

Tuition Ordering and Payment Process Handbook – Appendix A-10

SUBJECT: How To Register for an Account in the Federal Procurement Data System - Next Generation (FPDS-NG)

PURPOSE: To inform NROTC Unit Ordering Officers how to register for an account in the Federal Procurement Data System - Next Generation (FPDS-NG).

OVERVIEW: Orders placed on DD Form 1155, Order for Supplies or Services, and modifications made on Standard Form 30, Amendment of Solicitation/Modification of Contract, under the unit's Educational Service Agreement(s) (ESA(s)), must be reported in the Federal Procurement Data System - Next Generation (FPDS-NG). The information contained in this Tab provides information about how to register for an account in the Federal Procurement Data System - Next Generation (FPDS-NG).

ACTION REQUIRED: Fill in the missing information in the table below. Save this document to your computer or network and send it to Mr. Gerald Wilson, gerald.v.wilson2.civ@us.navy.mil, (717) 605-2469.

Consortiums Units are highly encouraged to list and obtain an account for each ordering DoDAAC within your consortium.

First name	
Last name	
DoDAAC (s)	
Role required	Ordering Officer, Level II
SYSCOM	NAVSUP OTHER HCA – BUPERS, BSO 22
Activity name	
Telephone number	
E-mail address	