

## Collins CIV Cathy

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**From:** Collins CIV Cathy  
**Sent:** Monday, January 05, 2009 9:24 AM  
**To:** M\_HQMC\_MCFCS\_Enlisted; M\_HQMC\_MCFCS\_Officer; M\_HQMC\_MCFCS\_Civilian; Sherman Maj Brad J  
**Cc:** M\_HQMC\_LB; Hobbs CIV Beverly; Romano CIV Mark; Oliver CIV R. Kaye; Daise CIV Stanley C  
**Subject:** APM 09-07: Instructions for USMC Contracting Reporting to FPDS-NG  
**Signed By:** cathy.collins@usmc.mil

**Attachments:** Reporting Instructions for FPDS-NG.doc; OSD Memo 3Oct06.pdf



Reporting  
Instructions for FPD..



OSD Memo  
3Oct06.pdf

To All:

**POLICY:** The purpose of this APM is to clarify the instructions for contract reporting to the Federal Procurement Data System - Next Generation (FPDS-NG) for USMC.

**ACTION:** The attached document titled, "Reporting Instructions for FPDS-NG", outlines some key information regarding contract reporting instructions for FPDS-NG. Request all contracting personnel comply with these instructions.

In addition, the attached OSD (DPAP) Memo, dated 3 Oct 06, includes a document titled, "FPDS-NG Helpful Tips for DoD". This information is very beneficial and should be used by all contracting personnel.

### DISCUSSION:

1. The procedures for assigning the appropriate Procurement Instrument Identifier Number (PIIN) and Supplemental Procurement Instrument Identifier Number (SPIIN) are outlined in DFARS 204.7003 and DFARS 204.7004, respectively. Correctly assigning PIINs and SPIINs is necessary for correct reporting in FPDS-NG.
2. The attached document titled, Reporting Instructions for FPDS-NG, provides additional information intended to enhance the procedures outlined in DFARS 204.7003 and DFARS 204.7004.
3. The attached OSD (DPAP) Memo, dated 3 Oct 06, provided direction to report contract actions to FPDS-NG. The memo states it is effective until the DFARS has incorporated the policy and guidance included in the memo. To date, the DFARS has not yet incorporated the policy and guidance outlined in the memo; therefore, the OSD (DPAP) memo is still effective.

R/cc

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## Reporting Instructions for FPDS-NG

1. A "contracting action" is defined as any action related to the purchasing, renting, or leasing of supplies, services, or construction. The term does not include grants, cooperative agreements, or training authorizations. Mandatory reportable contract actions include, but are not limited to; contract actions over the micro-purchase threshold and modifications to those contract actions regardless of dollar value, all awards under the Small Business Competitiveness Demonstration Program, any contract action DoD is processing for a non-DoD federal agency and all actions that establish an indefinite-delivery contract, blanket purchase agreement, or basic ordering agreement.

2. Reportable contract actions require a Procurement Instrument Identifier Number (PIIN) for each action. The PIIN is a number with 13 alpha-numeric characters.

a. Positions 1 through 6. The first six positions contain the assigned contracting office DoD Activity Address Code (DODAAC), e.g., "M12345".

b. Positions 7 and 8. These two positions must be equal to the fiscal year of the date the contract action is signed. For example:

(1) A contract is signed/awarded on 27 September 2009. The PIIN would identify "09" as positions 7 and 8 of the contract number, regardless of the effective date of the contract, the start of actual performance, or if the contract is being awarded subject to the availability of funds. The contract would be reported in FPDS-NG at this time as a "09" award. If awarded subject to availability of funds, the subsequent obligation of funds would appropriately occur in a modification action to the base contract award and be reported as a modification to FPDS-NG.

(2) A contract is signed/awarded on 2 October 2009. The PIIN would identify "10" as positions 7 and 8 of the contract number, regardless of the fact that many pre-award actions likely occurred in the previous fiscal year (FY09).

(3) A bilateral contract is signed by the contractor on 28 September 2009, but not signed by the Contracting Officer until 2 October 2009. The PIIN would identify "10" as positions 7 and 8 of the contract number since the contract was not created nor binding until the second signature was obtained in FY10.

c. Position 9. The ninth position will be a letter depending on the type of award, e.g., "M12345-09-D-" The alpha designators for specific types of awards can be found in DFARS 204.7003(a)(3).

d. Positions 10 through 13. The last four positions of the PIIN are sequential, starting with 0001, e.g., "M12345-09-D-0001".

Note that when reporting the 13 position alpha-numeric PIIN in FPDS-NG, there are no spaces, dashes, or other special characters used.

3. In addition to the 13 position alpha-numeric PIIN, a Supplemental Procurement Instrument Identifier Number (SPIIN) is also required when awarding modifications to contracts, basic ordering agreements, or blanket purchase agreements or delivery/task orders under indefinite-delivery contracts, orders under basic ordering agreements, and calls under blanket purchase agreements.

a. When awarding modifications to contracts, basic ordering agreements, or blanket purchase agreements, the SPIIN assigned to the contract action (and subsequently reported in FPDS-NG) must comply with the numbering convention outlined in DFARS 204-7004(c). The SPIIN for all issued modifications must be a six position alpha-numeric added to the 13 position alpha-numeric PIIN. For HQMC, I&L, the modification SPIIN should be as follows:

(1) Position 1. The first position of the SPIIN must be either an “A” or a “P”.

(a) A “P” is assigned when the contracting office who is issuing the modification is the same as the Procuring Contracting Office (PCO), i.e., the contracting office who issued the initial contract, basic ordering agreement, or blanket purchase agreement.

