

# pgi\_5304

## AFFARS PGI 5304 Administrative Matters

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## **AFMC PGI 5304 Administrative Matters**

### **AFMC PGI 5304.100-90 Contract Level Time Metrics**

Center PKs should establish lead time metrics consistent with mission requirements. Center PKs should measure performance against these metrics at least on an annual basis taking the appropriate steps to ensure continuous improvements in lead times.

### **AFMC PGI 5304.101-90 Early Effective Date**

(a) Recommended approval authority for the use of an early effective date is the chief of the contracting office. After reaching agreement on terms, conditions, price, and if funds are available, the contracting officer may advise a prospective contractor in writing of the Government's intent to use an effective date before the contract mailing (award/signed) date. The early effective date should not be earlier than the price agreement date.

(b) Recommend stating in the notice to the contractor that any costs recognized in a resulting contract should be limited to those allowable, allocable and reasonable; costs that would normally be recognized if incurred after contract award. Also recommend stating that if there is no contract, all incurred costs should be at the contractor's own risk.

(c) Recommend providing contractual coverage with a letter contract, or other appropriate undefinitized contractual action, if the Government intends to direct a prospective contractor, accept benefits of efforts, or make payments before definitive contract mailing date.

(d) Recommend obtaining legal review for early effective dates established more than 30 days prior to the envisioned contract award date.

### **AFMC PGI 5304.605-90 Procedures (AFRL/RIK Only)**

(a) FPDS-NG Contract Action Reports (CARs). An individual contract action report (CAR) is required in order to feed contract data into the Federal Procurement Data System (FPDS). FPDS is the method used to ensure all Federal award data is publically accessible. It is also referred to as "FPDS - Next Generation (FPDS-NG)." Data is entered initially in ConWrite on the FPDS tab.

(b) FPDS-NG contains data that the Federal Government uses to create recurring and special reports to the President, the Congress, the Government Accountability Office, Federal executive agencies and the general public. The Office of Federal Procurement Policy (OFPP) requires that each

Department and Agency certify annually that all data within FPDS-NG is valid and complete. Therefore, it is imperative that the information we enter in the CAR is accurate, complete, and submitted in a timely manner.

(c) FPDS will not allow modifications to use a code that is different than the code used on the basic contract. Therefore, for modifications, use the code from the basic contract; however, if an error is discovered on the basic, then the CAR for the basic should first be corrected using the correction procedures below. Then the correct code will automatically populate in FPDS for modifications for that contract. If you use the wrong code in ConWrite when creating a CAR for a modification and it doesn't match FPDS, FPDS will still populate the code from the basic contract, which means the CAR version in ConWrite will not match the FPDS version. It is highly recommended to use the FPDS printout of the CAR from the basic contract as a guide when preparing the CAR for modifications. Do not rely on the ConWrite version, since there may be discrepancies deriving from ConWrite glitches and errors. For modifications, the following items are pre-populated (the FPDS Manual uses the term "propagated") from the basic contract: 6A, 6C, 6F, 6J, 6K, 6L, 7A, 7B, 7C, 7D, 8A, 8B, 8G, 8N, 8L, 8H, 8F, 8M, 8K, 8P, 9A, 9C, 9H, 10A, 10M, 10N, 10P, 10Q, 10R, 10C, 10U, 10S, 10L, 10H, 10D, 10J, 11A, 11B, and 11C. To ensure less error on modifications, review the previously reported FPDS CAR.

(d) Applicable Regulations:

(1) FAR 4.6, Contract Reporting, which implements the Federal Funding Accountability and

Transparency Act of 2006 (Pub. L. No. 109-282);

(2) DFARS 204.6, Contract Reporting, and DFARS PGI 204.602 and 204.606;

(3) [FPDS-NG](#) Government User's Manual, Version 1.5 (April 2018)

(4) [FPDS-NG](#) Data Element Dictionary, Version 1.5 (March 27, 2018)

(5) [Air Force Contract Action Report \(CAR\) Tool](#)

(e) Location:

(1) [FPDS-NG](#) Government User's Manual Version, top of screen, click Training, right side under Manuals;

(2) [FPDS-NG](#) Data Element Dictionary, top of screen, click Worksite, left side under V1.5 Specifications;

(3) Check the website regularly since these documents are continuously being updated.

(f) The following parties are involved:

(1) Contract Specialist: Prepares the CAR;

(2) Contracting Officer: Reviews, approves, and signs the CAR;

(3) Contract Examiner: Reviews the CAR. Don't confuse this Contract Action Report (CAR) with the Contract Administration Report (CAR) that ACOs use in the contract closeout process. They are two different things;

(4) RIKA: Does periodic quarterly reviews of the CAR. Notifies Contract Specialist of error and makes any necessary corrections via FPDS-NG. Provides a corrected copy of the CAR to the Branch Chief so that training on CAR errors can be accomplished by Branch Chief and contracting officer. RIKC should be notified of all errors. Contract Specialist then files corrected copy under Tab 35, then transmits to ConData via ConAward.

(5) RIKA: Transmits to ConData via ConAward.

(g) CAR corrections after award:

(1) (RIKA) can make CAR corrections after award;

(2) CAR corrections can be made for up to 5 years;

(3) For contract files that have been transferred from other organizations, if the contract action was awarded by Wright Patterson (WP) AFB, WP would need to correct the error.

(h) All contract actions using appropriated funds exceeding the micro-purchase threshold require a CAR to be entered into ConWrite. A CAR is also required for each of the following types of awards regardless of the estimated value: basic IDIQ contracts, BPAs, BOAs, and orders under those instruments. A CAR is also required for any modifications to previously reported contract action report data, regardless of dollar value. Multiple CARs should be submitted for certain actions (e.g., foreign military sales (FMS) funding in addition to no-FMS funding, more than one type of contract pricing (e.g., fixed-price, CPFF), and at least two of the types of contract pricing have a dollar value greater than \$5M). (See DFARS PGI 204.606(1)(ii).)

(i) In ConWrite, open a contract/order/modification and click on the FPDS tab. Note that this tab will not be available for solicitations or model contracts. Click on the Help buttons for each Item for assistance in completing.

(1) Definitions:

(i) Award - "Non-IDIQ Contract." A contractual vehicle that cannot have orders placed against it;

(ii) Basic Indefinite Delivery Vehicle (IDV) - "IDIQ Contract." The basic award that allows you to place orders in accordance with the terms and conditions of the basic IDV.

(2) Below are the items that are most common areas of confusion. There is additional guidance at DFARS 204.606, paragraph (3):

(i) Item 1E: SOLICITATION IDENTIFIER. FPDS was changed on 1 MAY 2015 to require a 13-digit solicitation number to be included in Item 1E, SOLICITATION IDENTIFIER, whenever 10S is coded

as "Yes - Transaction subject to FedBizOpp." For BAAs utilizing the old numbering format, whether it's an AFRL BAA or another agency BAA, enter the following solicitation number: "FA8750-XX-S-0001." This number will be an indication this was awarded under a BAA. The FY should be updated to match the fiscal year the BAA was issued. For example, BAA-AFRL-RIK-2015-0003 would result in a solicitation identifier of FA8750-15-S-0001. (DFARS 204.1603(a)(3)(A)(2). For BAAs utilizing the new numbering format, enter the actual BAA number. For example, an AFRL RIK BAA would be something like FA8750-18-S-7010, a DARPA BAA would be something like HR0011-16-S-0036, etc.

(ii) Item 2C: CURRENT COMPLETION DATE. Final delivery date on contract action including exercised options (eg., CLIN 0001 delivery date in Section F.) Do not include time required for submission of data items (e.g., Final Technical Report delivery.) This item is required for individual orders in ConWrite. Leave blank in ConWrite for the basic IDIQ and modifications to the basic because FPDS does not recognize this field. This item is required for BAAs and modifications to BAAs. When a modification is done, this field does not automatically update. Ensure this field is updated when there is a period of performance/delivery date change.

(iii) Item 2D: ULTIMATE COMPLETION DATE. This item is required for individual orders in ConWrite. Leave blank in ConWrite for the basic IDIQ and modifications to the basic because FPDS does not recognize this field. This item is required for BAAs and modifications to BAAs. Final delivery date including all options. ConWrite doesn't know the delivery dates for unexercised options, so you have to fill this in. This field represents the estimated or scheduled completion date, including the base contract or order and all options (if any) whether the options have been exercised or not. It is the same as the period of performance end date when there are no options. For delivery orders, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle. When a modification is done, this field does not automatically update. Ensure this field is updated when there is a period of performance/delivery date change.

