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IN REPLY REFER TO DESC-PCA (B. Brady Ervin/X8602)

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CONTRACTING INSTRUCTION (CI): 98-9

MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Central Contractor Registration

The final rule implementing the requirement that contractors register in the Department of Defense (DOD) Central Contractor Registration (CCR) database was recently issued. Contractors must be registered in the DOD CCR database prior to the award of a contract unless the award results from a solicitation issued on or before May 31, 1998. The CCR is a central repository of trading partner information about firms qualified to conduct business with the Federal Government. Contractors register on a one-time basis and confirm on an annual basis that their CCR registration is complete and accurate. The registration requirement does not apply to the following types of awards:

a. Awards to foreign vendors for work performed outside the U.S.

b. Purchases made with a Governmentwide commercial purchase card.

c. Classified contracts or purchases.

d. Contracts awarded by deployed contracting officers in the course of military operations or contracts awarded by contracting officers in the conduct of emergency operations.

Clause I1.07, Required Central Contractor Registration, is required in all solicitations issued after May 31, 1998 and in all resultant contracts, except as provided by DFARS 204.7302. The DD 1707 should include a notice of the requirement to register in the CCR.

DoD developed a "seed file" containing a partial set of trading partner information to help ease the burden of the registration process. The Defense Logistics Information Service (DLIS) mailed letters to vendors requesting correction and verification of the "seed file" data so that it can be included in the CCR. Those vendors not receiving letters from DLIS can register in one of three ways:

a. Register through the internet by way of the World Wide Web at http://ccr.edi.disa.mil/

b. Register through a Value Added Network provider by way of an electronic transaction known as an "838 Trading Partner Profile."

c. Register by mail or facsimile by contacting the CCR Registration Assistance Center at 1-888-CCR-2423 for an application or by downloading the form from http://www.fecrc.com/whatsnew/ccrregist.html

To determine whether a contractor is registered, call the CCR Confirmation Line at 1-800-841-4431 and enter the contractor's DUNS number.

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