



ACQUISITION  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

FEB 25 2020

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
ATTENTION: SENIOR PROCUREMENT EXECUTIVES  
COMMANDERS OF THE COM BATTAL COMMANDS  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES  
DIRECTOR OF THE DEFENSE INNOVATION UNIT

SUBJECT: Reporting of Department of Defense Use of Other Transactions for Prototype Projects

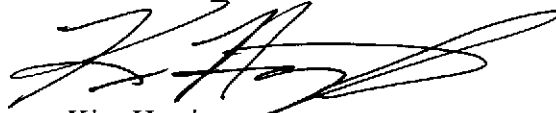
- Reference: (a) USD(A&S) Memorandum Authority for Use of Other Transactions for Prototype Projects Under 10 U.S.C. Section 2371b, dated November 20, 2018  
(b) Section 873 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Public Law 115-232)  
(c) Joint Explanatory Statement accompanying the Department of Defense Appropriations Act, 2019 (Public Law 115-245), pages 153-154  
(d) Availability Of Data On The Use Of Other Transaction Authority And Report On The Use Of Authority To Carry Out Prototype, 2020 (Public Law 116-092)

This memorandum follows the data collection and reporting requirements established in reference (a) to provide a standard reporting format. In reference (a) Senior Procurement Executives, Directors, and the relevant Commanding Officers were notified they were responsible for accurately collecting and reporting the data required in references (b), (c), and (d).

This reporting requirement will cover the Department's use of Other Transactions (OTs) for prototype projects during two periods; fiscal year (FY) 2019 and the first quarter of FY 2020. The required data elements for each active OT are: the contracting agency, major command, contracting office, award/effective date and completion date (period of performance), product service code, awardee/vendor, award value, dollars obligated, agreements officer, appropriation, budget line item, consortium, total expenditures for the reporting period, purpose/program goal/description, status of project, brief description of successes/challenges for case examples. OTs including an option for follow-on production must be clearly annotated and include a description of the scope of the follow-on production, including estimated cost, period of performance, deliverables, delivery dates, and source of funding.

The excel workbook provided contains prefilled data, FY 2019 (Sheet 1) and FY2020 Quarter 1 (Sheet 2), for each OT action reported in Federal Procurement Data System-Next Generation (FPDS-NG) as of February 6, 2020. You are requested to verify and validate the prefilled data in columns A-Q and complete columns R-AF to ensure complete and accurate reporting in FPDS-NG. Your response is due to DPC/CP by close of business March 6, 2020.

Please submit your information to Ms. Chersharon King at chersharon.y.king.civ@mail.mil by close of business March 6, 2020. She may be reached at 703-614-6719 with any questions. If you have any questions regarding FPDS-NG, please contact Lisa Romney at Janice.l.romney.civ@mail.mil or 703-697-4396.



Kim Herrington,  
Acting Principal Director,  
Defense Pricing and Contracting

Attachments:  
As stated