(b) An “A” is assigned only if the office issuing the modification is designated as the Contract Administration Office (CAO) as outlined in FAR 42.201. CAO designation is provided in writing by the Contracting Officer who delegates specific contract administration functions. Delegable contract administration functions are outlined in FAR 42.202. If the office issuing the modification has not been delegated specific contract administration functions in writing by the PCO, then “A” should NOT be used.

(2) Positions 2 through 6. For HQMC, I&L, the numbering can be any of the following scenarios.

(a) For modifications issued to provide initial or amended shipping instructions where the contract has either FOB origin or destination delivery terms AND the price changes, positions 2 through 6 of the SPIIN should be numbered sequentially starting with “S0001” and continue up to “S9999”. For example, the first complete 6 position SPIIN would be either “PS0001” or “AS0001”, then “PS0002” or “AS0002” and so on. If needed, additional numbering beyond “PS9999” or “AS9999” is identified in DFARS 204.7004(c)(4).

(b) For modifications issued to provide initial or amended shipping instructions where the contract has FOB origin delivery terms AND the price does not change, positions 2 through 6 of the SPIIN should be numbered sequentially starting with “T0001” and continue up to “T9999”. For example, the first complete 6 position SPIIN would be either “PT0001” or “AT0001”, then “PT0002” or “AT0002” and so on. If

needed, additional numbering beyond “PT9999” or “AT9999” is identified in DFARS 204.7004(c)(4).

(c) For a modification that definitizes a letter contract, positions 2 through 6 of the SPIIN should be “Z0001”. A complete 6 position SPIIN would be either “PZ0001” or “AZ0001”.

(d) For all other modifications, positions 2 through 6 of the SPIIN should be numbered sequentially starting with “00001” and continue up to “99999”. For example, the first complete 6 position SPIIN would be either “P00001” or “A00001”, then “P00002” or “A00002” and so on. If needed, additional numbering beyond “P99999” or “A99999” is identified in DFARS 204.7004(c)(4).

b. When awarding delivery/task orders under established indefinite-delivery contracts, orders under established basic ordering agreements, and calls under established blanket purchase agreements, a four position alpha-numeric call or order SPIIN is to be added to the 13 position alpha-numeric PIIN.

(1) As outlined in DFARS 204.7004(d)(1), for calls or orders issued by the office that issued the established indefinite-delivery contract, basic ordering agreement, or blanket purchase agreement, the SPIIN shall be a four position numeric identifier starting with “0001” through “9999”. For example, the first order issued would be numbered “M12345-09-D-0001-0001”. The second order would be numbered “M12345-09-D-0001-0002” and so on up to M12345-09-D-0001-9999. When all the numeric identifiers are used, alpha characters in the third and fourth position shall be used. Never use alpha characters in the first and second positions.

(2) Procedures for assigning an identifier to orders or calls placed on another activity’s indefinite-delivery contract, basic ordering agreement, or blanket purchase agreement are outlined in DFARS 204.7004(d)(2)(i) and (ii).

(a) When placing an order against an indefinite-delivery contract issued by agencies outside DoD (e.g., GSA), including actions with the National Industries for the Blind (NIB), the National Industries for the Severely Handicapped (NISH), and the Federal Prison Industries (UNICOR), the action shall be identified with a 13 position alpha-numeric SPIIN. For example, the 13 position alpha-numeric SPIIN shall comply with the procedures outlined in paragraph 2 above. The ninth position will be an “F”. For example, a 13 position alpha-numeric SPIIN for an order placed against GSA contract GS-35F-0091J would be “M12345-09-F-0001”. The next order issued by the same ordering office against this GSA contract would be “M12345-09-F-0002”.

(b) For indefinite-delivery contracts, basic ordering agreements, or blanket purchase agreements issued within DoD and when the office placing the order or call is different from the office identified in the established contract or agreement PIIN (positions 1 through 6), a serial number must be assigned to the order or call. The first and second positions of the serial number contain the call/order code assigned to the

ordering office in accordance with DFARS 204.7005. Order code assignments can be found at [http://www.acq.osd.mil/dpap/dars/ordercodes/docs/codes\\_navy.doc](http://www.acq.osd.mil/dpap/dars/ordercodes/docs/codes_navy.doc)

The third and fourth positions are a two position serial number assigned by the ordering office. The series for these two positions will begin with "01" up to "99". For example, a complete PIIN/SPIIN for a Marine Corps office ordering from a Navy contract is "N12345-09-D-0001-MS01". The PIIN/SPIIN for a second order by the same Marine Corps office on the same Navy contract would be "N12345-09-D-0001-MS02", and so on up to "N12345-09-D-0001-MS99". If needed, procedures for numbering beyond "99" are identified in DFARS 204.7004(d)(2)(i).

c. When awarding modifications to delivery/task orders under indefinite-delivery contracts, basic ordering agreements, and calls under blanket purchase agreements, a two position alpha-numeric suffix, known as a call or order modification indicator, to identify a modification to a call or order shall be used as outlined in DFARS 204-7004(e).

(1) Modifications to a call or order issued by a purchasing office begin with "01", "02", and so on through "99", then "B1" through "B9", "BA" through "BZ", "C1" through "C9", and so on through "ZZ".

(2) Modifications to a call or order issued by a contract administration office begin with "1A", "1B", and so on through "9Z", followed by "A1", "A2", and so on to "A9", then "AA", "AB", and so on through "AZ".

