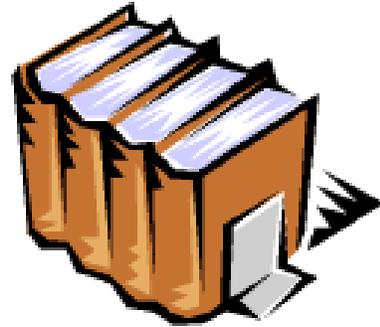


# PPD ALERT

## NOTICE OF AVAILABILITY PRS Desk Guide and DR 5004-5 Procurement Reporting



The new USDA Procurement Reporting System Desk Guide dated September 10, 2002, which addresses the USDA Procurement Reporting Systems (PRS) is enclosed. Also enclosed is Departmental Regulation (DR) 5004-5, issued September 10, 2002, which replaced DR 5004-2 and establishes policies and procedures for reporting purchase transactions on the PRS software.

The Desk Guide and DR 5004-2 both supplement the Federal Procurement Data System (FPDS) Manual and must be used in conjunction with it to ensure proper reporting of purchase transactions which report through the SF-279, Individual Contract Action Report, or SF-281, Summary Contract Action Report (25,000 or Less). The Desk Guide addresses the reporting of Designated Industry Groups and Targeted Industry Groups of the Competitiveness Demonstration Program. It is available in the Acquisition Toolkit at <http://www.usda.gov/procurement/toolkit/index.html>. DR 5004-2 is available at [www.usda.gov/procurement](http://www.usda.gov/procurement).

DR 5004-2 outlines the mandatory 3-day requirement for submitting data and making corrections to FPDS along with identifying time frames for reports by the National Finance Center. ARS Contracting Officers are also reminded of their responsibility for prompt and accurate submissions to the FPDS.

Questions should be directed to Angelia Fleming Loggie, Procurement Assistant, Policy Branch, Procurement and Property Division, on 301-504-1730 or by e-mail at [aloggie@ars.usda.gov](mailto:aloggie@ars.usda.gov).

2 Enclosures

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		<b>NUMBER:</b> 5004-005
<b>SUBJECT:</b>  Procurement Reporting	<b>DATE:</b> September 10, 2002	
	<b>OPI:</b> Office of Procurement and Property Management	

### 1 PURPOSE

This regulation prescribes procurement reporting requirements and implements the Federal Procurement Data System (FPDS).

### 2 CANCELLATIONS

This regulation cancels and replaces DR 5004-2, Departmental Regulation Reporting Procurements Under \$25,000, dated January 9, 1989, DR 5004-3, Procurement Reporting System, dated November 19, 1990 and DR 5004-4, Validation of the Procurement Reporting System, dated July 24, 1992.

### 3 POLICY

All procurement actions that obligate or de-obligate funds, including commodity procurements using either appropriated or non-appropriated funds, shall be reported in the USDA Procurement Reporting System (PRS). The USDA PRS is the automated system, supplemented by manual SF-281 reports, used by USDA to report its data to the Federal Procurement Data System (FPDS).

### 4 RESPONSIBILITIES

- a Contracting offices shall use the FPDS Manual to code those procurement actions reported to the USDA PRS. The FPDS Manual delineates reporting requirements and defines data requirements for the SF 279, Individual Contract Action Report and the SF 281, Summary Contract Action Report.
- b The USDA PRS Desk Guide supplements the FPDS Manual and must be used in conjunction with that manual to ensure proper reporting. The USDA PRS Desk Guide is available as part of the Acquisition Toolkit on the USDA Procurement Home Page at <http://www.usda.gov/procurement/>.
- c For USDA, the central agency data collection point is the Office of Procurement and Property Management (OPPM).

- d The National Finance Center (NFC) is responsible for electronic submission of the SF-279 data to the FPDS, providing notification to OPPM of error reports received from the FPDS, and submitting to OPPM SF-281 reports developed from AD-838 Purchase Orders reported to NFC. OPPM is responsible for submitting the consolidated USDA SF-281 report (NFC AD-838 generated and agency manual SF-281 reports) to the Federal Procurement Data Center (FPDC). Information detailing the process for report submission is addressed in the USDA PRS Desk Guide.
- e Required timeframes for submitting data and corrections are set out in the FPDS Manual. To comply with these reporting requirements:

- (1) SF-279 Reporting. Contracting offices shall enter SF-279 information into the USDA on-line SF-279 system within three (3) working days of the procurement action.

