**Memorandum of Agreement**

**Between**

**Defense Procurement and Acquisition Policy (E-Business) Office**

**And**

**Defense Logistics Agency**

**And**

**Network and Information Integration**

**And**

**Defense Information Systems Agency**

**And**

**Integrated Acquisition Environment**

**The Use of Data in Federal Agency Registration**

1. **Background**

The General Accounting Office (GAO) has classified accounting for intragovernmental transactions as a government-wide material weakness. One reason for this weakness is the lack of standardized information about government trading partners. To correct this deficiency, the Office of Management and Budget (OMB) and the Integrated Acquisition Environment (one of the 24 e-Government Initiatives) Program Office have teamed with the Department of Defense to create the Business Partner Network’s Federal Agency Registration (BPN FedReg) site, which collects standard data on federal agency buyers and sellers who perform intragovernmental transactions. FedReg sends data on the buyers and sellers to the Intragovernmental Transaction Exchange (IGTE) and Intragovernmental Transaction System (IGTS) to assist in tracking all intragovernmental transactions. FedReg also serves as a sort of government “Yellow Pages,” providing information on federal sellers of goods and services.

Each record in FedReg is identified by a unique “BPN Number.” For civilian agencies, this number is the Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. These numbers and the associated entity name, addresses, and linkages between them are created and maintained by D&B. D&B prepares and sends a file of these numbers with name and address data daily to FedReg. This data provides the core of the FedReg civilian records. Additional data entry is done at the FedReg Web site by agency representatives.

As stated in the Boutelle/Lee October 2003 memo “Implementation of the Department of Defense (DOD) Trading Partner Number (TPN) for Intra-governmental Transactions,” and in the attached “Department of Defense Concept of Operations for Intragovernmental Exchange Transactions,” DOD will use the DOD Activity Addressing Code () as the unique identifier for these trading partners and their FedReg records. s are assigned and maintained by the Defense Automatic Addressing System Center (DAASC), part of the Defense Logistics Agency. The related name and address data is submitted by the individual agencies.

Per the Concept of Operations, this and their associated name and address data must be sent to the FedReg system and be made searchable at that site. This Memorandum Of Agreement (MOA)

supplements without alteration and formalizes that Concept of Operations and details its implementation.

1. **Roles**

Office of the Under Secretary of Defense for Acquisition, Technology & Logistics (Defense Procurement and Acquisition Policy – Electronic Business) (DPAP-EB)

DPAP is the functional and process owner for FedReg, and provides policy oversight and direction for FedReg as part of the overall Defense Acquisition Domain.

Office of the Under Secretary of Defense for Acquisition, Technology & Logistics, (Supply Chain Integration)

Supply Chain Integration (SCI) is the overall policy office for and has ultimate responsibility for the DODAAD data.

Defense Logistics Agency (DLA)

DLA has multiple roles in this process. As the supervisory agency of DLMSO and DAASC, DLA will oversee the implementation of this MOA.

Beginning in Spring 2004, DLA will host and operate the FedReg site as part of its support to the Business Partner Network (BPN) and Central Contractor Registration (CCR) systems at its Defense Logistics Information Service (DLIS) center in Battle Creek, Michigan. DLIS will be responsible for the site development, operations and management, including security.

Defense Logistics Management Standards Office (DLMSO)

DLMSO is responsible for policy and standards related to the . DLMSO will be responsible for monitoring the transfer of data and directing DAASC to implement new system requirements as needed.

Defense Automatic Addressing System Center (DAASC)

DAASC hosts, manages, and maintains the DOD Automatic Addressing Directory (DODAAD) at its site in Dayton, Ohio. DAASC will be responsible for working with the FedReg team directly to effect the data transfer, as well as working with the CSP’s and agency representatives to assist them in locating and updating their BPN data as needed.

Military Service and Agency Central Service Points (CSP’s)

Each military service and defense agency has designated a Central Service Point (CSP). This individual is responsible for assigning new s within his agency, and maintaining and updating agency information. Each CSP has a link to the DODAAD master file, and must ensure that the agency information is in sync with the master file at DAASC. Until such time as use of the FedReg Web site is fully implemented, CSPs are also responsible for assisting DOD buyers and sellers in locating and updating their BPN data as needed, using the DAASC-provided TPN Web site interface.

Defense Information Systems Agency (DISA)

DISA is the FedReg Program Manager, and manages the development and operations of the site. DISA works with the Integrated Acquisition Environment and DPAP to determine and implement new requirements. DISA is also the DAA for FedReg.

Network & Information Integration (NII)

NII is the responsible office for information assurance for all DOD systems.

Integrated Acquisition Environment (IAE)

Both the Business Partner Network (including FedReg) and the Intragovernmental Transactions Exchange are efforts within the greater IAE framework for E-Government. The IAE Program Office sets overall program goals, standards, and requirements for these efforts.

