

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.wilson2@navy.mil, (717) 605-2469.

| | |
|------------------|------------------|
| First name | |
| Last name | |
| DoDAAC | |
| Role required | Ordering Officer |
| SYSCOM | SUP |
| Activity name | |
| Telephone number | |
| E-mail address | |