



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2050 WORTH ROAD, SUITE 37
FORT SAM HOUSTON, TEXAS 78234-6037

MCAA (715)

25 August 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Local Fields in Procurement Desktop - Defense,
Policy Letter 00-05

1. Purpose. The purpose of this policy is to establish the uniform use of local fields in Procurement Desktop - Defense (PD²). Use of the fields is intended to facilitate retrieval of information from PD² required for several recurring reports, metrics, and to assist management in oversight of various Acquisition Reform initiatives, such as Performance Based Contracting and Past Performance.

2. Policy. Effective 1 Oct 00, Contracting Officers shall ensure that the PD² local fields (contract level) are completed in accordance with the enclosed instructions. Entry of the fields shall be accomplished prior to release in PD² of the award document. Data for contracts released prior to the date of this policy need not be entered.

3. Because these local fields are unedited text fields, it is imperative that adequate internal controls exist to ensure compliance with this policy. Each field must contain only the entries permitted on the enclosure and must be entered exactly as shown (syntax). For example, field 2 date entries must be entered as mmdd/yyyymmdd when the contract contains an option. Enter "0930/20040715" for a contract whose base period ends September 30 and the final option period ends on July 15, 2004. Fields annotated with "Local Use #" may be utilized for purposes deemed appropriate by individual offices/centers. For example, they may be used to track contracts by customer. The field annotated with "Reserved" is reserved and shall not be used for office/center purposes.

4. This policy does not contain restrictions on the use of local fields at the line item level.

MCAA-PARC

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5. Our point of contact is Mr. Ron Magee, U.S. Army Medical
Command Health Care Acquisition Activity, DSN 471-3448 or
Commercial (210) 221-4412.



Encl

PAUL G. MICHAELS
Principal Assistant Responsible
for Contracting

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Field	Local Field Label	Acceptable Entries (syntax)	Example	Required For
1	Decentralized?	Y N	Y	All new awards. Do not include Mods or D.O.s
2	Expiration/Option	mmdd/yyyymmdd mmdd/no	0931/20040931	All new awards. Do not include Mods or D.O.s
3	Est. Contract Life \$	###,###,###	000,150,000	All new awards. Do not include Mods or D.O.s
4	PBSC	FULL PARTIAL NO	PARTIAL	All new service awards. Do not include Mods or D.O.s
5	Personal/Nonpersonal	PER NON PER/DHCP NON/DHCP	NON	All new service awards. Do not include Mods or D.O.s
6	Funds Cross FY?	Y/mmdd N	Y/0331	All new service awards. Do not include Mods or D.O.s
7	Reserved			
8	Local Use 1			
9	Local Use 2			
10	Local Use 3			

NOTE: ALL ALPHA ENTRIES MUST BE IN UPPER CASE