



**DEPARTMENT OF THE NAVY**  
NAVAL SUPPLY SYSTEMS COMMAND  
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NAVSUPINST 4200.84F  
SUP 21B1  
24 July 2003

NAVSUP INSTRUCTION 4200.84F

Subj: CONTRACT REPORTS

Encl: (1) Navy Field Contracting System (NFCS) Contract Reporting Procedures

1. Purpose. To update policies and procedures for providing various reports to or through NAVSUP 02.

2. Scope. This instruction applies to all contracting offices that receive contracting authority or direction from the Commander, Naval Supply Systems Command (NAVSUP).

3. Cancellation. NAVSUPINST 4200.84E. Due to the numerous changes, this instruction should be read in its entirety.

4. Definitions

a. "Major field contracting activity" is a NFCS activity with contracting authority in excess of \$100,000.

b. The NFCS consists of all Navy field contracting offices which derive their procurement/contracting authority from NAVSUP as well as the Naval Inventory Control Point (NAVICP) which is its own Head of the Contracting Activity (HCA).

c. "Procurement Performance Management Assessment Program (PPMAP) Offices" are collocated with the Fleet and Industrial Supply Center (FISC) Norfolk, FISC San Diego, Naval Regional Contracting Center (NRCC) Naples and NRCC Singapore that have responsibility for providing review and oversight of NFCS activities under their regional cognizance. This responsibility includes granting procurement authority, assessing procurement performance and disseminating procurement guidance within their respective regions.

5. Background. The Federal Acquisition Regulations (FAR), the Department of Defense Federal Acquisition Regulation Supplement (DFARS), the Navy Acquisition Procedures Supplement (NAPS) and various Navy instructions require the submittal of procurement related reports. This instruction summarizes these reports in a single document, eliminating the necessity for each NFCS activity to research and develop its own listing.

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6. Procedures. NFCS activities will comply with the guidance and direction of this instruction for submission of procurement related reports. Enclosure (1) provides information on the various reporting requirements.

7. Request for Changes. Send requests for changes to this instruction to NAVSUP 21. The request should be self-sustaining and include a statement of the problem, the recommended solution and any necessary discussion. Additional supporting information may be provided as enclosures.

8. Action. This instruction is effective upon receipt.



D. M. FITZGERALD  
Deputy Commander  
Contracting Management

Distribution:  
NAVY SUPARS

Copy to:  
NAVSUP 32C2 (3 copies); 02 (15 copies); 09A; 09PAM; 91, 93

Order from:  
Naval Inventory Control Point  
Cog "I" Material  
700 Robbins Avenue  
Philadelphia, PA 19111-5098

NAVY FIELD CONTRACTING SYSTEM (NFCS) CONTRACT  
REPORTING PROCEDURES

1. LISTING OF PROCUREMENT RELATED REPORTS

Attachment (A) to this enclosure provides a list of procurement related reports that NFCS activities are required to submit. This listing may not represent the sum total of all reports required under FAR, DFARS, NAPS and other instructions.

2. PROCEDURAL GUIDANCE ON PROCUREMENT RELATED REPORTING REQUIREMENTS

a. Monthly Reports

(1) Dashboard Metrics. As required by NAVSUP e-mail of 4 November 2002, FISCs\* and the NAVICP are to submit monthly metrics to SUP 029A2 to prepare SUP 02 monthly Dashboard Briefing presentation.

(2) Notice of Protests, Disputes and Other Litigation. All litigation, including General Accounting Office and agency protests, appeals to the Armed Services Board of Contract Appeals and litigation filed in the Court of Federal Claims, District Court, and Court of Appeals shall be reported to NAVSUP 21B1 and NAVSUP 93 per NAVSUP policy letter 03-26. This includes monthly summary reporting and statistical reports. Negative reports are required.

(3) Workload and Staffing. FISCs\* and the NAVICP shall forward this report no later than five working days after the end of each month. Reports provide information regarding workload and staffing data.

