



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC 20330-1060

Office Of The Assistant Secretary

15 JUN 1998

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Central Contract Registration/Electronic Funds Transfer

- References:
- (a) DDP Memo, 31 Mar 98 (D.L. 98-008)
 - (b) CCR DFARS Final Rule, Federal Register, v. 63, no. 61, 31 Mar 98 (Ref. DFARS Case 97-D005)
 - (c) DDP Memo, 20 May 98 (D.L. 98-009)
 - (d) EFT(CCR) DFARS Interim Rule, Federal Register, v. 63, no. FR27682

The following two clauses implement new DoD CCR/EFT requirements (per References (a) through (d)) and shall be included in all applicable Air Force solicitations (and resulting contracts) issued on or after 1 June 1998:

- (a) DFARS 252.204-7004, Required Central Contractor Registration (MAR 1998)
- (b) DFARS 252.232-7009, Payment by Electronic Funds Transfer (CCR) (JUN 1998).

Together these clauses provide the policy for requiring CCR registration and making EFT payments using CCR registration data. Generally, it is DoD policy for contractors to be registered in the DoD CCR database prior to award of any contract, basic agreement, or blanket purchase agreement resulting from a solicitation issued on or after 1 June 1998. The five exceptions for CCR registration are identified at DFARS 204.7302. If a payment office is capable, it will make payments using EFT with EFT information contained in the CCR. By using CCR, contractors will no longer have to provide EFT information to multiple DoD payment offices.

The reference documents, as well as AF Buyer Frequently Asked Questions, can be accessed at the AF Contracting Homepage -- <http://www.safaq.hq.af.mil/contracting/ccr0.html>.

Points of contact for CCR/EFT policy issues are Mr. Paul A. Schill, SAF/AQCP, DSN 425-7053, e-mail pschill@af.pentagon.mil and Ms. Lisa Romney, SAF/AQCI, DSN 425-7046, e-mail romneyj@af.pentagon.mil.



TERRY L. RANEY, COL, USAF
Acting Associate Deputy Assistant Secretary
(Contracting)
Assistant Secretary (Acquisition)

Attachments:

1. DDP Memo, 31 Mar 98, Central Contractor Registration (D.L. 98-008)
2. DDP Memo, 20 May 98, Electronic Funds Transfer (EFT) (D.L. 98-009)
3. DDP Memo, 21 May 98, Central Contractor Registration

cc:
SSG/KI

INFO



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

March 31, 1998

ACQUISITION AND
TECHNOLOGY

DP (DAR)

In reply refer to
DFARS Case: 97-D005
D. L. 98-008

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN (RD&A) / ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS AGENCY

SUBJECT: Central Contractor Registration

We have amended Parts 204, 212, and 252 of the Defense Federal Acquisition Regulation Supplement (DFARS) to require contractor registration in a DoD Central Contractor Registration database prior to award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998.

This final DFARS rule is effective immediately, and will be included in a future Defense Acquisition Circular.

Eleanor R. Spector
Director, Defense Procurement

Attachment

cc: DSMC, Ft. Belvoir



APR | 1998

CENTRAL CONTRACTOR REGISTRATION
DFARS CASE 97-D005
FINAL RULE

The baseline is the DFARS through DAC 91-13. Added language is in [bold and brackets].

[SUBPART 204.73--CENTRAL CONTRACTOR REGISTRATION

204.7300 Scope.

This subpart prescribes policies and procedures for requiring contractor registration in the DoD Central Contractor Registration (CCR) database to comply with the Debt Collection Improvement Act of 1996 (31 U.S.C. 3332; 31 U.S.C. 7701), and to increase visibility of vendor sources for specific supplies and services and their geographical locations.

204.7301 Definitions.

"Central Contractor Registration (CCR) database," "Data Universal Numbering System (DUNS) number," "Data Universal Numbering System+4 (DUNS+4) number," and "Registered in the CCR database" are defined in the clause at 252.204-7004, Required Central Contractor Registration.

204.7302 Policy.

After May 31, 1998, prospective contractors must be registered in the CCR database, prior to award of a contract, basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998. This policy applies to all types of awards except the following:

(a) Purchases made with a Governmentwide commercial purchase card.

(b) Awards made to foreign vendors for work performed outside the United States.

(c) Classified contracts or purchases (see FAR 4.401).

(d) Contracts awarded by deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13), or contracts awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies.

(e) Purchases to support unusual or compelling needs of the type described in FAR 6.302-2.

204.7303 Procedures.

(a) (1) Except as provided in 204.7302, the contracting officer shall require each offeror to provide a DUNS or, if applicable, a DUNS+4 number, with its verbal or written offer, regardless of the dollar amount of the offer.

(2) Prior to making an award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement after May 31, 1998, unless the award results from a solicitation issued on or before May 31, 1998, the contracting officer shall verify that the prospective awardee is registered in the CCR database (but see paragraph (b) of this section). The contracting officer may verify registration using the DUNS number or, if applicable, the DUNS+4 number, by calling toll free: 1-800-841-4431, commercial: 1-616-961-5757, or Defense Switched Network (DSN): 932-5757; via the Internet at <http://ccr.edi.disa.mil/ccr/cgi-bin/status.pl>; or as otherwise provided by agency procedures.

(3) Verification of registration is not required for orders or calls placed under contracts, basic agreements, basic ordering agreements, or blanket purchase agreements.

(4) After May 31, 1998, as part of the annual review of basic agreements, basic ordering agreements, and blanket purchase agreements, contracting officers shall modify these agreements to incorporate the clause at 252.204-7004, Required Central Contractor Registration.

(b) If the contracting officer determines that a prospective awardee is not registered in the CCR database, the contracting officer shall--

(1) If the needs of the requiring activity allow for a delay, proceed to award after the contractor is registered; or

(2) If the needs of the requiring activity do not allow for a delay, proceed to award to the next otherwise successful registered offeror, provided that written approval is obtained at one level above the contracting officer.

(c) Agencies shall protect against improper disclosure of contractor CCR information.

(d) The contracting officer shall, on contractual documents transmitted to the payment office, provide either the Commercial and Government Entity code or the DUNS number in accordance with agency procedures.

204.7304 Contract clause.

Except as provided in 204.7302, use the clause at 252.204-7004, Required Central Contractor Registration, in-

(a) Solicitations issued after May 31, 1998;

(b) Contracts resulting from solicitations issued after May 31, 1998; and

(c) Basic agreements, basic ordering agreements, and blanket purchase agreements issued after May 31, 1998, unless they resulted from solicitations issued on or before May 31, 1998.]

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SUBPART 212.3--SOLICITATION PROVISIONS AND CONTRACT CLAUSES
FOR THE ACQUISITION OF COMMERCIAL ITEMS

212.301 Solicitation provisions and contract clauses for the acquisition of commercial items.

(f) * * * * *

[(iv) Use the clause at 252.204-7004, Required Central Contractor Registration, as prescribed in 204.7304.]

SUBPART 252.2--TEXTS OF PROVISIONS AND CLAUSES

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[252.204-7004 Required Central Contractor Registration.

As prescribed in 204.7304, use the following clause:

REQUIRED CENTRAL CONTRACTOR REGISTRATION (MAR 1998)

(a) Definitions.

As used in this clause--

(1) "Central Contractor Registration (CCR) database" means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) "Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://ccr.edi.disa.mil>.

(End of clause)



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000



May 20, 1998

DP (DAR)

In reply refer to
DFARS Case: 98-D012
D. L. 98-009

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN(RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS AGENCY

SUBJECT: Electronic Funds Transfer (EFT)

We have amended Parts 232 and 252 of the Defense Federal Acquisition Regulation Supplement (DFARS) to provide policy and procedures for the use of the electronic funds transfer method of contract payment when the payment office uses the Central Contract Registration (CCR) database as its source of EFT information.