(iv) Item 2E: INDEFINITE DELIVERY VEHICLE (IDV) LAST DATE TO ORDER. Last date on which an order may be placed against this indefinite delivery vehicle. The data element is required for all IDVs and Modifications. The format is mm/dd/yyyy.

(v) Item 2H: SOLICITATION DATE. Effective 19 JUN 2018, any DoD award of a new contract or order valued above the SAT and reported to FPDS requires a solicitation issuance date, regardless of whether the new award was required to be advertised; is an order under a single-award indefinite-delivery contract; or is an award that was not competed. For RFPs and Orders, use the date the solicitation was issued. For two-step open BAAs, use the date of the proposal which was used to create the PR package. This item has been added to FPDS, but not to ConWrite. Therefore, you will have to enter this information once in FPDS.

(vi) Item 3A: BASE AND ALL OPTIONS VALUE (TOTAL CONTRACT VALUE). Total face value plus face value of all unexercised options. Enter the mutually agreed upon total contract or order value including all options (if any). For Indefinite Delivery Vehicles, this is the mutually agreed upon total contract value including all options (if any) AND the estimated value of all potential orders. RIK typically does not obligate any funding under the basic IDIQ contracts, so this amount should be the same as Item 3E. For modifications, this is the CHANGE (positive or negative, if any) in the mutually agreed upon total contract value. For modifications exercising options, this block should be \$0 because the option value would have already been previously recorded when the option was established.

(vii) Item 3B: BASE AND EXERCISED OPTIONS VALUE. The contract value for the base contract and any options/modifications that have been exercised (if any) at time of award. For a modification:

Enter the CHANGE (positive or negative, if any) in the current contract value that results from this modification. For IDIQ Basic awards, enter \$0 in ConWrite since no dollars are being obligated on the basic contract. This item does not show up in the FPDS version for the basic IDIQ and modifications to the basic IDIQ. This item is required for individual orders in ConWrite and FPDS.

(viii) Item 3E: TOTAL ESTIMATED ORDER VALUE. This amount reflects the total estimated value of all potential orders that can be placed against the IDV. This amount should only reflect the estimated value of all orders. This does not include any obligated amounts that may have been placed on the IDV itself. For a new IDV, enter the total estimated value for all potential orders that are expected to be placed against the IDV. Do NOT include any obligated amounts that may have been placed on the IDV itself. For modifications, if the value has changed, enter the new total estimated order value (Note that this item is optional for mods). This item has been added to FPDS, but not to ConWrite. Therefore, you will have to enter this information once in FPDS for IDVs.

(ix) Item 4C: PROGRAM/FUNDING AGENCY CODE. Per DPAP Policy Memo dated 18 Dec 08 and Appendix E of the FPDS Manual, complete the FPDS-NG data field 4C entitled "Program/Funding Agency Code" with the code shown on the attached matrix (Attachment No. 1) that correctly corresponds to the Department of Defense Automatic Addressing Code (DoDAAC) being reported in the "Program/Funding Office Code" data field. This code should not be confused with similar codes that are often seen in a line of accounting or in block 14 of a military interdepartmental purchase request (MIPR). Enter the code on each action which identifies the agency that provided the obligated funds. If there is more than one agency, identify the preponderance of the money.

(x) Item 4D: PROGRAM/FUNDING OFFICE CODE,

(A) If AF Funds (no MIPR or incoming funding document): ConWrite does not allow input into this block. However, once the CAR is submitted to FPDS, the Funding Office ID will show our Contracting Office ID number of FA8750. In the FPDS web interface, this pre-populated block should be manually changed from FA8750 to the Business Partner Number - BPN number located on the AFMC Form 36, Purchase Request Block 5 - the first 6 digits, i.e. F4HBTA will be the Funding Office Code for an AFMC Form 36 coming from RITA. See below for an example.

(B) If Other than AF Funds: Insert the DoDAAC identified on the MIPR or Incoming Funding Document for the fund source that is providing the preponderance of the funds. Per DPAP Policy Memo dated 18 Dec 08 and Appendix E of the FPDS Manual, complete the FPDS-NG data field 4D entitled "Program/Funding Office Code" with the DoDAAC identified on the purchase requisition (most often on a MIPR, Department of Defense Form 448) representing the requisitioner for the transaction. On a MIPR, this is NOT the Pay Office DoDAAC nor the Accounting Station DoDAAC identified in blocks 13 and 14 respectively. The requisitioner's DoDAAC should be identified in block 8 with the identity of the organization providing the MIPR (note that it is often depicted as the first six characters of the MIPR number in block 5) or clearly identified on any other type of purchase requisition provided.

(C) For \$0 Actions: Use Funding Office ID from the last funded mod that provided the preponderance of the funds.

(D) For Basic IDIQ Contracts: Use Funding Office ID from the initial Order award. If there are

multiple initial Order awards, use the code that identifies the office that provided the preponderance of the funds.

(xi) Item 5B: WHO CAN PLACE ORDERS AGAINST THIS CONTRACT.

(A) For RRS, this block will always be "My Contracting Activity Only."

(B) My Contracting Activity Only. Just RIK.

(C) Only My Agency. Only the agency (such as Air Force) awarding the contract may place orders.

(D) All Agencies. All Federal Government agencies may place orders against the contract.

(E) Defense. Only Department of Defense agencies may place orders against the contract.

(F) Civilian. Only civilian agencies may place orders against the contract.

(G) Codes. Only the agencies with the DoDAAC codes listed in a comma-separated list.

(H) Other. Provide a text statement describing which agencies may place orders against the contract.

(xii) Item 6F: PERFORMANCE BASED SERVICE ACQUISITION. This item is pre-populated from the basic contract for modifications. Any contract action prior to 31 Jul 2008 would be coded "No" since FPDS-NG would not accept "Yes" due to the FPDS capabilities at that time. The PBSC process:

(A) Describes the requirements in terms of results required rather than the methods of performance of the work;

(B) Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans (see FAR 46.103(a) and 46.401(a));

(C) Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see FAR 46.407); and

(D) Includes performance incentives where appropriate. For FPDS reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action should meet the above requirements.

(E) Yes = this is a contract for services and 50% or more of the requirement is specified as a performance requirement, as measured in dollars.

(F) No = this is a contract for services and less than 50% of the requirement is specified as a performance requirement, as measured in dollars.

(G) Not Applicable = Select not applicable for contract actions where PBA does not apply. In other words, whenever "Yes" or "No" doesn't apply.

(H) This should be checked "Yes" for all research and development (R&D) efforts. Please note that ConWrite

defaults to "no". Therefore, you should manually change it.

(xiii) Item 6J: COST OR PRICING DATA. This item is pre-populated from the basic contract for modifications and orders. If the current action is a modification or order, code this item to describe the original contract. NOTE: This field has changed over time. This field was coded to describe the current action. However, when FPDS-NG went to version 1.4, the case rule changed making this field a propagated field for orders and mods.

Enter one of the following codes:

(A) Code Y - Yes - Obtained. Enter code Y when certified cost or pricing data were obtained (see FAR 15.403-4) and certified in accordance with FAR 15.406-2. Use when adequate price competition does not exist.

(B) Code N - No - Not Obtained. Enter code N when neither code Y nor code W applies. Use when adequate price competition exists.

(C) Code W - Not Obtained - Waived. Enter code W when cost or pricing data were not obtained because the head of the contracting activity waived the requirement (see FAR 15.403-1(c)(4)). This is only used in exceptional cases.

(D) Leave Blank - Do not use. This field is optional for civilian agencies but required for DoD.

(xiv) Item 6L: INCLUDES COST ACCOUNTING STANDARDS CLAUSE. Select either "Yes" or "Not Applicable." Selecting "No" means you got a waiver from the Head of the Contracting Agency which would only happen in exceptional circumstances. This item is pre-populated from the basic contract for modifications. This item is not required for orders. Indicates whether the contract includes a Cost Accounting Standards Clause. Select one of the following codes:

(A) Yes - CAS clause included. Select this code if the action includes a

Cost Accounting Standards clause.

(B) No - CAS waiver approved. Select this code if the action was subject to CAS, but a waiver was approved (waiver by Head of Contract Agency.) CAS waiver would only happen in exceptional circumstances described in FAR Appendix 9903.201-5.

(C) Not Applicable - Exempt from CAS. Select this code if the action is

exempted (e.g., small businesses).

(xv) Item 6M: DESCRIPTION OF REQUIREMENT. This field is populated from the Buy Plan description, but can be edited. Input under Buy Plan the title of the 2916 which should be the same as the Statement of Work or Work Description. Enter the name or a brief description of the

commodity or service. If the description is classified, enter only the word "Classified." Do not use the "Classified" when a code name or an identifying program number can be used. Do not use acronyms. Provide a fairly good description (usually title on 2916) and be sure it is in line with the product or service code (PSC). Entering in the complete title for this field is important to promote Government transparency, and also facilitate the ability to search by title and specific types of efforts. The same title should be used on modifications and orders unless the modification is for new work (out of scope mod.)

(xvi) REGARDING BRIDGE ACTIONS. OSD Memorandum GAO-16-15, Sole Source Contracting: Defining and Tracking Bridge Contracts Would Help Agencies Manage Their Use, dated 31 JAN 2018 requires increased emphasis on reducing non-competitive bridge actions. OSD has directed the submission of an annual report on bridge contract execution due each year by 30 Nov.

(A) In accordance with HQ AFMC/PK memorandum dated 16 FEB 2018, in order to facilitate this reporting, bridge actions should be annotated in the Description of Requirements field by inserting "Bridge" prior to the action description, e.g., Bridge: Professional Engineering Services Program Extension. Bridge actions are executed through the following methods:

(1) A modification to an existing contract to extend the period of performance, increase the cost ceiling/value, or both;

(2) The award of a new, interim sole source contract or order, either to the same contractor or to a new contractor, to cover the time frame between the end date of the existing contract and award of a follow-on contract.

(B) Only those Bridge actions requiring a Justification and Approval (J&A) are defined as a "bridge action". Do not include administrative or other modifications that do not require a J&A, such as funding modifications. Extensions of services executed in accordance with FAR clause 52.217-8, Option to Extend Services, should not be considered a bridge action unless or until the total six (6) month extension period allowed by the clause is exceeded.

(C) In addition to the above FPDS reporting, quarterly reports should be submitted using the Air Force Bridge Action Reduction Report Tool at [https://cs2.eis.af.mil/sites/10059/afcc/aqcinternal/aqcp/Lists/bridge\\_action\\_reporting\\_tool/AllItems.aspx](https://cs2.eis.af.mil/sites/10059/afcc/aqcinternal/aqcp/Lists/bridge_action_reporting_tool/AllItems.aspx).

(xvii) Item 6R: NATIONAL INTEREST ACTION. Complete this block, usually "None." This field identifies the awards made in response to national interest actions. The actions included in this list are determined by statute or executive order. Select the appropriate national emergency entry from the drop down menu for awards made for the direct assistance or support of victims:

- (A) Hurricane Katrina
- (B) Hurricane Ophelia
- (C) Hurricane Rita
- (D) Hurricane Wilma
- (E) None
- (F) Hurricane Florence (H18F)
- (G) Hurricane Michael (H19M)

(xviii) Item 6S: TREASURY ACCOUNT SYMBOL. Effective 1 Oct 2010, all funded CARs require a TAS Code. A funded CAR is one that is reporting an action with a Long Line of Accounting (LOA). The TAS is made up of a 2 character "Treasury Account Symbol Agency Identifier" field (i.e., the Department/Agency from the long line of accounting, e.g., "57" for AF) and a four character "Main Account Code" field (i.e., the Appropriation Code from the long line of accounting, e.g. "3400," "3600," "3010," "3020," "3080," etc.) There is an optional three character "Subaccount Code," but DoD does NOT enter anything in this field. If more than one long line of accounting, use information from the long line of accounting that has the most dollars obligated. The list of valid TAS is maintained by the Department of Treasury in the [FASTBook](#).

(xix) Item 6T: INHERENTLY GOVERNMENTAL FUNCTIONS. Provide the value for the actions signed on/later than 1 MAR 2012 and that have a PSC as a Service. This information was previously included in Item 6M Description of Requirement in the format "IGF::XX::IGF" or "IGF::XX,XY::IGF". For all services (including R&D), choose "Other Functions", unless one of the other values below applies.

(A) If the COTR indicates that the work is a "critical function" as defined in OSD Memo dated 25 FEB 2013, choose "critical functions";

(B) In the rare event that the work is "closely associated to inherently governmental functions", choose "closely associated";

(C) If the work is closely associated and a critical function, choose "closely associated, critical functions". This item has been added to FPDS, but not to ConWrite. Therefore, you will have to enter this information once in FPDS.

(xx) Items 7A through 7D. Recent policy in DFARS PGI 204.606(3)(x) has clarified how 7A, 7B, 7C and 7D should be coded for R&D actions. Per DFARS PGI 204.606(3)(x), answer "Yes" if the Acts apply to any of the line items on the award and clauses are included. Choose "Not Applicable" if the Act itself is not applicable based on implementation requirements in the FAR for each Act. Choose "No" if the Act is applicable, but the associated clauses were not included in the award.

(xxi) Item 7A, CLINGER-COHEN ACT PLANNING COMPLIANCE. This item propagates for modifications and orders. For most R&D actions, choose "No." In ConWrite there is only a box to check, check either yes or no. Select "No" if the Act is not applicable or the planning requirements from the Act were not accomplished. Select "Yes" if the Act applies to any of the line items and the clauses are included in the award.

(xxii) Item 7B: MATERIALS, SUPPLIES, ARTICLES, and EQUIPMENT (formerly WALSH HEALEY ACT). This item propagates for modifications and orders. For most R&D actions, choose "Not Applicable." The pertinent statute is 41 U.S.C. chapter 65, Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000. "Not Applicable" means the Statute itself is not applicable based on implementation requirements in the FAR. Select "Yes" if the Statute applies to any of the line items and the clause at FAR 52.222-20 is included in the award. Select "No" if the Statute is applicable but the associated clause(s) were not included in the award. This item has been updated in FPDS, but not in ConWrite. Therefore, you will have to enter this information once in FPDS.

(xxiii) Item 7C: LABOR STANDARDS (formerly SERVICE CONTRACT ACT). This item propagates

for modifications and orders. For most R&D actions, choose "Not Applicable." "Not Applicable" means the Service Contract Labor Standards itself is not applicable based on implementation requirements in the FAR (FAR 22.10 implementation requirements as they apply to R&D contracts are that the definition of a "service contract" and "service employees" exclude R&D engineers and other such "professional employees"). Select "Yes" if the Statute applies to any of the line items and the clause at FAR 52.222-41, Labor Standards, is included in the award. Select "No" if the Statute is applicable but the associated clauses were not included in the award. This item has been updated in FPDS, but not in ConWrite. Therefore, you will have to enter this information once in FPDS.

(xxiv) Item 7D: CONSTRUCTION WAGE RATE REQUIREMENTS (formerly DAVIS BACON ACT). This item propagates for modifications and orders. For most R&D actions, choose "Not Applicable." "Not Applicable" means if the Statute itself is not applicable based on implementation requirements in the FAR. Select "Yes" if the Statute applies to any of the line items and the clause at FAR 52.222-6, Construction Wage Rate Requirements, is included in the award. Select "No" if the Statute is applicable but the associated clause(s) were not included in the award. This item has been updated in FPDS, but not in ConWrite. Therefore, you will have to enter this information once in FPDS.

(xxv) Item 7E: INTERAGENCY CONTRACTING AUTHORITY. For RRS, "Authorized pursuant to the Economy Act" does not apply. Indicates whether the transaction is an Economy Act or Statutory Authority. If the transaction is made subject to the Economy Act, select Economy Act. If the transaction is made subject to Other Statutory Authority, select Other Statutory Authority and provide name of the authority in available text field.

(xxvi) Item 7F: OTHER STATUTORY AUTHORITY. For RRS, no Statutory Authority applies, check "Authorized pursuant to" type N/A in the text field. Indicates whether the transaction is subject to other statutory authority. For the initial load of a Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act. If no Statutory Authority applies, select N/A'.

(xxvii) Item 7G: ADDITIONAL REPORTING. This item propagates for modifications. This item allows the user to select (from a drop down menu) the additional reporting requirements that apply to the contract action. Multiple values can be selected if more than one requirement applies to the action. NOTE: Currently there are only two values, "Service Contract Inventory" and "None of the Above". Multiple values cannot be selected when "None of the Above" is selected. R&D contracts should code this item as "None of the Above". Services contracts, subject to FAR 4.17- Service Contracts Inventory, which are therefore required to follow Contractor Manpower Reporting Application (CMRA) requirements, should code this item "Service Contract Inventory". This item has been added to FPDS, but not to ConWrite. Therefore, you will have to enter this information once in FPDS.

