

# **Subpart 5604.6 - CONTRACT REPORTING**

*(Revised June 2021)*

**Parent topic:** [Part 5604 - ADMINISTRATIVE MATTERS](#)

## **5604.603 Policy.**

A Contract Reporting Action (CAR) or DD350 (for ECITS submittals), should be completed for the actions IAW FAR 4.603(b).

## **5604.604 Responsibilities.**

(a)(4)

- (A) Unless notified otherwise, contracting offices must use the Procurement Desktop-Defense (PD2) contract reporting system to enter individual Contract Action Reports (CARs). Users shall enter all contract actions and operate PD2 in accordance with USSOCOM Policy Memorandum 08-01, "Standard Procurement System Usage" dated October 1, 2007, and any Department of Defense and Federal level business rules.
- (B) Data entered into PD2 will be used to create a CAR in the Federal Procurement Data System-Next Generation (FPDS-NG). Once created, all other reporting actions will be done in FPDS-NG.
- (C) Office Chiefs not required to use FPDS-NG will continue using the web-based Electronic Contracting Information Transfer System (ECITS) to complete the Individual Contracting Action Report.
- (D) Circumstances that may warrant a waiver and the applicable waiver procedures are found in paragraph 7(a)(3) of the Policy Memorandum 08-01. The SPS Usage Waiver can be found in the DCG.

## **5604.606 Reporting Data.**

*(Renumbered .606 from .670 June 2021)*

### **5604.606-90 Reporting Rerepresentation Actions.**

*(Revised January 2018)*

Follow the instructions at DCG chapter 4, item 2, Instructions for Reporting Rerepresentation Actions in FPDS-NG.

## **5604.606-91 Reporting Inherently Governmental Functions Indicators.**

*(Removed January 2018)*

## **5604.606-92 Reporting National Interest Actions (NIA) in FPDSNG**

*(Added January 2018)*

Follow the instructions at DCG chapter 4, item 4, Instructions for National Interest Actions in FPDS-NG.

## **5604.670-5 Departmental data collection point responsibilities.**

(1) Special or unique reporting requirements may be coordinated with SOF AT&L-K liaison officers.