



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

15 MAY 2002

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

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

SUBJECT: Accurate Coding of Federal Supply Classifications (FSC) and Service (SVC)
Codes in FedBizOps

Coding supply classifications and service codes properly helps ensure that procurement data is accurate and complete. This data is used by a variety of government and private activities, including potential contractors and vendors using the FedBizOps Website.

There've been instances recently where supply class and service codes haven't coincided with the description of the product or service. For example, we used an FSC code of 99 for miscellaneous items to identify a requirement for software maintenance services that would more appropriately have been coded a "D" to denote an information technology service. These disconnects hamper a potential contractor's ability to quickly and accurately search FedBizOps for business opportunities. Incorrect FSC and SVC codes also limit our access to potential sources.

We need to focus additional time and attention to data coding during the acquisition process. Contractors, vendors and other government offices expect our information to be accurate, and they rely on it for important business decisions. I need your help in this important area in a couple of ways. First, please make this a training topic at the earliest opportunity. If our contracting officers and buyers are better informed, they'll be able to make more accurate coding decisions.

Second, please review your local policy, training, and tools on contract coding. I would like to share best practices or identify opportunities or recommendations for improvement. We'll work the recommendations for improvement and assist in sharing the information across the Air Force. Our POC for this project is Maj Scott Calisti, SAF/AQCP, DSN: 425-7072 or email at scott.calisti@pentagon.af.mil.


DARRYL A. SCOTT, Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)