4. When using a contract writing system, such as the Standard Procurement System (SPS), PIINs and SPIINs are system generated for each contract action entered by the activity. However, when an activity 'manually' awards contract actions, i.e., does not use a contract writing system such as the Standard Procurement System (SPS), a manual system for assigning PIINs and SPIINs is required. The manual system showing assigned PIINs and SPIINs must be established and utilized throughout each fiscal year for all manually award contract actions (contracts, purchase orders, modifications, deliver/task orders, etc.)

a. When more than one person is 'manually' awarding contract actions, the manual PIIN and SPIIN assignment system must be centralized in the activities office and used by all personnel.

(1) For manual PIIN assignment, contact Rita Brede at [rita.brede@usmc.mil](mailto:rita.brede@usmc.mil) to obtain the appropriate number. Once a PIIN is received, a manual log-book can be used or an electronic system housed in a shared location can be used for recording the assigned PIIN.

(2) For assigning manual SPIINs, a document is included in the official contract file, available to all personnel issuing modifications or delivery/task orders against that contract, can be used to record all assigned SPIINs. For modifications to delivery/task orders, a document included in the delivery/task order file showing all assigned SPIINs should be used.

b. Reporting actions in FPDS-NG awarded against any established indefinite-delivery contract issued by another activity (e.g., FSS contracts), the indefinite-delivery contract number (e.g., the FSS contract number) must be entered as the "Referenced IDV ID".

c. When inputting any manually awarded contract actions into FPDS-NG, the PIIN (and, if used, SPIIN) must be entered with no dashes or special characters.

5. The instructions for reporting contract actions outside the continental United States in FPDS-NG are the same as those outlined above. FPDS-NG also requires vendor information when reporting contract actions. Vendor information is obtained from the Central Contractor Registration (CCR) website if the vendor is registered.

a. When reporting contract actions in FPDS-NG, if the vendor is not registered in CCR, review enclosure (1), Generic Data Universal Numbering System (DUNS) Numbers For Use in DoD Contract Reporting. Enclosure (1) provides a list of approved generic DUNS numbers for various procurement actions that typically have not had vendor registrations in CCR. Enclosure (1) includes the generic DUNS, a generic name for the category of procurements, and a definition of what actions can be reported under the identified generic DUNS. When using any of the generic DUNS listed in enclosure (1), ensure the name listed (to represent the name of the vendor) is input into FPDS-NG exactly as the portrayed for that specific DUNS. This is necessary to ensure consistency for data collection purposes.

b. For foreign vendors not listed in CCR, if none of the generic DUNS numbers listed in enclosure (1) are applicable to the procurement action and the foreign vendor chooses not to register in CCR, alternate foreign vendors registered in CCR should be pursued. If unable to use a foreign vendor registered in CCR (and none of the generic DUNS numbers are applicable), there is a block on the Contract Action Report (CAR) entitled "CCR Exception" that may be used for the award. Choose the CCR exception that states, "Awards to foreign vendors for work performed outside the United States". The description for this exception states "Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain CCR registration."

6. For any inquiries regarding the above, the USMC point of contact is Randy Johnston, Code LBP, at 703-695-6225 ext. 2513, DSN 695-6225 ext. 2513, or email [randy.johnston@usmc.mil](mailto:randy.johnston@usmc.mil).



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

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OCT 03 2006

MEMORANDUM TO DIRECTORS OF THE DEFENSE AGENCIES  
ASSISTANT SECRETARY OF THE ARMY  
(ACQUISITION, LOGISTICS AND TECHNOLOGY)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION MANAGEMENT), ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR  
FORCE (CONTRACTING), SAF/AQC

SUBJECT: Federal Procurement Data System – Next Generation

As Department of Defense (DoD) components transition to Federal Procurement Data System-Next Generation (FPDS-NG), they will follow the policy and guidance set forth in this memo until such time it is incorporated in the Defense Federal Acquisition Regulation Supplement (DFARS) and/or its companion Procedures, Guidance and Information (PGI). DoD is expected to complete its transition of sites reporting directly to FPDS-NG in Q1FY07.

In FPDS-NG, Contract Actions Reports (CARs) have replaced DD Forms 350. Don't assume a field name in FPDS-NG means the same thing as it did on a DD Form 350. FPDS-NG is a Federal-wide system and thus the same terminology used on the DD Form 350 may have a different meaning with different instructions in FPDS-NG. The attached "FPDS-NG Helpful Tips for DoD" is targeted for the buyer, administrator, and contracting officer and is intended to provide an overview of the key differences likely to be observed as DoD transitions to FPDS-NG. Please use it to supplement other FPDS-NG training materials. This and other DoD specific relevant information will be posted on the DPAP web site at: <http://www.acq.osd.mil/dpap>

There will be no DD Form 350s used for reporting Fiscal Year (FY) 2007 contract actions. For contracting activities transitioning to FPDS-NG at the beginning of FY07, DD Form 350s can be used to "clean up" FY 2006 data through the agency's feeder system process until reporting for FY 2006 is closed (last agency feeder system file is due October 12, 2006).

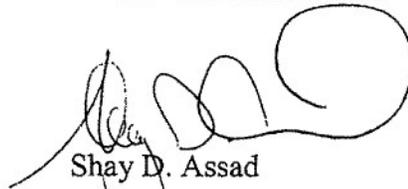
Contract writing systems are required to report the CAR to FPDS-NG, replacing contracting reporting feeder systems. If your activity does not use a contract writing system, manual input is required via the FPDS-NG website at:



<https://www.fpds.gov>. There are no more intermediary reporting systems to detect input errors. The information contained in FPDS-NG will be available to the general public all the way down to the contract level.

As such, the procuring and administrative contracting officer are responsible for the submission and accuracy of the CAR. Please ensure contracting officers are structuring their contracts according to procedures in the FAR and DFARS, and reporting them accordingly including using the contract numbering procedures specified in DFARS 204.70. Additionally, the 7<sup>th</sup> and 8<sup>th</sup> position of the procurement instrument identification number (referred to as procurement instrument identification document, PIID, in FPDS-NG) must be equal to the fiscal year of the date signed. Also, basic awards must be reported before you can report orders or modifications.

During this transition period, if you have any questions, please contact your Agencies Administrator for FPDS-NG or members of the DoD team identified in the attachment. My points of contact for FPDS-NG are Lisa Romney at [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), or Teresa Brooks at [teresa.brooks@osd.mil](mailto:teresa.brooks@osd.mil).

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a large circular flourish at the end.

Shay D. Assad  
Director, Defense Procurement and  
Acquisition Policy

Attachment:  
As stated

## FPDS-NG Helpful Tips for DoD

The information in this document is targeted at the buyer, administrator, and contracting officer and is intended to provide an overview of the key differences that are likely to be observed as DoD transitions to FPDS-NG. These hints and other relevant information will be posted on the DPAP web site at: <http://www.acq.osd.mil/dpap>

### **HELPFUL DOCUMENTS**

The FPDS-NG web site <https://www.fpds.gov> contains useful documents and on-line training to assist in data entry in FPDS-NG. Specifically, key manuals can be found under “Downloads” at the FPDS-NG Project Site at <http://www.fpds-ng.com> to include:

FPDS-NG Data Element Dictionary – The data dictionary outlines all relevant information for each data field. It identifies whether a data field is Required, Optional or Not Required, for each type of data entry screen (Awards, Indefinite Delivery Vehicles and Transactions/Modifications) broken out by civilian agencies and DoD. It also identifies the source of data entry (e.g., Contracting Officer, Central Contractor Registration, FPDS-NG); the format of the field (e.g, string (drop down menu or eclipsis), Boolean (checkbox - yes if checked)); and whether the field input is derived from entries in other fields. At the back of the Data Dictionary is a useful summary “J3 DoD Use Case Summary.”

FPDS-NG Users Manual – This manual provides guidance on the various types of data entry screens and addresses whether a particular field is: **[R]** – requires contracting officer/buyer entry; **[A]** – pre-populated by FPDS-NG or a contract writing system, if using machine-to-machine process; or **[C]** – calculated by FPDS-NG for each type of data entry screen. However, the nature of the field is determined based on government-wide requirements. To determine DoD specific requirements, refer to J3 “DoD Use Case Summary” in the FPDS-NG Data Element Dictionary.

FPDS-NG Data Validations - This document identifies all the validation rules that are applied to data entry. The majority of the rules apply federal-wide. DoD specific validation rules appear at “J5.5.1 DoD Specific Validations.”

### **TRAINING**

**FPDS-NG Web Based Training.** The FPDS web site offers on-line computer based training (CBT) at <https://www.fpds.gov> . However, be aware that

## FPDS-NG Helpful Tips for DoD

the CBT has client requirements that may not be allowed by certain Intranets such as Navy's Navy Marine Corps Intranet (NMCI). Copies of the online version of the CBT can be obtained from your agency representative.

**SPS (PD2) Increment 2 / FPDS Web Based Training.** FPDS Functional User and System Administration training is available through the Army Learning Management System (ALMS) website at <https://www.us.army.mil/suite/login/welcome.html>. All SPS (PD2) users will have to have an Army Knowledge Online (AKO) account in order to have SPS web-based training. In order to register for an AKO account, go to the SPS Center of Excellence (COE) website at <http://www.spscoe.sps.eis.army.mil/login.htm>.

Visit the **SPS Knowledge Base** for FPDS-NG Frequently Asked Questions (FAQs), presentations and other helpful documents at <http://kb.caci.com>. Additionally, contact your agency representative identified below for information on additional resources that may be available to your agency.

### **DOD FPDS TEAM - AGENCY REPRESENTATIVES**

DoD has established a triage approach for dealing with technical issues.

- SPS users should first call their local SPS helpdesk ('authorized sps caller') who will then call the CACI SPS Helpdesk at 1-800-234-7453 or [sps.helpdesk@caci.com](mailto:sps.helpdesk@caci.com).
- Users of other contract writing systems should contact the local contract writing system administrator to determine the appropriate procedures.
- Web users should call their local system administrator who will then call the FPDS Helpdesk.
- Finally, call the FPDS Help Desk when there is an obvious FPDS technical issue that needs to be documented and corrected by the system. The Help Desk number is 703-773-4810 or e-mail [fpdssupport@gce2000.com](mailto:fpdssupport@gce2000.com). If you e-mail the FPDS Help Desk also e-mail your agency representative.

Policy issues should also be referred to the agency representative. The DoD team of agency representatives working the Department's transition to FPDS are identified below.