(xxviii) Item 8A: PRODUCT OR SERVICE CODE (PSC). This item is pre-populated from the basic contract for modifications. This item is required for individual orders. The list of active PSCs for use in FPDS is available on the [FPDS website](#) under the "Worksite" section under "Reference." Enter the 4-character Federal supply class (FSC) or service code that describes the contract effort. There are three categories of codes to choose from. If more than one category or code applies to the action, enter the one that best identifies the product or service representing the largest dollar value:

(A) Supplies. If the action is for the purchase (not lease or rental) of supplies,

enter an FSC code. FSC codes are all numeric. The Department of Defense Federal Supply Classification Cataloging Handbook (H2) may also help with the correct 4-digit code.

(B) Services. If the action is for services (except research, development, test, and

evaluation), construction, equipment lease or rental, or facilities lease or rental, enter a service code.

(C) Research, Development, Test, and Evaluation (RDT&E). If the action is for

RDT&E (as defined in FAR 35.001 and 235.001), enter an RDT&E code. All RDT&E codes should begin with the letter "A." Do not use an RDT&E code for—

(1) Purchase, lease, or rental of equipment, supplies, or services separately purchased in support of RDT&E work, even if RDT&E funds are cited. Instead, use an FSC or Service code under the instructions in paragraph (b)(12)(i)(A) or (B) of this subsection; or

(2) The last digit of this code follows the type of R&D money. For example, use

AD91 for 6.1 funds (look at BPAC code), use AD92 for 6.2 funds, AD93 for 6.3

funds etc. The ONLY exception to this is for small business innovative research (SBIR)/small business technology transfer (STTR) Phase I and Phase II. The SBIR Program has a unique PEC assigned (starts with 65); however, because the actual work is applied research, always use AD92.

(3) R497 is the ONLY PSC code for Non-Medical Personal Services Contracts. Personal Services Contracts cannot be awarded unless specifically authorized by statute. All other Services Contracts (Non-personal Services Contracts) should use a code other than R497. This is in response to GAO Report GAO-17-610 which identified multiple contracts that were incorrectly reported as personal services contracts by using PSC R497.

(xxix) Item 8G: PRINCIPAL NAICS CODE. This item is pre-populated from the basic contract for modifications. The North American Industry Classification System (NAICS) codes designate major sectors of the economies of Mexico, Canada and the United States. Effective on 1 JAN 2017, the previous R&D NAICS code of 541712 became obsolete. For the 2017 revision, Canada, Mexico and the United States focused on new and emerging industries. Note that nanotechnology now has its own code. Since the contracted work done for AFRL Rome is primarily electronics, the default NAICS code for the vast majority of our R&D work will now be 541715.

(xxx) Item 8J: GFE/GFP PROVIDED UNDER THIS ACTION. This item is required for all actions (each individual action). Check the box for each individual action if the contract action authorizes the use of Government Furnished Equipment (GFE) or Government Furnished Property (GFP,) pursuant to FAR 45. In other words, the box should only be checked if there is a GFP listing actually attached to the individual contract or contract modification being reported. Otherwise, leave blank.

(A) Example: Basic contract does not provide GFP, so the field would be left blank to indicate a “No” answer. Modification P00001 modifies the contract to provide GFP, and accordingly, Section J contains a GFP attachment. This field would then be checked for P00001 to indicate a “Yes” answer. Modification P00002 is strictly a funding action (no change to GFP), so the field would be left blank to indicate a “No” answer. There is always a 1-to-1 correspondence between a “Yes” answer and a GFP attachment for that action.

(B) For modifications that transfer GFP: The field should be coded “No” for the modification on the losing contract, and “Yes” for the modification on the gaining contract.

(C) For modifications that revise the GFP list due to a compliance error (ex: missing a required field): The field should be coded “Yes” because you are still providing GFP and pointing to the latest GFP list on record that you are providing.

(D) If rent-free use of property on a non-interference basis, this item should not be checked since the property being used on a rent-free basis is accountable under another Government contract. In addition, software, information, and intellectual property do not fall under the definition of Government Property contained in FAR 45.101.

(E) GFE or GFP means if the contract uses equipment or property furnished by the Government pursuant to FAR 45, not Contractor Acquired Property (CAP).

(xxxi) Item 8M: SEA TRANSPORTATION. This item is pre-populated from the basic contract for modifications. Mandatory for DoD only. This is a code designating whether the contractor anticipates some of the supplies may be transported by sea. Select “Yes” when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c) (2), Offer Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies provided may be transported by sea. Enter one of the following codes:

(A) Code Y - Yes - Positive Response to DFARS 252.247-7022 or 252.212-7000(c)(2).

(B) Code N - No - Negative Response to DFARS 252.247-7022 or 252.212-7000(c)(2).

(C) Code U - Unknown - No response or Provision Not Included in Solicitation.

(xxxii) Item 8N: CONTRACT BUNDLING. This item is pre-populated from the basic contract for modifications. A contract is bundled if the contracting officer determines that the contract action is a result of consolidating two or more requirements previously solicited, provided, or performed by small businesses under separate contracts into a solicitation unsuitable for small business. (FAR 19.2, FAR 2.101). For DoD, bundling is a subset of a consolidated contract. For contract actions awarded after 3 FEB 2017, the values of “Mission Critical”, “OMB Circular A-76”, “Other”, and “Not a Bundled Requirement” are no longer valid.

(A) This item has been updated in FPDS, but not in ConWrite. Until ConWrite is fixed, please code this item as Not A Bundled Requirement. Users will get the following error when performing the Check for Errors: Error 8N06: If the "Date Signed" on the action is on or later than February 3, 2017, only the values 'Bundled Requirements', 'Substantially Bundled Requirements', 'Bundled

Requirements Under a FAR 7.107-1(b) Exception' and 'Not Bundled' can be selected for the Data Element "Bundled Contract".

(B) Annotate the following on your check for errors printout: "This is a known ConWrite error and will be fixed in FPDS." Once in FPDS, code this item as (H) Not Bundled. The obsolete values listed above are still available in the drop down box in FPDS, so ensure that you are not selecting any of these or you will receive a validation error.

(xxxiii) Item 8P: CONSOLIDATED CONTRACT. This item is pre-populated from the basic contract for modifications. A consolidation occurs when a solicitation is used to obtain offers for a single contract or multiple award contract (including orders against a Federal Supply Schedule) to satisfy two or more requirements of a DoD activity for supplies or services that previously had been provided to, or performed for the DoD activity under two or more separate contracts, each of which was lower in cost than the total cost of the contract for which offers are solicited. Consolidations should be justified by a Senior Procurement Executive determination.

(A) For contract actions awarded after 3 FEB 2017, the values of "yes" and "no" are no longer valid. This item has been updated in FPDS, but not in ConWrite. Until ConWrite is fixed, please code this item as "No" (since this is a radio button question, choosing "No" means not checking anything). Users will get the following error when performing the Check for Errors:  
Error 8P07: If the "Date Signed" on the action is on or later than February 3, 2017, only the values 'Consolidated Requirements', 'Consolidated Requirements with Written Determination', 'Consolidated Requirements Under FAR 7.107-1(b) Exception', 'Not Consolidated' can be selected for the Data Element "Consolidated Contract".

(B) Annotate the following on your check for errors printout: "This is a known ConWrite error and will be fixed in FPDS." Once in FPDS, code this item as Not Consolidated. The obsolete values listed above are still available in the drop down box in FPDS, so ensure that you are not selecting any of these or you will receive a validation error.

(xxxiv) Item 10D: NUMBER OF OFFERS RECEIVED. This item is pre-populated from the basic contract for modifications and orders for single award IDCs. This item is required to be completed for multiple award IDCs. If the current action is an order under a multiple award contract, code 10D to describe the order, not the basic indefinite-delivery contract.

(A) For contracts resulting from an Open broad agency announcement (BAA), code this block "2" to indicate more than 1 proposal was received under the BAA solicitation. Whenever adequate price competition applies to an award under a BAA (e.g., Closed BAAs, etc.), code this block the actual number of proposals received as indicated in the technical evaluation.

