

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center, there is a shield with a map of the United States, and the word "USAID" is prominently displayed in a dark gray box above the shield. Three stars are positioned at the bottom of the seal.

USAID

This document has been archived. The “[Why and When](#)” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found. Internal users may also access the [OAA Policy Division webpage](#) to locate current policy and regulations.



Acquisition & Assistance Policy Directive (AAPD)

From the Chief Acquisition Officer

Issued: September 26, 2002

AAPD 02-15

NEW PROCEDURE FOR MISSION PROCUREMENT DOCUMENT SYSTEM (PRODOC) REPORTING

Subject Category:
Type:

Miscellaneous
New Policy/Procedure

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are **EFFECTIVE AS OF THE ISSUED DATE** unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD:

Is New

Replaces/ Amends

CIB/AAPD No: CIB 01-16

Precedes change to:

AIDAR Part(s) Appendix

USAID Automated Directives System (ADS) Chapter

Code of Federal Regulations

Other

No change to regulations

Applicable to:

Existing awards; Modification required:

Effective immediately

No later than

As noted in guidance below

RFPs/RFAs issued on or after the effective date of this AAPD; all other Pending Awards, i.e., 8(a), sole source...

Other or N/A

**New Provision/Clause
Provided Herein:**

Yes; Scheduled update to Prodoc: (insert date)

No

signed copy on file

Timothy T. Beans

PURPOSE

The purpose of this AAPD is to officially change the frequency for Mission ProDoc reporting from monthly to quarterly.

BACKGROUND

The reporting piece of ProDoc is designed to facilitate the statutory quarterly requirement for Federal Procurement Data System (FPDS) reporting. The Agency's monthly reporting practice caused complications and confusion for many. In addition, Washington is experiencing problems trying to consolidate ProDoc transmissions from the field as all Missions are not using the same version.

GUIDANCE

The Procurement Document (ProDoc) System is the official automated system to be used for Mission acquisition and assistance recording of procurement transactions and document generation. The official start date for transmission of ProDoc actions was October 1, 2001. All FY 2002 awards must be entered into ProDoc. Initially, Missions were asked to transmit monthly. The frequency for reporting is now reduced to quarterly. Instead of transmitting on the 25th of every month, Missions will transmit on the 1st day of every quarter. Quarterly reporting became effective with 3rd quarter- FY 02 transmissions.

From time to time, changes will occur that affect reporting (i.e. new FPDS field additions). These changes are normally implemented through a new release of ProDoc. Missions must make sure that the current ProDoc release is loaded. The current version of ProDoc can be downloaded from the website <http://165.13.95.202/prodoc-patches/>.

Questions regarding this notice should be directed to the OP Solutions Center at PRODOCdata@usaid.gov.