#### **Army:**

Adarryl Roberts, [adarryl.m.roberts@us.army.mil](mailto:adarryl.m.roberts@us.army.mil), 804-734-0798

## FPDS-NG Helpful Tips for DoD

Stephanie Mullen, [stephanie.mullen@hqda.army.mil](mailto:stephanie.mullen@hqda.army.mil), 703-681-5552 (for migration issues)

### Navy:

Patricia Coffey, [patricia.coffey@navy.mil](mailto:patricia.coffey@navy.mil), 202-685-1279

Todd Hoover, [todd.hoover@navy.mil](mailto:todd.hoover@navy.mil), 717-605-2469

Ruby Hookfin, [ruby.hookfin@navy.mil](mailto:ruby.hookfin@navy.mil), 202-781-2896

### Air Force:

Donna Hairston-Benford, [donna.hairston-benford@pentagon.af.mil](mailto:donna.hairston-benford@pentagon.af.mil),  
703-588-7268

Milton Dillard, [milton.dillard@pentagon.af.mil](mailto:milton.dillard@pentagon.af.mil), 703-588-7014

Defense Logistics Agency: Judy Lee, [judy.lee@dla.mil](mailto:judy.lee@dla.mil), 703-767-1376

### Other Defense Agencies:

Brian Davidson, [brian.davidson@osd.pentagon.mil](mailto:brian.davidson@osd.pentagon.mil), 703-604-4572

### Standard Procurement System (SPS):

Joyce Allen, [joyce.l.allen@us.army.mil](mailto:joyce.l.allen@us.army.mil), 703-460-1507

Marguerite Wiese (CTR), [mwiese@caci.com](mailto:mwiese@caci.com), 703-460-1363

### Defense Manpower Data Center:

Brian Davidson, [brian.davidson@osd.pentagon.mil](mailto:brian.davidson@osd.pentagon.mil), 703-604-4572

Richard Hardy, [rich.hardy@osd.pentagon.mil](mailto:rich.hardy@osd.pentagon.mil), 703-604-4584

### Office of Secretary of Defense:

#### Business Transformation Agency (BTA):

Linda Adams, [linda.adams@bta.mil](mailto:linda.adams@bta.mil), 703-872-3247

Gary Pugliano, [gary.pugliano@bta.mil](mailto:gary.pugliano@bta.mil), 703-607-2066

#### Defense Procurement Acquisition Policy (DPAP):

Lisa Romney, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), 703-607-5154

Teresa Brooks, [teresa.brooks@osd.mil](mailto:teresa.brooks@osd.mil), 703-681-8309

Richard Sasdi (CTR), [rsasdi@us.ibm.com](mailto:rsasdi@us.ibm.com), 508-439-0635

#### Office of Small Business Programs:

Kathryn Ekberg, [kathryn.ekberg@osd.mil](mailto:kathryn.ekberg@osd.mil), 703-604-0157 x-182

## **CONTRACT ACTION REPORT**

A contract action report (CAR) is the means of reporting in FPDS. CARs should be done at the same time as the award document is being generated by the contract writing system.

If FPDS-NG is not accepting a data element that is correct, then there may something in the contract or order that is stopping the buyer, administrator or contracting officer from being able to input the correct entry. For example, DoD has included an edit in the Standard Procurement System that requires the Davis Bacon clause to be in the contract in order to check that the Davis Bacon Act is applicable in FPDS-NG.

## FPDS-NG Helpful Tips for DoD

The normal method of reporting to FPDS-NG is by the use of Individual CARs (one CAR per contract action being reported). However, there are instances in DoD where multiple CARs are reported for the same contract action or when one CAR is used to report multiple contract actions.

Prepare Multiple CARs if:

- The action includes Foreign Military Sales (FMS) requirements in addition to non-FMS requirements.
- The action includes more than one type of contract (e.g., fixed price, cost) and the type with the least dollars exceeds \$500,000.
- The action includes Civilian (non-DoD) Federal agency funded requirements and DoD funded requirements.

The following Multiple CAR Transaction IDs have been established for reporting multiple CARs:

Transaction Type	Transaction Number (in FPDS)
DoD-Cost	1
DoD-Cost-Sharing	2
DoD-CPAF	3
DoD-CPFF	4
DoD-CPIF	5
DoD-FFP	6
DoD-FP-EPA	7
DoD-FP-LOE	8
DoD-FPAF	9
DoD-FPI	10
DoD-FPR	11
DoD-LH	12
DoD-TM	13
FMS	14
Non-DoD	15
Non-FMS	16
DoD	17

Express Reporting is a technique that allows contracting officers to be able to consolidate contract actions in special cases for reporting to FPDS-NG.

Prepare express reports for—

- Multiple contract actions against a single contract or agreement, when monthly volume of such actions is such that individual contract action

## FPDS-NG Helpful Tips for DoD

reporting is overly burdensome (e.g., orders placed by the Defense Commissary Agency (DeCA) for resale; installation housing maintenance; and recurring Blanket Purchase Agreement (BPA) actions).

- Multiple contract actions accomplished away from the contracting office, such as ships away from home port; contingency, humanitarian, or peacekeeping activities; or other remote deployments.
- Multiple contract actions for energy related supplies and associated services accomplished by the Defense Energy Support Center or for petroleum products accomplished by the Defense Supply Center, Richmond.
- Multiple reportable government-wide purchase card actions. A minimum of one report each shall be accomplished for small business actions, large business actions, JWOD actions, UNICOR actions, overseas contractor actions, and any other category with actions such as foreign military sales or educational actions.

When express reports reflect more than one contractor for overseas actions, use the appropriate generic DUNS number. Additionally, express reports may be prepared in accordance with agency procedures for orders under communications service agreements for local dial tone services. Express reports must be submitted no less frequently than monthly.

**WHAT IS REPORTABLE?** Generally, Agencies must report contract actions in FPDS if:

- The action is subject to the FAR;
- The action uses appropriated funds; or
- The action will have orders placed against it.

### **DEFINITIONS**

**“Contracting action”** means any action related to the purchasing, renting, or leasing of supplies, services, or construction. The term does not include grants, cooperative agreements, or training authorizations. The term includes, but is not limited to, the following:

- (1) Definitive contracts, including notices of award.
- (2) Letter contracts.
- (3) Purchase orders.
- (4) Indefinite delivery vehicles.
- (5) Purchases made using the Government-wide commercial purchase card.
- (6) Actions for purchase of land or rental or lease of real property.

## FPDS-NG Helpful Tips for DoD

- (7) Orders under existing contracts or agreements, e.g.—
  - (i) Orders against basic ordering agreements, including service orders issued on DD Form 1164, Service Order for Personal Property, by installation transportation offices;
  - (ii) Calls against blanket purchase agreements;
  - (iii) Job orders;
  - (iv) Task orders;
  - (v) Delivery orders;
  - (vi) Communication services authorizations; and
  - (vii) Notices of termination or cancellation.
- (8) Contract modifications, e.g.—
  - (i) Change orders;
  - (ii) Supplemental agreements;
  - (iii) Funding actions; and
  - (iv) Option exercises.

**“Indefinite delivery vehicle”** is an indefinite delivery contract, a blanket purchase agreement or a basic ordering agreement.

**“United States and outlying areas”** is defined in Federal Information Processing Standard Publication (FIPS PUB) 55, Guideline: Codes for Named Populated Places, Primary County Divisions, and Other Locational Entities of the United States and Outlying Areas. Outlying areas are—

- (1) American Samoa;
- (2) The Federated States of Micronesia;
- (3) Guam;
- (4) The Marshall Islands;
- (5) Northern Mariana Islands;
- (6) The Trust Territory of Palau;
- (7) Puerto Rico;
- (8) The U.S. Minor Outlying Islands; and
- (9) The U.S. Virgin Islands.

### Mandatory Actions - Agencies must report:

- Contract actions over the micro-purchase threshold and modifications to those contract actions regardless of dollar value.
- All awards under the Small Business Competitiveness Demonstration Program.
- Any contract action DoD is processing for a non-DoD Federal Agency.
- All actions that establish an indefinite delivery contract, blanket purchase agreement or basic ordering agreement.

## FPDS-NG Helpful Tips for DoD

- Actions of any dollar value when multiple CARs are required, as discussed previously.

### Discretionary Actions –

- Agencies may choose to report contract actions at or below the micro-purchase threshold, including those made using the Government-wide commercial purchase card.
- Agencies must contact the DoD System Administrator and FPDS Program Officer if they desire to report other actions in FPDS (e.g., non-appropriated funds (NAF) contracts).

### Not Reportable

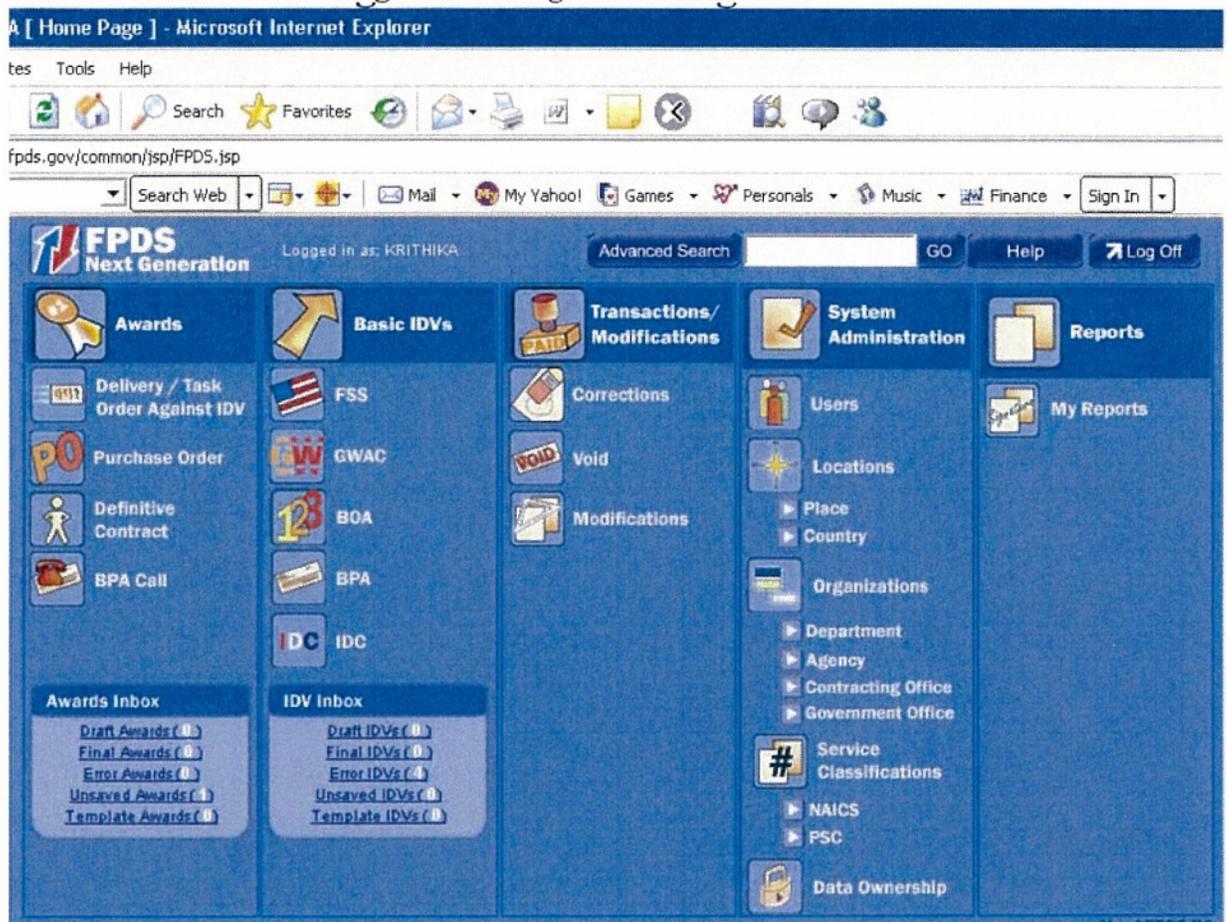
- Imprest fund transactions, SF 44 purchases, and micro-purchases obtained through the use of the Government-wide commercial purchase card.
- Orders from GSA stock and GSA Global Supply Program
- Transactions that involve government bills of lading or transportation requests.
- Orders placed by other contracting offices (who report the action) against IDCs awarded by Surface Deployment & Distribution Command; Defense Energy Supply Center for energy related supplies and associated services; or Defense Supply Center, Richmond for petroleum products. The aforementioned activities will do the reporting.
- Purchases made at GSA or JWOD service stores.
- Purchase made using NAF activity cards, chaplain fund cards, individual government personnel training orders, and Defense printing orders.
- Transactions that cite only NAF.
- Transactions for purchase of land, or rental or lease of real property, when GSA executes the action.
- Requisitions transferring supplies within or among the departments or agencies.

