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
Executive Director
DASN (A&LM)

Attachment:
As stated

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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
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(ACQUISITION & LOGISTICS MANAGEMENT),
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DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
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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.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy