



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240

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## Memorandum

To: Regional Chief Financial Officers

From: Assistant Director – Business Management and Operations and Chief Financial Officer

Subject: Central Contractor Registration (CCR) Guidance

The attached document provides guidance on CCR requirements. CCR is the single repository of vendor data for the entire federal government. Several memoranda have been issued in the last year concerning CCR requirements. These memoranda are referenced in the supplemental guidance. The key issues addressed by this guidance are acceptable waiver conditions to CCR registration and entering vendor data into the accounting system. The guidance is organized in four sections: Vendors, Payments, Waivers, and General Issues. The guidance was developed as a collaborative effort by the Division of Financial Management, Division of Contracting and Facilities Management, and the Regional Finance organizations. Please distribute this document within your Region as necessary, especially to those who utilize FFS and IDEAS for purchasing and financial transactions.

If you have any questions regarding this guidance, please call Cathy March at (703) 358-2051.

Attachment