OPPM will forward FPDS error notifications to USDA agencies. Contracting offices will ensure that corrections are input into the USDA on-line SF-279 system within three (3) working days of receipt of these notifications from OPPM.

- (2) SF-281 Reporting. SF-281 reports from NFC will be submitted to OPPM on the 15<sup>th</sup> calendar day following the end of each reporting quarter.

For actions under \$25,000, for which USDA agencies do not use AD-838 purchase orders, manual SF-281 reports shall be prepared and submitted to OPPM by the 20<sup>th</sup> calendar day following the end of each quarter. The SF-281 report information from NFC plus the manual SF-281 reports will be combined and submitted by OPPM to FPDC to comply with the SF-281 reporting requirements.

## 5 FUTURE AUTOMATED SYSTEMS

The FPDS and PRS are the current automated systems, Federal Government-wide and USDA-wide respectively, for collecting procurement data. Initiatives are currently in process to re-engineer the FPDS and develop an on-line web-based reporting system, Federal Acquisition Management Information System (FAMIS), to replace the FPDS. The targeted implementation date is fiscal year 2003. The development and implementation of a USDA-wide procurement system, Integrated Acquisition System (IAS), is currently in process. When implemented, IAS will replace the current USDA PRS. As the transitions to FAMIS and the USDA IAS occur, and as reporting procedures and requirements are modified, these changes will be reflected in the USDA Procurement Reporting System Guide, which is available as part of the Acquisition Toolkit on the USDA Procurement Home Page.

6 INQUIRIES

Questions or comments concerning this regulation should be submitted to:

USDA, Office of Procurement and Property Management  
Procurement Policy Division  
300 7<sup>th</sup> Street, S.W., Room 309  
Washington, D.C. 20024  
(202) 720-7527

[END]

# USDA PROCUREMENT REPORTING SYSTEM (PRS) DESK GUIDE

September 10, 2002

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## **USDA Procurement Reporting System (General Information)**

The USDA Procurement Reporting System (PRS) is the automated system, supplemented by manual SF-281 reports, used by USDA to collect its data for reporting to the Federal Procurement Data System (FPDS). It is comprised of: (1) the USDA web-based SF-279 Reporting System; (2) the SF-281 data that is based on AD-838 actions processed through the National Finance Center (NFC) Purchase Order System (PRCH); and (3) USDA agency generated manual SF-281 reports for actions not reported to NFC through PRCH.

Departmental Regulation (DR) 5004-5, dated September 10, 2002, establishes policy and requirements for procurement reporting in USDA.

Agencies are able to review their data in the PRS system databases for the SF-279 and SF-281 through the automated data query system (Discoverer) maintained by NFC. Information on accessing the system and the required software may be obtained from the Procurement Systems Division, OPPM.

## **Supplement to the FPDS Reporting Manual**

The following supplemental material is titled to correspond to the Federal Procurement Data System (FPDS) Reporting Manual.

### **PART II GENERAL REPORTING REQUIREMENTS**

#### **A. RESPONSIBILITIES**

Procurement actions are to be reported using the FPDS Reporting Manual in conjunction with the guidance in this desk guide. The current version of the FPDS Reporting Manual is dated September 1997, as amended through amendment 7 dated July 2001 for the period October 2001 through September, 2002, and through amendment 8 dated August 2002 for the period October 2002 through September 2003.

Individual Contract Action Reports (SF-279s):

1. Contracting office shall use the USDA web-based SF-279 Reporting System to report SF-279 information. This system can be accessed from the USDA Acquisition Toolkit at <http://www.usda.gov/procurement/toolkit/> or from the NFC home page at <http://www.nfc.usda.gov>.
2. Contracting officers are responsible for the accuracy of the data reported in

the SF-279 Reporting System. Any designated individual in the contracting office may enter the SF-279 information into the system. The Discoverer data query system should be used to ensure the accuracy of the information in the SF-279 database. Contracting officers shall ensure that all SF-279 information input into the web-based SF-279 Reporting System is accurate, correctly coded, and timely submitted.

