

# SOFARS PART 5604 ADMINISTRATIVE MATTERS

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### **SOFARS PART 5604 - ADMINISTRATIVE MATTERS**

#### **SUBPART 5604.1 - CONTRACT EXECUTION**

[5604.103](#) *(Removed August 2017).*

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#### **SUBPART 5604.5 ELECTRONIC COMMERCE IN CONTRACTING**

[5604.502](#) *(Removed December 2015)*

#### **SUBPART 5604.6 - CONTRACT REPORTING**

*(Revised December 2014)*

5604.670 Contract Action Reporting Requirements

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5604.670-2-91 *(Removed 2018)*

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[5604.670-5](#) Departmental Data Collection Point Responsibilities

5604.680 *(Removed 2014)*

### **SUBPART 5604.8 - GOVERNMENT CONTRACT FILES**

[5604.803](#) Contents of Contract Files

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### **SUBPART 5604.70 - UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERING SYSTEM**

[5604.7003](#) Basic PII Numbers.

[5604.7004](#) Supplementary PII Numbers.

### **SUBPART 5604.71 - UNIFORM CONTRACT LINE ITEM NUMBERING SYSTEM**

[5604.7107](#) Contract Accounting Classification Reference Number (ACRN)

## **SOFARS PART 5604 ADMINISTRATIVE MATTERS**

### **SUBPART 5604.1 - CONTRACT EXECUTION**

#### **5604.103 Contract Clause.**

*(Removed August 2017).*

### **SUBPART 5604.2 - CONTRACT DISTRIBUTION**

#### **5604.202 Agency Distribution Requirements.**

*(Revised November 2018)*

Follow the procedures in [Part 4, Item 1](#) of the DCG for the distribution of contracts and modifications. Contracting Officers shall obtain OPSEC review from the local OPSEC manager/coordinator for all documents or information that will be posted or distributed to the public.

### **SUBPART 5604.4 - SAFEGUARDING CLASSIFIED INFORMATION WITHIN INDUSTRY**

#### **5604.402 General.**

All procedures involving safeguarding both classified and unclassified information must be made in accordance with the local security requirements and procedures.

#### **5604.403 Responsibilities of contracting officers.**

*(Revised November 2018)*

(a) *(Removed August 2017)*

(b) For HQ Divisions, all requests for disclosure of information in accordance with DFARS 252.204-7000, shall be coordinated with the Program Manager, SOPA, SOF AT&L-AS-J2X, Mr. David Lesieur (SCSO-J2X-RPT), Mr. Rance Rutherford (SOF AT&L-AS), and SOJA-AQ. All cyber security breaches shall be reported to Mr. David Lesieur (SCSO-J2X-RPT) & Mr. Rance Rutherford (SOF AT&L-AS). All other field contracting offices shall coordinate requests for disclosure of information and reporting of cyber security breaches in accordance with local procedures. At a minimum, the

coordination of disclosure of information requests shall include the Program Manager/Requiring Activity, SOJA-AQ, and local OPSEC.

(c) To ensure appropriate control of classified material within the contracting office, no foreign firm or individual will be added to any source list, which may, at present or eventually, require or permit access to classified material during any phase of procurement without the written concurrence of the contracting office's servicing Security Management Office.

#### **5604.404-80 Foreign Persons.**

Contracting officers must insert the clause at [5652.204-9004](#), Foreign Persons, for all Service/R&D contracts.

### **SUBPART 5604.5 ELECTRONIC COMMERCE IN CONTRACTING**

#### **5604.502 Policy.**

*(Removed December 2015)*

### **SUBPART 5604.6 - CONTRACT REPORTING**

*(Revised February 2007)*

#### **5604.670 Contract Action Reporting Requirements.**

##### **5604.670-2 Reportable Contracting Actions.**

*(Revised August 2012)*

(a) A Contract Reporting Action (CAR) or DD350 (for ECITS submittals), should be completed for the following, regardless of dollar value:

- (1) All contract actions exceeding the micro-purchase threshold
- (2) Any modifications to those actions that change previously reported contract action report data

(b) Agencies participating in the Small Business Competitiveness Demonstration Program (see [FAR 19.10](#)) shall complete a CAR for each award in the designated industry groups, regardless of dollar value in accordance with DFARS [PGI 204.670-2](#).

##### **5604.670-2-90 Reporting Rerepresentation Actions.**

*(Revised January 2018)*

Follow the instructions at [DCG chapter 4, item 2](#), Instructions for Reporting Rerepresentation Actions in FPDS-NG.

##### **5604.670-2-91 Reporting Inherently Governmental Functions Indicators.**

*(Removed January 2018)*

##### **5604.670-2-92 Reporting National Interest Actions (NIA) in FPDS-NG**

*(Added January 2018)*

Follow the instructions at [DCG chapter 4, item 4](#), Instructions for Reporting Rerepresentation Actions in FPDS-NG.

### **5604.670-3 Contracting Officer Responsibilities.**

*(Revised April 2011)*

(a)(4)

(A) Unless notified otherwise, contracting offices must use the Procurement Desktop-Defense (PD2) contract reporting system to enter individual Contract Action Reports (CARs). Users shall enter all contract actions and operate PD2 in accordance with [USSOCOM Policy Memorandum 08-01](#), "Standard Procurement System Usage" dated October 1, 2007, and any Department of Defense and Federal level business rules.

