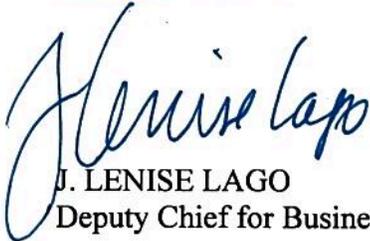


**File Code:** 6300**Date:** SEP 22 2017**Route To:****Subject:** Procurement Instrument Identifiers and Reporting Incident Procurement Transactions in the Federal Procurement Data System**To:** Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

Maintaining effective processes that ensure quality and compliant acquisition records is a critical component in the agency's overall procurement accountability process. In order to better account for incident spending and provide increased transparency, a new numbering scheme is being implemented to identify incident procurements. In adherence with the Federal Acquisition Regulation (FAR) Subpart 4.16, the new numbering assignment will begin October 1, 2017.

Chapter 4 of the Acquisition Management Procedures, Guidance, and Instructions (PGI) outlines agency procedures for numbering and reporting incident contract actions. Additional details of the new incident numbering protocol are in the attached document. This letter and corresponding FAR policy supersedes instructions previously communicated by letter on August 16, 2011.

Any questions or comments regarding incident procurements may be directed to Jamie Wade at jlwade@fs.fed.us or (602) 225-5256.



J. LENISE LAGO
Deputy Chief for Business Operations

Enclosure

cc: pdl wo ops aqm directors, pdl wo ops aqm branch chiefs, Jamie Wade, Glen Kinder

