



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS
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), as amended by section 819 of the NDAA for
FY2020 (Public Law 116-92)
(c) Joint Explanatory Statement accompanying the Department of Defense
Appropriations Act, 2019 (Public Law 115-245), pages 153-154

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), and (c).

The reporting requirement will cover the Department's use of Other Transactions (OTs)
for prototype projects for FY 2021. The OT reports shall include: 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 that include an option for follow-on production shall be clearly annotated in
the report and will 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 file provided contains prefilled data for each FY 2021 OT action reported in Federal Procurement Data System-Next Generation (FPDS-NG) as of November 17, 2021. Each Component is requested to verify and validate the prefilled data in columns A through U, and complete columns V through AK to ensure complete and accurate reporting in FPDS-NG prior to submitting a single, consolidated input to DPC. The excel file can be found on the DPC/Policy Vault website at https://www.acq.osd.mil/dpap/ops/policy_vault.html.

Each Component should provide their consolidated data submission to Larry McLaury at larry.j.mclaury2.civ@mail.mil by January 14, 2022. He may be reached at 571-309-0940 with any questions. If you have questions regarding FPDS-NG, please contact Jessica Williams at jessica.m.williams126.civ@mail.mil or 703-693-4845.

for John M. Tenaglia
Principal Director,
Defense Pricing and Contracting

Attachment:
As stated