APD ALERT

FPDS-NG Implementation, Training, IDs, and Passwords

Background Information

PPD Alert 2003-09 provided information regarding the shut down of USDA's Procurement Reporting System (PRS) and introduced the new web-based, Government-wide Federal Procurement Data System – Next Generation (FPDS-NG). As noted in this Alert, FPDS-NG will combine SF-279 and SF-281 entry into one system. FPDS-NG is easy to use, and personnel who previously performed data entry should have little difficulty using the new system.

Registering To Use FPDS-NG

Angelia Fleming Loggie has been appointed as Agency System Administrator for REE. In addition to Ms. Fleming Loggie, two temporary System Administrators will be established to assist with setting up all REE user accounts in the system until December 31, 2003. **The online Registration at the website is for System Administrators only. End-users are not to use the online FPDS-NG Registration.**

FPDS-NG Log In IDs and Passwords

Once a user's ID and password have been set up, users will be contacted by e-mail with their ID, password, and website address for FPDS-NG.   All procurement personnel (i.e. warranted Contracting Officers and Purchasing Agents as well as nonwarranted Contract Specialists and Purchasing Agents) in the Acquisition Workforce database will automatically be given an FPDS-NG ID and password.

Other individuals not in the Acquisition Workforce Database (i.e. Procurement Technicians) that require a FPDS-NG ID and Password in order to facilitate data entry will need to fill out the attached form, have their supervisor sign the form, and fax the form to Angelia Fleming Loggie to get an FPDS-NG ID and Password.

Please note: A copy of the FPDS-NG data must be signed and dated by the Contracting Officer, and filed in the contract file folder.

FPDS-NG Training

Once a user has their FPDS-NG ID and password, they can access FPDS-NG and take the Computer-Based Training (CBT) available on the FPDS-NG website. To view the CBT, it may be necessary to download and install Macromedia Authorware Player plugin. A link to the Authorware plugin is available at the FPDS-NG website, and will also be provided with your ID and Password.   Please contact the OCIO Helpdesk or your computer specialist if you experience difficulties installing the Authorware plugin on your computer.

If you have questions regarding FPDS-NG system issues, please contact Angelia Fleming Loggie at (301) 504-1730 or via e-mail at: aloggie@ars.usda.gov.

Enclosure

Issue Date: October 2003   APD ALERT NO. 2004-01

FPDS-NG USER REGISTRATION FORM

Please fill out and fax to Angelia Fleming Loggie at 301-504-1730

First Name	
Middle Initial	
Last Name	
Title	
Phone Number	
Extension	
Fax Number	
E-mail	
Agency ID	12H2 (ARS)
Contract Office Code	
Date	
Supervisor Signature	