### **FPDS-NG SCREEN LAYOUT**

There are three ways to report data into FPDS-NG: interactive (manual), machine-to-machine, or batch process. When the interactive mode is used, you will see a main navigation screen as shown below. If you are using a contract writing system (machine-to-machine) or batch processing, you will not see the navigation screen (Figure 1). Authorized users can access the navigation screen through the web via <https://www.fpds.gov>

## FPDS-NG Helpful Tips for DoD

Figure 1. Navigation Screen



### Award Column

An award is a contractual vehicle that cannot have orders placed against it. The various types of award include:

- Delivery/Task Orders against Indefinite Delivery Vehicles (IDVs) - Use this format for orders against “A”, “D”, or “G” basic awards and “F” orders against non-DoD basic awards (referencing DFARS 204.70 numbering procedures).
- Purchase Orders -Use this format for “M”, “P”, “V”, or “W” basic awards.
- Definitive Contracts – Use this format for definitive contracts coded “C”, “E”, “F”, “H”, “K”, “L”, or “S” basic awards.
- Note: Definitive contracts cannot have orders issued against them.

## FPDS-NG Helpful Tips for DoD

### Basic IDV Column

An Indefinite Delivery Vehicle (IDV) is a basic award that allows you to place orders in accordance with the terms and conditions of the specific IDV. In DoD, the only format we use is Indefinite Delivery Contract (IDC). Use this format for “A”, “D”, and “G” basic awards, which are the only types of DoD contract actions that can have orders issued against them. For DoD, an IDC may include Indefinite Delivery Definite Quantity (IDDQ), Indefinite Delivery Requirements (IDR), Indefinite Delivery Indefinite Quantity (IDIQ), Blanket Purchase Agreements (BPA), or Blanket Ordering Agreements (BOAs) . A separate contract number must be used for each multiple award contract.

Use the IDC format to report the contract vehicle against which activities may place orders. Additionally, when an IDC is used be sure to appropriately identify what agencies may place orders against the contract (see the FPDS field entitled “Who Can Place Orders”). If this field is not coded correctly, other agencies may not be able to report actions against the IDC.

Note: DoD does not use the FSS, GWAC, BOA or BPA screens.

### Transactions/Modifications Column

- Modification – the modification screen should be used to report contractual modifications to an award or IDV document. The base contract must have been reported and approved in FPDS before the modification can be reported. Do not use the modification screen to correct reporting data on previously submitted CARS.
- Void – Should not be used by DoD.
- Correction – is used only by the Department Administrator or authorized delegates to fix a mistake in the reported data that does not change the legal intent of the contract action.

## FPDS-NG Helpful Tips for DoD

### DATA FIELDS AND DATA ENTRY

**Figure 2. Sample Contract Action Report**

HOME		Advanced Search	GO	Log Off
<div style="display: flex; justify-content: space-between; gap: 10px;"> <span>New</span> <span>Save Draft</span> <span>Validate</span> <span>Approve</span> <span>Correct</span> <span>Modify</span> <span>Void</span> <span>Save Tmplt</span> <span>Delete</span> </div> <div style="display: flex; justify-content: space-between; gap: 10px; margin-top: 5px;"> <span>Print</span> <span>Close</span> <span>Help</span> </div>				
General Information				
Award Type:	Purchase Order	Award ID:	4745	Mod No
Award Status:	New	Referenced IDV ID:		0
Prepared By:	JCOCHRAN	Reason For Modification:	Select One	
Prepared Date:	09/22/2003 10:06:44	Solicitation ID:		
Last Modified By:				
Last Modified Date:				
Dates	Amounts			
Date Signed (mm/dd/yyyy):	Action Obligation:			
Effective Date (mm/dd/yyyy):	Change in Base And Exercised Options Value:			
Completion Date (mm/dd/yyyy):	Change in Base And All Options Value:			
Est. Ultimate Completion Date (mm/dd/yyyy):	Fee Paid for Use of IDV:			
	\$0.00			
	\$0.00			
	\$0.00			
	\$0.00			
Purchaser Information				
Contracting Office Agency ID:	4745	Contracting Office Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY	
Contracting Office ID:	PD000	Contracting Office Name:	GSA/OFC GOVERNMENTWIDE POLICY	
Funding Agency ID:		Funding Agency Name:		
Funding Office:		Funding Office Name:		
Funded By Foreign Entity:	<input type="checkbox"/>	Reason For Inter-Agency Contracting:	Select One	
Contractor Information	Socio Economic Data			

- Differences – Fields in FPDS-NG may or may not be the same as the fields in the DD 350. Individuals should review the FPDS-NG Data Dictionary and FPDS-NG Users Manual to ensure they are using FPDS-NG correctly. Using the fields incorrectly can dramatically affect generated reports.
- Types of Fields
  - Mandatory are in **Orange Print**
  - Black print means the field is Optional
  - Grayed out fields mean they are not applicable, are a calculated value or pulled from the basic contract's CAR.
- Input types
  - Drop downs – require that something be selected.
  - Eclipsis/Queries – like drop downs, require that something be selected.

