

# AF Instructions for the Data Validation Exhibits E, F, G, I & J of the DoD Procurement Data Improvement & Compliance Plan

## BACKGROUND

Follow the instructions below to complete the three portions of the DPC plan that require field input. The DPC plan can be found at: <https://www.acq.osd.mil/asda/dpc/ce/cap/data-improvement.html>

## VALIDATION & VERIFICATION (V&V) SYSTEM ACCESS REQUIREMENTS

- 1) CPARS.gov
- 2) SAM.gov
- 3) eSRS.gov or FSRs.gov

## DATA COMPLIANCE REQUIREMENTS

### 1) Exhibit E - Federal Procurement Data System (FPDS) Data Validation

Note: Exhibit E is completed for FYXXQ1-Q4

- a. Access the AF Procurement Data Improvement & Compliance database at the following URL:  
<https://www.afcontracting.hq.af.mil/validation/index.cfm>
- b. Fill-in or Edit Contact information (email/phone numbers) – You may need to scroll to the bottom of the screen.
- c. Choose the applicable MAJCOM, BASE/ORG and then applicable PIID. Based on your unit, all of your randomly selected PIIDs will be displayed; select one of the PIIDs for review and select “Continue”
- d. Select a “Use Case” based on the type document being reviewed.
- e. Select a “Type of Reviewer” applicable to the reviewer’s role. Remember – the review must be completed by a non-interested party meaning not the original action’s buyer or Contracting Officer, but rather a flt chief, peer Contracting Officer, etc.
- f. For each action/PIID randomly selected by DPC for your unit for verification and validation, compare the data dictionary elements of the PIID against the attached (below) PIID Review spreadsheet (PIID\_Review.xlsx). This attachment provides additional guidance on each data dictionary element to be reviewed.



PIID\_Review.xlsx

### 2) FPDS Anomalies

As part of the quarterly V&V, CAR anomalies are also required to be identified/corrected. FPDS-NG Anomalies are identified through the generation of SAM.gov reports. Some of these reports are actually identified as an “Anomaly” report in SAM.gov, but there are other anomaly reports in SAM.gov that are not specifically identified as an Anomaly report...all anomaly reports are identified in the below attached “Analyze Reports” (Analyze\_Reports.xlsx) spreadsheet and in the “Additional Procurement Analysis” paragraph. The Anomaly reports are also located in PMRT, PMRT Enterprise Analytics, Contracting Stream, FPDS App and then go to the App Overview. Within the Community click on FPDS Anomaly Reports – the report is doing quite a bit so give it a few minutes to complete. Once you see the filters at the top and the Award Details rows fill in – you can filter for your MAJCOM and/or DODAAC(s)

- a. The “Analyze Reports” spreadsheet describes the output of each FPDS Anomaly report, as well as how to review the generated reports and the anomalies that you are wanting to identify.

- b. Once you generate each of the CAR anomaly reports, the “Analyzing Anomalies” (Analyzing\_Anomalies.xlsx) spreadsheet below identifies the appropriate action needed for each anomaly and the CAR corrective action(s) required, as needed.
  1. After correcting CARs as appropriate, re-run SAM.gov anomaly reports to ensure anomalies are cleared (Note: You must wait 24 hours for most anomalies to clear).



Analyze\_Reports.xls  
x



Analyzing\_Anomalies  
.xlsx

### 3) Exhibits F – Federal Awardee Performance and Integrity Information System (FAPIS), Exhibit G – Federal Subaward Reporting System (FSRS), and Exhibit I (Re-representations/Novations)

Note: Exhibits F, G, and I are completed for FYXXQ1-Q4

- a. As with Exhibit E, use the AF Procurement Data Improvement & Compliance database website (<https://www.afcontracting.hq.af.mil/validation/index.cfm>) to document your compliance with FAPIS (Exhibit F), FSRS (Exhibit G) and Re-representation (Exhibit I). See additional instructions below.
  - b. Access SAM.gov and run the standard report entitled “Rerepresentation Eligible Actions” and “Rerepresentation”
- c. Use your CAC email certification to access [https://cs.eis.af.mil/airforcecontracting/e-procurement/Pages/FPDS\\_VV.aspx](https://cs.eis.af.mil/airforcecontracting/e-procurement/Pages/FPDS_VV.aspx) for the following resource report Contracting Business Information Services (CBIS) Termination Report which shows Terminations in Contract Writing Systems (CWS) vs. FPDS vs. FAPIS.