(B) Data entered into PD<sup>2</sup> will be used to create a CAR in the Federal Procurement Data System-Next Generation (FPDS-NG). Once created, all other reporting actions will be done in FPDS-NG.

(C) Office Chiefs not required to use FPDS-NG will continue using the web-based Electronic Contracting Information Transfer System (ECITS) to complete the Individual Contracting Action Report.

(D) Circumstances that may warrant a waiver and the applicable waiver procedures are found in paragraph 7(a)(3) of the Policy Memorandum 08-01. The [SPS Usage Waiver](#) can be found in the DCG.

### **5604.670-5 Departmental data collection point responsibilities.**

(1) Special or unique reporting requirements may be coordinated with SOF AT&L-K liaison officers.

**5604.680 Removed (2014)**

## **SUBPART 5604.8 - GOVERNMENT CONTRACT FILES**

### **5604.803 Contents of Contract Files. [DCG](#)**

*(Revised June 2017)*

(a) The use of electronic contract files is mandatory, unless otherwise approved in writing by the Deputy Director of Procurement (DDOP). If there is a classified document(s) to an otherwise unclassified contract file, the document electronic file shall be stored in a folder on the appropriate secure network, and the hardcopy documents shall be stored in the appropriate secure container. A cross-reference annotation will be made on the file index specifying where the document is located.

(b) Electronic contract files must contain all appropriate contract documents or references to the location of the document if maintained in an official system of record (Electronic Document Access (EDA), Wide Area Workflow (WAWF), or Contracting Officer's Representative Tool (CORT) only).

(c) Additionally, 6 part folders shall be used when hardcopy files have been approved in accordance with paragraph (a) above. Numbered tabs must be at the side of a page, which act as a divider between each category of documents (i.e. A-1, B-1, B-2, B-3).

(d) The contract file content index templates in the [DCG Chapter 4, Item 5\(a\)](#) may be used. Use of a checklist is recommended for all contracts exceeding the simplified acquisition threshold.

(e) Filing conventions for contract files are specified in [DCG chapter 4, item 5\(b\)](#).

(f) Follow [DCG chapter 4, Item 6](#) for specific mandatory contract files assurance actions.

(g) A [Critical Documents Checklist](#) is provided to alert contracting officers of the 15 critical documents that will be surveyed during all policy reviews, regardless of scope of the required review. The list includes their review point and the file tab in which the documents are expected to be located.

**5604.804 Closeout of Contract Files. [DCG](#)**

#### **5604.804-1 Closeout by the Office Administering the Contract.**

*(Revised October 2014)*

(1)

(A) Contracting officers are responsible for the proper closeout of all contract files in accordance with the procedures outlined in [FAR 4.804](#) and [DFARS 204.804](#), and within the time parameters established in [FAR 4.804-1](#).

(B) Complete a DD1597, Contract Completion Statement, firm-fixed price contracts over the Simplified Acquisition Threshold.

Contracting officers must use the DD1597, Contract Closeout Checklist, and DD 1594, Contract Completion Statement, for all contracts other than firm-fixed price that are not administered by a Defense Contract Management Agency (DCMA) contract administration officer.

#### **5604.804-2 Closeout of the Contracting Office Files if another Office Administers the Contract.**

*(Revised October 2014)*

Contracting officers must obtain all the proper closeout documentation from both the administering and paying offices per [DFARS 204.804](#) within the time parameters established in [FAR 4.804-1](#). Upon receipt of the required documentation from the coordinating offices, the Contracting Officer must complete the actions required by [FAR 4.804-2\(b\)](#).

### **SUBPART 5604.70 - UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERING SYSTEM**

#### **5604.7003 Basic PII number.**

*(Revised October 2012)*

(a)(1) DoDAAC codes for USSOCOM offices can be found in the [DCG](#).

#### **5604.7004 Supplementary PII Numbers.**

*(Revised October 2012)*

(a)(3) The order numbers that must be utilized by USSOCOM contracting offices can be found in the [DCG](#).

### **SUBPART 5604.71 - UNIFORM CONTRACT LINE ITEM NUMBERING SYSTEM**

#### **5604.7107 Contract Accounting Classification Reference Number (ACRN).**

(a)

(1) Contracts, task orders, and delivery orders under indefinite delivery contracts or basic ordering agreements, must not contain more than one fund cite from the same congressional funding line except as provided in Paragraph (2).

(2) Multiple fund cites from the same congressional funding line may be used in situations where it is needed to comply with one of the following requirements:

(i) Congressionally mandated reporting requirements contained in regulation or congressional committee reports.

(ii) Information specifically required in the DOD Financial Management Regulation.

(iii) Information specifically required in a Program Objective Memorandum or budget guidance signed by the Under Secretary of Defense (Comptroller) (USD(C)), or the

Director Program Analysis and Evaluation.

(iv) Information identified in writing by the USD(C) as necessary to prepare the department's annual audited financial statements.

(v) Information required by the Office of Management and Budget, Department of Treasury, or other federal agency when the requirement is contained in a signed policy directive issued by the applicable agency.

(3) Use of multiple fund cites not falling within the requirements of paragraph (2) above must be approved by the Commander, United States Special Operations Command, and the Director of Defense Procurement, Office of the Under Secretary of Defense (Acquisition & Technology). This authority must not be delegated. Request for approval must be submitted through the Director of Procurement (DOP). The approval document must be included in the contract file.

HQ, United States Special Operations Command  
Special Operations Forces Acquisition, Technology, and Logistics (SOF AT&L)  
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