Development and Implementation office (DPAP/PDI) and
Office of the Secretary of Defense (Comptroller)'s Business Integration Office (OSD(C)/BIO),
approved PRDS Version 3.0 for publication on June 13, 2017.

    PRDS Version 3.0 adds a schema section which enables the use of PRDS for request for
modifications (additions, changes, or deletions) to existing contracts. It is modeled on the
Procurement Data Standard modification segment, with distinctions made relevant to purchase
requests.

    The PRDS and supporting documents can be viewed on the Defense Procurement and
Acquisition Policy website at http://www.acq.osd.mil/dpap/pdi/eb/. Components should apply
the PRDS in their business processes as required by DFARS 211.7001 (reference (b)).

Questions regarding the standard may be directed to my action officer for this effort: Bruce Propert david.b.propert2.civ@mail.mil.

Claire Grady
Director, Defense Procurement
and Acquisition Policy

(Revised December 31, 2019)

PGI 211.70--PURCHASE REQUESTS

PGI 211.7001 Procedures.

Requiring activities are responsible for developing and distributing purchase requests, except for the requirements for Military Interdepartmental Purchase Requests (MIPRs) (DD Form 448) addressed in 253.208-1.

(a) Agencies may use a combined numbering series for MIPRs and internal purchase requests, following the rules at 253.208-1(c)(1) for both. If using a separate numbering sequence for internal purchase requests, procedures shall be in place to ensure that the same number cannot be assigned to both a MIPR and an internal purchase request. Use of a purely internal tracking number in addition to the purchase request number is authorized and supported by the data standards. Number the purchase request by using—

        (1) The requiring activity's Department of Defense Activity Address Code (DODAAC), as described in DLM 4000.25 Volume 6, Chapter 2. DODAACs may be verified at https://www.transactionservices.dla.mil/daasinq.

        (2) A serial number of eight alphanumeric characters, excluding "I" and "O"; and

        (3) A revision number, with the original request being assigned zero and subsequent revisions or amendments being numbered consecutively.

    (b) Prior to taking action on a purchase request, contracting officers shall ensure that the requiring activity has prepared the purchase requests in uniform contract format (see FAR 14.201-1 and 15.204), except for procurement of construction (see part 36), which should follow the current edition of the Construction Specifications Institute format. Purchase requests shall include all supporting documentation required by local contract procedures.

    (c) Prior to taking action on a purchase request, contracting officers shall ensure that the purchase requests follow the line item rules and data requirements in DFARS 204.71. Purchase requests for individual supplies (i.e., not bulk commodities such as oil) shall identify whether the item to be acquired is subject to the item unique identification requirements of DFARS 211.274-2.

    (d)(1) Purchase requests may be unfunded for planning purposes, partially funded, or fully funded.

        (2) Funding data in purchase requests will, at a minimum, identify the following elements of the funding source: Department Code (e.g. 21 Army), Main Account (e.g. 1804, Operation and Maintenance, Navy), Subaccount (where applicable), and Fiscal Year. Lists of these codes are published in Supplement 1 to Volume I of the *Treasury Financial Manual, Federal Account Symbols and Titles, generally referred to as The FAST Book.*

        (3) Agencies shall have sufficient procedures in place to enable traceability of line items identified in the purchase request to those in the resulting contract. In developing such procedures, agencies shall ensure that provisions are made for circumstances in which the deliverables may be more completely defined during the process of soliciting offers and making an award.

(e) Contracting officers shall not obligate funds that have not been certified as currently available and suitable. All purchase requests shall be reviewed and certified after agreement on price and prior to award to ensure that the funds are—

(1) Suitable and available for the purpose and amount of the contract; and

(2) Traceable from the purchase request to the resultant contract.

(f) Purchase requests transmitted between requiring systems and contract writing systems shall be transmitted via the Global EXchange system (GEX) using the Purchase Request Data Standard Extensible Markup Language (XML) format (http://www.acq.osd.mil/dpap/pdi/eb/procurement_data_standard.html). Copies shall be sent via the GEX to the Electronic Data Access (EDA) (http://eda.ogden.disa.mil/) system. Requiring systems and contract writing systems may use a format that can be translated to or from the purchase request Data Standard Extensible Markup Language (XML) format.

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

JAN 1 4 2013

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE (COMPTROLLER)
DEPUTY CHIEF MANAGEMENT OFFICER
SERVICE ACQUISITION EXECUTIVES
COMMANDER, UNITED STATED SPECIAL OPERATIONS
    COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
    COMMAND (ATTN: ACQUISITION EXECUTIVE)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Traceability of Contract Execution Expenditures for Services

References: (a) Defense Procurement and Acquisition Policy Memorandum, "Data Capture in
                 Support of Contingency Planning," January 26, 2012
             (b) Defense Procurement and Acquisition Policy and Deputy Chief Financial
                 Officer Joint Signed Memorandum, "Internal Controls for Procurement
                 Systems," May 25, 2011
             (c) Assistant Secretary of Defense for Acquisition Memorandum, "Publication of a
                 Purchase Request Data Standard," May 18, 2010

As the Department of Defense (DoD) identifies and executes budget reductions critical to support the President's agenda, it is important to be able to trace contract expenditures for services. To improve the Department's ability to track service contract commitments and obligations, all components must update their acquisition and financial procedures and systems to ensure all purchase requests (PR) include a four-digit Product Service Code (PSC) at a line item level of detail. The data standards necessary to implement this requirement are attached. PSCs will be established by requiring activities for each PR line item so that it can be linked at the point of commitment to the Object Class recorded in the accounting system.

The procurement community uses PSCs to track products and services acquired through contracts. In January 2012, the Director for Defense Procurement and Acquisition Policy (DPAP) leveraged this practice to enhance visibility of services for the Joint Staff by requiring PSCs at the contract line item level (reference (a)). Contract compliance using PSCs is high and included in 97 percent of contract line items for CY 2012. The Financial Management community uses Object Classes, as defined by the Office of Management and Budget, as the method for identifying the types of items or services purchased. The Object Class codes distinguish many types of contractual services in the President's Budget submission and in actual execution for all appropriated funding.

Once established by requiring activities in purchase requests, PSCs must then be made available to, and captured in the accounting system at the point of obligation. Capturing PSCs in the accounting system will enable a linkage of contracting with financial data to minimize data

errors and improve electronic commerce. This enables DoD to achieve better accounting of contract line item expenditures and traceability. As part of the funds certification process described in reference (b), electronic updates should be established prior to execution of a contract action. This electronic update must reconfirm accurate contract line item data and assure automated funds validation between the contract writing system and the accounting system.

I have asked the Director, DPAP to complete the following tasks:

- Work with the DoD Comptroller to ensure that PSC is added to the mandatory data elements for the Standard Financial Information Structure, and determine if this can be added to the mandatory list of elements for Treasury Reporting by 2nd quarter FY 2013.

- Formalize the reference (c) guidance by establishing requirements for a Purchase Request Data Standard (PRDS) in the Defense Federal Acquisition Regulation Supplement Procedures Guidance and Instructions (PGI) by 3rd quarter FY 2013.

- Include PRDS guidance in the Defense Acquisition Guidebook by 4th quarter FY 2013.

- Establish and publish a quarterly scorecard to track DoD Component progress with incorporating PRDS as an output data standard requirement in all systems that generate purchase requests by March 2013. The expectation is that all purchase request systems, both legacy and target, will be able to implement this capability by October 1, 2013.

- Ensure in the PGI that the contracting officer is responsible for coordinating any changes to a PSC line item determination with the requiring activity by 3rd quarter FY 2013.

- Partner with Deputy Chief Management Officer to:
  - Develop an estimate of implementation cost and impact of this standard; and
  - Coordinate with Service Chief Management Offices to ensure Commercial Off-The-Shelf Software capabilities are leveraged.

Effective immediately, plan for modifications of all information technology systems that issue PRs to provide for the capture of a PSC four-digit code at the line item level prior to the request being delivered to a contracting organization.

My DPAP point of contact for this policy is Ms. LeAntha Sumpter at 703-697-4401 or LeAntha.Sumpter@osd.mil. The Comptroller points of contact are Ms. Marcia Case (Budget) at 703-697-2808 or Marcia.Case@osd.mil and Mr. Drew Morgan (Business Integration) at 571-256-4453 or Andrew.Morgan@osd.mil.

Frank Kendall

Attachment:
As stated

Data Standards

Product Service Code (PSC)
PSCs are maintained by the General Services Administration for the Federal Government and are available at https://www.acquisition.gov/; the latest update was published on October 1, 2011.

Object Class Code (OCC)
OCCs are maintained by the Office of Management and Budget and are available at http://www.whitehouse.gov/sites/default/files/omb/circulars/a11/current_year/s83.pdf.

Purchase Request Data Standard (PRDS)
The PRDS standard is available at http://www.acq.osd.mil/dpap/pdi/eb/prds_data_standard.html. PSC at the purchase request line item is carried in the PRDS, required as part of the Business Enterprise Architecture (BEA) 9.0 issued March 15, 2012. To ensure compliance with the BEA, all business systems in the Department of Defense (DoD) that generate purchase requests must develop the ability to produce transactions compliant with the PRDS. A validation service currently exists on the Global Exchange Service (GEX) that can be used to validate these transactions. Further information on the GEX can be found at https://www.transactionservices.dla.mil/.

Standard Financial Information Structure (SFIS)
The SFIS is a comprehensive data structure that supports requirements for budgeting, financial accounting, cost/performance, and external reporting needs across the DoD enterprise. The SFIS is published at http://dcmo.defense.gov/products-and-services/standard-financial-information-structure/.

Treasury Reporting
Data standards for Treasury reporting are set forth in the Treasury Financial Manual at http://www.fms.treas.gov/index.html.

PSC to OCC mapping
Recent work by Defense Acquisition University has resulted in a draft crosswalk from the PSCs to the object classes (e.g. 17 PSCs in category T were mapped to Object Class 24.0, Printing and Reproduction). The crosswalk will be made available to the Department for comment in 1st Quarter FY 2013. The goal is to reconcile mapping and post this for operational use by 2nd quarter FY 2013.

ATTACHMENT