(4) PPMAP Monthly Workload Report. FISCs Norfolk and San Diego\* are to report to NAVSUP 029A2 at the end of each month workload data associated with training and HCA review functions.

(5) DD 1716 Contract Data Package Recommendations/Deficiency Report. DD 1716 identifies errors in contractual documents identified by Defense Contract Management Agency contract administrative offices. The DD 1716 report identifies unresolved DD 1716's that may impact contractor payment. Per NAVSUP memo 4200 22B1/145 of 13 Nov 00, Procurement Contracting Officers should access the DD 1716 information under Reports at the following web site: <https://dfas4dod.dfas.mil/cps>. To obtain a userid and password, send an email to [CCO-WEBADMINISTRATOR@dfas.mil](mailto:CCO-WEBADMINISTRATOR@dfas.mil) and reference "DD1716 ACCESS" on the subject line. In the body of the email, include your name, command, service, email address and telephone number.

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In order to identify and prevent recurring errors and to ensure error resolution, activities shall establish a method to track DD 1716 notifications, their resolution and the response back to administrative contracting officers. Activities shall provide NAVSUP with a status report of continuing open items (i.e., remaining open on two consecutive monthly reports) by the 25<sup>th</sup> of each month. This status report should identify the contract/order number, age of the item, reason why the item is still open and what action will be taken to get it resolved.

b. Quarterly Reports

(1) PPMAP Quarterly Report. NAVSUP commands with PPMAP responsibility shall submit quarterly PPMAP reports to NAVSUP 21C1 by the 15th day following the end of each quarter per NAVSUPINST 4200.82.

(2) Commercial Acquisition Report. Each activity shall submit a brief report in support of the DON Commercial Acquisition Goals. The goals can be found in the Assistant Secretary of the Navy (ASN) memo dated 20 April 2001 at [www.abm.rda.hq.navy.mil](http://www.abm.rda.hq.navy.mil). The report shall include lessons learned regarding commercial acquisition that would be beneficial to other Navy activities using commercial acquisition. The report shall also include the total dollars obligated for the quarter based on Block C14 of the DD 350 and the percentage of buys done per FAR Part 12 based on the coding in block C14 of the DD 350. The fourth quarter report shall include a summary of the dollars and percentage figures.

c. Semi-annual Reports. Status Report on Specified Audit Reports. Major field contracting activities shall forward these reports, in the format prescribed by DOD Directive 7640.2, to ensure receipt in NAVSUP 21 no later than 7 October and 7 April of each year. A plan of actions and milestones for resolution of any reportable audit report not resolved within six months of issuance shall be submitted to NAVSUP 21B2 with the semi-annual report.

d. Annual Reports

(1) Value Engineering Report. Major field contracting activities shall submit an annual report of value engineering actions no later than 10 October of each year. This report shall be submitted to NAVICP P071 per NAVSUPINST 4858.52 series. Negative reports are required.

(2) Long Range Acquisition Estimates (LRAE). The LRAE data update is a forecast of expected Department of Navy (DON) contract opportunities valued at \$100,000 or more. It is

designed to assist small business. It includes both requirements that are currently under contract and prospective contract opportunities covering the next five fiscal years. NAVSUP field contracting activities are required to submit the data directly into the ASN (Research, Development & Acquisition (RD&A) website annually. ASN advises when the website is open for data input (normally in the July/August timeframe with input to be completed by the end of August).

(3) DON Annual Report on Competition. The Navy's Competition Advocate General is responsible for providing an annual report on competition activities and accomplishments to the Navy Service Acquisition Executive. The foundation of the report is the accomplishments in procurement competition. Therefore, on an annual basis, NAVSUP requests from the field information on significant activities and accomplishments for the previous fiscal year that enhanced competition, any remaining barriers to full and open competition as well as new initiatives required to increase competition. The requirement is generated by a request NAVSUP receives from ASN (RD&A) Deputy Assistant of the Navy for Acquisition Management (DASN(ACQ)) normally toward the end of the fiscal year.