(B) For SBIR I, II and III, insert the number of proposals received for the Phase I Topic. Note: SBIR II and III awards will insert the original number of proposals received from the Phase I Topic (competition was based upon.) The number of proposals received per topic will be received from RIKA.

(xxxv) Item 10E: PREAWARD FEDBIZOPPS SYNOPSIS ISSUED. This is a code that indicates whether the contracting officer followed the synopsis requirements of FAR 5.2. Check the box if the

award was synopsised in accordance with FAR 5.2. Otherwise, leave this box blank. For orders and modifications, use the code that describes the basic contract. Check this block for all contracts resulting from a BAA. For all SBIR/STTR Phase I and II efforts, leave blank.

(xxxvi) Item 10M: SOLICITATION PROCEDURES. Solicitation Procedures - Code represents type of solicitation procedures used:

(A) Negotiated Proposal/Quote (NP) - contract resulting from negotiated procedures (FAR 12, 13, 15), i.e. SBIRs/STTRs;

(B) Basic Research(BR) -BAA - i.e. contracts that resulted from BAA Solicitation (FAR 6.102(d)(2));

(C) Sealed Bid(SB) - contracts that resulted from FAR 14 procedures;

(D) Single Source Solicited (SSS) - report this code if no solicitation procedures were used in this action. Contract that resulted from FAR 6.302 procedures;

(E) Architect-Engineer - FAR 6.102(d)(1);

(F) Alternate Sources - award resulted from use of procedures that provide for full and open after exclusion of sources to reduce overall costs (FAR 6.202(a)(6)

(G) Simplified Acquisition Procedures - FAR 13, competitive or non-competitive.

(H) Multiple Award Fair Opportunity (MAFO) - Task order award resulted from MAFO competition within IDVs.

(I) Task Order under a Multiple Award IDIQ - In ConWrite, select:

(1) "Multiple Award Fair Opportunity" if 10R is coded "No Exception - Fair Opportunity Given";

(2) "Single Source Selected" if one of the exceptions to Fair Opportunity apply, i.e. 10R is coded other than "Fair Opportunity Given" and "Leave Blank";

(J) Task Order under a single award IDIQ - propagates from the basic contract. In ConWrite enter value consistent with the basic;

(K) Within-scope add work modification - propagates from the basic contract. In ConWrite, enter value consistent with basic contract.

(xxxvii) Item 10N: TYPE SET-ASIDE. This value populates on a DO against multiple award IDV, a single award IDC, a Part 8 BPA and Modifications unless one of the two new values in 10R are available. Since these new values are not available in ConWrite, 10N will pre-populate. For a "DO referencing FSS, GWAC and Multiple Award IDC", "Part 8 BPA" and "Part 8 BPA Call," if 10R (Fair Opportunity/Limited Sources) is chosen as either "Sole Source" or "Competitive Set Aside," then the "Type of Set Aside" will be required; if "Fair Opportunity/Limited Sources" is chosen as any other value, then the "Type of Set Aside" will be propagated from the referenced IDV. As of 14 OCT 2014, the codes of "Total HBCU/MI Set-aside" and "Partial HBCU/MI Set-aside" are no longer valid codes.

(xxxviii) Item 10P: EVALUATED PREFERENCE. As of 14 Oct 2014, the only valid codes are No preference of HUBZone Price Evaluation Preference. All other codes involving SDB price evaluation adjustment have been discontinued.

(xxxix) Item 10R: FAIR OPPORTUNITY/LIMITED SOURCES (In ConWrite: Statutory Exception to Fair Opportunity). Indicates whether fair opportunity was given or an exception applied when awarding a task order under a Multiple Award Fair Opportunity ID/IQ contract:

(A) Urgency - Report this code if the action was justified pursuant to FAR 16.506(b)(2)(i)(A);

(B) Only One Source - Other Report this code if the action was justified pursuant FAR 16.506(b)(2)(i)(B);

(C) Follow-on Action Following Competitive Initial Action - Report this code if the action was justified pursuant to FAR 16.506(b)(2)(i)(C);

(D) Minimum Guarantee - Report this code when it was necessary to place an order to satisfy minimum amount guaranteed to the contractor. See FAR 16.506(b)(2)(i)(D);

(E) Other Statutory Authority - Report this code when the action was justified pursuant to a statutory authority that expressly authorizes or requires that the purchase be made from a specified source. This code is valid for Civilian agencies effective 10/31/2009;

(F) Fair Opportunity Given - (pre CLOD: No Exception - Fair Opportunity Given) Report this code if Fair Opportunity was given on this order. This code is valid for Civilian agencies effective 10/31/2009;

(G) Competitive Set Aside - Report this code if action was justified pursuant FAR 19.502-4 and in accordance with 1331 of Public Law 110240. Applies to actions signed on/after than 11/02/2012. (Not in ConWrite);

(H) Sole Source - Report this code if action was justified pursuant FAR 19.502-4 and in accordance with 1331 of Public Law 110240. Applies to actions signed on/after than 11/02/2012. (Not in ConWrite).

(xxxx) Item 10S: FEDBIZOPPS. Item 10S replaces Item 10E, which is still in ConWrite but needs to be deleted. Until ConWrite is fixed, please ensure Items 10E and 10S are coded the same way. By doing this, some users are getting the following error when you "Check for errors." Error 1E06: If FedBizOpps is selected as "Yes", then "Solicitation Identifier" is mandatory.

(A) \*\*\*Validation failed 10 Jun 2016 14:24:18 for FA8750-16-C-XXXX Transaction X.  
\*\*\* If you receive this error, annotate the following on your check for errors printout: This is a known ConWrite error and will be fixed in FPDS.

(B) This item is pre-populated from the basic contract for modifications and orders for single award IDCs and multiple award IDCs. Indicates whether the pre-award synopsis requirements of FAR Subpart 5.2 have been observed. Select:

(1) Yes - Transaction subject to FedBizOpp. FPDS was changed on 1 MAY 2015 to require a 13-digit solicitation number to be included in Item 1E, SOLICITATION IDENTIFIER, whenever this item

is coded as "Yes." See item 1E.

(2) No - Transaction subject to FAR 5.102 or 5.202 exception (e.g., SBIR contract, compromise national security, etc.);

(3) Not Applicable - Transaction with Action Obligation less than or equal to \$25K.

(xxxxi) Item 11A: CONTRACTING OFFICER BUSINESS SIZE DETERMINATION. This item is pre-populated for modifications and orders. This is a required data element for a definitive contract action (DCA) and a Purchase Order. This field indicates if the selected contractor meets the small business size standard for award to a small business based on the NAICS code assigned to the action. This field is important because the Small Business Goaling Report is based on whether or not the business size is small. Definitions for each value are listed below:

(A) S - Small Business. The contracting officer determines that the awardee is a Small business for this procurement.

(B) O - Other than Small Business.

(C) Selection of this field in ConWrite (check the radio button) will mean the awardee is a small business and will indicate an "S." Not selecting this item (no check) will mean other than small business and will indicate an "O." Because the contractor can be considered large in some NAICS and small in others, the contracting officer/buyer will determine the business size based on the NAICS being purchased.

(xxxxii) Item 11B: SUBCONTRACT PLAN. This item is pre-populated from the basic contract for modifications. For delivery/task orders, code the same as the Basic IDIQ in ConWrite. Please note this item is in the FPDS version for orders but does not allow for a selection (FPDS Data Dictionary says N/A and FPDS printout will show "select one.") This field indicates whether the contract award required a Subcontracting Plan. This field is also used to provide information to eSRS on awards that have subcontracting plans. Failure to complete this field accurately impacts vendors' ability to report subcontracting achievement to the Electronic Subcontracting Reporting System (eSRS). Any contract award with a comprehensive, individual or commercial subcontracting plan should use eSRS and therefore should either be coded "C" or "D." If Item 11A, Contracting Officer's Determination of Business Size = "Small Business," then Subcontracting Plan should be "Plan Not Required."

Code	Short Description	Long Description
A	Plan Not Included - No Subcontracting Possibilities	A subcontracting plan was not included in the contract because subcontracting possibilities do not exist (see FAR 19.705-2(c))

B	Plan Not Required <i>When code E, F, G, or H applies, use code "B" in ConWrite as a temporary placeholder. Using codes "C" or "D" will cause an error in the Check for Errors.</i>	No subcontracting plan was required (e.g., because the action did not meet the dollar thresholds in FAR 19.702(a) or the contractor is a small business.)
C	<i>Code discontinued as of May 1, 2015. Choose E, F, G or H instead.</i>	
D	<i>Code discontinued as of May 1, 2015. Choose E, F, G or H instead.</i>	
E	Plan Required (Pre 2004) <i>Code is not available in ConWrite yet; enter code "B" as a temporary placeholder, and then enter correct code "E" at time of award directly in FPDS.</i>	The contract was awarded prior to 2004, and includes a subcontracting plan (see FAR 19.702(a)).
F	Individual Subcontracting Plan <i>Code is not available in ConWrite yet; enter code "B" as a temporary placeholder, and then enter correct code "F" at time of award directly in FPDS.</i>	The contract includes an individual subcontracting plan (see FAR 19.702(a)), not a commercial plan or DoD Comprehensive Plan.
G	Commercial Subcontracting Plan <i>Code is not available in ConWrite yet; enter code "B" as a temporary placeholder, and then enter correct code "G" at time of award directly in FPDS.</i>	The contract includes a commercial subcontracting plan (see FAR 19.702(a) and 19.704(d)), not an individual plan or DoD Comprehensive Plan.
H	DoD Comprehensive Subcontracting Plan <i>Code is not available in ConWrite yet; enter code "B" as a temporary placeholder, and then enter correct code "H" at time of award directly in FPDS.</i>	The contract includes a DoD Comprehensive Plan subcontracting plan (see DFARS 219.7), not a commercial or individual plan.

(xxxxiii) Item 11D: REASON NOT AWARDED TO SDB. This data element no longer appears in FPDS but is still in ConWrite. This is required to be completed in ConWrite because of the error check. Select "leave blank."

(xxxxiv) Item 11E: REASON NOT AWARDED TO SB. This data element no longer appears in FPDS but is still in ConWrite. This is required to be completed in ConWrite because of the error check. Select "leave blank."

(xxxxv) Item 12C: REASON FOR MODIFICATION. This field is required for all modifications. For modifications when decreasing the face value/deobligating funds and if the technical completion date has ended, use Code K. See definition below for additional information regarding this code:

(A) K - Per HQ AFMC, do not use the 'Closeout' value in the Reason for Modification field unless the modification being reported to FPDS is actually being issued to complete the closeout process (which should be rare). This is due to a new feature in FPDS Version 1.5 which adds a new Closeout Status field to the CAR. Reporting a CAR with 'Closeout' value in the Reason for Modification field will trigger the new Closeout Status field to be identified as Closed. We do not want the Closed Status to be reported too early which will happen if we follow the old DFARS PGI guidance (DFARS PGI 204.606(4)(ii)). The DFARS PGI with the above guidance has already been drafted and will be implemented soon.

(B) T - Transfer Action - FPDS NG User's Manual states: Use the Transfer Action

value to transfer the "ownership" of a contract to a new contract office. Transfer Action is not to be used when only delegating contract administration subject to FAR Subpart 42.2. The Transfer Action value should only be used if the contract is being transferred outside of DoD. The FPDS User's Manual does not clarify this. Use "M" - Other Administrative Action if the contract transfer is within DoD.

(C) No Cost Extensions - When a modification to a contract involves a no cost time extension, code as "Supplemental Agreement for work within scope," in lieu of "other admin" or "change order" because this would be changing a term of the agreement.

(j) File documentation for ConWrite users:

(1) Include a draft of the ConWrite printout of the CAR in Tab 35 of the contract file for business clearance and contract clearance reviews.

(2) Prior to award, under the FPDS menu, the contract specialist (CS) runs the "Check for Errors." Make corrections as necessary. Print a copy and include it in the file documentation (Tab 35).

(3) Contracting officer (CO) reviews and signs the ConWrite printout prior to award. The purpose of this review is to (a) ensure the data transmitted to FPDS from ConWrite is as accurate as possible prior to award, given the known constraints and ConWrite problems documented in these Training Materials, and (b) minimize the need for post-award corrections. In addition, the CS and CO can use the ConWrite printout to assist in the review of the final CAR printed from FPDS.

(4) When ready to award the contract action, under the "Award" menu, select "Ready for Award," which will then take you back into the Workbasket where you will have to re-open the award you were working on.

(5) Once you re-open the document, go to the FPDS tab, select "FPDS-NG" menu at the top of screen. Click on "Send to FPDS." This may take a few moments. The system will then take you to the FPDS-NG website. This processing loads the CAR information from ConWrite into FPDS-NG, removing it from ConWrite, and opens the FPDS Web interface for the document. At this time, information can be added or changed, if necessary.

(6) Enter data directly into FPDS for the items that cannot be correctly input into ConWrite (see

Attachment No. 2).

(i) At top of screen, click the "Save Draft" tab to save your document as a draft. All data changes in FPDS should be saved using the Save Draft button. You can print and save a draft repeatedly at this stage. You can even exit ConWrite, re-enter ConWrite, open the CAR in the FPDS website again (via the FPDS tab in ConWrite), and save and print again.

(ii) It is highly recommended that each data element be reviewed for any errors at this time. Making a correction now saves the manpower involved in RIKA making corrections after award. You should compare FPDS data to the ConWrite printout to ensure accuracy. If any items differ from the ConWrite input (other than the known changes that should be made as described in these Training Materials), contact RIKA for assistance. Sometimes, glitches in the ConWrite and/or FPDS systems can be identified as a result of this comparison, which can then be resolved and/or added to these Training Materials.

(iii) If changes are needed in a propagated item (meaning the value is transmitted from the basic contract CAR; these items are typically "greyed out" in FPDS), contact RIKA to ensure the basic CAR is corrected. Ensure the CO signs and dates these corrections prior to filing the corrected CAR. If the CAR cannot be corrected by RIKA (which could happen in a few situations), annotate on the CAR the reason the field could not be changed. For example, for Items 7B, 7C and 7D, if the basic CAR was awarded before Jun 2009, these fields cannot be changed.

(7) Proceed with Validation by clicking on the Validate tab.

(8) Click on the Print tab to print a copy of the CAR from FPDS. YOU should print at this time, because you may not get another chance to print your CAR.

(9) Close out of the FPDS window to return to the (now empty) FPDS tab in ConWrite. Click on "Ready for Approval" to finalize the FPDS.

(10) File the CAR from FPDS in Tab 35 (on top of the previously filed/signed ConWrite version), and provide to the CO along with the contract file.

(11) CO reviews for accuracy and signs and dates the FPDS printout of the CAR. This final copy is the version that matters, since it shows the actual data reported, and the one that any auditor or inspector would be reviewing to ensure we are in compliance.

(12) This document was developed by AFRL/RIKC. It is not meant to take the place of higher level guidance and regulations, but to provide more detailed information, share lessons learned, and highlight pertinent questions based on past experiences at AFRL Rome:

<b>DEPARTMENT OF DEFENSE - ORGANIZATION CODES - AS OF OCTOBER 2008</b>		
<b>If DoDAAC begins with:</b>	<b>Enter this code in the Funding Agency ID data field:</b>	<b>Which represents the following DoD Component as Requisitioner:</b>

K, L, M, N, Q, R, or V	1700	DEPARTMENT OF THE NAVY
A, C, or W	2100	DEPARTMENT OF THE ARMY
E, F, or J	5700	DEPARTMENT OF THE AIR FORCE
S -- ONLY ENDING WITH "A"	9763	DEFENSE CONTRACT MANAGEMENT ACTIVITY (DCMA)
S -- NOT ENDING WITH "A"	97AS	DEFENSE LOGISTICS AGENCY (DLA)
HX	9736	ARMY/AIR FORCE EXCHANGE SERVICE
HQ0117	9777	BUSINESS TRANSFORMATION AGENCY (BTA)
H91221 thru H91227	9775	CIVILIAN PERSONNEL MANAGEMENT SERVICE
HR	97AE	DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)
HQC and HDEC	97AZ	DEFENSE COMMISSARY AGENCY (DeCA)
HA	97AR	DEFENSE CONTRACT AUDIT AGENCY
HQ04	97BZ	DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)
HC and H98249 thru H98400	97AK	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)
HH	97DL	DEFENSE INTELLIGENCE AGENCY
HQ0028	97F1	DEFENSE MEDIA CENTER (DMC)
H94003	9771	DEFENSE MICROELECTRONICS ACTIVITY (DMEA)
HQ0013	97AT	DEFENSE SECURITY COOPERATION AGENCY (DSCA)

HS	97AV	DEFENSE SECURITY SERVICE
HD and HGD	9761	DEFENSE THREAT REDUCTION AGENCY (DTRA)
HE	97F2	DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)
HQ0006, H95001	97JC	MISSILE DEFENSE AGENCY (MDA)
HM	97AB	NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA)
HNS	97CG	NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE
HF	97EX	OFFICE OF THE INSPECTOR GENERAL
HT	9760	TRICARE MANAGEMENT ACTIVITY (TMA)
H92	97ZS	U.S. SPECIAL OPERATIONS COMMAND (USSOCOM)
HTC711	9776	U.S. TRANSPORTATION COMMAND (USTRANSCOM)
HU	97HW	UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)
HHM	9773	VIRGINIA CONTRACTING ACTIVITY / DEFENSE INTELLIGENCE AGENCY
HQ0034	97F5	WASHINGTON HEADQUARTERS SERVICES
Any prefix that does not match the above formats	9700	DEPARTMENT OF DEFENSE
<p>DODAACs specified above for 6 character are known DODAACs for the organization. There may be other DODAACs that belong to the same organization.</p>		

(13) The following FPDS items cannot be correctly input into ConWrite, and therefore should be entered directly in FPDS at time of award:

<b>DATA ELEMENT</b>	<b>WHEN REQUIRED</b>
1. Effective date of action	All actions
2. Funding Office DoDAAC (See Instructions for Item 4D)	All actions
3. Country of Origin	New awards only
4. Subcontract Plan	If correct code is other than A - "Plan Not Required, No Subcontracting Possibilities, or... B - "Plan Not Required."
5. Description of Requirement	If title of the effort was too long to fit into ConWrite's limited number of characters, you can enter the complete title in FPDS.
6. Solicitation Number (See Instructions for Item 1E)	BAA awards
7. Bundled Contract.	All actions
8. Consolidated Contract.	All actions
9. Total Estimated Order Value	Indefinite Delivery Contract awards
10. Inherently Government Function	All actions
11. Additional Reporting	New awards only
12. Materials, Supplies, Articles, and Equipment	New awards only
13. Labor Standards	New awards only
14. Construction Wage Rate Requirements	New awards only
15. Solicitation Date	All actions

**AFMC PGI 5304.606 Reporting Data**

(3)(xiii)(I)(1) Contracting officers and Buyers shall ensure all Bridge Actions are properly

identified in the Contract Action Report (CAR) within Federal Procurement Data System-Next Generation (FPDS-NG). All Bridge Actions shall be clearly identified in the "Description of Requirement" field by adding ":Bridge:" to the description.

(2) For purposes of this reporting, a Bridge Action is defined as: "A non-competitive action requiring a justification to include, but not limited to, a formal justification and approval (FAR Part 6 or 13.5), limited sources justification (FAR Part 8.4) and exception to fair opportunity (FAR 16.5), to retain the current or similar product or service as a result of delay in the negotiation and award of a follow-on contract." Extension of services executed in accordance with FAR 52.217-8, Option to Extend Services, are not considered a bridge action.

Contracting officers and Buyers may use the [Air Force Contract Action Report \(CAR\) Tool](#) to assist with filling out the CAR within their respective Contract writing System and or FPDS-NG.

### **AFMC PGI 5304.1602 Supplementary PII Numbers**

(c)(3)(i)(90) Use the letter "K" in the second position of the supplementary PII number for PIOs unless separately identified below:

L -- AFSC/Tinker  
M -- AFSC/Hill OL  
Q -- AFSC/Robins OL

(c)(3)(iii)(90) AFMC procurements which are completely administered by the purchasing office should use normal modification numbering procedures for amended shipping instructions (ASIs). All other AFMC procurements should use the letter "T" in the second position of the supplementary PII number for ASIs unless separately identified below:

U-- AFSC/Tinker  
V-- AFSC/Hill OL  
Y-- AFSC/Robins OL

### **AFMC PGI 5304.7103-1-90 Criteria for Establishing**

Exchangeable repair contracts with provisions for modifications require specific CLIN structures when there are multiple output national stock numbers permitted. Whenever a family of part numbers may be input under a specific repair and modification CLIN and the output parts may have different NSNs, then each output NSN should have a separate subCLIN. This will permit assigning a completion date to a specific repairable for delivery schedule tracking purposes.

## **SMC PGI 5304 Administrative Matters**

### **SMC PGI 5304.101 Contracting Officer's Signature**

The contracting officer should ensure that the effective date is provided on the contractual document prior to signing the document and forwarding it for award and distribution. The effective date should be the same as or later than the award date (i.e., the date of the contracting officer's signature) reflected on the contract document.

### **SMC PGI 5304.102 Contractor's Signature**

(a) Correspondence Regarding Exceptions Taken to the Contractual Document. If the contractor stipulates any conditions, qualifications or exceptions to the contractual document provided for signature, the contracting officer should ensure they are resolved prior to contract award. The contracting officer should also consider documenting their resolution in a memorandum for record to be included in the contract file in order to avoid future disputes about the parties' intent.

(b) Contractor Signature. The individual who signs for the contractor should have authority to bind the company. Evidence of this authorization is normally found in the Representations & Certifications (Section K) of the proposal. For a supplemental agreement, the contractor can furnish a letter of authorization.

### **SMC PGI 5304.201 Procedures**

(a) Systems/Non-Operational contracts - see the ConWrite User Guide in establishing your award in ConWrite. Visit the [CONWRITE CORNER](#) to access the ConWrite User Guide, ConWrite training materials and for all other assistance with ConWrite.

(b) Operational contracts - Visit the Air Force Contracting Central [CON-IT training website](#) to access the CON-IT User Guide and up-to-date training materials.

### **SMC PGI 5304.270-2 Procedures**

Distribution through Electronic Data Access (EDA) is accomplished via the automated contract writing system (e.g., ConWrite, PD2). The contracting officer is responsible for distribution to any parties that do not have EDA accounts (e.g., contractor, program office). Personnel at Los Angeles AFB using ConWrite should follow the procedures below for contract award and distribution. Chief of the contracting office (COCO) at Peterson AFB, Kirtland AFB, and in Operational Contracting at Los Angeles AFB should establish comparable local procedures for contract award and distribution and disseminate those procedures to their personnel.

(a) New contracting personnel or personnel changing organizations can obtain ConWrite access from the SMC/PKX ConWrite administrator. See instructions at the [ConWrite Corner](#).

(b) Submit contract award distribution requests using the [Electronic Award Request](#) form. Requests that fail to follow the procedures in this MP may not be awarded and may be returned for correction. If requests are returned for correction, the Award Distro team will provide comments in the electronic comment form. The contracting officer will document resolution of the comments in the form prior to resubmitting for award and distribution. If the documentation cannot be corrected on the same day, the contracting officer may be directed to re-sign the document as of the date the request is resubmitted. Disputes will be elevated to the COCO and the SMC/PKX Division Chief.

(c) In order to meet the contract action reporting (CAR) timelines in FAR 4.604(b), award requests should be submitted on the same day the contracting officer signs the contract action. If same-day award distribution is required, notify the Award Distro team and submit the request by 1200 PT to provide sufficient time to complete the award distribution process. When extenuating circumstances require late day or after hours award distribution, the COCO should contact the Award Distro team prior to 1200 PT to coordinate support. For same-day award, either the contract specialist or the contracting officer should be available until the electronic award distribution action is completed.

(d) Upon completion of electronic distribution, the Award Distro team will notify the contracting officer and contract specialist via email that a copy of the contractual document has been posted to Electronic Data Interchange (EDI) and Electronic Document Access (EDA) and that the CAR has

been transmitted to FPDS-NG. Contracting officers should include this email in the official contract file as evidence that the CAR has been submitted in a timely manner IAW FAR 4.604(b)(2).

### **SMC PGI 5304.402 General**

Obtain coordination from the Office of Public Affairs (SMC/PA) before giving the written approval in DFARS 252.204-7000, Disclosure of Information. SMC/PA requires use of the [Public Affairs Security and Policy Review Worksheet](#).

### **SMC PGI 5304.403 Responsibilities of Contracting Officers**

For Department of Defense acquisitions in which the contractor will have access to or will produce classified information, the requirements for the contractor to safeguard that information are contained on a DD Form 254 ("Contract Security Classification Specification"), which is a contract attachment. The applicable rules addressing these information security requirements come to us from a series of Executive Orders and are implemented in the National Industrial Security Program Operating Manual (NISPOM) (DoD 5220.22-M), the Industrial Security Regulation (DoD 5220.22-R), and the Air Force Industrial Security Program Instruction (AFI 16-1406).

