



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(RESEARCH, DEVELOPMENT AND ACQUISITION)  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

JUN 5 2009

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES

Subj: PASSIVE RADIO FREQUENCY IDENTIFICATION (RFID), DFARS  
COMPLIANCE REPORTING AND MANDATORY TRAINING  
REQUIREMENT FOR CONTRACTING PERSONNEL

Encl: (1) RFID Report Preparation Instructions and Spreadsheet

Department of Defense Inspector General (DoDIG) report D-2008-135, dated September 29, 2008 reported the results of an audit that was conducted to determine whether DoD Components are complying with policies on passive Radio Frequency Identification (RFID). It also assessed whether Department of Defense (DoD) contracts include requirements for using passive RFID tags and whether suppliers are complying with those requirements.

RFID will play a key role in achieving the DoD's vision for implementing knowledge-enabled logistics support to the warfighter by providing automated asset visibility and management. The contracting community's role is to ensure that the required clause is included in contracts where appropriate, and to be vigilant in complying with DFARS RFID requirements.

In order to address deficiencies in our implementation performance, the Department of the Navy must ensure that contracting personnel are trained in RFID, conduct semi-annual contract compliance reporting, and ensure that contract administration ensures compliance with RFID contract requirements.

All contracting personnel, civilian and military, are required to complete a Defense Acquisition University online continuous learning module CLM 044 Radio Frequency Identification (RFID) by December 15, 2009. The module provides information relevant to inserting Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.211-7006, *Radio Frequency Identification* in appropriate contracts. Additionally, the module briefly covers RFID technology and DoD's RFID implementation strategies. The module can be accessed at <http://clc.dau.mil>. The requirement to complete this module will be incorporated into the Contracting curriculum for certification at Level 1.

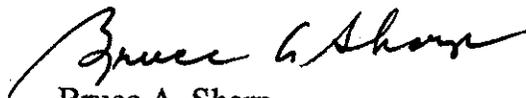
Semi-annual contract compliance reporting will follow the instructions provided in the enclosure (1) to this memorandum. Reports will be submitted each June 1 and December 1.

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When retaining contract administration, ensure compliance with contract requirements, and resolve non-compliance before item acceptance or payment. When delegating contract administration functions to a contract administration office, emphasize the importance of RFID compliance and disclosure/resolution of non-compliance issues before item acceptance or payment.

Please ensure that all contracting personnel in your, and your subordinate organizations complete the training module and comply with this guidance.

Submit your report of training and semi-annual contract compliance reports to Suzanne LeValley, [suzanne.levalley@navy.mil](mailto:suzanne.levalley@navy.mil), (703) 614-9610.



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Encl:  
As Stated

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## RFID Report Preparation Instructions

The report shall be prepared as follows:

- Use the Federal Procurement Data System (FPDS) to identify newly awarded supply contracts. For the June submission, report for the period of January through March. For the December submission, report for the period of July through September.
- Identify the contracts that require RFID from the newly awarded supply contracts; specifically those contracts that fall under one of the required classes of supply listed in the passive RFID DFARS clause (252.211-7006 Radio Frequency Identification – paragraph (b)(1)(i)) and that are being shipped to one of the locations listed in paragraph (b)(1)(ii). To help determine which supplies fall under the specified classes of supply, please visit the Class of Supply lookup tool at [http://www.acq.osd.mil/log/rfid/Class\\_of\\_supply\\_lookup\\_tool.htm](http://www.acq.osd.mil/log/rfid/Class_of_supply_lookup_tool.htm) and follow the steps provided.
- Report on fifteen contracts. If this process results in less than fifteen supply contracts that require the RFID clause, identify additional contracts until a total of fifteen supply contracts are reported.
- Review each selected contract and report the following data:
  - (1) Whether the contract was posted in Electronic Data Access (EDA).
  - (2) Contract vehicle (Automated Purchase Order, Purchase Order, Contract, IDC, Agreements etc.).
  - (3) Contract Administration Office
  - (4) Whether the DFARS 252.211-7006 clause is present (stated directly in the contract or incorporated by reference, e.g. DLA's Master Solicitation Agreement).
  - (5) If the clause is present, clause date (e.g. FEB 2007)
- Provide contract numbers for all supply contracts identified.

Please use the formatted Excel spreadsheet that is attached.

Enclosure (1)

<b>RFID DFARS Rule Compliance Reporting</b>							
Report Due Date: December 1, 2009							
Period Reported: July - September 2009							
Sampling: Use FPDS-NG to identify supply contracts awarded in the quarter. Randomly select fifteen contracts, and using EDS provide the data noted for each contract.							
The report must show the data related to fifteen supply contracts. If the sampling results in less than fifteen supply contracts, sample additional contracts until a total of fifteen supply contracts are reported. Provide the contract numbers for all contracts that are identified to sample (i.e., include the contract numbers for any non-supply contracts that were identified).							
<b>FORMAT FOR REPORTING</b>							
Applies to DFARS clause 252.211-7006							
<u>Contract Number</u>	<u>Contract in EDA (Y/N)</u>	<u>Supply Contract (Y/N)</u>	<u>Contract Vehicle</u>	<u>Contract Administration Office</u>	<u>Does item of supply meet DFARS 211.275 2 criteria? (Y/N)</u>	<u>DFARS 252.211-7006 in contract (Y/N)</u>	<u>Date of Clause</u>