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## FEDERAL AWARDEE PERFORMANCE AND INTEGRITY INFORMATION SYSTEM (FAPIS)

OSD Instructions – Section 4.3, Page 14 of the OSD Plan

Exhibit F Input - Use AF Procurement Data Improvement & Compliance database, Exhibit F, (<https://www.afcontracting.hq.af.mil/validation/index.cfm>)

### 1) Run reports in CPARS-FAPIS

Log into the Contractor Performance Assessment Reporting System (CPARS) Government, FAPIS Records module (<https://www.cpars.gov>). Once on the website perform the following:

- a. From the “Home” Menu, select “View Performance Records”
- b. Select “Government-FAPIS Records” report
- c. Select “All Contract Based FAPIS Records” option and then click on the SEARCH button.
  1. The list will include ALL FAPIS records
  2. Identify current fiscal year FAPIS reporting for your organization.
    - i. Click on the “Record Date” column title twice to sort by date in descending order
    - ii. Download the entire list to excel to filter & sort.
  3. Any records found for your organization in the current fiscal year would be reported under the “Issued and Reported to FAPIS” Column

- d. From the “View Performance Records” menu, select “FAPIS Compliance Report”
  1. Enter the fiscal year for the time period you are looking for (four digit year for FY22 would be 2022)
  2. You do not have to list a quarter
  3. Select 9700-DEPT OF DEFENSE
  4. Click “Run Report”
  5. Once the report runs, click on the “Get Detail” button for 5700 – DEPT OF THE AIR FORCE
  6. Review the downloaded report for actions for your organization.
  7. The report looks to validate that records reported in FPDS are correctly reported in FAPIS.
  8. Any record that shows that in Column I “Compliant” equals NO, must be identified in the column “**Issued but Not Reported to FAPIS**”

A	B	C	D	E	F	G	H	I
Run Date: 01/22/2020 15:39:29								
AGENCY CODE	AGENCY NAME	OFFICE CODE	OFFICE NAME	CONTRACT NUMBER	ORDER NUMBER	FPDS Termination Type	FAPIS Termination Type	Compliant
5700	DEPT OF THE AIR FORCE	FA1111	FA1111 111 CONS	FA111120P0003		Termination for Cause		NO
5700	DEPT OF THE AIR FORCE	FA1111	FA1111 111 CONS	FA111114D0004	FA111119FA136	Termination for Cause		NO
5700	DEPT OF THE AIR FORCE	FA2222	FA2222 222 CONS	FA222214D0004	FA222219FA136	Termination for Cause		NO
5700	DEPT OF THE AIR FORCE	FA2222	FA2222 222 CONS	FA222217C0010		Termination for Default	Termination for Default	YES

NOTE: When searching FAPIS for contracts identified locally, by the Contract Audit Follow-Up (CAFU) Monitor or in FPDS, be sure to search by the contract number, solicitation number, vendor CAGE, and/or the vendor DUNS prior to identifying it as missing.

Exhibit F of the AF Procurement Data Improvement & Compliance Database tracks proper reporting within FAPIS as required by FAR 9.104-6(c), FAR 42.1503(h) and DFARS 209.105-2-70. Although FAPIS is reported quarterly, the validation is required for the **entire fiscal** year. The V&V will reflect any previous inputs for the fiscal year; validate the information and choose YES or NO to update for the current quarter.

## 2) Run Report in SAM.gov

- a. Run the SAM.gov Standard Report “Contract Termination for Default-Cause” for the entire fiscal year for your MAJCOM.
- b. Identify all Terminations for Cause and Terminations for Default to be filled in the “**Issued and Reported to FPDS**” column of the V&V.

## 3) From the AF Procurement Data Improvement & Compliance database, select Exhibit F, your MAJCOM and Contracting Office

The following table is an explanation for the different blocks on the AF Procurement Data Improvement & Compliance database. Since there is no system which provides 100% validation of FAPIS reporting, each organization must maintain a method to track items requiring reporting to FAPIS IAW FAR 9.104-6(c).

Type (All totals aggregate for FY)	Issued & Reported to FAPIIS	Issued but Not Reported to FAPIIS	Issued and Reported to FPDS	Issued but Not Reported to FPDS
Terminations for Default	Number of Terminations for Default contracts for the organization where Column I "Compliant" on the FAPIIS Compliance Report equals "Yes"	<p>Number of Termination for Default contracts for the organization where Column I "Compliant" on the FAPIIS Compliance Report equals "No"</p> <p>Added to the number of contracts for the organization that were Terminated for Cause that were not reported in FPDS.</p> <p><b>Required Corrective Action:</b> Ensure reporting to FAPIIS is completed immediately.</p>	<p>Number of terminations for default identified on the SAM.gov Standard Report "Contract Termination for Default-Cause"</p> <p><b>Required Corrective Action:</b> Ensure CAR modification reason is corrected or proper reporting to FPDS is completed immediately.</p>	<p>Number of terminations for default identified in FAPIIS that were not listed on the SAM.gov Standard Report "Contract Termination for Default-Cause".</p> <p><b>Required Corrective Action:</b> Ensure CAR modification reason is corrected or proper reporting to FPDS is completed immediately.</p>
Terminations for Cause	Number of Terminations for Cause contracts for the organization where Column I "Compliant" on the FAPIIS Compliance Report equals "Yes"	<p>Number of Termination for Cause contracts for the organization where Column I "Compliant" on the FAPIIS Compliance Report equals "No"</p> <p>Added to the number of contracts for the organization that were Terminated for Cause that were not reported in FPDS.</p> <p><b>Required Corrective Action:</b> Ensure reporting to FAPIIS is completed immediately.</p>	<p>Number of Terminations for Cause identified on the SAM.gov Standard Report "Contract Termination for Default-Cause"</p> <p><b>Required Corrective Action:</b> Ensure CAR modification reason is corrected or proper reporting to FPDS is completed immediately.</p>	<p>Number of Terminations for Cause identified in FAPIIS that were not listed on the SAM.gov Standard Report "Contract Termination for Default-Cause".</p> <p><b>Required Corrective Action:</b> Ensure CAR modification reason is corrected or proper reporting to FPDS is completed immediately.</p>

Type (All totals aggregate for FY)	Issued & Reported to FAPIIS	Issued but Not Reported to FAPIIS	Issued and Reported to FPDS	Issued but Not Reported to FPDS
Final Determinations of Defective Cost or Pricing Data	Number from FAPIIS for the current fiscal year	Obtain a copy of the Contract Audit Follow-Up (CAFU) report from the CAFU Monitor to determine if there are any pricing actions not properly reported to FAPIIS.  Ensure reporting to FAPIIS is completed immediately.	N/A	N/A
Non-Responsibility Determinations	Number from FAPIIS for the current fiscal year	Based on local processes, determine if there were any Non-Responsibility Determinations not properly reported to FAPIIS.  Ensure reporting to FAPIIS is completed immediately.	N/A	N/A
Determinations of Gross Negligence Reported	Number from FAPIIS for the current fiscal year	Based on local processes, determine if there were any Determinations of Gross Negligence not properly reported to FAPIIS.  Ensure reporting to FAPIIS is completed immediately.	N/A	N/A

**4) Corrective Actions, Timeline & Prevention. Select the most appropriate drop down answer and explain any reporting barriers. 2**

## **FEDERAL FUNDING AND TRANSPARENCY ACT (FFATA) SUBAWARD REPORTING SYSTEM (FSRS)**

DPC Instructions – Section 4.4.1, Page 16 of the DPC Plan


Exhibit G Input - Use AF Procurement Data Improvement & Compliance database, Exhibit G,

(<https://www.afcontracting.hq.af.mil/validation/index.cfm>)

**5) Log into FSRS website, <https://www.fsrs.gov>.**

NOTE: If you already have an eSRS login/password, access eSRS via existing credentials, as eSRS and FSRS are linked. Once you have logged into eSRS, in the top right hand corner of the eSRS Home page select the “Log-in to FSRS” link.

1) Once at the FSRS Home page, select “Reports”.

- 2) FSRs will display the aggregate number of subaward reports submitted by prime contractors under your DODAAC. To identify the subaward reports submitted by prime contractors during the V&V review period by using the Advanced Search tab and select the date range of the V&V review period. Once you have identified the number of subaward reports submitted by prime contractors during the V&V review period, enter that number in the first block of Exhibit G, *"# of Subaward Reports Submitted by Prime Contractors During the Review Period (FSRS) (aggregate)"*
  - 3) For the second block of Exhibit G, enter that same number that you entered in the first block as there is no "Sample Size of Subaward Reports" as you will be reporting on all of those submitting during the reporting period.
  - 4) For the third block of Exhibit G (*# of Subaward Reports with Significant Errors (aggregate)*), for the contract(s) that had subaward reports submitted during the V&V review period, review the report for the prime award by selecting the  icon to the left of the Contract/Award Number looking for any significant errors, i.e. any missing data or any data indicated that's different than the CAR.
    - a. If there no significant errors identified, enter "0" in the third block of Exhibit G.
    - b. If there were significant errors identified in the subaward reports submitted during the V&V review period, enter the number of subaward reports that had significant errors, i.e. if you only had two reports, but only one of those subaward reports had an error or multiple errors, enter "1" in the third block of Exhibit G.
  - 5) For the forth block of Exhibit G (*# of new contract/order awards valued greater than \$25K...*), Run the SAM.gov Standard Report "Subcontracting Plan" to determine the number of contracts awarded during the review period with a subcontract plan. Compare against the report generated in para 2) above to determine if any of the reports are from the new contracts. Enter the number of new contracts where a FSRs report has not yet been submitted. Note: Numbers are not expected to be equal due to the typical delay between an award to a prime and their subsequent award to a sub, the 30 day post award report timeframe for the prime, and the \$25K threshold for these reports)
  - 6) For the fifth and final block of Exhibit G (*Corrective Actions being taken by the Contracting Office...*) identify any corrective action(s) being taken by your unit in response to significant errors identified in subaward reports reviewed as part of para 4) above. If there are not corrective action to be taken state, "N/A".
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## REREPRESENTATIONS & NOVATIONS

DPC Plan instructions- Section 4.5, page 19 of the DPC Plan

Exhibit I Input- Use AF Procurement Data Improvement & Compliance database, Exhibit I,  
(<https://www.afcontracting.hq.af.mil/validation/index.cfm>)

- 1) Select Exhibit I, your MAJCOM and Contracting Office
- 2) Exhibit I of the AF Procurement Data Improvement & Compliance database now imports the results of two SAM.gov Administrative Reports - **Rerepresentation Eligible Actions** report and **Rerepresentation** report. Contract numbers appearing on the reports for your unit will show up in Exhibit I under the appropriate heading (Re-representation Eligible Report, Rerepresentations Report or Novations).

- a. Answer whether rerepresentation or novation is required/valid for each contract listed for your unit, and then select the correct explanation for the contract. Each of the tables below identifies the different answers available and whether the contract will show up on future V&Vs.
  - b. Data is only maintained for the current fiscal year. CARs showing up on Exhibit I for the first time in the fiscal year will have a white background. CARs that have responses in the database from prior quarters will have a grey background.
- 3) CAR corrections should be performed **PRIOR** to submission of V&V inputs. CARs not corrected prior to the next V&V will be highlighted with red wording, “**CAR correction not performed**”
- 4) CARs identifying rerepresentation action to be completed after the submission of the V&V will show up on the next V&V with red wording, “**Previous V&V response stated re-rep was required, provide current status**”

## Re-representation Eligible Report

Rerepresentation Required	Drop Down Selection	Pick this Reason When:	Further Action Required	Will Contract Appear in Next V&V
YES	Rerepresentation Completed – Vendor Size did not change	The vendor has rerepresented that they are still a small business.	No further action is required.	Yes – Answer will be saved for the current fiscal year.
YES	Rerepresentation Process Not Yet Completed – Process will be completed within 30 days	Rerepresentation is required but no action has been taken	Ensure vendor rerepresentation occurs, perform modification if size changes.	Yes – contract will appear on the Rerepresentation Eligible or Rerepresentation Report depending on action taken. Will require updated answer during the next V&V.
YES	Rerepresentation Completed – Corrected CAR Modification Reason to Rerepresentation	Rerepresentation completed and vendor size changed but modification either not performed in FPDS or “Rerepresentation” not selected as the modification reason.	Correct existing CAR modification reason or perform modification identifying “Rerepresentation” as the modification reason.	Yes – contract should appear on Rerepresentation report. Site will have to document the rerepresentation is valid. If CAR is not corrected prior to the next V&V, it will be identified as a repeat.
NO	POP extended under the clause at 52.217-8, Option to Extend Services, or other appropriate authority	POP for extension of services or other authority was performed	No further action is required.	Yes – Answer will be saved for the current fiscal year.
NO	CAR Corrected – CAR should not be on Rerepresentation Eligible Actions Report	Period of Performance on contract is incorrect (shows a performance period of over 5 years)	Correct period of performance on CAR. See NOTE below regarding migrated IDVs.	Not if Corrected – Once CAR is corrected it should fall off Rerepresentation Eligible report. If CAR is not corrected prior to the next V&V, it will be identified as a repeat.

NOTE: IDVs that migrated to FPDS may appear in FPDS with an erroneous Last Date to Order (LDT0)

- The Last Date To Order (LDT0) is listed as 9/9/9999
- Correct the LDT0 in FPDS, answering the current FPDS edits
- If unable to correct LDT0 due to a FPDS edit such as an 8(a) Sole Source conflicting with the vendor size no longer being 8(a), provide the contract number and the unresolved validation error via email through your MAJCOM representative to AQCI prior to the submission of Exhibit I.

## Rerepresentations Report

Was Novation Required?	Drop Down Selection	Pick this Reason When:	Further Action Required	Will Contract Appear in Next V&V?
YES	Yes (Novation Valid)	Rerepresentation completed and vendor size changed. Modification was performed and properly identified the reason as "Rerepresentation", "Novation" or "Representation of Non-Novated Merger/Acquisition"	No further action is required.	Yes – Answer will be saved for the current fiscal year.
NO	No (CAR Corrected)	CAR incorrectly identifies "Rerepresentation", "Novation" or "Representation of Non-Novated Merger/Acquisition" as the modification reason.	Correct CAR to proper modification reason.	Not if Corrected – Once CAR is corrected it should fall off Rerepresentations report. If CAR is not corrected prior to the next V&V, it will be identified as a repeat.

NOTE: This report includes contracts where the modification reason selected was either "Rerepresentation", "Novation" or "Representation of Non-Novated Merger/Acquisition".

## Novations

Identify the number of novations performed but modification not properly coded in FPDS and then select, "Submit All Reports to MAJCOM"

**All sites must identify if they performed any novations but did not properly report them in FPDS. Identify the number not properly reported. Reporting must be completed within 30 days of the V&V. On the next V&V, the novations should appear under Exhibit I, Novations section of the V&V.**

**Prototypes.** Manual validation.



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# ANNUAL CERTIFICATION

## Exhibit J - Federal Procurement Data System (FPDS) Data Validation

Note: Exhibit J is completed only once annually after the completion of V&V for FYXXQ4

### 1) Part I – Data Quality Certifications

- a. In this section your unit Commander or organizational Director will officially certify to the accuracy of the data your unit has reported to FPDS-NG, FAPIIS, and eSRS.
- b. As you will see, for certain specific certifications, if your site had no applicable actions or a particular certification does not apply, you will include 100% for that certification.
- c. For any certification that your Commander/Director responds less than 100%, you will have an opportunity (Addendum A) to provide an explanation of data that was less than 100% or missing from the Certification.

Note: The data that you provide throughout this annual certification will roll-up into a MAJCOM/Service Branch summary for the entire command/service to which your SCO will certify to for the command/service.

### 2) Part II – Assuring Data Reporting Compliance and Accuracy

- a. For this section, if any of the statements are true, check the applicable block. In some cases, only one block can/will apply so please ensure your response(s) don't contradict a previously selected response within the same topic area. For example, for the Performance Evaluations Methods topic area there is only one response that could be applicable, even though the system will allow you to check more than one block so please read each section carefully.
- b. For Part II, most questions allow for you to select "Other" which provides you an opportunity to explain or to provide specificity to a particular question via a text box that will open up. Please be as specific as possible when making a comment regarding a particular question or suggesting a system enhancement.

### 3) Part III – Exhibit J Review

- a. **Review:** This section is simply taking all your Commander's/Director's responses and providing them in a single document for review purposes. Once the review has been completed and all responses are accurately documented, you will "Generate PDF".
- b. **Generate PDF:** Once you have generated the .pdf document, your Commander/Director will **electronically** sign the document; this will normally be on page 6 of 9 unless you have a larger number of "Other" inputs. The purpose of the signature being on page 6 rather than the last page is that all the data prior to the signature is what your Commander/Director is certifying to...the remaining 2-3 pages is general information and not information that requires certification.

**Note:** DO NOT print out the document, have your Commander/Director "wet sign" the certification and upload a scanned version of the certification as the values selected WILL NOT roll up to the MAJCOM/Service report...the annual certification MUST BE electronically signed.

- c. Upload Signed PDF. Once your Commander/Director has electronically signed the annual certification, upload the document. The system should default the name of your document to

MAJCOM\_DODAAC\_202X.pdf; however, if it doesn't, this is the naming convention that you should use.

## **ADDITIONAL PROCUREMENT ANALYSIS**

Review the [Analyze Reports](#) spreadsheet for standard and administrative reports in SAM.gov that should be run periodically to analyze data created by your organization.

- 1) Familiarize yourself with the reports so that you can easily identify negative trends within your organization.
- 2) Reports should be used to identify corrective actions necessary prior to award and post award. Training topics can be gleaned by analyzing the data for frequent errors, anomalies, etc.
- 3) SAM.gov reports that identify errors should be reviewed and necessary corrective action taken.



Analyze\_Reports.xls  
x