The DD Form 254 does not itself define what information is classified - the documents that do so are typically incorporated by reference into the form - but rather it instructs the contractor how to behave when it handles and/or produces classified information. Because the DD Form 254 is the mechanism for communicating security requirements to contractors - and holding contractors accountable - solicitations should include a complete and accurate form that allows contractors to estimate the costs of the security measures it will need to provide during performance. Ultimately, the DD Form 254 is attached to awarded contracts and listed in Section J.

The National Industrial Security Program (NISP) Contract Classification System (NCCS) is the primary tool used to accomplish DD Forms 254. Generally, the DD Form 254 is prepared by the program office, coordinated through the appropriate security office(s) (see below), and certified by the contracting officer in Block 17. Contracting officers are not expected to be expert in the security requirements, but would do well to keep the following in mind when reviewing the document for certification:

- Ensure appropriate clauses and provisions have been included in Section I of the contract as prescribed in FAR / DFARS / AFFARS.
- Ensure that the necessary security office review and coordination have been obtained. For all contracts dealing with classified information, this means SMC/ENX. For Sensitive Compartmented Information (SCI) (Block 10e), add SMC/INS. For Special Access Program (SAP) information (Block 10f), add AFOSI/PJ. Coordination by security offices may be evidenced by signature in Block 13 or via the NCCS.
- Ensure the prospective contractor possesses the Facility Security Clearance required by Block 1a. If not, the contractor will need to be sponsored to receive the necessary clearance level by the Government submitting a request to the Defense Security Service (DSS). Contractor facility clearances may be verified on the [DSS website](#).
- Ensure the administrative information included on the form is accurate, such as solicitation number (Block 2c) or contract number (Block 2a), contractor data (Block 6), and Government information (Blocks 16 and 17).

- Pay particular attention to any information included in Blocks 13 and 14, which are the line items used to include any contract-unique requirements, non-standard guidance, and program-specific information. Ensure any additional (likely cost-bearing) requirements added in Blocks 13 and 14 are reasonable and necessary.

- Ensure that the distribution list in Block 18 is accurate. Paragraph 3.3 of AFI 16-1406 has detailed distribution instructions; contracting officers should also ensure the form is distributed to the coordinating security offices.

The DD Form 254 and associated instruction sheet can be found on the [DoD Publications website](#).

From time to time, the security community may recommend for program office consideration changes to the DD Form 254 to bring it in line with current security requirements. Keep in mind that revisions to the form are changes to contract terms equivalent to revisions to other performance requirements such as those found in statements of work and require negotiation with the contractor, and may very likely incur additional cost. Revised DD Forms 254 are incorporated into the contract via modification.

Note that the DD Form 254 does not include a period of performance or a date indicating its validity timeframe - as an attachment to the contract, it expires when the contract does. (See the Description section, item c., of the Instructions for Completing DD Form 254 referenced in AFI 16-1406.)

Do not issue a revised DD Form 254 when exercising an option. There are no changes to contract terms, and the initial / current DD Form 254 is still valid (remember, there are no expiration dates associated with the Form). (See the section for Block 3b, item (2), of the Instructions for Completing DD Form 254 referenced in AFI 16-1406.) DD Forms 254 do not require re-certification or re-coordination for option exercises.

Upon contract completion, a "Final" DD Form 254 may be issued if it is necessary to grant the contractor additional retention of classified materials (following the end of the contract's period of performance) beyond the automatic two-year retention period authorized by the NISPOM.

### **SMC PGI 5304.606 Reporting Data**

#### (a) ConWrite Buy Plan Journal

(1) For supplemental agreements and non-competitive new contracts, the minimum milestones have been defaulted in ConWrite to automatically prompt when a Buy Plan is created. Please do not attempt to remove these milestones. Additional milestones may be added.

(2) User will need to ensure the Buy Plan is attached to the contract action (i.e. the Buy Plan for the RFP is only attached to RFP and the Buy Plan for the contract is only attached to the contract) in ConWrite.

#### (b) ConWrite Buy Plan Journals for RFPs and RFP Amendments:

(1) A separate Buy Plan should be created for the RFP and the associated contract.

(2) Ensure the RFP Number is referenced in the Buy Plan description block for the associated contract.

(3) Immediately after the RFP is issued, contact the ConWrite Administrator (or alternate) or Contract Award with notification that the RFP has been issued along with the issued date.

(4) The ConWrite Administrator (or alternate) or Award Distro team will enter the Issued Date on the cover page of the RFP and put the RFP in award/locked status.

(5) Amendments to an RFP are separate contract actions with their own Buy Plans.

(6) RFP Amendments should not be attached to the basic RFP's Buy Plan and vice versa.

(7) RFP Amendments are to be initiated in ConWrite after the basic RFP is awarded/locked in ConWrite.

### **SMC PGI 5304.802 Contract Files**

Programmatic, contract negotiation, and contract management decisions all rely on information contained in the contract itself, as do contract clearances and other reviews. Therefore, a current and accurate conformed contract is important to have readily available as a basis for sound decision-making, not only to the contracting office but also to the entire program team and staff review team. Although contracting officers are ultimately responsible, all members of the acquisition team should take an active role in maintaining the contract file and ensuring the conformed contract is up to date. As a helpful companion to the conformed contract, contracting officers may wish to keep a log (using a spreadsheet with line items for each modification is a good choice) of summary-level statistics such as contract value and funded levels (overall and by CLIN, cumulative and by modification, and broken out by component such as cost, award fee, fixed fee, etc.), accounting classification reference number (ACRN), periods of performance, option exercise dates, etc.

### **SMC PGI 5304.803 Contents of Contract Files**

(a) It is incumbent upon contracting professionals to research the regulations, policies, and instructions related to their acquisitions and understand what documentation is expected as a result of those regulations, policies, and instructions. There are many parts of the FAR, for example, that require the contracting officer to make a determination regarding certain facts or situations without expressly stating that those determinations should be in writing. If the contracting officer does not document his or her determination in writing, it may look as if he or she never made that determination. In certain cases, it may be appropriate for the contracting officer to commit such determinations to writing and include them in the contract file.

(43) Contract File Content Index (CFCI). Contracting officers may include a CFCI in all contract files as prescribed below.

(i) Systems/Non-Operational contracting: [SMC CFCI \(Systems/Non-Operational\)](#)

(ii) Operational contracting (above the Simplified Acquisition Threshold): [AFFARS CFCI \(Operational Supplies, Services and Construction\)](#)

(iii) Operational contracting (Simplified Acquisitions): [SMC Operational CFCI for Simplified Acquisitions](#)

(44) Buy Plan (applicable to actions awarded in ConWrite).

(i) Each contract action should have a Buy Plan. Multiple Buy Plans should not be attached to a

single contract action (i.e., the Buy Plan for the RFP is only attached to RFP and the Buy Plan for the contract is only attached to the contract in ConWrite).

(ii) A printout of the final Buy Plan should be included in the official contract file at Tab 57. Dates in the Buy Plan should accurately reflect dates milestones occurred and be consistent with other contract file documentation.

(iii) Contracting officers may request Buy Plan deletions through the SMC/PKX ConWrite administrator.

### **SMC PGI 5304.804 Closeout of Contract Files**

SMC/PKX is the focal point for contract closeout of all actions awarded in ConWrite. Each COCO is responsible for assigning a contract closeout point of contact and alternate to work with SMC/PKX to accomplish timely closeout of contract files.

### **SMC PGI 5304.1601 Policy**

(a) Establishment of a Procurement Instrument Identifier (PIID). The contracting officer should use the solicitation and contract numbers (i.e., PIID) that are generated by the contract writing system. These numbers should not be manually entered. Classified solicitation and contract numbers and any other exceptions should be coordinated with SMC/PKX.

### **SMC PGI 5304.7105 Contract Exhibits and Attachments**

(a)(6)(iii) The DD Form 1423, Contract Data Requirements List (CDRL), should cite the specific SOW or PWS paragraph(s) that require submission of the data; likewise, the SOW or PWS paragraph(s) should reference the applicable CDRL. A Data Item Description (DID) is a document that specifically defines the content, format, and intended use of required data and is included (usually by reference, unless tailored) within a CDRL. Simply put, the CDRL identifies the data required and various submission information and the DID provides the specific how-to instructions. DIDs are indexed in the Acquisition Streamlining and Standardization Information System (ASSIST) and can be downloaded for use by the program office.