## FPDS-NG Helpful Tips for DoD

Check boxes – checking the block indicates the item is applicable. Not checking the box indicates that item is not applicable.  
Fill ins – require manual entry.

### OTHER HELPFUL TIPS

**Procurement Instrument Identifier** – FPDS-NG utilizes new fields names to identify information related to procurement instruments. Provided below is a cross walk between prior DoD DD 350 terms and FPDS terms and tips for entering the new fields.

#### DoD Names (reference DFARS 204.70)

PIIN	SPIIN (Order or Other ID #)	Mod
------	-----------------------------	-----

#### FPDS Names

Agency ID	Ref IDV #	PIID	Mod #	Trans #
-----------	-----------	------	-------	---------

- Agency ID is always 9700 for DOD
- Ref IDV is always blank for basic Awards
- Ref IDV = PIIN (of, IDV) when awarding an order
- PIID = PIIN for basic award
- PIID = SPIIN for orders

**Dollar Amounts** – Be careful to start with a blank field and enter dollars and cents, including decimal point. Do not include the dollar sign (\$) or commas. The users manual contains numerous examples for reporting dollar amounts in FPDS.

#### Dates

- Positions 7 and 8 of the PIID must be equal to the fiscal year of the date signed.
- Date Signed determines the fiscal year in which the dollars are reported.
- Effective Date is the start date for Period of Performance.
- Last Date to Order – identifies last date an order can be placed against an IDC.
- Estimated Ultimate Completion Date
  - How to calculate
    - Delivery date for last supplies to be delivered
    - Basic + 4 options would be the day at the end of option 4
    - If delivery order, date of delivery on that order, not the IDV end date

## FPDS-NG Helpful Tips for DoD

- How used
  - Subcontracting Reporting (eSRS)
  - Close-out
  - New award projections for recurring contracts

**Contractor Data** – Much of the information regarding the contractor (e.g., socio-economic factors, the business size or type of entity) is determined by information entered by the contractor in the Central Contractor Registration (CCR) system. Therefore, it is very important you identify your contractor in both your actual contract and associated CAR by the correct Data Universal Numbering System (DUNS) number registered in CCR for that contractor's location.

- When the DUNS number is input, FPDS-NG pulls socio-economic data from CCR, including address information and type of small business, and populates those fields.
- For orders and modifications, the contractor data pulls from the CAR related to the basic award or IDC.
- If the contractor information in CCR does not appear to be correct, request the contractor change it before you make the award, otherwise the CAR for the contract and all orders and modifications in the future will be wrong.
- If you are doing a set aside, FPDS-NG validations could exclude an entry for a vendor with incorrect CCR data.
- If you are reporting an order against an FSS and the FSS' reported business size pulling forward into the order CAR screen is incorrect, email your agency rep or [linda.hornsby@gsa.gov](mailto:linda.hornsby@gsa.gov) so the FSS CAR can be corrected.

**Contracting Officer's Determination of Business Size** – the contracting officer's business size determination is the deciding factor in whether a contractor is reported as a small business. In short, a contracting officer selection of "other than small" negates any small business inputs pulled from CCR and adversely affects your agency's socio-economic goals.

### **Reporting Bundling & Consolidated Contract Actions**

- Bundling and Consolidated data fields are shown in separate locations on CAR entry screens.
- For all actions address whether Bundling is applicable (drop down menu). You should always choose "Not a bundled requirement" when the estimated contract or order value (basic and all options) is < \$5M.
- Check "X" the box for Consolidated when applicable and the estimated contract or order value (basic and all options) is > \$5M.
- Refer to FAR 2.101 for definition of bundling and DFARS 207.170 for definition of consolidation to determine applicability.
- For reporting purposes, bundled actions should NOT also be identified as consolidated actions.

## FPDS-NG Helpful Tips for DoD

### *Extent Competed & Reason Not Competed (Authority for Other than Full and Open Competition (F&OC))*

- DoD frequently uses the terminology “Authority for Other than F&OC” in lieu of “Reason Not Competed” used by the Civilian agencies.
- DoD does not use all the FPDS-NG options for Extent Competed and Reason Not Competed.
- DoD data field options for Extent Competed include: F&OC; F&OC after Exclusion of Sources; Not Available for Competition; and Not Competed.
- DOD has made Extent Competed a calculated field based on information entered in the following fields: Solicitation Procedures; Type of Set-aside; and Reason Not Competed (i.e., Authority for Other than F&OC).
- F&OC after Exclusion of Sources for FPDS-NG reporting purposes is a term used Federal-wide. It differs from the terminology used in FAR 6.2 as it includes any competitive award that is short of full and open competition, to include set-asides and competitive awards pursuant to a determination and findings/justification and approval.

### *Multiple Award IDCs*

- If the IDC is a multiple award IDC, then FPDS-NG will derive the extent competed for the order from the Solicitation Procedures used (either single source solicited or multiple award fair opportunity given); the Fair Opportunity Act Choices (follow on, minimum guarantee, only one source - other, urgency, other statutory authority, or no exception given); and the number of offers received.