3. Contracting offices shall enter SF-279 information into the web-based SF-279 Reporting System within three (3) working days of the procurement action.
4. NFC shall electronically submit SF-279 data to the Federal Procurement Data Center (FPDC) within seven (7) working days after the end of each quarter. Electronic submission of SF-279 data to FPDC by NFC will be done, at a minimum, on a quarterly basis. NFC will notify OPPM within one day of receipt of errors reports from the FPDC. Error reports received by OPPM from NFC will be forwarded to the agencies for correction.
5. Contracting offices shall correct errors in the web-based SF-279 Reporting System within three (3) working days of notification from OPPM of receipt of FPDS error notifications. Contracting offices shall use correcting data entries (Type of Data Entry = C) to correct errors appearing in the SF-279 database.

Summary Contract Action Report (\$25,000 or less) (SF-281):

1. All small purchase transactions that are processed on an AD-838 Purchase Order will be reported by coding Block 5, "SF-281," with the appropriate Code. A list of SF-281 codes is attached as Appendix A. (The SF 281 codes are contained in NFC Procedures Manual, Title II, Chapter 5, [Bulletin 00-4, New SF-281 Codes, dated November 17, 2000](#)). This requirement also applies to type 45 Blanket Purchase Agreements and the receipt certification (AD-838 D). (The SF-281 codes have been designed to identify both the method of procurement and the type of business.)
2. Agencies shall manually prepare an SF-281 report for actions not processed on AD-838s through NFC, and forward the report to the Procurement Systems Division, OPPM by the 20th calendar day following the end of each quarter. Instructions for completing the SF-281 are contained in the FPDS Manual, Part III D.
3. On the 15th calendar day following the end of each quarter of the fiscal year, NFC will aggregate the SF-281 data reported on AD-838s processed in PRCH. The resultant reports will be in the SF-281 format.
4. NFC will provide to Procurement System Divisions, OPPM a copy of the headquarters SF-281 report and consolidated SF-281 reports for each agency.

The USDA SF-281 report submitted by Procurement Systems Division OPPM to the FPDC will be a consolidated report based on the SF-281 reports from NFC plus agency submitted manual SF-281 reports.

Note: In addition to the SF-281 reports submitted to OPPM, each procurement office will receive, quarterly, an SF-281 report from NFC listing the transactions of that office. Each Area or Regional Office will receive a report of the combined transactions of all the field offices under their management. The contracting activity headquarters office will receive within 15 calendar days following the end of each quarter, a copy of their Area or Regional reports and a combined report for the entire contracting activity.

### PART III REPORTING INSTRUCTIONS AND FORMS

#### A. DATA TRANSMITTAL MEMORANDUM

OPPM is the designated central agency data collection point and will be responsible for the Data Transmittal Memorandum.

#### B. PRIME CONTRACT AWARD REPORTING

##### 1. GENERAL REPORTING REQUIREMENTS (SF-279 AND SF-281)

- a. USDA agencies shall report all contract actions that obligate or de-obligate funds, including commodity procurements using either appropriated or non-appropriated funds, in the USDA Procurement Reporting System (PRS) – the web-based SF-279 Reporting System, PRCH for AD-838s processed through NFC, or manual SF-281s.
- b. USDA is a participating agency under the Small Business Competitiveness Demonstration Program. Therefore, all contract actions, including small purchases, with a value over \$500 shall be reported on the SF-279 for the 4 Designated Industry Groups (DIGs) and 10 Targeted Industry Categories (TICs) subject to the reporting requirements of the Business Opportunity Development Reform Act of 1988 (Public Law 100-656). The 4 DIGs and 10 TICs are listed in Appendix B.
- c. Very Small Business Pilot Program - Agencies shall report all actions on the SF-279 for acquisitions between \$2,500 and \$50,000 under this pilot program.
- d. Any contract resulting from IFB's, RFP's, or other formal solicitation procedures shall be reported on the SF-279, if the contract obligates more than \$500.

- e. Modifications adding or subtracting more than \$500 must be reported on the SF-279 if they modify contract actions previously reported on the SF-279.
  - f. Delivery orders over \$500 issued against USDA indefinite quantity or requirements contracts with estimated values over \$25,000 must be reported on the SF-279.
2. REPORTABLE/NON-REPORTABLE ACTIONS (The following provide additional reporting requirements and clarifications.)

