



**ACQUISITION OPERATING PROCEDURE (AOP)**

**FROM:** Kelly L. Moore  
Head of Contracting Activity Designee 01/26/2017

**SUBJECT:** AOP No. 17: Acquisition Reporting Tools

◆ **PURPOSE:** This Acquisition Operating Procedure (AOP) formalizes the use of the acquisition reporting tools providing effective oversight of procurement activities in the contracting offices. The use of the acquisition reporting tools will provide an up-to-date informative status and helps with managing the customer's requirements from contract award through contract closeout.

◆ **EFFECTIVE DATE:** This AOP is effective on January 26, 2017.

◆ **REVISIONS:** *Purpose:* revised the paragraph. *References:* added *OIG Audits*. *Process:* changed Procedure to Process, revised the section, and deleted the template and sample of the Contract Status Reports (Attachments).

This AOP replaces AOP No. 4, dated May 11, 2012.

◆ **AUTHORITIES:** Performance Plan, Progress Review and Appraisal Worksheet, AD-435B.

◆ **REFERENCES:**

- a. OIG Audit 92-501-0001-12(1), Fourth Data Center in Support of the USDA eMail Consolidation, dated November 16, 2011, Recommendation 5, "*Formalize the weekly status reporting tool and implement the necessary controls to help ensure the reports provide effective oversight of contracting officers' procurement activities.*"
- b. OIG Audit 92501-01-12, Review of Procurement Operations, dated June 19, 2013, Recommendation 10, "*Formalize the weekly status reporting tool and implement the necessary controls to help ensure the reports provide effective oversight of contracting officers' procurement activities.*"

◆ **PROCESS:**

1. The acquisition personnel will use the acquisition reporting tools (*e.g., monthly, weekly*) to provide the status of procurement activities to the Contracting Branch Chiefs and/or higher level managers, as needed.
2. The acquisition personnel should ensure the information being provided on the acquisition reporting tools is complete, accurate and current for the procurement activities.
3. The acquisition reporting tool to be used is determined by the Contracting Branch Chief and/or higher level managers. Usually the acquisition reporting tool will specify, 1) type of report (*e.g., active contract report, ULO report, closeout report*); 2) frequency of the report, 3) information required on the reports, 4) date the report must be submitted for review; and 5) any other information determined at the discretion of the Contracting Branch Chiefs and/or higher level manager.
4. The acquisition reporting tool will be submitted allowing sufficient time for Contracting Branch Chief to review the accuracy and content details of the information before providing to the higher level managers or other external customers, *if needed*.

◆ **EXPIRATION DATE:** This AOP will remain in effect until canceled.