



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR SEE DISTRIBUTION

4 February 2000

FROM: HQ AFSPC/LGC
150 Vandenberg St STE 1105
Peterson AFB CO 80914-4350

SUBJECT: INFO.LTR 2000-05, Reporting of Contract Actions (Outside of DOD) under the Economy Act

1. This information letter, INFO.LTR 2000-05, is instructive in nature for all AFSPC contracting offices and is issued under Special Publication System, AFSPCI 64-101, for Specialized Contracting Publications.
2. The procedures in this letter must be followed in order to ensure proper reporting of socio-economic data, including small business awards, when funds are transferred to a servicing (contracting) agency outside of DOD for award. Actions covered under these procedures include, but are not limited to, awards under Federal Supply Schedules (FSS), Government-Wide Acquisitions Contracts (GWAC), and Inter-Service Support Agreements (ISSA).
3. The Resource Advisor is responsible for including the proper FIPS 95 Code on all funding documents (i.e., MIPRs, Projects Orders, etc.) when approving the transfer of funds outside of DOD under FAR 17.5, Economy Act. The FIPS code must be included in the remark section of the document. Contracting Officers and Financial Analysts shall ensure that the proper FIPS 95 Code has been included on funding documents. (However, Contracting does not normally review MIPR actions not covered by the Economy Act.) The FIPS 95 Code for AFSPC is 571S. The servicing agency will then input the FIPS Code on SF 279 (equivalent to DD 350) which is used to report data to the Federal Procurement Data System (FPDS). Note that the dollars can not be reported at the Wing level and will only be reported/accumulated at the Command level.
4. Summary: In order to receive proper credit, we are asking your RAs/FMAs/FSOs to include our MAJCOM Federal Information Processing System Code (FIPS-95 Code) on funding documents sent to non-DoD agencies. Ideally the RA would enter this code on the document at the time the document is prepared. For FY00 funding documents already released in FY00 without a FIPS code, please amend those documents to add the code. Please ensure your Financial Analysis Office and RAs receive this information.

5. If you have any questions, contact Mr. Mark Benett, DSN 692-5322 or commercial (719) 554-5322. You may also contact Mr. Benett by e-mail at mark.benett@peterson.af.mil.

6. This is a coordinated HQ AFSPC/LGC/FMF memo.



BRADLEY R. BUSCH, Col, USAF
Chief, Contract Division

Attachments:

1. Distribution
2. List of FIPS 95 Codes
3. SAF/AQC Contracting Policy Memo 99-C-07, 20 Dec 99
4. OFPP Memo, 26 Aug 99

DISTRIBUTION:

Post to HQ AFSPC/LGC Web Site:
<http://www.peterson.af.mil/hqafspc/contracting>

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21 CPTS/FM
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50 SW/FM
90 CPTS/FM
91 SW/FM
341CPTS/FM

FIPS-95 CODES

5700 **AIR FORCE**, Department of the (Headquarters, USAF)

5703 Air Force Operational Test and Evaluation Center
5705 Air Force Intelligence Service
570B U.S. Air Force Academy
570D U.S. Air Forces, Europe
570J Air Training Command
570M Headquarters, Air Force Reserve
570R Pacific Air Forces
571C Air Combat Command
571L Air Mobility Command
571M Air Force Materiel Command
571S Space Command
572W Air Force District of Washington
572S U.S. Special Operations Command (Air Force)

Atch 2



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC 20330-1060

Office Of The Assistant Secretary/IC

20 DEC 1999

CONTRACTING POLICY MEMO 99-C-07

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Guidance on Reporting Contract Actions Awarded under Federal Supply Schedules (FSS), Government-Wide Acquisition Contracts (GWACs) and Interservice Support Agreements (ISSAs) (OFPP Memo, 26 Aug 99)

OFPP recently issued guidance on reporting contract actions awarded under FSS, GWACs, and ISSAs (Atch 1). While DoD plans to begin reporting these actions in FY01, SAF/AQC realizes that the utilization of these vehicles is increasing significantly each year. We believe it is in the best interest of the AF Contracting and Small Business community to begin capturing this data immediately! Today the Federal Procurement Data System (FPDS) has an optional data element for capturing the FIPS 95 code of the requesting activity. By utilizing this data element, AF requesting activities will be able to receive credit for all socio-economic data, including small business accomplishments. This data will count toward AF small business goals for FY00 and, therefore, is extremely important to both the contracting and small business communities. **Effective immediately, all MAJCOMS/DRUs should use their individual FIPS 95 code for these actions with agencies that are not DoD** (Atch 2). SAF/AQCI plans to obtain all data related to awards from FSS, GWACs, and ISSAs from FPDS and post it on the SAF/AQC homepage under contract reporting.

Our point of contact is Mary Reynolds, SAF/AQCI, (703) 588-7042, DSN 425-7042, email Mary.Reynolds@pentagon.af.mil.