#### REPORTABLE

- a. Architect-Engineer contracts.
- b. Renewals of formal contracts.
- c. Terminations of previously reported contracts (for convenience or for default).
- d. R&D contracts with private firms, foundations, universities, and State or local governments.
- e. Leases of equipment, facilities, land, etc., from sources outside the Federal Government (i.e., computer from IBM, automobiles from Hertz, office space from a State or local government).
- f. Purchases of utilities from non-federal sources such as the Potomac Electric Power Company.
- g. Procurement of transportation of people or things from non-federal sources unless Government Travel Requests (GTRs) or Government Bills of Lading (GBLs) are used.
- h. Procurement of commodities using appropriated or non-appropriated funds.
- i. Task or delivery orders placed against General Services Administration Federal Supply Schedule contracts, Government Printing Office contracts, USDA contracts, Government-wide Acquisition Contracts, and other Federal agencies contracts.

#### NOT REPORTABLE

- a. R&D contracts with other Federal agencies;

- b. Leases of equipment, facilities, land, etc., from other Federal agencies (i.e., office space from GSA);
- c. Purchases of utilities from Federal sources;
- d. Purchases of construction, alteration, repair, or maintenance of real property from federal sources, such as alterations performed by GSA.
- e. Indefinite delivery contracts and basic ordering agreements unless the action involves obligation or de-obligation of funds. There are no “initial loads” of contract data.

C. INSTRUCTIONS FOR REPORTING ON THE INDIVIDUAL CONTRACT ACTION REPORT (ICAR) SF-279

GENERAL. Instructions for completing the SF-279 (ICAR) are in Part III C of the FPDS Reporting Manual that is available on the Internet at <http://www.fpdc.gov/fpdc/agency-pdfs.htm>.

Instructions for use of the USDA web-based SF-279 Reporting System are contained in NFC Procedures, Title 2, Chapter 5, Section 2, “SF-279 Reporting,” available on-line at <http://dab.nfc.usda.gov/pubs/docs/sf279/sf-279-cat/sf-279.html>. The information is also available under the help option of the web-based system that can be accessed from the USDA Acquisition Toolkit at <http://www.usda.gov/procurement/toolkit> or the NFC Home Page at <http://www.nfc.usda.gov>.

Complete all mandatory items in the SF-279 data entry process unless the FPDS Reporting Manual, the USDA SF-279 on-line reporting instructions, or this guide, allow an item to be left blank.

ITEM 1. REPORTING AGENCY

Do not use the four-digit agency identification code from FIPS Pub 95 for Item 1. The SF-279 Reporting System will translate your agency’s code to the appropriate FIPS Pub 95 code before NFC reports USDA data to the FPDC.

ITEM 2. CONTRACT NUMBER

When entering the contract number, do not include dashes or other forms of punctuation, and do not leave spaces between characters.

Reports with USDA contract numbers that do not conform to the format prescribed by the Agriculture Acquisition Regulation (AGAR) 404.870-2, may be

rejected. However, FSA and AMS commodity offices may use contract numbers that do not conform to the Department-wide contract numbering system.

ITEM 3. MODIFICATION NUMBER

Modifications are original contract actions, not “corrections” to the basic contract. Report modifications as “A - Original” when completing Item 7, Type of Data Entry.

Modification numbers may be in any combination of 1 to 4 alpha/numeric characters. The same modification number may not be used more than once for the same contract. If the same number is used twice, the last transaction reported will be rejected as a duplicate entry. If the modification number is coded 11 on one data entry and 0011 on another it will be two separate entries but in most cases a duplicate.

ITEM 4. CONTRACTING OFFICE ORDER NUMBER

Omit dashes when reporting a Contracting Office Order Number.

ITEM 5. CONTRACTING OFFICE

FPDS instructions specify use of the 5-character contracting office code. Enter the last four digits/characters of your FEDSTRIP code. The on-line SF-279 system will insert the initial zero for you.

ITEM 6. ACTION DATE

It is important to note that the action data of a modification is the date the modification is signed--or the date it is effective--not the date the original contract was awarded.

ITEM 10. DOLLARS OBLIGATED OR DE-OBLIGATED THIS ACTION

Do NOT place a minus sign (-) or a plus sign (+) before the entry.

ITEM 16. CONTRACTOR IDENTIFICATION NUMBER

Information on how contracting offices may obtain Contractor Identification Numbers from Dun & Bradstreet is contained in the FPDS Reporting Manual. Only Government contracting offices may request codes from the Dun & Bradstreet office specified in the FPDS Reporting Manual.

