



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE MATERIEL COMMAND  
WRIGHT-PATTERSON AIR FORCE BASE OHIO

64-10  
FAR Part 8  
Hall, S  
22 Mar 2000

3 Feb 00

**MEMORANDUM FOR SEE DISTRIBUTION**

**FROM:** HQ AFMC/PKP  
4375 Chidlaw Road, Room S260  
Wright Patterson AFB OH 45433-5006

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

1. HQ AFMC/PKP hosted a Policy Chiefs' Conference on the 16-17 Nov 99 at Wright-Patterson AFB OH. At this meeting, status was requested on the procedures to enable the services to receive small business utilization credit for orders awarded under FSS. The process, which is relatively new within the last five months, is now in place to automatically provide small business credit for FSS orders. Attached is the Air Force Staff guidance in response to this issue.
2. My staff and I are available to assist you as necessary. My action officer for this effort is Ms. Pamela K. Bickel, HQ AFMC/PKPA, (937) 656-0911, DSN 986-0911, or E-mail at Pam.Bickel@wpafb.af.mil.

**AVERY P. SLEDGE, JR., Colonel, USAF**  
Chief, Contracting Policy Division  
Directorate of Contracting

Attachment:  
SAF/AOC Memo 99-C-07, 20 Dec 99, w/2 Atch

**2000-3-R**



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](mailto: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



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

## **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.

**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**  
**57ZS U.S. Special Operations Command (Air Force)**