

Welcome to the SPRS Department of the Navy, Facilities Available for the Construction or Repair of Ships, Standard Form 17, Tutorial.

The purpose of this tutorial is to assist users in completing this form in SPRS.

The Department of the Navy 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 is voluntary, and the information provided 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.

SF 17, Department of the Navy, Facilities Available for the Construction or Repair of Ships (OMB no. 0703-0006), is intended for ship construction or ship repair businesses. Key information is requested for piers, drydocks, cranes, manufacturing facilities, and building positions available within the yard. Secondary information is requested for employment, certifications, government backlog, and capital projects.

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 enter, view, update, submit, and unlock a SF 17 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, submit, or unlock an existing survey, select the Established Surveys pull-down menu. The list will include the Survey Name (SF 17), the CAGE, Address, Status, and the Last Updated or Submitted Date. Once a record is selected, click Continue to take action on 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 allow a user to continue to create a new record but will not allow a user to save it without adding a different address in the Shipyard Details section, overriding the address imported from SAM.gov.

If the Shipyard Information or Parent Company information is not accurate, a user may want to contact the Electronic Business Point of Contact (EBPOC) listed in the System for Award Management (SAM) registration for the CAGE at the website listed here: <https://sam.gov/content/home> to request an update. CAGE 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. Navigating to a different section of the survey using the stepper will initiate a save. Clicking the Save Data button and the Next/Previous buttons will also save the record.

The survey is broken into sections of questions, 1 through 50, with the stepper dividing them into 5 sections. Questions 1-20 include questions pertaining to the Shipyard location, ownership, and contacts. This also includes an area at the bottom to attach supporting documentation. SPRS imports CAGE information from Defense Logistics Agency (DLA) and SAM. Some fields are prefilled and not editable. If details are not correct, they will need to be updated in SAM.

Once information is completed for the section and any applicable files have been attached, click Save Data or Next located at the top or bottom of the

page. A user can also use the stepper across the top of the page to move onto the next section.

The remaining sections contain questions pertaining to the specifics of the facility, including prior, current, and pending contracts. Before adding more questions to a table, each record needs to be saved, including additions to a different question. Complete the fields and click the Save Data or continue as previously described.

Click on the Details arrow below each item to find more information and instructions on the fields. There is also a Table Icons Legend at the top of sections 2 (21-29) and 3 (30-39).

Once the survey has been completed, click the Submit this Survey as Complete button at the top of section 5 (50). 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 Department of the Navy, Facilities Available for the Construction or Repair of Ships, Standard Form 17, Tutorial.