



DATA Act File D1

Standard Operating Procedure

April 15, 2019



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1. Introduction

Per the [Inspectors General Guide to Compliance Under the DATA Act](#) report, all Federal Agencies should document an understanding of their systems, processes, and internal controls that have been put into place to adhere to the [Digital Accountability and Transparency Act of 2014 \(DATA Act\)](#). This document, the DATA Act File D1 Standard Operating Procedure (SOP), is meant to provide that understanding for the U.S. Department of Agriculture's (USDA) File D1 Award and Awardee Attributes for Procurement Detail report (File D1).

This is a living document and serves as a reference to USDA agencies for the latest reporting requirements to ensure DATA Act compliance for the File D1 report. Any new USDA and/or Federal requirements will be added to this document as they are released. This document includes links to legislative guidance within each section and an appendix, [Appendix A: Legislation, Guidance, and Tools](#), where referenced links and additional helpful documents can be found.

2. File D1 Reporting Requirements

The DATA Act File D1 is generated quarterly and requires the reporting of procurement award and awardee data. Federal agencies record this data on a daily basis in the Federal Procurement Data System-Next Generation (FPDS-NG) per [USDA Acquisition Data Reporting Policy \(Federal Acquisition Regulation Subpart 4.6\)](#) that requires contract actions above the micro-purchase threshold (to be reported in FPDS-NG¹). A copy of the language can be found in Appendix A: Legislation, Guidance, and Tools.

File D1 contains details for the following activities that occurred during the reporting period:

- Awards that are newly created
- Awards that are modified, upward or downward revision
- Awards that are modified with non-financial updates
- Corrections to previously submitted records
- Deletion of previously submitted records

2.1 Data Elements

In order to create data standardization across all Federal agencies, the DATA Act required the U.S. Department of the Treasury (Treasury) and the Office of Management and Budget (OMB) to develop uniform data element definitions and schemas for data to be extracted and submitted to the Treasury Financial Assistance Broker Submission (FABS) system. For a full description of the File D1, see the [DATA Act Information Model Schema \(DAIMS\) Practices and Procedures for DATA Act Broker Submissions](#). For a full list of File D1's 250+ data elements, see the [DAIMS Interface Definition Document \(IDD\) version 1.2 file](#). Both files are located in the Appendix A: Legislation, Guidance, and Tools.

¹ Per M-18-18, the micro-purchase threshold is \$10,000

3. File D1 Reporting Process

File D1 is comprised of Federal procurement data which is sourced from USDA agency procurement staff and entered directly into FPDS-NG on a daily basis. These submissions to FPDS-NG occur outside of USDA DATA Act reporting processes as part of procurement’s routine reporting requirements. FPDS-NG data is automatically extracted into USAspending.gov for display to the public.

On a quarterly basis, File D1 is generated within the Treasury Broker during USDA’s reporting process. File D1 data is combined by the Broker with Files A, B, C, D2, E, and F to create USDA’s complete quarterly DATA Act submission.