(4) PPMAP Annual Report. From the results of the previous fiscal year's PPMAP activities, NAPS 5201.691-2 requires an annual report be submitted to DASN(ACQ) by 30 December. SUP 21C1 prepares and submits report to DASN(ACQ) with a summary of relevant findings which includes best practices, deficiencies and recommendations.

(5) Exceptional Case Truth in Negotiations Act (TINA) Waivers. Section 817 of the National Defense Authorization Act for fiscal year 2003 established an annual report to Congress for identifying all exceptional case TINA waivers granted during a given fiscal year for any contract, subcontract or modification expected to have a value of \$15 million or greater. ASN (RD&A) has developed an implementation plan for the Navy. As part of that plan, all Navy contracting offices are required to identify each waiver, provide an explanation of the basis for the HCA's determination to grant the waiver and describe the specific steps taken to ensure that the price of the applicable contract, subcontract or modification, was fair and reasonable. Further, a separate section is required in the report that lists exceptions made to TINA for actions \$15 million and above where the exception is based on a commercial item determination. This listing shall identify the basis for determining that the item is commercial and the steps taken to ensure that a fair and reasonable price was negotiated. NAVSUP is required to submit this data to ASN via DASN(ACQ) by 15 November annually; therefore, all HCAs shall submit the above reports to NAVSUP 02 no later than 1 November of each year.

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e. As Needed Reports

(1) Disposition of Marginal/Unsatisfactory Customer Service Ratings. FISCs\* that receive marginal or unsatisfactory customer satisfaction ratings are to respond to such ratings immediately and provide a disposition report by e-mail to NAVSUP 02 no later than five workdays after receipt of the ratings. All activities have real time access to the customer satisfaction database and receive e-mail alerts of incoming surveys so instant visibility provides the means to respond to customer concerns quickly.

(2) Individual Contracting Action Report (DD Form 350); Monthly Summary of Contracting Actions \$25,000 or Less (DD Form 1057). Submit these reports per DFARS 204.670 and 253.204-70. Afloat units shall report in accordance with the guidance provided in NAVSUPINST 4200.85 (series).

In addition, PPMAP Offices shall:

(a) Control Purchasing Office Code assignments for all activities within their respective regions. PPMAP offices shall provide written notice to FISC Norfolk Detachment Washington (Code 02W4P)\* for code assignments, changes or deletions.

(b) Collect, verify and transmit DD 350 and DD 1057 reports for all NFCS activities within their region that do not have PMRS transmission capability. DD 350 reports shall be transmitted upon receipt by the PPMAP Division/Department. DD 1057 reports received shall be transmitted on a monthly or semi-annual basis, as appropriate, on or before the date posted for PMRS closeout.

(3) Record of Weighted Guidelines Application (DD Form 1547). This report is required by DFARS to be submitted for all contract actions of \$500,000 or more where a weighted guidelines method, an alternative structured approach, or the modified weighted guideline method are used to determine profit or fee. Input, electronically, the DD Form 1547 information into PMRS within 30 days after contract award.

(4) Announcement of Contract Awards. Field contracting activities, except afloat and overseas activities, shall submit a memorandum (press release) for each contract award exceeding \$5,000,000 via NAVSUP Public Affairs Office (SUP 09PA) to the Chief of Information (CHINFO) Office. (See FAR 5.303 and DFARS 205.303). Submit to NAVSUP 09PA by e-mail to Kathy.Adams@navy.mil or fax 717-605-6388 and send a copy to NAVSUP 22. If copy is faxed, advise SUP 09PA.

Processing of contract announcements normally requires three full working days. The memorandum (press release) shall be in the format provided in attachment (B) to this enclosure. Contracts shall not be awarded prior to 5:00 P.M. EST on the date of the anticipated release. The contracting officer shall take all precautions to ensure that no information is released prior to award. When the urgency of the pending acquisition appears to warrant an exception to the announcement requirement, such exception should be requested from NAVSUP 09PA. (Contract announcements can be viewed at <http://www.defenselink.mil/news/contracts.html> which is updated at 5:00 P.M. EST each day.)

If the award is over \$50,000,000, provide additional questions and answers as required by attachment (B). A sample of these questions can be found at attachment (C).

(5) Report on Extraordinary Contractual Actions to Facilitate the National Defense

(a) Preliminary Record. Within 15 days after receipt of a contractor's request for a contract adjustment, NFCS activities shall prepare a preliminary record, per DFARS 250.105(1)(i) and NAPS 5250.105, and submit two copies to NAVSUP 22 for action. The preliminary record shall be submitted in the format of DFARS Table 50-1, "Record of Request for Adjustment". This format permits the preliminary and final records to be combined on one form; instructions are provided at DFARS 250.105(3).

(b) Final Record/Record of Disposition. After a decision is rendered on a contractor's request for relief under "85-804," DFARS 250.105(1)(ii) requires activities to prepare a final record stating the disposition of the contractor's request. The final record should be forwarded on the same form as the preliminary record. The record shall be submitted to NAVSUP 22 within 15 days after the close of the month in which the decision for a contractor's request is rendered. The record of disposition shall include two copies of the final record, two copies of the contractual document implementing the decision and three copies of the memorandum of decision.

(6) Bankruptcy Reporting (DFARS 232.671). In addition to the requirements of DFARS 232.671, when an NFCS activity is notified that a petition for bankruptcy has been filed in Federal Court or an insolvency proceeding under state law has commenced against a contractor holding an outstanding contract, the contracting officer will promptly report the matter to the activity's counsel, or if no counsel is assigned, to counsel for the cognizant regional contracting office or to NAVSUP 93, Office of Counsel, so that immediate action may be taken to protect the rights of the Government as a contract creditor. The report

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should include the notice that advised the contracting officer of the contractor's bankruptcy or insolvency. As soon as practicable thereafter, the contracting officer shall furnish the following to counsel:

(a) A conformed copy of each applicable outstanding contract and all modifications thereto;

(b) Reports of the cognizant contract administration office on the contractor's performance; and

(c) A statement by the contracting officer as to whether the contract supplies will likely be repurchased if the contractor fails to perform the contract, the estimated amount of any excess costs in connection with such repurchase and such other damages as the Government may sustain from the contractor's failure to perform.

(7) Reporting Suspected Violations of the Gratuities Clause (DFARS 203.203). Alleged infractions of the gratuities clause shall be reported to ASN (RD&A) via NAVSUP 22. Provide a copy of the report to the cognizant PPMAP Division/Detachment.

(8) Congressional Notification of Significant Contract Terminations (DFARS 249.7001). Congressional notification is required for any termination involving a reduction in employment of 100 or more contractor employees. This notification shall be sent to the Chief of Legislative Affairs (OLA-54) via NAVSUP 22. No release of the termination notice shall be made until cleared through OLA-54.

(9) Congressional Notification of Prime Vendor Contracts for Depot-Level Maintenance and Repair. Section 346 of the FY99 Defense Authorization Act requires congressional notification prior to entering into any prime vendor contract for depot-level maintenance and repair for a weapon system or other military equipment described in section 2464(a)(3) of Title 10 U.S.C. You cannot enter into such a contract until 30 days after Congress has received said notification. Per NAVSUP policy letter 99-49, all notification reports should be forwarded, via NAVSUP 22, to ASN (RD&A) for submission to Congress via DASN(ACQ).

(10) Contractor Performance Assessment Reporting System (CPARS). The purpose of the CPARS is to ensure that data on contractor performance is current and available for use in source selections. Performance assessments will be used as an aid in awarding contracts and/or task orders to contractors that consistently provide quality, on-time products and services that conform to contractual requirements. CPARS assesses a contractor's performance and provides a record, both positive and negative, on a given contract during a specific period of time.