1. **Statement of Work**

The signatories agree to the following, which will also be captured in a Concept of Operations (ConOps) for users:

1. The DOD Activity Address Directory (DODAAD) shall be used as the source for the core data elements that establish a DOD buying and/or selling activity on the Federal Registration (FedReg) database within the Business Partner Network (BPN). The establishment of a new DOD Activity Address Code (DODAAC) or a change to core data elements within the DODAAD will prompt DAASC to transmit core data elements to FedReg. The following are the core data elements:
   * Business Partner Number: A nine-character field composted of the constant “DOD” immediately followed by the six-character DODAAC.
   * The Entity Name: first line of the Type Activity Code (TAC1) address for that DODAAC.
   * Entity Address – the succeeding lines 2 through 4 (depending on how many there are) of the TAC1 address for that DODAAC
   * The Agency Code - the agreed-to table for DOD
   * The Bureau Code – the agreed-to table for DOD
2. The FedReg DOD Agency Registration Official (ARO) or designees(s) shall update the FedReg database with the additional data required to support the Intergovernmental Transactions Initiative using the FedReg . The FedReg web update application will not allow changes to the core data elements, the changes to which must be made via the DODAAD.
3. The FedReg web query application shall provide access to the FedReg database for all Federal (both DOD and non-DOD) buying and selling activities against queries from .mil and .gov web addressees.
4. There is an implementation period associated with steps 2 and 3 above. Until such time as the FedReg Web site is operational with DOD data, DAASC will continue to collect and provide the full DOD BPN file to FedReg nightly. This file includes the core data listed above as well as the following data elements:
   * Employer Information Number
   * Agency Location Code
   * Disbursing Office
   * Treasury Index Code
   * Type of entity indicator (buyer/seller)
   * Annual revenue (seller only)
   * Credit card indicator (seller only)
   * Merchant ID (seller only)
   * POC information for Registration, Eliminations, Sales, A/R, A/P (as necessary)

Additionally, until FedReg implementation is complete, DAASC will assist DOD users in viewing and updating their BPN information at the DAASC BPN Web site.

1. The FedReg Program Office, Defense Logistics Management Standards Office and the DAASC shall work together to make the implementation of this agreement timely and smooth.
2. **Duration of Agreement**

This Memorandum of Agreement shall become effective as of the date of the latest signature and shall remain in effect until the parties mutually agree to terminate the agreement.

1. **Amendment/Termination**

Any revisions to this Memorandum of Agreement will be by mutual consent of the parties, in writing, and will be published as an amendment to this Memorandum of Agreement. This Memorandum of Agreement may be terminated unilaterally by any of the parties by providing written notice of such intent thirty (30) days in advance of the termination date via certified mail.

In the event of any disagreement arising under this agreement, the parties shall, in good faith, reach a negotiated resolution under the authority of a qualified impartial third-party that is appointed by mutual agreement of the signing agencies.

1. **Funding**

No additional funding is anticipated for this effort.

1. **Points of Contact**

| **Service/Agency** | **Name** | **Email Address** | **Phone** |
| --- | --- | --- | --- |
| Defense Procurement and Acquisition Policy (E-Business) (OUSD AT&L) | Lisa Romney | [Lisa.romney@osd.mil](mailto:Lisa.romney@osd.mil) | 703-614-3883 |
| Defense Logistics Agency (DLA) | COL Rufus Manning | Rufus.Manning@dla.mil | 703-767-0677 |
| Defense Information Systems Agency (DISA) | Linda Adams | [Adamsl@ncr.disa.mil](mailto:Adamsl@ncr.disa.mil) | 703-882-2239 |
| Defense Automatic Addressing Service Center (DAASC) | Michael Humenansky | [mhumenansky@daas.dla](mailto:mhumenansky@daas.dla). mil | 937-656-3712 |
| Defense Logistics Management Standards Office (DLMSO) | Jackie Carter | [Jackie.carter@dla.mil](mailto:Jackie.carter@dla.mil) | 703-767-0684 |
| Supply Chain Integration (SCI) (OUSD AT&L) | D.C. Pipp, Colonel, USAF | [Donald.Pipp@osd.mil](mailto:Donald.Pipp@osd.mil) | 703-604-0098, Ext 132 |
| Network and Information Integration | Tamie Lyles-Santiago | [Tamie.Lyles-Santiago@osd.mil](mailto:Tamie.Lyles-Santiago@osd.mil) | 703-602-0980 x183 |
| Integrated Acquisition Environment | Earl Warrington | [Earl.Warrington@gsa.gov](mailto:Earl.Warrington@gsa.gov) | 703-872-8609 |

1. **Accounting Information**

Not applicable.

1. **References**

* Acquisition/Finance memo October 2003 “Implementation of the Department of Defense (DOD) Trading Partner Number (TPN) for Intra-governmental Transactions”
* Department of Defense Concept of Operations for Intragovernmental Exchange Transactions
* DOD Business Partner Network Concept of Operations

1. **Approvals**

**DOD**

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Mark E. Krzysko, Deputy Director Date

Defense Procurement and Acquisition Policy (E-Business)

Office of the Under Secretary of Defense for Acquisition,

Technology, and Logistics

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Alan Estevez, Director Supply Chain Integration Date

Office of the Under Secretary of Defense for Acquisition,

Technology, and Logistics, Supply Chain Integration

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Priscilla Guthrie, Deputy Chief Information Officer Date

Networks and Information Integration

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Mae DeVincentis, Chief Information Officer Date

Defense Logistics Agency

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Name, Title Date

Defense Information Systems Agency

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James A. Johnson, Director Date

Defense Logistics Management Standards Office

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Shawn Magill, Director Date

Defense Activity Addressing Service Center

**Civilian**

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Teresa Sorrenti, Program Manager Date

Integrated Acquisition Environment