



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)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS  
DIRECTOR OF THE DEFENSE INNOVATION UNIT

SUBJECT: Reporting of Department of Defense Use of Other Transactions for Prototype  
Projects

References: (a) USD(A&S) Memorandum Authority for Use of Other Transactions for Prototype  
Projects Under 10 U.S.C. Section 2371b, dated November 20, 2018  
(b) Section 873 of the John S. McCain National Defense Authorization Act for Fiscal  
Year 2019 (Public Law 115-232), as amended by section 819 of the NDAA for  
FY2020 (Public Law 116-92)  
(c) Joint Explanatory Statement accompanying the Department of Defense  
Appropriations Act, 2019 (Public Law 115-245), pages 153-154

This memorandum follows the data collection and reporting requirements established in  
reference (a) to provide a standard reporting format. In reference (a), Senior Procurement  
Executives, Directors, and the relevant Commanding Officers were notified they were responsible  
for accurately collecting and reporting the data required in references (b) and (c).

This reporting requirement will cover the Department's use of Other Transactions (OTs)  
for prototype projects for FY 2020. The OT reports shall include: the contracting agency, major  
command, contracting office, award/effective date and completion date (period of performance),  
product service code, awardee/vendor, award value, dollars obligated, agreements officer,  
appropriation, budget line item, consortium, total expenditures for the reporting period,  
purpose/program goal/description, status of project, and a brief description of successes/  
challenges for case examples. OTs that include an option for follow-on production shall be  
clearly annotated in the report and will include a description of the scope of the follow-on  
production, including estimated cost, period of performance, deliverables, delivery dates, and  
source of funding.

The excel workbook provided contains prefilled FY20 data for each OT action reported in the Federal Procurement Data System-Next Generation (FPDS-NG) as of November 23, 2020. Request each Component verify and validate the prefilled data in columns A-Q and complete columns R-AF to ensure complete and accurate reporting in FPDS-NG. For your reference and validation, data previously provided for FY20 Quarter 1 has been pre-populated in the applicable lines for columns R-AF. The excel workbook can be found on the DPC/Policy Vault website at [https://www.acq.osd.mil/dpap/ops/policy\\_vault.html](https://www.acq.osd.mil/dpap/ops/policy_vault.html).

In order to meet the required date for submission of the report to the Congress, Component data submissions are due by December 18, 2020, to Mr. Jason Brock at [jason.b.brock.civ@mail.mil](mailto:jason.b.brock.civ@mail.mil) and he may be reached at 303-301-4997 with any questions. Please direct any questions regarding FPDS-NG, to Ms. Lisa Romney at [Janice.l.romney.civ@mail.mil](mailto:Janice.l.romney.civ@mail.mil) or 703-697-4396.

John M. Tenaglia  
Principal Director,  
Defense Pricing and Contracting

Attachment:  
As stated