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Each assessment must be based on objective facts and be supportable by program and contract management data, such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, construction/production management reviews, contractor operations reviews, functional performance evaluations and earned contractor's performance.

An initial CPAR is required for new contracts meeting the criteria that have a period of performance greater than 365 days. Intermediate CPARS are required every 12 months throughout the entire period of performance of the contract. An out-of-cycle report may be required when there is a significant change in performance that alters the assessment in one or more evaluation areas. On a monthly basis, the program manager provides a report broken out by business sector on the use of CPARS by major commands.

\*Upon commencement of Lead FISC operations, FISC San Diego will be the single point of contact for FISC reporting requirements.

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REPORT TITLE	FREQUENCY	RECIPIENT/POC	DIRECTIVE
Announcement of Contract Awards	>\$5 million	SUP 09PA/ Copy to SUP 22	FAR 5.3/DFARS 205.303
Bankruptcy Reporting	As needed	Counsel	DFARS 232.671
Commercial Acquisition Goals	Quarterly	SUP 21B2	ASN memo of 20 Apr 01
Congressional Notification of Significant Contract Terminations	As needed	OLA-54 via SUP 22	DFARS 249.7001
DD 350 Individual Contracting Action Report	At time of award	PMRS System	DFARS 204.670-3
DD 1057 Summary of Contracting Actions \$25,000 or Less	Monthly	PMRS System	DFARS 204.670-3
DD 1716 Contract Data Package Recommendation/Deficiency	Monthly	DFAS Web Site/SUP 21B1	NAVSUP ltr 13 Nov 00
CPARS	As needed/30 days of award	ASN Web Site/SUP 21A2	NAVSUP email
Dashboard Metrics	Monthly	SUP 029A2	NAVSUP 029A1 email 4 Nov 02
Disposition of Marginal/Unsatisfactory Customer Service Ratings	As needed	SUP 02	NAVSUP email alert
DON Annual Report on Competition	Annually	ASN (RD&A)/SUP 029A2	NAVSUP ltr 25 Aug 00 DFARS 250.305-70 & 250.306-70
Extraordinary Contractual Actions	As needed/15 days after	SUP 22	70
Long Range Acquisition Estimates (LRAE)	Annually/30 Aug.	ASN Web Site/SUP 21B1	Yearly DASN(ACQ) ltr
Notice of Protests, Disputes and Other Litigation	Monthly/5th of month	SUP 21B1	NAVSUP Policy Letter 03-23
PPMAP Monthly Workload Report	Monthly	SUP 029A2	NAVSUP 029A1 email 4 Nov 02
PPMAP Quarterly Report	Quarterly/15th day after qtr.	SUP 21C1	NAVSUPINST 4200.82
PPMAP Annual Report	Annual/30 December	DASN(ACQ)/SUP 21C1	NAPS 5201.691-2
Prime Vendor Contracts for Depot-Level Maintenance & Repair	As needed	ASN (RD&A) via SUP 22	NAVSUP Policy Letter 99-49
Record of Weighted Guidelines Application	>\$500,000/30 days of awd.	PMRS System	DFARS 215.404-70
Status Report on Specified Audit Reports	Semi-annually/7 Oct & 7 Apr	SUP 21B2	DOD Directive 7640.2
Suspected Violations of the Gratuities Clause	As needed	ASN (RD&A) via SUP 22	DFARS 203.203
Value Engineering Report	Annually/10 Oct.	NAVICP P071	NAVSUPINST 4858.52
Waivers to TINA	Annually/1 November	ASN (RD&A) via SUP 22	NAVSUP Policy ltr 03-19
Workload and Staffing	Monthly	SUP 02	NAVSUP 029A1 email 4 Nov 02

Attachment (A)  
to Enclosure (1)

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CONTRACT RELEASE FORMAT

FOR OFFICIAL USE UNTIL RELEASED BY DOD

From:

To: Chief of Naval Information (OI-22)

Via: NAVSUP 09PA

Subj: (Contract Number, modification number of delivery order  
number and amount)

Ref: (a) FAR 5.303

1. Pursuant to reference (a) the following is submitted for processing and release by the Office of the Assistant Secretary of Defense (Public Affairs).

2. The information contained in this message is (indicate classification).

3. The language describing the subject release has been concurred in by the cognizant program manager, (program manager, and phone number).

4. Insert vendor, vendor's street address, city, state and zip code plus 4 digits. Indicate the kind of award that is being made, i.e., requirements contract, firm-fixed price contract, ceiling priced order, etc. If applicable, describe any options that may be a part of the contract and what the total dollar amount of the contract will be if options are exercised. Indicate if any or a part of the funds being used for this contract will expire before the end of the current fiscal year.

5. Describe what the contract is buying. Keep it simple and use layman's language as much as possible. Here are some examples:

"Contract is for purchase of spare parts for the F-404-AX-990 engine used on the F/A-18 aircraft."

"Contract is for evaluation of training needs in the area of aircraft maintenance, development and implementation of interactive courses to meet those needs; and evaluation of change in knowledge/performance brought about by the training."

"Contract is for windshield assembly parts for the P-3 aircraft.")

Attachment (B) to  
Enclosure (1)

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Subj: (Contract Number, modification number of delivery order  
number and amount)

6. Indicate in this paragraph where the work directed by the contract will be performed. If more than one location is involved, indicate the percentage of work being performed at each location. Indicate when the work will be completed, month and year.

7. Give funding data. For example, "Funding is Navy Working Capital Fund (NWCF)." Indicate if any or part of the funds being used for this contract will expire before the end of the current fiscal year.

8. This announcement (does/does not) involve a foreign military sale. (If a foreign military sale is involved, indicate the country or countries and percent of the contract devoted to each country.)

9. Give number of firms solicited and number of offers received and also state the contract was/was not competitively procured.

10. The (full activity name, city and state) is the contracting activity.

11. Points of contact for this contract are as follows:

- a. Vendor receiving award: (name and phone number)
- b. Contracting Activity: (name and phone number).

12. Proposed release date: (insert the date you want to sign the contract and indicate if there is any known congressional interest.)

13. If the contract is over \$50 million, list any questions with answers that you think the public or the press might ask about the buy. See attachment (C). Use this paragraph only as needed.)

(Signature)

FOR AWARDS OVER \$50,000,000  
QUESTIONS AND SAMPLE ANSWERS  
(Provide with CHINFO Memorandum)

Q: Who's being awarded the contract?

A: Name of vendor, street address, city and state.

Q: How was the contract awarded/contractor chosen?

A: Example: The Two-Phase Design-Build selection process in FAR PART 36.3 was used to ensure selection of the source evidencing the best overall capability to perform the work in a manner most advantageous to the Government in accordance with established evaluation criteria.

Q: What type of work is being done (scope of work)?

A: Example: The contract will provide the design and construction of two, three and four bedroom townhouse units at \_\_\_\_\_ . Exterior work includes privacy fencing, playgrounds, and landscaping. Site improvements may include modifications to existing infrastructure as required for construction of the new family housing units. The contractor shall provide all labor, supervision, engineering, materials, equipment, tools, parts, supplies and transportation to perform all work described in the specifications. The maximum total award amount for this project is \$\_\_\_\_\_ .

Q: Explain contract performance period for base item and options?

A: Example: Base Item 0001 and Line Item 0003 shall be completed within \_\_\_\_\_ calendar days after receipt of award. Line item 0002, Option 1, shall be completed in \_\_\_\_\_ calendar days after receipt of award.

Q: Where is the work being done?

A: Name of base, city, & state.