

## Johnston CIV Randy

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**From:** Johnston CIV Randy  
**Sent:** Monday, January 12, 2009 9:20 AM  
**To:** M\_HQMC\_MCFCS\_Enlisted; M\_HQMC\_MCFCS\_Officer; M\_HQMC\_MCFCS\_Civilian; Sherman Maj Brad J  
**Cc:** M\_HQMC\_LB; Hobbs CIV Beverly; Daise CIV Stanley C  
**Subject:** APM 09-08: Reporting Funding Organization Data to the Federal Procurement Data System (FPDS)  
**Signed By:** randy.johnston@usmc.mil  
**Importance:** High  
**Attachments:** DPAP Memo 16dec08 for Reporting Funding Organization Data to FPDS.pdf



DPAP Memo  
sdec08 for Reportin.

To All,

**SUBJECT:** Reporting Funding Organization Data to the Federal Procurement Data System (FPDS)

**BACKGROUND:** The Defense Procurement Acquisition Policy (DPAP) Office under the Office of the Secretary of Defense (OSD) validates FPDS CAR data on a yearly basis in order to provide accurate funding obligation and award summary data to Congress. Congress tracks funding obligations through the Funding Office and Funding Agency IDs which are recorded on each CAR. There have been cases within the DoD where these two fields were incorrectly recorded due to not tracing back to the funding source document (i.e. MIPR or IPR).

**POLICY:** As required by DPAP memo dated 16 Dec 2008 and is accessible via:  
<http://www.acq.osd.mil/dpap/policy/policyvault/USA002777-08-DPAP.pdf>  
<<http://www.acq.osd.mil/dpap/policy/policyvault/USA002777-08-DPAP.pdf>>, Contracting Officers shall ensure the correct funding identification data is entered into the FPDS data entry fields entitled "Funding Office ID" and "Funding Agency ID". The Funding Office ID is the Department of Defense Automatic Addressing Code (DoDAAC). The Funding Agency ID is normally the Navy's agency ID '1700', unless the source document states another agency ID.

**PROCEDURES:** To ensure the correct reporting of funding identification data in FPDS, obtain the funding source document containing the Funding Office ID (DoDAAC) and Funding Agency ID. Obtaining the correct Funding Office ID and Agency ID data are found by tracing back to the funding source document. Funding source documents that are provided to a MCFCS office may be in the form of a Military Interdepartmental Purchase Request (MIPR) or an Inter-agency Purchase Request (IPR), and will directly cite the source of the funding or "Direct Cite". This source of funding is provided by the "sponsor" who has the original source DoDAAC for the

Funding Office ID and the Funding Agency ID. A reference listing of organizational codes and the applicable agency IDs to help identify the correct funding organizations and agencies is attached to DPAP memo dated 16 Dec 2008 and is accessible via:

<http://www.acq.osd.mil/dppap/policy/policyvault/USAA002777-08-DPAP.pdf> and is attached for your convenience. Contracting Officers shall ensure that when awarding contract actions with a funding obligation or de-obligation, the CAR reflects the original source Funding Office ID (DoDAAC) and Funding Agency ID. For example, the Contracting Officer must trace the original funding from the purchase request to the original funding source document to ensure the original or correct Funding Office and Funding Agency IDs are captured in FPDS. Coordination with your local comptroller office will be required to ensure correct traceability of the funding source document. This policy is applicable to any contractual action above the micro-purchase threshold where Government-wide Commercial Purchase Card (GCPIC) is used as a Method of Payment.

Additionally, Contracting Officers shall not accept a purchase request and/or a MIPR or IPR funding source document if the customer or sponsor's DoDAAC is not provided.

NOTE: The above policy/procedures will be included in the next update of MAPS and/or CMPG as appropriate.

POC: Please direct any questions with regard to the execution of the policy/procedures provided herein to Randy Johnston of the HQMC, Policy & e-Business Support Branch (LBP) at [randy.johnston@usmc.mil](mailto:randy.johnston@usmc.mil)

V/R,

Randy

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

DEC 16 2003

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(POLICY AND PROCUREMENT), ASA(ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION & LOGISTICS MANAGEMENT),  
ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DIRECTOR DEFENSE CONTRACT MANAGEMENT  
AGENCY  
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS  
(DLA)  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Reporting Funding Organization Data to the Federal Procurement Data  
System

DoD contracting offices shall follow the instructions below for completing the contract action reports (CARs) in Federal Procurement Data System (FPDS) in order to correctly report the DoD organizations for which contract actions are accomplished.

These instructions apply to those requisitions received from DoD organizations that result in new contracts, purchase orders, and delivery/task/call orders.

- Complete the FPDS data field entitled "Funding Office ID" with the Department of Defense Automatic Addressing Code (DoDAAC) identified on the purchase requisition (most often on a Military Interdepartmental Purchase Request (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. I ask that you do not accept the purchase requisition / MIPR if the requisitioner's DoDAAC is not provided.

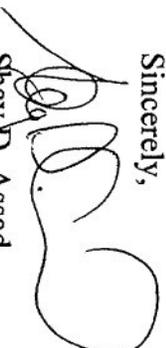
- Complete the FPDS data field entitled "Funding Agency ID" with the code shown on the attached matrix that correctly corresponds to the DoDAAC being reported in the "Funding Office ID" data field. This code should not be confused with similar codes that are often seen in a line of accounting or in block 14 of a MIPR.

We are also in process of correcting historical actions already reported to FPDS to be in accordance with this direction as part of our data validation effort. I appreciate your staff's support when actions originally reported by your agency are identified for correction.

Please note that the draft Inter-Agency Agreement (LAA) template in consideration by the Office of Management and Budget (OMB) Intergovernmental Transactions team includes these data elements as required fields in the funding section of the document. My office has provided similar instructions to other federal agencies that may be awarding contracts on behalf of DoD. If your offices are awarding contracting actions on behalf of other federal agencies, they should also be providing the appropriate Funding Agency and Funding Office codes that represent their organization to use in reporting those awards to FPDS.

Thank you for your organization's assistance in improving the capture of this important data going forward. The contract reporting instructions found in the Policies, Guidelines, and Instructions (PGI) will be updated accordingly. My point of contact for this instruction is Lisa Romney, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), 703-602-8007.

Sincerely,



Shay D. Assad  
Director, Defense Procurement

Attachment  
As stated

DEPARTMENT OF DEFENSE - ORGANIZATION CODES - AS OF OCTOBER 2008

If DODDAAC begins with:	Enter this code in the Funding Agency ID data field:	Which represents the following DoD Component as requisitioner:
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

DODDAACs specified above for 6 character are known DODDAACs for the organization. There may be other DODDAACs that belong to the same organization.