



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

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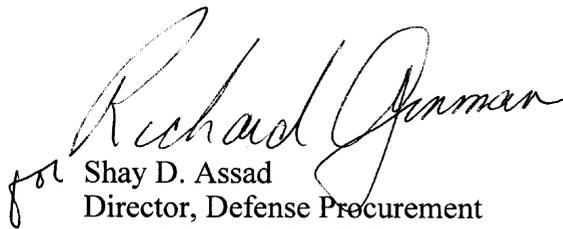
MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND LOGISTICS MANAGEMENT)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

SUBJECT: Contractor Unique Identification

Proper identification of contractors is essential to properly managing contracts. A review of data in EDA found that at least 7% of the modifications and orders placed in the second quarter of fiscal year 2010 cited a different business unit from the one that was a party to the contract. Unless a modification for a novation or change of name agreement (see Federal Acquisition Regulation Part 42.12) has been completed, the contractor should be identified on each contract action using the same name, address, CAGE code and Data Universal Numbering System (DUNS) number as on the contract award. If a different contractor facility will be performing the work on a particular order, the contracting office should place the CAGE code of that facility in the 'facility' or 'facility code' portion of the contractor block of the applicable form (i.e. DD1155 block 9, SF26 block 7, SF30 block 8, SF33 block 15A, or SF1449 block 17a).

Please conduct in service training to ensure that your contracting officers and contract specialists are aware of these rules. We will monitor compliance beginning in FY11 to determine if progress is being made.

For any other questions on this issue, please contact Bruce Propert at bruce.propert@osd.mil or 703-602-8032.


for Shay D. Assad
Director, Defense Procurement
and Acquisition Policy