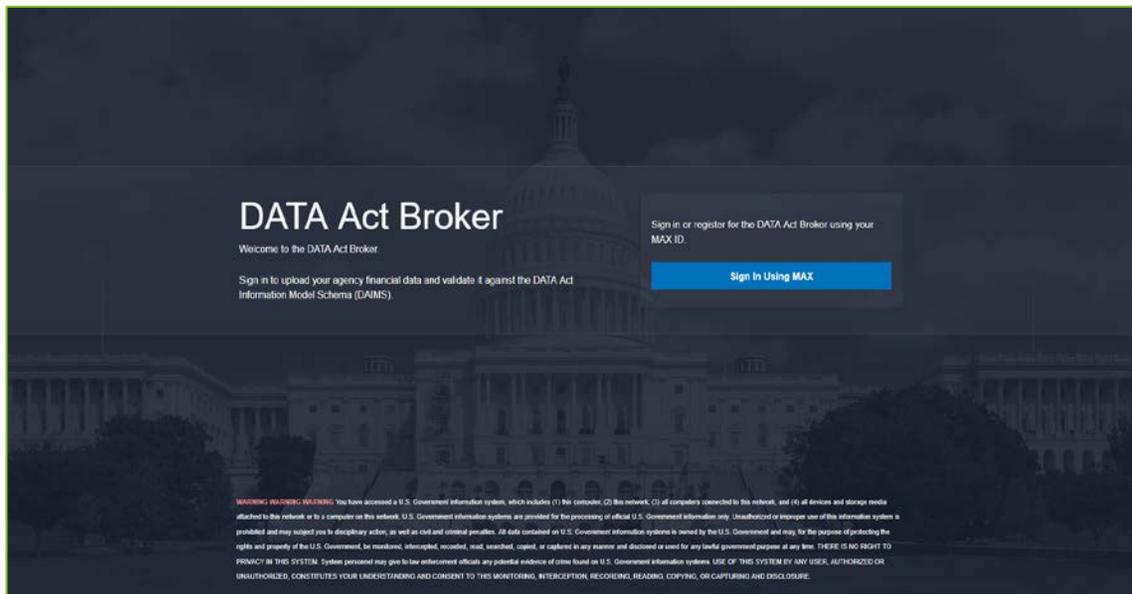
3.1 File D1 Process Schedule Key Dates

File D1 data is extracted from FPDS-NG into USAspending.gov on a nightly basis for display to the public.

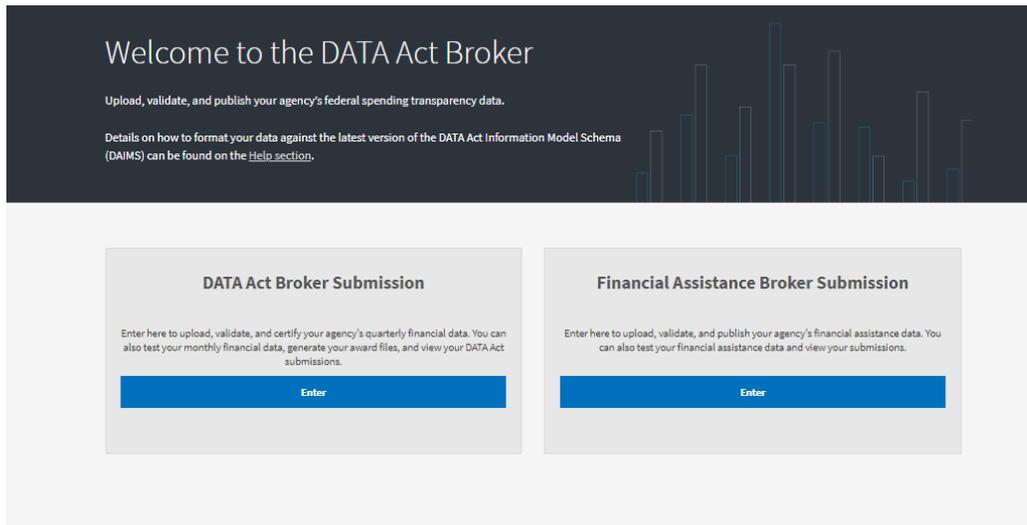
3.2 Generate File D1 for Review

During the USDA quarterly submission of Files A-C through DATA Act Broker Submission (DABS), File D1 is generated from the Broker along with the File D2 for validation purposes. File D1 can also be generated within this system for a specified date range outside of the quarterly submission reporting window. The following screenshots illustrate this process.

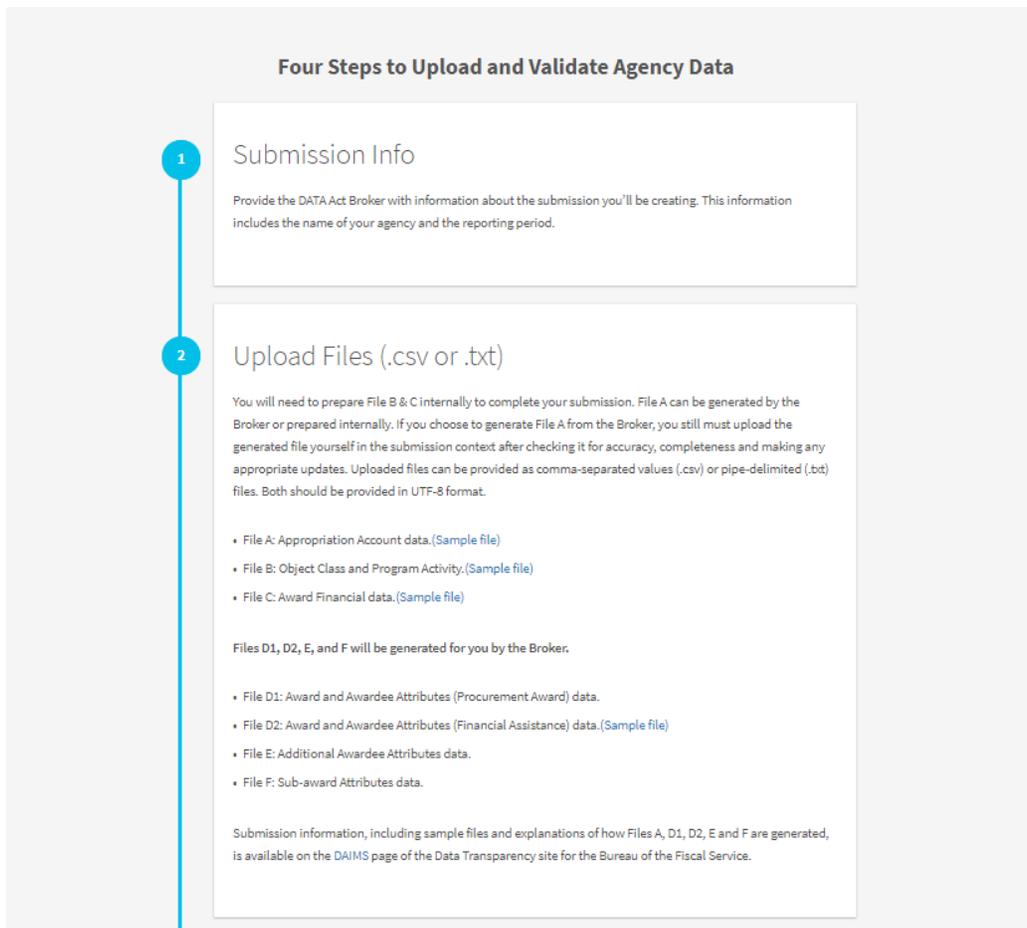
1. Sign onto the [DATA Act Broker site](#).
Log in with a password or with a government issued Personal Identity Verification (PIV) card.



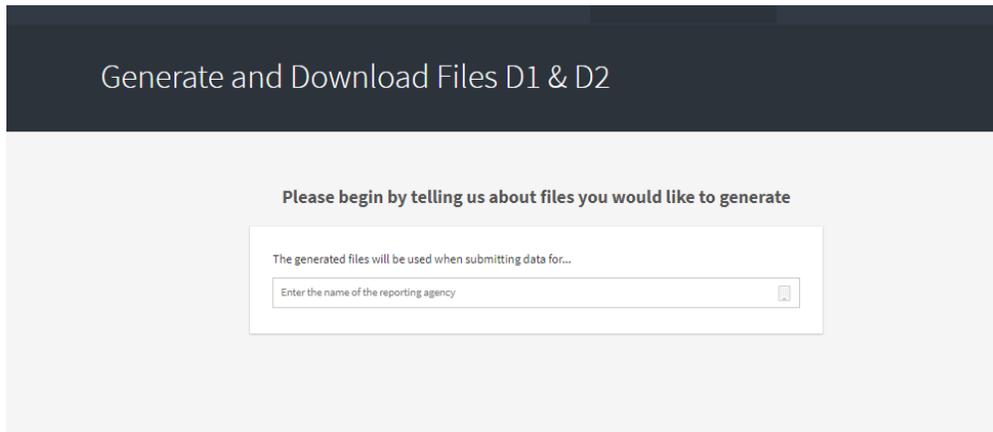
2. Select “DATA Act Broker Submission (DABS)” System by pressing the corresponding blue “Enter” bar.



