**NAICS OR PSC CODE CORRECTION LETTER**

INSTRUCTIONS: If an Offeror has a legitimate reason that the NAICS Code or PSC Code for any Project was erroneously reported, or was not previously assigned in FPDS-NG with the correct NAICS Code or PSC Code associated to that Project (*e.g.*, no FPDS record exists), the Government will allow the Offeror the opportunity to request and submit correspondence from a Warranted Contracting Officer from the awarding Federal agency to properly identify the correct NAICS Code or PSC Code. No other format is allowable.

|  |  |
| --- | --- |
| Offeror: | Click here to enter text. |

PROJECT IDENTIFICATON (*To be filled out by the Offeror*):

|  |  |
| --- | --- |
| CONTRACTOR NAME: | Click here to enter text. |
| CONTRACT or TASK ORDER NUMBER: | Click here to enter text. |
| PROJECT TITLE: | Click here to enter text. |

REFERENCE INFORMATION (*To only be filled out by the COGNIZANT CONTRACTING OFFICER*):

|  |  |
| --- | --- |
| NAME: | Click here to enter text. |
| TITLE: | Click here to enter text. |
| AGENCY or CUSTOMER: | Click here to enter text. |
| PHONE: | Click here to enter text. |
| E-MAIL | Click here to enter text. |

NAICS or PSC CODE CORRECTION LETTER : (*To only be filled out and signed by the COGNIZANT CONTRACTING OFFICER*):

*If the NAICS Code was erroneously reported in FPDS-NG, fill out the following paragraph:*

The NAICS code for the above identified project is in the FPDS-NG system as having the NAICS code **Click here to enter text.** applied to it. The NAICS code reported in FPDS-NG for that Project was incorrect. The correct NAICS code assignment for the subject project is: **Click here to enter text.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contracting Officer Signature Date**

*If a Federally Awarded project, but no FPDS-NG record exists, fill out the following paragraph:*

The NAICS code for the above identified project does not have a valid FPDS-NG record. The correct NAICS code assignment for the subject project is: **Click here to enter text.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contracting Officer Signature Date**

*If the PSC Code was erroneously reported in FPDS-NG, fill out the following paragraph:*

The PSC code for the above identified project is in the FPDS-NG system as having the PSC code **Click here to enter text.** applied to it. The PSC code reported in FPDS-NG for that Project was incorrect. The correct PSC code assignment for the subject project is: **Click here to enter text.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contracting Officer Signature Date**