

Instructions on using the Validation and Verification Review Worksheet v3.0, dated 4/16/08

- 1) Enter the PIID associated with the file currently being reviewed.
- 2) Circle the FPDS-NG Template type for the file currently being .
- 3) Enter the name, telephone number, and email address of the individual performing the review.
- 4) Column A - Field ID - This column lists the identifier associated with each field as defined by the FPDS-NG Data Dictionary
Column B - Data Field for Review - This column lists the screen name for each field as it appears on the FPDS-NG Template
Column C - Field is Applicable to These Templates - This column identifies the templates to which this field is applicable.
Column D - Explanation - This Column provides a short explanation of the field, if necessary.
Column E - Reference - This column provides additional reference information, if necessary, to help with the review process.
Column F - Error Type - This column is completed by the review and will identify what type of error, if any, was found for each field.
To identify errors, reviews should select one of the following Error Types:
 1. Incorrect data entered
 2. Incorrect data entered and the field is grayed out (base data belongs to Treasury)
 3. Incorrect data entered and the field is grayed out (base data belongs to Treasury)
 4. Null value and incorrect

If a particular field does not have an error in data entry or if that field does not apply to the template the review is completing, then leave the Error Type cell blank. Additionally, it is possible for a field to have a Null Value and be correctly entered.

All Error Types should be addressed by a Corrective Action Plan in the Error Summary Report.
If an error is identified it may be necessary to correct the base document to resolve the error.