



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

NOV 07 2006

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY & PROCUREMENT), ASA(ALT)
EXECUTIVE DIRECTOR, LOGISTICS POLICY &
ACQUISITION MANAGEMENT (DLA)
DIRECTOR, SMALL AND DISADVANTAGE BUSINESS
AND UTILIZATION OFFICE
DIRECTOR, DEFENSE MANPOWER DATA CENTER,
STATISTICAL INFORMATION ANALYSIS DIVISION

SUBJECT: Confirmation of Reportable FY06 Contract Actions

Similar to the process used at this time last year, the Office of Federal Procurement Policy (OFPP) has requested that each federal agency confirm that all reportable FY06 contract actions have been provided to the Federal Procurement Data System – Next Generation (FPDS-NG). Therefore, in order for DPAP to confirm as such for the Department of Defense (DoD), I require each of the Component's Senior Procurement Executives to provide written confirmation that their organization has completed submission of all its FY06 contract reporting actions to the Defense Manpower Data Center (DMDC) / Statistical Information Analysis Division (SIAD) and/or FPDS-NG. I also ask that DMDC/SIAD confirm that it submitted all the reported and validated FY06 contract actions it received to FPDS-NG for processing.

Please ensure that the requested confirmation, using the attached form provided by OFPP, are received by my action officer, Ms. Lisa Romney, lisa.romney@osd.mil, 703-607-3301, by December 7, 2006. An email of a scanned version of the confirmation is acceptable.

Shay D. Assad
Director, Defense Procurement and
Acquisition Policy

Attachment
As stated



ATTACHMENT

SUBJECT: Confirmation of FY 2006 Procurement Data Submission to FPDS-NG

1. **Department/Agency Name:** _____

2. **Data Submission Confirmation:** I confirm that reportable contract actions awarded during FY 2006 for my department/agency have been entered into FPDS-NG as fully and accurately as reasonably possible. (Please check either Yes or No, remembering that this data will be used by Congress, other Federal managers, and the public to produce government-wide reports.)

YES NO

If "Yes," please answer questions 3 & 4, being sure in answering question 4 to total 100%, sign & return the format. (Converting the signed document to a PDF & sending it by e-mail is encouraged.)

If your answer is "No," provide the expected date by which your department/agency will finish loading its FY 2006 data. Given that contract data is to be submitted to FPDS-NG in "real-time" or, at worst, "near real-time," all such data should have been submitted no later than about October 1, 2006.

Date of Pending Submission

3. **Substantiation of Confirmation:** Given the importance of data accuracy for purposes of running all Federal Reports, what have you done to substantiate your confirmation? (Answer a - d.)

- a. Collected confirmations from subordinate offices YES NO
- b. Compared contract files to data in FPDS-NG,
(Provide examples on an added page) YES NO
- c. Other for FY '06 (Provide on an added page) YES NO.
- e. **Took special note of business-size determinations** YES NO
- d. Provide on added page general plans for substantiating future confirmations

4. **Data Submission Method:** Check the data submission method(s) used by your department/agency:

- Contract writing system YES % _____ NO
- Name of Contract Writing System(s): _____
- Web Portal (On-line login) YES % _____ NO
- Other (Please explain.) YES % _____ NO

Explanation of "Other:" _____

5. **General Comments (Use added page if needed):**

6. _____
SENIOR PROCUREMENT EXECUTIVE NAME (Printed)

7. _____
SENIOR PROCUREMENT EXECUTIVE SIGNATURE **Date**