



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

DPAP/EB

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUN - 9 2003

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DIRECTOR, ARMY CONTRACTING AGENCY
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTOR, DEFENSE CONTRACT MANAGEMENT
AGENCY
EXECUTIVE DIRECTOR, ACQUISITION, TECHNOLOGY,
AND SUPPLY DIRECTORATE (DLA)
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Use of Department of Defense Activity Address Code (DoDAAC) in
Contracting

This is to update you on the initiative I have underway that affects the way contracts and orders are numbered and subsequently reported. In accordance with my March 13, 2003 memorandum, my staff held a meeting with your electronic business and contract reporting representatives to discuss potential impacts of the proposed changes. Your representatives, along with my staff, agreed to a phased approach for implementing use of DoDAACs. This implementation will be affected via appropriate changes to the Defense Federal Acquisition Regulation Supplement (DFARS). A summary of the changes is attached for your information.

I appreciate your diligence in implementing these changes – they are an important first step to standardize our contract numbering and reporting processes. My action officers regarding this subject are Lisa Romney, 703-614-3883, lisa.romney@osd.mil regarding electronic business implications; and Susan Schneider, 703-602-0326, susan.schneider@osd.mil; and Ray Morris, Contract Reporting Committee Chair, 703-604-4572, morrisr@dior.whs.mil, regarding the associated DFARS changes.

Deidre A. Lee
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

