Welcome to SPRS Industrial Capabilities Questionnaire, DD Form 2737, Tutorial.

The purpose of this tutorial is to assist users in completing the DD2737, Industrial Capabilities Questionnaire, in SPRS.

The Naval Sea Systems Command (NAVSEA), in collaboration with the Direct Reporting Program Manager for Maritime Industrial Base Program Office (DRPM-MIB), collects information on U.S. shipbuilders, ship repair yards, and suppliers through various surveys. The Navy uses survey information to assess the capability and health of the shipbuilding industrial base, evaluate future shipbuilding programs, and steer facility and workforce investments, among other uses. Participation in these surveys are voluntary and provided information will be used strictly for Government purposes. Participation in a survey shall not be construed as a contract, a promise to a future contract, or a commitment of any kind by the Government. Non-participation in a survey will not disqualify nor have an impact on evaluation of future solicitations.

The DD Form 2737, Industrial Capabilities Questionnaire (OMB no. 0704-0377), is intended for suppliers of components and equipment on naval vessels. Examples include engines, propellers, generators, A/C plants, steel, piping, doors, and anchors. Suppliers of Government-furnished sensors, weapons, and information systems are also eligible. Key information is requested for employment, production facilities, Government workload percentage, and item-specific National Stock Number (NSN) information. Secondary information is requested for production capacity and surge capabilities.

The Navy requests each participant update their respective surveys once per year. Participants need only provide current information; all historical information will be retained in Navy records.

SPRS uses the Procurement Integrated Enterprise Environment (PIEE) for authentication and access.

Contractors have two (2) primary access levels in SPRS. Both the SPRS Cyber Vendor User and Contractor/Vendor (Support Role) roles can view, update, enter, and unlock a DD2737 survey. Information on obtaining access to SPRS and additional functions for these roles are available in the SPRS Access Tutorial, located here: https://www.sprs.csd.disa.mil/videos/Tutorials/SPRS_Access_Via_PIEE/SPRS_Access_Via_PIEE.html

To access Industrial Base Surveys, select Industrial Base Surveys from the menu.

To view, update, or unlock an existing survey, select the Established Surveys pull-down menu. The list will include the CAGE, the Survey Name (DD2737), the Status, and the Last Updated Date. Once a record is selected, click Continue to view, edit, or unlock the survey.

To create a new survey, use the pull-down menu to select from the Surveys, Highest Level Owner (HLO) CAGEs, and Subsidiary CAGEs. Click on the Create Survey button to start a new survey. If the CAGE has an established survey, SPRS will not allow a duplicate record, therefore, the Create Survey button will be disabled.

If the Corporate CAGE Hierarchy is not accurate, contact the Electronic Business Point of Contact (EBPOC) listed in the SAM registration for the CAGE at the website listed here: https://sam.gov/content/home. CAGE Hierarchy updates typically flow from SAM to SPRS within 48 hours.

Across the top is a stepper that allows a user to move through the different sections. When a new section is selected, it will save the current section.

Select Base Year, the year the data in the survey is referencing, if it is not within the current years date.

Section one (I), Facility Information. It identifies the industrial base entity, location, size, parent, and ownership status. SPRS imports CAGE information from Defense Logistics Agency (DLA) and System for Award Management (SAM). Some fields are prefilled and not editable. If details are not correct, they will need to be updated in SAM.

Once information is complete for the section, select Save Data at the top or bottom of the page or use the stepper across the top of the page to move onto the next section.

Section two (II), Business Profile, identifies financial, facility, employment, and product information. Complete the fields and select the Save Data button at the top or bottom of the page or use the stepper to continue.

Section three (III), Manufactured Item, allows users to identify specific items. To include additional items, select the Add Item button. This will create a new item page and assign it a number.   Users can navigate between items by clicking on the individual number buttons. Items can be deleted by selecting the red Remove Item button.

Within the tables in Section three (III), rows can be added by selecting the Add New button at the top of the table. In addition, a table entry can be deleted by clicking the arrow button, if not saved. Click the save button to save the table. If the table has already been saved, the table can be deleted by clicking on the trashcan button. Select the pencil button to update the current table.

Section four (IV), Production Surge, allows the user to identify a surge production ability for a specific item and provide additional information on the production and requirements.

Click on the Details arrow below each item to find out more information and instructions on the fields.

To Save a survey, select the Save Data button. When entering data into a form, the Save button will be blue. Dark gray indicates a change has occurred. Light gray reflects there is a table that is currently in edit mode and will need to be saved prior to a full page save. The Save Data button will turn green upon a successful save and red if unsuccessful.

Once the survey has been completed, submit the survey by clicking the Submit this Survey as Complete button at the top of Section four (IV). The Government Representative will be notified of the submission. Once the survey has been successfully submitted, the button will change to Unlock Form. In order to make any additional changes, a user must use the

Unlock Form button, save, and re-submit the Survey.

For additional questions, SPRS can be contacted by going to our website which is located at the URL listed here: https://www.sprs.csd.disa.mil
Our Help Desk is available Monday through Friday 6:30am to 6:00pm Eastern Time.
The Help Desk Email, is listed here:
        NSLC Help Desk Email: *sprs-helpdesk@us.navy.mil*

Thank you for viewing the SPRS Industrial Capabilities Questionnaire, DD Form 2737, Tutorial.