



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

SEP 21 2010

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT), ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Assignment of Call Order Codes for DoD Contracts

Call order codes, prescribed by the Defense Federal Acquisition Regulation Supplement (DFARS) 204.7004(d), are used by DoD contracting offices to uniquely identify task or delivery orders placed against contracts or agreements that were not awarded by their office. However, the list of codes currently posted on the DPAP website has become out-dated and inaccurate, with offices from different components often sharing the same call order code. Also, the Defense Logistics Agency no longer manages the code assignments.

My office has worked with Federal Procurement Data Standard Administrators from each of the components to update and re-assign call order codes to your offices. The new re-baselined list of call order code assignments has been posted on the DPAP website at (http://www.acq.osd.mil/dpap/dars/order_code_assignments.html), and are effective for use immediately. Orders already awarded using previous call order codes need not be changed unless contacted directly by my office in order to correct a duplication. I ask that components review the re-baselined list of codes and coordinate any necessary coding changes with their respective contract writing systems. Please be aware that offices from the same component may share a call order code only as long as the component maintains internal controls within its systems to ensure order numbers are not duplicated.

My Program Development and Implementation office within DPAP will subsume the responsibilities for maintenance of all code assignments. DFARS 204.7005 will be updated to include the new process for obtaining a call order code by December 31, 2010.

Thank you for your continued focus on data improvement efforts such as this. My action officer for this memo is Lisa Romney, lisa.romney@osd.mil, 703-602-8007.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy