



POLICY FLASH 2007-04

POLICY FLASH 2007-04

DATE: October 25, 2006

TO: Procurement Directors

FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: Federal Technical Data Solution (FedTeDS) – Clarifying Information

SUMMARY: The purpose of this notice is to clarify and augment the guidance associated with the Federal Technical Data Solution (FedTeDS), e.g., FedTeDS v2.02 User Guide and FedTeDS v2.02 Admin. User Guide.

What is the purpose of this update?

This Policy Flash provides information about DOE implementation of FedTeDS. All Contracting Officers (CO)s are reminded that the FAR requires the use of FedTeDS for transmission of “sensitive but unclassified” information and lists specific exceptions (see FAR 5.102). The FedTeDS User Guide, located at www.fedteds.gov outlines roles and responsibilities related to specific functions. This Flash (1) indicates how these functions should be allocated within DOE, along with other administrative tasks associated with the expanded implementation of FedTeDS; (2) identifies technical issues involved with using FedTeDS and (3) provides direction on how COs should address them.

Roles and Responsibilities

The chart contained in this guidance correlates roles and functions documented in the FedTeDS User Guide with the corresponding DOE area of assignment, which should provide maximum coverage and visibility to the CO. The role assignments should fit

most acquisitions, however the CO may select others who better match the FedTeDS function at specific sites.

FedTeDS Roles	FedTeDS Function	Responsible DOE Official
Engineer	The capability to upload and manage technical data; e.g., upload technical data, extend PR expiration, search/modify technical data, edit my profile, etc.	Contracting Officer Representative (COR)/Contracting Officer Technical Representative (COTR) or other associated technical representative
Buyer	The capability to assign solicitations to PRs, release the solicitations to the public and identify interested parties (vendors). Buyers may assign a solicitation #, interested parties, work in progress, release solicitations, extend solicitation expiration dates, vendor requests, upload technical data, search technical data, delegate authority, edit profile, audit trail, etc.	Contracting Officer (CO), Contract Specialist and COR/COTR (as designated by CO).
Buyer/Engineer	Performs all of the above	Contracting Officer and/or Contract Specialist

Number Consistency

The CO should ensure that the PR #/unique identifier field matches the solicitation number used in IIPS. If more than one document is being entered, use an extension that would indicate whether it is the second or third document. For example, if the IIPS solicitation number is DE-RP01-06EE12345, and the number of subsequent technical documents necessary to post for FedTeDS is four, the numbering scheme would be –

- Doc. 1 DE-RO01-06EE12345
- Doc. 2 DE-RP01-06EE12345-2
- Doc. 3 DE-RP01-06EE12345-3
- Doc. 4 DE-RP01-06EE12345-4

File Size

Files in excess of 350 MB cannot be reliably posted to FedTeDS. Per FAR 5.102(a)(5)(ii), COs are not required to use FedTeDS in this instance since the file size makes its use impractical. When this occurs, alternate methods of disseminating and controlling information must be developed during the acquisition planning phase.

If information must be encrypted using a FIP140-2 approval transmission methodology, FedTeDS may not be appropriate and the CO will need to select an alternate approach.

Access FedTeds for additional information by clicking on <http://www.fedtedds.gov>. Questions related to technical concerns, contact Mara Grissom at (202) 287-1769 or Mara.Grissom@hq.doe.gov.

Questions regarding this Policy Flash should be addressed to Sandra Cover at (202) 287-1344 or Sandra.Cover@hq.doe.gov.

A handwritten signature in black ink, appearing to read "Michael P. Fischetti". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Michael P. Fischetti, Director
Office of Procurement and
Assistance Policy