ITEM 36. ESTIMATED CONTRACT COMPLETION DATE

If a modification establishes a completion date that is different from the one reported by the original contract or delivery order, enter the revised completion date. If the completion date is not changed, reenter the date last reported. For a termination for convenience or default, the estimated completion date is the estimated date the termination will be completed.

ITEMS 37 - 39                      CONTRACTOR'S TIN - COMMON PARENT'S TIN

The TIN (Taxpayer Identification Number) is not the same as the Contractor Identification Number (Item 16). The TIN is the identifying number used on tax returns by a person or business entity. The TIN for an individual or sole proprietorship is either the individual's Social Security Number or an Employer Identification Number (EIN) assigned by the Internal Revenue Service. The TIN for a corporation or other business entity is normally the entity's EIN.

If the contractor has a common parent, report both the contractor's TIN and the common parent's TIN.

ITEM 42.                      DEMONSTRATION PROGRAM

Since USDA is a participating agency in the Competitiveness Demonstration Program, Item 42 must always be completed. Report code Y for actions involving the 4 designated industry groups (DIGs) and for actions involving USDA's 10 targeted industry categories (TICs). The 4 DIGs, with associated NAICs codes, and the 10 TICs, with associated NAICs codes are listed in Appendix B.

ITEM 48.                      FOR AGENCY INTERNAL USE

Other agency internal use data. Additional positions may be added to Item 48 to collect internal use data. Requests for additional of reporting fields are to be submitted to OPPM.

48 CO ID Code – This is an optional field. The Contracting Officer Identification Code (CO ID) identifies the contracting officer or contract specialist handling the action being reported. Agencies electing to use this field are responsible for issuing guidance on use of this field and assigning and maintaining the CO ID codes. Codes may be any combination of up to six alphanumeric characters. Codes of less than six (6) characters are acceptable. Duplicate codes must not be assigned to contracting officers within the same office.

Region/Area – This is an optional field. Agencies electing to use this field are responsible for issuing applicable guidance.

Miles/Acres – This is an optional field. Agencies electing to use this field are responsible for issuing applicable guidance.

Other Programs – This is an optional field. Agencies electing to use this field are responsible for issuing applicable guidance.

49. Contracting Officer – This is an optional field. Name of the contracting officer.

## APPENDIX A

### Chart of SF-281 Codes

#### Method of Procurement

The SF-281 codes and descriptions listed below identify the methods of procurement. The method of procurement is the first position in Block 5, SF-281, on the AD-838. The second position of the SF-281 code, type of business, is described on page 2 of this attachment. It is important to use a valid code combination. These combinations are listed on page 3 of this attachment.

#### Method of Procurement (First Position of the SF-281 Code)

##### Code Description

A	Tariff or Regulated Acquisition
B	Contract for Foreign Government or International Organizations
C	Simplified Acquisition Procedures
D	Simplified Acquisition Procedures - Not Competitive
E	Simplified Acquisition Procedures - Not Available for Competition
F	Orders - General Services Administration (GSA) Federal Schedules
G	Orders - Other Federal Schedules
H	All Other Orders - Competed
I	All Other Orders - Not Competed
J	All Other Orders - Not Available for Competition
K	Other Procurement Methods - Competed
L	Other Procurement Methods - Not Competed
M	Other Procurement Methods - Not Available for Competition
N	8 (a) Program Contract Awards
O	Javits-Wagner-O'Day (JWOD) Nonprofit Agency
P	Online Payment and Collection (OPAC) System
Q	Purchases From Other Federal Agencies (e.g., Government Printing Office)
U	Purchases From Federal Prison Industries (UNICOR) which are non-OPAC orders
ZZ*	Modifications
22*	Entered in Federal Procurement Data System (FPDS) (SF-279)

\* ZZ and 22 are unique 2-digit method of procurement codes.

## **Type of Business**

The SF-281 codes and descriptions listed below identify the type of business. The type of business is the second position in Block 5, SF-281, on the AD-838. The first position of the SF-281 code, method of procurement, is described on page 1 of this attachment. It is important to use a valid code combination. These valid combinations are listed on page 3 of this attachment.