Effective June 1, 1998, DoD contractors are required to register in a Central Contractor Registration (CCR) database. The contractor payment information required by the clauses at FAR 52.232-33 and 52.232-34 duplicates information required for registration in the CCR database. This interim rule prescribes a DFARS clause for use in lieu of the FAR clauses, to eliminate requirements for duplicate submissions of information by DoD contractors.

This interim rule is effective June 1, 1998, and will be published in a future Defense Acquisition Circular.

Eleanor R. Spector
Director, Defense Procurement

Attachment

cc: DSMC, Ft. Belvoir



ELECTRONIC FUNDS TRANSFER
DFARS CASE 98-D012
INTERIM RULE

The baseline is the DFARS through Departmental Letter 98-008.
Added language is in [bold and brackets].

PART 232—Contract Financing

[SUBPART 232.11—ELECTRONIC FUNDS TRANSFER

232.1101 Policy.

(a) If the payment office is not capable of making payment by electronic funds transfer (EFT), the payment office is relieved of the requirement to pay by EFT if DoD complies with 31 CFR 208.3, which requires written notice and submittal of an implementation plan to the Department of the Treasury, Financial Management Service.

232.1103 Contract clauses.

If the solicitation or contract includes the clause at 252.204-7004, Required Central Contractor Registration, and payment under the contract will be made by electronic funds transfer, use the clause at 252.232-7009, Payment by Electronic Funds Transfer (CCR), instead of the clause at FAR 52.232-33, Mandatory Information for Electronic Funds Transfer Payment, or the clause at FAR 52.232-34, Optional Information for Electronic Funds Transfer Payment.]

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PART 252—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

SUBPART 252.2—TEXTS OF PROVISIONS AND CLAUSES

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[252.232-7009 Payment by Electronic Funds Transfer (CCR).]

As prescribed in 232.1103, use the following clause:

PAYMENT BY ELECTRONIC FUNDS TRANSFER (CCR) (Jun 1998)

(a) *Method of payment.* (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) or (b) of this clause. As used in this clause, the term "EFT" refers to the

funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either (i) accept payment by check or some other mutually agreeable method of payment, or (ii) request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (e) of this clause).

(b) *Alternative contractor certification.* If the Contractor certifies in writing, as part of its registration with the Central Contractor Registration (CCR) database that it does not have an account with a financial institution and does not have an authorized payment agent, payment shall be made by check to the remittance address contained in the CCR database. All contractor certifications will expire on January 1, 1999.

(c) *Contractor's EFT information.* Except as provided in paragraph (b) of this clause, the Government shall make payment to the Contractor using the EFT information contained in the CCR database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(d) *Mechanisms for EFT payment.* The Government may make payment by EFT through either an Automated Clearing House subject to the banking laws of the United States or the Federal Reserve Wire Transfer System.

(e) *Suspension of payment.* If the Contractor's EFT information in the CCR database is incorrect and the Contractor has not certified under paragraph (b) of this clause, the Government need not make payment to the Contractor under this contract until correct EFT information or certification is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(f) *Contractor EFT arrangements.* If the Contractor has identified multiple payment receiving points (i.e., more than one remittance address or EFT information set) in the CCR database, and the Contractor has not notified the Government of the payment receiving point applicable to this contract, the Government shall make payment to the first payment receiving point (EFT information set or remittance address as applicable) listed in the CCR database.

(g) *Liability for uncompleted or erroneous transfers.*

(1) If an uncompleted or erroneous transfer occurs because the Government failed to use the Contractor's EFT

information in the correct manner, the Government remains responsible for—

- (i) Making a correct payment;
- (ii) Paying any prompt payment penalty due; and
- (iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and—

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (e) of this clause shall apply.

(h) *EFT and prompt payment.* A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(i) *EFT and assignment of claims.* If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee register in the CCR database and be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (e) of this clause.

(j) *Liability for change of EFT information by financial agent.* The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(k) *Payment information.* The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any

particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Contractor has certified in accordance with paragraph (b) of this clause or if the Government otherwise makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the CCR database.

