

# 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.

**Parent topic:** [Subpart 5604.6 - CONTRACT REPORTING](#)