



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

JUL -8 2010

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION & LOGISTICS MANAGEMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES

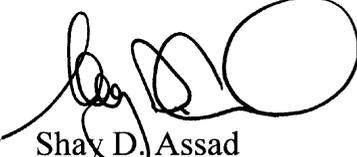
SUBJECT: Contract Indexing Standard

Current Department-wide, agency level, and federal systems have stored contract numbers in various ways. This has led to data integrity problems when comparing data from different sources. As the Department begins integrating data on contract actions from multiple sources, establishment of a common standard for identifying contract actions is critical. This index standard is a subset of the Procurement Data Standard (PDS) Phase 1, published July 21, 2008, that established the data format for contract actions and awards.

PDS Phase 1 is being implemented with the release of the Electronic Document Access system (EDA) 7.7 in July 2010. The EDA system is the DoD master repository for contracts, and the Federal Procurement Data System (FPDS) is the government-wide contract reporting mechanism, so this indexing standard must address both. While any contract action may have up to four identifiers, EDA is currently storing these in three index fields: the contract number, delivery order and modification number. This has long caused confusion when placing orders against non-DoD contracts, as the procurement instrument identification number (PIIN) might be found in either the contract number or delivery order field. Further confusion results from the use of different terms in FPDS from those used in DoD. In order to resolve these issues, starting with version 7.7 of EDA, the PIIN and SPIIN will be stored into four fields: the reference procurement instrument, contract number, delivery order, and modification number. Depending on the type of action, there are several combinations for how information will be displayed in EDA using these four fields. Detailed guidance on how the PIIN and SPIIN will be stored and displayed in EDA, and how those can be mapped to data from FPDS, is in

Attachment A. EDA will segregate the available contract information received from the contract writing systems (CWS) based on proven logic to identify and store the contract data into the appropriate four fields. This memo is not intended to drive any new requirement in either the CWS or FPDS but is intended to establish a standard for non-CWS systems on how to map to data from the authoritative sources, FPDS and EDA.

Questions and comments on this memo may be directed to my lead for this effort, Bruce Propert, [bruce.propert@osd.mil](mailto:bruce.propert@osd.mil), 703-602-8032.

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a large circular flourish at the end.

Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy

Attachment:

(a) Elements needed to identify a Department of Defense Procurement Action

**Attachment A - Elements needed to identify a Department of Defense Contract Action**

Procurement Instrument Action Type	Reference Procurement Instrument (Reference Use Only)	Procurement Instrument Identification Number (aka Contract Number)	Order Number	Modification Number
				Required as shown below to uniquely identify the action.
BPA or Order under a Schedule or other non-DOD Instrument	E	A		
Order against a BPA under a Schedule	E	A	B	
DOD Stand Alone Contract, Purchase Order, BOA, BPA or other instrument			A	
Order against a DOD Stand Alone Contract, BOA, BPA or other instrument			A	B
Modification to a BPA or Order under a Schedule or other non-DOD Instrument	E	A		C
Modification to an Order against a BPA under a Schedule	E	A		D
Modification to a DOD Stand Alone Contract, Purchase Order, BOA, BPA or other instrument			A	C
Modification to an Order against a DOD Stand Alone Contract, BOA, or BPA			A	D

**Structure of required identifiers**

Key and Description	Format			
	Consists of concatenation of following four fields:			
A - DOD Procurement Instrument Identification Number (PIIN)	Enterprise Identifier - DODDAC of contracting office	Fiscal Year in which award is made	Procurement Instrument Type Code	Serialized Identifier
B - DOD Order Number (Supplementary Procurement Instrument Identification Number (SPIN))	Six Alphanumeric excluding 'I' and 'O'	2 Numeric	1 Alpha (list)	Four Alphanumeric excluding 'I' and 'O', '0000' is not an acceptable value.
C - DOD Procurement Instrument Modification Identifier (Supplementary Procurement Instrument Identification Number (SPIM))	Six Alphanumeric beginning with 'A' or 'P', excluding 'I' and 'O', 'P00000' and 'A00000' are not acceptable values			
D - DOD Order Modification Identifier (Supplementary Procurement Instrument Identification Number (SPIM))	Two Alphanumeric excluding 'I' and 'O', '00' is not an acceptable value.			
E -- Non DOD Procurement Instrument Number	4 to 50 Alphanumeric			

FPDS Crosswalk	FPDS Field Name			
	REF_IDV_PIID	REF_IDV_MODIFICATION_NUMBER	PIID	MODIFICATION_NUMBER
BPA or Order under a Schedule or other non-DOD Instrument	E	Use "0"	A	Use "0"
Order against a BPA under a Schedule	A	Use "0"	B*	Use "0"
DOD Stand Alone Contract, Purchase Order, BOA, BPA or other instrument			A	Use "0"
Order against a DOD Stand Alone Contract, BOA, BPA or other instrument			B*	Use "0"
Modification to a BPA or Order under a Schedule or other non-DOD Instrument			A	C
Modification to an Order against a BPA under a Schedule			B*	D*
Modification to a DOD Stand Alone Contract, Purchase Order, BOA, BPA or other instrument			A	C
Modification to an Order against a DOD Stand Alone Contract, BOA, or BPA			B*	D*

\* Note that FPDS strips leading zeroes, so that modification 02 to order 0024 is shown as modification 2 to order 24