



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAGON**  
**WASHINGTON DC 20310-0103**

**06 APR 2004**

**SAAL-ZP**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Data Collection for Contracts Awarded in Support of the Coalition Provisional Authority (CPA) Iraq**

Reference is made to Deputy Secretary of Defense memorandums dated 21 May 2003, 16 June 2003, and 14 January 2004 designating the Secretary of Army as the Executive Agent for administrative, logistics and contracting support for the Office of Reconstruction and Humanitarian Assistance (ORHA) and any successor entity for Iraq humanitarian relief and reconstruction. These duties have been subsequently assumed by the CPA.

Many of the contract requirements in support of the ORHA/CPA mission have been completed by Army contracting offices. In addition to Army contracting support, other civilian and Department of Defense agencies are supplementing that effort by providing pre and post award contracting support.

The outcome of this multi-agency process provides a dynamic acquisition environment that leverages centers of excellence and shares "lessons learned." On the other hand, this multi-agency process lacks any centralized repository of contract statistical information available to the CPA.

Inherent in the Army mission for acquisition support is the ability to track and account for appropriated funds. Currently, we depend on direct feedback from each contracting office for this information. The information provided must then be consolidated and captured as a consolidated tracking system. Accuracy of this procedure is dependent on real time feedback from the supporting contracting offices. As the mission continues to expand, we find that system has become burdensome for both the CPA personnel and for the supporting contract office personnel.

Based on the challenges stated above, I directed a centralized reporting process be identified that both streamlines the current process and provides accurate, timely reporting of contract statistics. After review, it has been determined that use of the existing procurement reporting systems, once tweaked, can provide most of the desired information.

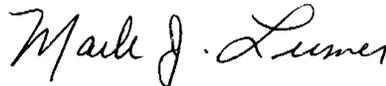
In consonance with the above, please identify all Fiscal Year (FY) 2004 procurement reporting documents to include contracts, orders, options,

contract extensions, and modifications obligating CPA Operating Funds (O&M) or Iraqi Relief and Reconstruction Funds (IRRF).

a. Department of Defense activities submitting completed DD 350 Forms for FY 2004 mark Block E3 as "2100" and Block E4 as "W914NS." Previously submitted DD 350s providing FY 2004 CPA obligations should be corrected to incorporate this information.

b. Other Federal agencies should complete the "Purchaser Information" portion of the individual Federal Procurement Data System - New Generation (FPDS-NG) report by placing "2100" in the field marked "Funding Agency ID" and insert "W914NS" in the field for "Funding Office ID." Previously submitted FPDS-NG reports providing FY 2004 CPA obligations should be corrected to incorporate this information.

Please provide an electronic copy of all obligating documents (i.e. all contracts to include task orders, delivery orders, purchase orders, schedule orders, modifications, etc.) awarded in support of CPA. Forward the copies to Edna Van Lieu at the Washington CPA Contract Support Office. For additional information, call commercial 703-695-0945 or DSN 225-0945. Electronic inquiries should be directed to [edna.vanlieu1@hqda.army.mil](mailto:edna.vanlieu1@hqda.army.mil).



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*for* Deputy Assistant Secretary of the Army  
(Policy and Procurement)