



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

JUN 18 2009

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Randolph Sheppard Act Contract Action Reporting

The attached Director, Defense Procurement and Acquisition Policy memorandum of June 17, 2009 is forwarded for your information and action. It provides instructions for reporting of actions resulting from contract awards, for the operation of a military dining facility, to State Licensing Agencies based on the Randolph Sheppard Act (RSA). This reporting requirement is in response to the Department of Defense (DoD) Office of Inspector General recommendation to add a field to the Federal Procurement Data System (FPDS) to report DoD RSA contract actions. The reporting requirement applies to RSA contract award actions effective October 1, 2008, forward.

It is requested that this guidance be forwarded to all appropriate contracting personnel.

*Elliott B. Branch*  
Elliott B. Branch  
Executive Director  
DASN (A&LM)

Attachment:  
As stated

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OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JUN 17 2009

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  
(PROCUREMENT), ASA (ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION & LOGISTICS MANAGEMENT),  
ASN (RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQ  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Randolph Sheppard Act Contract Action Reporting

This memorandum provides instructions for reporting of actions resulting from contract awards, for the operation of a military dining facility, to State Licensing Agencies based on the Randolph Sheppard Act (RSA). This reporting requirement is in response to the Department of Defense (DoD) Office of Inspector General recommendation to add a field to the Federal Procurement Data System (FPDS) to report DoD RSA contract actions. The data collected will also facilitate the Department's response to Congressional requests for RSA contract award data.

The reporting requirement applies to RSA contract award actions effective October 1, 2008, forward. Contracting officials shall report RSA contract actions in the FPDS by selecting "ZRS" in the "Program, System, or Equipment Code" data field of the contract action report. The screen will read "RSA Dining Facility." Contracting officials are requested to correct previously reported applicable Fiscal Year 2009 contract action reports in FPDS for the new code. The code is not available for use on contract actions awarded prior to Fiscal Year 2009.

My staff point of contact on this matter is Ms. Susan Pollack, 703-697-8336 or [susan.pollack@osd.mil](mailto:susan.pollack@osd.mil).

  
Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy

