

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

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|----------------------------------------------|-----------------------------------------------------------|----------------------------|
| <b>DEPARTMENTAL REGULATION</b>               |                                                           | <b>NUMBER:</b><br>5004-005 |
| <b>SUBJECT:</b><br><br>Procurement Reporting | <b>DATE:</b><br><b>September 10, 2002</b>                 |                            |
|                                              | <b>OPI:</b> Office of Procurement and Property Management |                            |

### 1 PURPOSE

This regulation prescribes procurement reporting requirements and implements the Federal Procurement Data System (FPDS).

### 2 CANCELLATIONS

This regulation cancels and replaces DR 5004-2, Departmental Regulation Reporting Procurements Under \$25,000, dated January 9, 1989, DR 5004-3, Procurement Reporting System, dated November 19, 1990 and DR 5004-4, Validation of the Procurement Reporting System, dated July 24, 1992.

### 3 POLICY

All procurement actions that obligate or de-obligate funds, including commodity procurements using either appropriated or non-appropriated funds, shall be reported in the USDA Procurement Reporting System (PRS). The USDA PRS is the automated system, supplemented by manual SF-281 reports, used by USDA to report its data to the Federal Procurement Data System (FPDS).

### 4 RESPONSIBILITIES

- a Contracting offices shall use the FPDS Manual to code those procurement actions reported to the USDA PRS. The FPDS Manual delineates reporting requirements and defines data requirements for the SF 279, Individual Contract Action Report and the SF 281, Summary Contract Action Report.
- b The USDA PRS Desk Guide supplements the FPDS Manual and must be used in conjunction with that manual to ensure proper reporting. The USDA PRS Desk Guide is available as part of the Acquisition Toolkit on the USDA Procurement Home Page at <http://www.usda.gov/procurement/>.
- c For USDA, the central agency data collection point is the Office of Procurement and Property Management (OPPM).

- d The National Finance Center (NFC) is responsible for electronic submission of the SF-279 data to the FPDS, providing notification to OPPM of error reports received from the FPDS, and submitting to OPPM SF-281 reports developed from AD-838 Purchase Orders reported to NFC. OPPM is responsible for submitting the consolidated USDA SF-281 report (NFC AD-838 generated and agency manual SF-281 reports) to the Federal Procurement Data Center (FPDC). Information detailing the process for report submission is addressed in the USDA PRS Desk Guide.
- e Required timeframes for submitting data and corrections are set out in the FPDS Manual. To comply with these reporting requirements:

- (1) SF-279 Reporting. Contracting offices shall enter SF-279 information into the USDA on-line SF-279 system within three (3) working days of the procurement action.

OPPM will forward FPDS error notifications to USDA agencies. Contracting offices will ensure that corrections are input into the USDA on-line SF-279 system within three (3) working days of receipt of these notifications from OPPM.

- (2) SF-281 Reporting. SF-281 reports from NFC will be submitted to OPPM on the 15<sup>th</sup> calendar day following the end of each reporting quarter.

For actions under \$25,000, for which USDA agencies do not use AD-838 purchase orders, manual SF-281 reports shall be prepared and submitted to OPPM by the 20<sup>th</sup> calendar day following the end of each quarter. The SF-281 report information from NFC plus the manual SF-281 reports will be combined and submitted by OPPM to FPDC to comply with the SF-281 reporting requirements.

## 5 FUTURE AUTOMATED SYSTEMS

The FPDS and PRS are the current automated systems, Federal Government-wide and USDA-wide respectively, for collecting procurement data. Initiatives are currently in process to re-engineer the FPDS and develop an on-line web-based reporting system, Federal Acquisition Management Information System (FAMIS), to replace the FPDS. The targeted implementation date is fiscal year 2003. The development and implementation of a USDA-wide procurement system, Integrated Acquisition System (IAS), is currently in process. When implemented, IAS will replace the current USDA PRS. As the transitions to FAMIS and the USDA IAS occur, and as reporting procedures and requirements are modified, these changes will be reflected in the USDA Procurement Reporting System Guide, which is available as part of the Acquisition Toolkit on the USDA Procurement Home Page.

6 INQUIRIES

Questions or comments concerning this regulation should be submitted to:

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