### **Type of Business (Second Position of the SF-281 Code)**

#### **Code Description**

A	Small Business Concern
B	Small Business Concern, Service Disabled Veteran (SDV)
C	Small Business Concern, Small Business Set-Aside
D	Small Business Concern, Veteran-Owned Small Business (VOSB)
F	Small Business Concern, Disadvantaged
H	Small Business Concern, Disadvantaged, Small Business Set-aside
K	Small Business Concern, Woman-Owned
M	Small Business Concern, Woman-Owned, Small Business Set-aside
N	Small Business Concern, 8 (a) Program
P	Large Business Concern
R	Domestic Outside U.S.
T	Domestic Outside U.S., Small Business Set-aside
U	Foreign
V	Other Entities
Y	Historically Black Colleges and Universities/ Minority Institutions (HBCU/MI)
1	Small Business Concern, Disadvantaged, Woman-Owned
2	Small Business Concern, Disadvantaged, Woman-Owned, 8 (a) Program
3	HUBZone Small Business Set-Aside
4	HUBZone Small Business, 8 (a) Program
5	HUBZone Small Business, Disadvantaged
6	HUBZone Small Business Concern, Woman-Owned
7	HUBZone Small Business, Woman-Owned, Small Business Set-Aside

**Valid SF-281 Code Combinations**

The matrix below identifies valid code combination. Use only these combinations in Block 5 of the AD-838. The first position of the code identifies the method of procurement and the second position of the code identifies the type of business. If the type of business is not applicable, omit the second position.

**SF-281 Valid Code Combinations**

A	B	CA	DA	EA	FA	GA	HA	IA	JA	KA	LA	MA	N	O	P	Q	U	ZZ	22
		CB	DF	EF	FC	GC	HC	IF	JF	KC	LF	MF	NK						
		CC	DK	EK	FH	GF	HF	IK	JK	KF	LK	MK							
		CD	DN	EN	FK	GH	HH	IN	JN	KH	LN	MN							
		CH	DP	EP	FM	GK	HK	IP	JP	KK	LP	MP							
		CI	DR	ER	FN	GM	HM	IR	JR	KM	LR	MR							
		CK	DU	EU	FP	GN	HN	IT	JT	KN	LT	MU							
		CM	DV	EV	FR	GP	HP	IU	JU	KP	LU	MV							
		CN	D1	EY	FT	GR	HR	IV	JV	KR	LV	MY							
		CP	D2	E1	FU	GT	HT	IY	JY	KT	LY	M1							
		CR	D3	E2	FV	GU	HU	I1	J1	KU	L1	M2							
		CT			FY	GV	HV	I2	J2	KV	L2								
		CU			F2	GY	HY			KY									
		CV				G1	H1			K1									
		CY				G2	H2			K2									
		C1																	
		C2																	
		C3																	
		C4																	
		C5																	
		C6																	
		C7																	

## APPENDIX B

### LIST OF DESIGNATED INDUSTRY GROUPS (DIGS) AND TARGETED INDUSTRY CATEGORIES (TICS)

#### **Designated Industry Groups (DIGs):**

The Federal Acquisition Regulation (FAR) 19.1005 and the Federal Procurement Data System (FPDS) Reporting Manual, Appendix B list the DIGs as:

- (1) Construction under North American Industry Classification System (NAICS) Codes as follows: Subsectors 233, 234 and 235. This excludes dredging – FPDS service codes Y216 and Z216;
- (2) Refuse systems and related services under NAICS Codes as follows: Subsectors 562111, 562119 and 562219. This is limited to FPDS service code S205;
- (3) Architectural and Engineering (A&E) services (including all surveying or mapping) under NAICS codes as follows: Subsectors 541310 and 541330, limited to FPDS service codes C111 through C219. Subsectors 541360 and 541370, limited to T002, T004, T008, T009, T014 and R404, awarded under the qualification-based selection procedures required by 40 USC 541 et. seq. (the Brooks A-E Act); and
- (4) Non-nuclear ship under NAICS Code Subsector 336611. This is limited to FPDS service codes J998 and J999.

