



DEPARTMENT OF THE ARMY  
U. S. ARMY ENGINEER DISTRICT, HONOLULU  
FT. SHAFTER, HAWAII 96858-5440

May 9, 1997

REPLY TO  
ATTENTION OF

Directorate of Contracting

SUBJECT: Central Contractor Registration (CCR)

TO: ALL VENDORS AND PROSPECTIVE CONTRACTORS

CCR allows contractors to register basic business, capabilities, and financial information into a Department of Defense (DoD) central registration database. The primary purpose of the CCR is to eliminate repetitive registrations with each procurement office, and also to create an accurate business profile for each vendor. The secondary purpose is to streamline the acquisition and payment process by collecting standard procurement information.

DoD is proposing regulations requiring that, for awards resulting from solicitations issued after September 30, 1997, the contractor must be registered in the CCR or the contract cannot be awarded. This requirement applies to all solicitations and awards, regardless of the media used (i.e., paper, oral, fax, CD-ROM, Internet, etc.). The only exception will be for purchases made with the Governmentwide commercial purchase card, contract actions issued outside the U.S., classified contracts, and contracts executed to support contingency or emergency operations.

To register in CCR, you may use one of the following methods. A copy of the registration form is attached for your use. It should be noted that the Internet registration is interactive and provides information in filling out the registration form. If you use the Internet, it is recommended that you download a copy of the registration workbook prior to actual input of data.


- Mail the completed application to the following address:

Department of Defense  
ATTN: Central Contractor Registration Center  
Assistance Center  
P.O. Box 5547  
DePere, Wisconsin 54115-5547

- Fax your registration application to DoD EC Office EC Information at 1-888-CCR-8457
- Input directly to CCR through the interactive World Wide Web application at <http://www.acq.osd.mil/ec/>

If you have any questions about CCR you may contact the DoD Central Contractor Registration Center at 1-888-CCR-2423.

Sincerely,

  
Joe W. Swift  
Director, Contracting