

March 10, 2004

# AGAR ADVISORY

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT  
AGAR ADVISORY NO. 62

## Federal Procurement Data System – Next Generation (FPDS-NG) Reporting Requirements

**INTRODUCTION:** This Agriculture Acquisition Regulation (AGAR) Advisory summarizes and revises the requirements and procedures for reporting procurement data to the Federal Procurement Data System – Next Generation (FPDS-NG).

**SUMMARY:** Beginning in fiscal year (FY) 2004, the Department of Agriculture (USDA) began transitioning from reporting contract actions in the USDA Procurement Reporting System (PRS) to reporting directly into the FPDS-NG. Additionally, the Federal Acquisition Regulation (FAR) revised the requirements for data collection and reporting. To comply with regulatory and Government-wide system changes, preliminary policy and guidance was provided to USDA agencies. Effective this date, these reporting policies and procedures are revised in accordance with the following.

### SPECIFIC ISSUES:

- **Current FY 2004 reporting requirements:**

1. In accordance with Federal Acquisition Regulation (FAR) 4.602(c):
  - a. All transactions over \$2,500 and modifications to those transactions regardless of dollar value must be reported. (FAR 4.602(c)(1))
  - b. All awards, regardless of dollar value, in the designated industry groups of the Small Business Competitiveness Demonstration Program shall be report as individual contract actions. As USDA participates in the Small Business Competitiveness Demonstration Program this reporting requirement applies to USDA agencies. (FAR 4.602(c)(2)).
2. FAR 4.602(c)(3) states that “Agencies may also choose to report transactions at or below \$2,500 . . .” By memoranda of September 2, 2003 and September 30, 2003, Office of Procurement and Policy Management (OPPM) established the following USDA specific reporting requirement:

“Except for micro-purchases made with the purchase card, all contract actions of any dollar amount must be reported in the FPDS-NG system.”

- **Current FY 2004 procedures for reporting to FPDS-NG:**
  1. All USDA procurement activities shall use FPDS-NG to report those actions previously reported as Standard Form (SF) 279 actions (generally actions valued above \$25,000). These FY 2004 actions are defined as new contracts or modifications to existing contracts as well as delivery and task orders. No FY 2004 contract action data is to be entered into the legacy USDA PRS. (OPPM Memorandum of September 30, 2003)
  2. Through December 31, 2003, agencies had the option of continuing to use the existing process for reporting SF-281 data (Summary Contract Action Report) (generally actions at or below \$25,000), or reporting these actions as individual transactions in FPDS-NG. Effective January 1, 2004, all contract actions, regardless of dollars value (excluding purchase card transactions), were to be reported directly into FPDS-NG. Effective January 1, 2004, the submission of summary SF-281 data is no longer authorized for USDA agencies. (OPPM Memorandum of September 30, 2003)
  
- **Revision to the USDA FY 2004 reporting requirements:**
  1. Until further notice, the USDA requirement to report micro-purchase transactions (transactions at or below \$2,500), not made with the purchase card (and not required to be reported by FAR 4.602(c)(1) and (c)(2)), is suspended.
  2. Agencies must continue to comply with the FAR 4.602(c)(1) and (c)(2) requirements recapped above in the section entitled “Current FY 2004 Reporting Requirement.”
  
- **Revision to the USDA FY 2004 procedures for FPDS-NG reporting of transactions previously reported as part of the SF-281 Summary Contract Action Reports - Effective from the date of this AGAR Advisory through September 30, 2004:**
  1. For agencies and/or contracting offices not using the Integrated Acquisition System (IAS):
    - a. PRCH/SF-281 will continue to be used for reporting both non-purchase card micro-purchase transactions and transactions over \$2,500 up to and including \$25,000. Personnel must continue to ensure that the proper SF-281 two-position code is included in Block 5 of the AD-838. Attached is a copy of the SF 281 codes listed in the National Finance Center (NFC) Procedures Manual, Title II, Chapter 5, Bulletin 00-4, New SF-281 Codes, dated November 17, 2000.

- b. For non-purchase card actions not processed on AD-838s through NFC, agencies shall manually prepare an SF-281 and forward the report to the Procurement Systems Division, OPPM by the 20<sup>th</sup> calendar day following the end of each quarter.
  - c. Submission to FPDS-NG of such actions (up to and including \$25,000) in summary form is authorized through September 30, 2004 pursuant to FAR 4.602(c)(4).
2. *For IAS users*, information on both non-purchase card micro-purchase transactions and transactions over \$2,500 up to and including \$25,000 will be reported in summary form to FPDS-NG. OPPM will utilize the reporting features in IAS to obtain the summary information for submission to FPDS-NG. Individual reporting of these actions is suspended through September 30, 2004.
  3. *Purchase Card Management System (PCMS)*: For purchase card transactions over \$2,500 up to and including \$25,000, not reported either through IAS or PRCH/SF281, data from PCMS will be submitted as summary information to FPDS-NG. Purchase Card users should ensure that the correct SF-281 code (list of codes attached) is included in the PCMS field titled SF-281 Code.
  4. Procurement Systems Division, OPPM will submit the summary data (from PRCH/SF281, IAS and Purchase Card Management System) to FPDS-NG. USDA agencies are not responsible for submission of the summary data to FPDS-NG.
  5. There is no change in the requirement to individually report directly into FPDS-NG, those actions previously required to be reported as SF279 actions (generally over \$25,000). Please refer to AGAR Advisory No. 57 for guidance on contract document numbering for FPDS-NG reporting purposes.
  6. For USDA agencies planning on transitioning to individual reporting of SF-281 information prior to September 30, 2004, a transition plan will be developed and coordinated between the agency and OPPM. Such coordination is essential to avoid duplicate reporting of contract actions under \$25,000.

**QUESTIONS:**

If you have questions about this advisory, please contact David Shea by telephone at (202) 720-6206, by fax at (202) 720-8972, or by email to [david.shea@usda.gov](mailto:david.shea@usda.gov).

This advisory is available at <http://www.usda.gov/procurement/policy/advisories.html>.

**EXPIRATION DATE:** September 30, 2004

## ATTACHMENT A

### Chart of SF-281 Codes

#### Method of Procurement

The SF-281 codes and descriptions listed below identify the methods of procurement. The method of procurement is the first position in Block 5, SF-281, on the AD-838. The second position of the SF-281 code, type of business, is described on page 2 of this attachment. It is important to use a valid code combination. These combinations are listed on page 3 of this attachment.

#### Method of Procurement (First Position of the SF-281 Code)

##### Code Description

- A Tariff or Regulated Acquisition
- B Contract for Foreign Government or International Organizations
- C Simplified Acquisition Procedures
- D Simplified Acquisition Procedures - Not Competitive
- E Simplified Acquisition Procedures - Not Available for Competition
- F Orders - General Services Administration (GSA) Federal Schedules
- G Orders - Other Federal Schedules
- H All Other Orders - Competed
- I All Other Orders - Not Competed
- J All Other Orders - Not Available for Competition
- K Other Procurement Methods - Competed
- L Other Procurement Methods - Not Competed
- M Other Procurement Methods - Not Available for Competition
- N 8 (a) Program Contract Awards
- O Javits-Wagner-O'Day (JWOD) Nonprofit Agency
- P Online Payment and Collection (OPAC) System
- Q Purchases From Other Federal Agencies (e.g., Government Printing Office)
- U Purchases From Federal Prison Industries (UNICOR) which are non-OPAC orders

ZZ\* Modifications

22\* Entered in Federal Procurement Data System – Next Generation (FPDS-NG), formerly the Federal Procurement Data System (FPDS) (SF-279)

\* ZZ and 22 are unique 2-digit method of procurement codes.

### **Type of Business**

The SF-281 codes and descriptions listed below identify the type of business. The type of business is the second position in Block 5, SF-281, on the AD-838. The first position of the SF-281 code, method of procurement, is described on page 1 of this attachment. It is important to use a valid code combination. These valid combinations are listed on page 3 of this attachment.

### **Type of Business (Second Position of the SF-281 Code)**

#### **Code Description**

- A Small Business Concern
- B Small Business Concern, Service Disabled Veteran (SDV)
- C Small Business Concern, Small Business Set-Aside
- D Small Business Concern, Veteran-Owned Small Business (VOSB)
- F Small Business Concern, Disadvantaged
- H Small Business Concern, Disadvantaged, Small Business Set-aside
- K Small Business Concern, Woman-Owned
- M Small Business Concern, Woman-Owned, Small Business Set-aside
- N Small Business Concern, 8 (a) Program
- P Large Business Concern
- R Domestic Outside U.S.
- T Domestic Outside U.S., Small Business Set-aside
- U Foreign
- V Other Entities
- Y Historically Black Colleges and Universities/ Minority Institutions (HBCU/MI)
- 1 Small Business Concern, Disadvantaged, Woman-Owned
- 2 Small Business Concern, Disadvantaged, Woman-Owned, 8 (a) Program

- 3 HUBZone Small Business Set-Aside
- 4 HUBZone Small Business, 8 (a) Program
- 5 HUBZone Small Business, Disadvantaged
- 6 HUBZone Small Business Concern, Woman-Owned
- 7 HUBZone Small Business, Woman-Owned, Small Business Set-Aside

**Valid SF-281 Code Combinations**

The matrix below identifies valid code combination. Use only these combinations in Block 5 of the AD-838. The first position of the code identifies the method of procurement and the second position of the code identifies the type of business. If the type of business is not applicable, omit the second position.

**SF-281 Valid Code Combinations**

A	B	CA	DA	EA	FA	GA	HA	IA	JA	KA	LA	MA	N	O	P	Q	U	ZZ	22
		CB	DF	EF	FC	GC	HC	IF	JF	KC	LF	MF	NK						
		CC	DK	EK	FH	GF	HF	IK	JK	KF	LK	MK							
		CD	DN	EN	FK	GH	HH	IN	JN	KH	LN	MN							
		CF	DP	EP	FM	GK	HK	IP	JP	KK	LP	MP							
		CH	DR	ER	FN	GM	HM	IR	JR	KM	LR	MR							
		CK	DU	EU	FP	GN	HN	IT	JT	KN	LT	MU							
		CM	DV	EV	FR	GP	HP	IU	JU	KP	LU	MV							
		CN	D1	EY	FT	GR	HR	IV	JV	KR	LV	MY							
		CP	D2	E1	FU	GT	HT	IY	JY	KT	LY	M1							
		CR	D3	E2	FV	GU	HU	I1	J1	KU	L1	M2							
		CT			FY	GV	HV	I2	J2	KV	L2								
		CU			F2	GY	HY			KY									
		CV				G1	H1			K1									
		CY				G2	H2			K2									
		C1																	
		C2																	
		C3																	
		C4																	
		C5																	
		C6																	
		C7																	