#### **Targeted Industry Categories (TICs):**

The USDA designated TICs are:

<u>Description</u>	<u>FPDS Product Service Code</u>	<u>Potential NAICS Code</u>
Chemical Products	6810	211112
		325110
		325120
		325131
		325188
		325320
		325412
		325520
		325998
331311		
ADP Central Processing Units	7021	334111
		443120
Bags and Sacks	8105	313111
		313113
		313211
		314999
		322223
		322224
326111		

<u>Description</u>	<u>FPDS Product Service Code</u>	<u>Potential NAICS Code</u>
Outerwear for Men	8405	314229
		315211
		315212
		315222
		315228
		315234
		315239
		315291
		315299
		315999
Radio TV Equipment, Except Airborne	5820	334220
		443112
		443120
Maintenance & Repair, ADP Equipment	J070	443120
		811212
Installation of ADP Equipment	N070	514210
		541512
		541519
Other Photo/Mapping/Printing Services	T099	313311
		314999
		323112
		323113
		323114
		323115
		323119
		325998
		421860
		491110
		511120
		511130
		511140
		511199
		512230
		512240
		512290
		514199
		514210
		522320
		541199
		541340
		541350
		541370
		541410
		541420
		541430
		541490
541870		

<u>Description</u>	<u>FPDS Product Service Code</u>	<u>Potential NAICS Code</u>
		541890
		561421
		561431
		561439
		561491
		561499
		561591
		561599
		561790
		561910
		561920
		561990
		711410
		812320
		812990
Vocational/Technical Training	U006	611430
		611512
		611513
		611519
		611610
		611630
		611691
		611692
		611699
		611710
		624310
Leasing Special Industry Machinery	W036	333293
		334513
		532210
		532299
		532310
		532411
		532412
		532420
		532490
		562991

## APPENDIX C

### Links to Directives, Manuals and Guides

DR 5004-5, Procurement Reporting	<a href="http://www.usda.gov/procurement/policy/drdn.html">http://www.usda.gov/procurement/policy/drdn.html</a>
FPDC - FPDS Manual and Forms Page FPDS Reporting Manual, Section C, Individual Contract Action Report (ICAR) – SF-279 FPDS Reporting Manual, Part VII, Subcontracting Product and Service Codes Manual Summary Contract Action Report (SF-281) Summary Subcontracting Report (SF-295)	<a href="http://www.fpdc.gov/fpdc/agency-pdfs.htm">http://www.fpdc.gov/fpdc/agency-pdfs.htm</a>
NFC Pubs and Forms - Main Page	<a href="http://dab.nfc.usda.gov/pubs/na-pubsmain.html">http://dab.nfc.usda.gov/pubs/na-pubsmain.html</a>
NFC Procedures, Title II, Chapter 5, Section 1, Purchase Order System (PRCH) SF-281 Reporting	<a href="http://dab.nfc.usda.gov/pubs/docs/prch/prch-cat/prch.html">http://dab.nfc.usda.gov/pubs/docs/prch/prch-cat/prch.html</a>
NFC Procedures, Title II, Chapter 5, Section 2, SF-279 Reporting (SF-279), dated November 2001 (This NFC Procedures Manual is the illustrated version of the USDA web-based SD-279 on-line help.)	<a href="http://dab.nfc.usda.gov/pubs/docs/sf279/sf-279-cat/sf-279.html">http://dab.nfc.usda.gov/pubs/docs/sf279/sf-279-cat/sf-279.html</a>
GSA Forms Library	<a href="http://www.gsa.gov/forms">http://www.gsa.gov/forms</a> or <a href="http://hydra.gsa.gov/forms/zero.htm">http://hydra.gsa.gov/forms/zero.htm</a>

### Statutory and Regulatory References:

41 USC 405(d)(4)

Federal Acquisition Regulation (FAR) 4.6

Agriculture Acquisition Regulation (AGAR) 404.6

## REPORTING FORMS

The following are links to the forms on the GSA Forms Library:

SF279, Individual Contract Action Report (ICAR):

[http://contacts.gsa.gov/webforms.nsf/0/257F6E58418B1E1685256BFB005C3568/\\$file/sf279.pdf](http://contacts.gsa.gov/webforms.nsf/0/257F6E58418B1E1685256BFB005C3568/$file/sf279.pdf)

SF281, Summary Contract Action Report (\$25,000 or Less)

[http://contacts.gsa.gov/webforms.nsf/0/975E9C336E93CEAC85256BFB005C6482/\\$file/sf281.pdf](http://contacts.gsa.gov/webforms.nsf/0/975E9C336E93CEAC85256BFB005C6482/$file/sf281.pdf)