(End of clause)]



OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301



May 21, 1998

DP/CPF

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN(RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS
AGENCY

SUBJECT: Central Contractor Registration (CCR)

We issued Departmental Letter 98-008 on March 31, 1998 to amend the Defense Federal Acquisition Regulation Supplement (DFARS) to require contractor registration in a DoD CCR database prior to award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998. As the CCR registration deadline approaches, I strongly encourage the Defense Agencies and Military Departments to take appropriate measures to ensure that their contracting personnel are aware of the DFARS regulation requiring contractors be registered in the CCR. I am also attaching a copy of the procedures developed to verify a contractor's CCR registration status.

Eleanor R. Spector
Director, Defense Procurement

Attachment



**CENTRAL CONTRACTOR REGISTRATION (CCR)
VENDOR REGISTRATION VALIDATION PROCEDURES**

These procedures define the two methods for determining whether or not a vendor is registered in CCR and if not, how to register. The CCR query methods are either, the Interactive Voice Response System (IVR) or the World Wide Web (WWW) home page.

1. Interactive Voice Response System

a. Required Vendor Information: DUNS number

b. Query Procedure:

1) Dial into the IVR System using one of the telephone numbers below.

Telephone Numbers	DSN (Govt) 932-5757	Toll Free (800) 841-4431	Commercial (616) 961-5757
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2) Enter the vendors' DUNS number via the telephone keypad after the voice prompt. If the vendor is using a DUNS+4 number, press "0" to reach a technician who will assist in checking the registration status.

3) The DUNS number that is entered will be read back; a prompt will ask that the DUNS number entered be validated. If the correct DUNS number was entered, validate by pressing "1". If the number read back is not the desired DUNS number, press "2" and re-enter it via the keypad.

4) After validating the DUNS number, Step 3, the IVR will read back the correct DUNS number with a message stating one of the following:

- a) The vendor IS registered in CCR and the vendor's CAGE code is " ".
- b) The vendor IS NOT registered in CCR.

5) To perform additional IVR queries, press "2" and enter the next DUNS number.

2. World Wide Web

a. Required Vendor Information: DUNS number or CAGE code

Note: Vendor name can be used for a World Wide Web query, but a faster match will be made with a DUNS number or CAGE code search. The difficulty of using a vendor name to query CCR is getting an exact match with the information in the database considering possible variations in capitalization, spelling, punctuation, use of abbreviations, etc.

b. Query Procedure:

- 1) Access the World Wide Web home page address:
<http://ccr.edi.disa.mil/>.
- 2) Click on the PUBLIC QUERY button. The PUBLIC QUERY screen will appear.
- 3) Enter search criteria (i.e., DUNS number, CAGE Code, company name).
- 4) Click on the SEARCH button.
- 5) The query results will be displayed. If the search matches the company with the corresponding search criteria, the vendor is registered in CCR. If the search does NOT match the company with the corresponding search criteria, the vendor may not be registered in CCR (see note above regarding the use of vendor name).
- 6) To obtain additional details about a registered vendor (e.g., address and point of contact), click on the DUNS # button.
- 7) To continue searching for other vendor's registration status, delete the previous search criteria, enter new criteria and click on the REVISE QUERY button.

c. Vendor CCR Registration Procedure:

- 1) Access the World Wide Web home page address:
http://ccr.edi.disa.mil.
- 2) Complete the registration form by following the instructions on the screen.
 - a) A DUNS number is a mandatory data element for registering and this number can be obtained; a) Electronically by completing the form at <http://www/dnb.com/aboutdb/dunsform.htm>, or b) by FAX by calling (800) 333-0505 for the appropriate FAX number.

b) A CAGE code is another mandatory data element for being registered in the CCR. A CAGE code can be obtained from the Defense Logistics Service Center (DLSC) by contacting Customer Service and making menu selections at (888) 352-9333, FAX (616) 691-5305, or E-mail disc-cso@dlsc.dla.mil/. If registration forms for USA companies are submitted without the CAGE code, one will be assigned.

3) If desired, instructions are also included on the screen for completing the CCR registration form and faxing to the appropriate Registration Assistance Center (RAC). The RAC number can be obtained by calling (888) 227-2423.