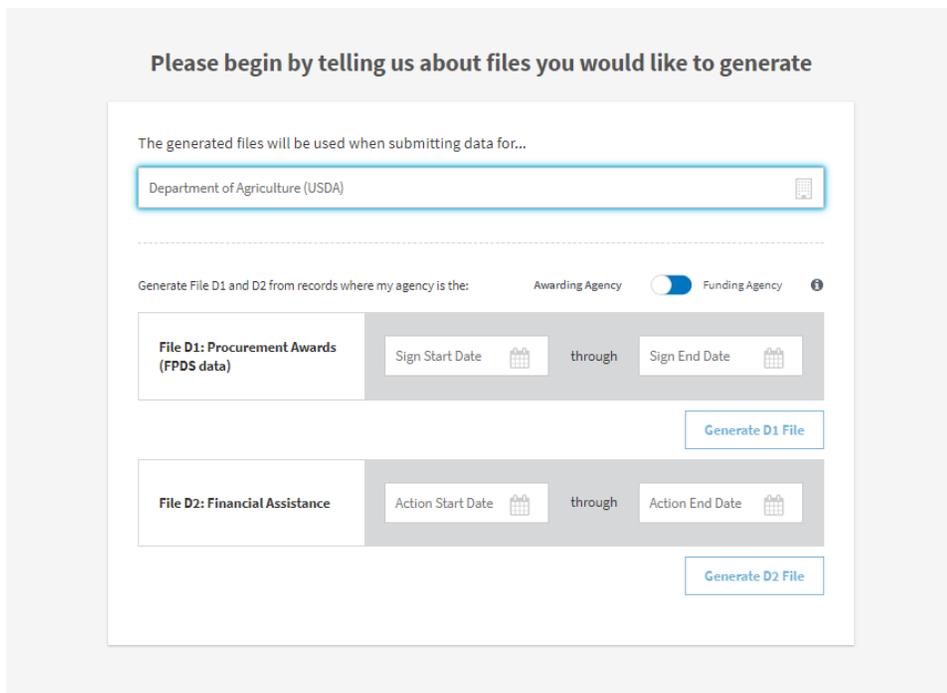
3. During the quarterly submission period, File D1 is automatically generated by the Broker. No separate action is needed. This is a screenshot of the quarterly submission instructions. In Step 2, the instructions say: “Files D1, D2, E, and F will be generated for you by the Broker”.



4. To generate File D1 outside of the quarterly submission period, select “Generate and Download Files D1 and D2”. Type “USDA” into the designated field.



5. Select the desired date range and press “Generate D1 File” button.



Appendix A: Legislation, Guidance, and Tools

Guidance	URL or File
Digital Accountability Digital Accountability and Transparency Act of 2014 (DATA Act)	https://www.gpo.gov/fdsys/pkg/PLAW-113publ101/pdf/PLAW-113publ101.pdf
Inspectors General Guide to Compliance Under the DATA Act	https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-17-012.pdf
DATA Act Broker Site	https://broker.usaspending.gov
USA Spending Site	https://www.usaspending.gov/#/
Treasury Guidance Documents	https://www.fiscal.treasury.gov/data-transparency/
DATA Act Documents and Resources Site	https://nfc.usda.gov/FSS/ClientServices/FMS/DATA_Act/index.php



Appendix B: Acronym List

DABS: DATA Act Broker Submission

DAIMS: DATA Act Information Model Schema

DATA Act: Digital Accountability and Transparency Act of 2014

FABS: Financial Assistance Broker Submission

FPDS-NG: Federal Procurement Data System-Next Generation

IDD: Interface Definition Document

OMB: Office of Management and Budget

SOP: Standard Operating Procedure

USDA: U.S. Department of Agriculture

Treasury: U.S. Department of the Treasury