TIMOTHY A. BEYLAND
Acting Deputy Assistant
Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachments

1. OFPP Memo, 26 Aug 99
- ~~2. List of FIPS 95 Codes~~ W/D

Atch 3



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

August 26, 1999

**MEMORANDUM FOR AGENCY SENIOR PROCUREMENT EXECUTIVES
AND THE DEPUTY UNDER SECRETARY OF DEFENSE
(ACQUISITION REFORM)**

FROM:

Deidre A. Lee
Administrator

SUBJECT:

Guidance on Reporting Contract Actions Awarded under Federal Supply Schedule Contracts, Government-Wide Acquisition Contracts, Multi-Agency Contracts and Inter-Service Support Agreements

In May of this year we asked you to review and comment on draft guidance on the reporting of contract dollars awarded under Federal Supply Schedule (FSS) contracts, Government-wide Acquisition Contracts (GWACs), Multi-Agency Contracts and Inter-Service Support Agreements (ISSAs) to the Federal Procurement Data System (FPDS). These procurement methods and vehicles are increasingly used to meet agency program needs, particularly for information technology requirements. Given SBA's use of FPDS data to measure agencies' socio-economic accomplishments, FPDS reporting guidance must be clear and agency reporting must be accurate. We appreciate your time and efforts to assist us in achieving these objectives.

In general, you agreed both in concept and practice with the changes as proposed. Based on your suggestions for further clarification (i.e., definition of terms, addressing crediting of socio-economic accomplishments in ISSAs, etc.) we revised the guidance as shown in the attachment. This guidance is now final and will be effective upon release of changes in the FPDS reporting manual currently expected not later than September 30, 1999.

Attachment

cc: FPDS Policy Advisory Board Members
FPDC Agency Contacts

Atch 4

OFPP P.1

**Crediting Small Business Accomplishments
Under FSS, GWACs, Multi-Agency Contracts and ISSAs**

As used in this guidance --

Governmentwide Acquisition Contracts for Information Technology (GWACS) are contracts established in accordance with section 5112(e) of the Clinger-Cohen Act (Public Law 104-106) for the procurement of information technology.

Multi-Agency Contracts are contracts established in accordance with section 5124 (a)(2) of the Clinger-Cohen Act (Public Law 104-106) for information technology.

Inter-Service Support Agreements (ISSAs) are arrangements between agencies to provide commercial activities on a reimbursable basis through contracts other than GWACs or Multi-Agency contracts.

New FPDS Requirements:

□ Federal Supply Schedule (FSS) Contracts

Agencies make purchases against FSS contracts either by placing orders directly with FSS vendors or through a servicing agency which may place orders directly with FSS vendors on behalf of a requesting agency. When an agency places the order directly, it reports the order and is credited with the socioeconomic data reported. When a servicing agency awards the task or delivery order on behalf of a requesting agency, the servicing agency reports the order to the FPDS and enters the requesting agency's FIPS 95 Code in the FPDS/ICAR Optional Data Element. In either case, the requesting agency will receive credit for all socioeconomic data, including small business accomplishments. The reporting process is as follows:

- GSA/VA will continue to report socio-economic data about schedule vendors to FPDS when the awards are made.
- GSA's Federal Procurement Data Center (FPDC) will make the socio-economic data available on the Internet.
- Requesting agencies may report the socio-economic data to the FPDS when they report their orders, but the FPDC will edit the data against the GSA/VA socio-economic data. The FPDC will notify the agencies of any discrepancy.
- Upon request, the FPDC will provide to the requesting agencies reports of all accomplishments, including small business.

□ Governmentwide Acquisition Contracts (GWACs)/Multi-Agency Contracts

When an agency uses a GWAC or multi-agency contract to obtain goods and services, either the servicing agency awards the order or the servicing agency delegates procurement authority to the requesting agency that makes the award. In either case, the requesting agency will receive credit for all socioeconomic data, including small business accomplishments. The reporting process is as follows:

A. *When the GWAC/multi-agency contract servicing agency awards the task or delivery order on behalf of the requesting agency, the servicing agency:*

- Reports the orders to FPDS on a monthly basis.
- Reports the requesting agency's FIPS 95 Code in the FPDS/ICAR Optional Data Element.

Upon request, the FPDC will:

- Make available to requesting agencies the FPDS data associated with the orders.
- Provide to the requesting agencies reports of all accomplishments, including small business.

B. *When the GWAC/multi-agency contract servicing agency delegates authority to the requesting agency, the requesting agency :*

- Reports the orders to FPDS.

In no instance shall the contract action be reported to FPDS more than once.

□ Inter-Service Support Agreements (ISSAs)

Some agencies establish their own contracts for administrative support services and then provide such services to requesting agencies in a reimbursable basis. In this instance, the servicing agency should receive credit for the socioeconomic data if the servicing agency negotiates and awards the contract. The servicing agency reports the contract action to the FPDS.

Some agencies also establish contracts for single agency requirements on behalf of requesting agencies. In this instance, the requesting agency should receive credit for the socioeconomic data. The servicing agency reports the contract to the FPDS and reports the requesting agency's FIPS 95 Code in the FPDS Optional Data element.

The Inter-Service Support Agreements should address whether the requesting agency or the servicing agency will receive credit for all accomplishments, including small business.

SBA Reports on Small Business Accomplishments:

SBA relies on FPDS data to measure goal accomplishments. For goaling purposes only, the Data Center will provide to the SBA the socio-economic data that has been reported to the system in accordance with the above instructions. The SBA will use this information in its reports on accomplishments, including small business.