OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

13 MAR 2003

DP/EB

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
ACTING DEPUTY ASSISTANT SECRETARY OF THE ARMY (POLICY AND PROCUREMENT), ASA(ALT)
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 (DLA)

SUBJECT: Use of Department of Defense Activity Address Code in Contracting

This is to advise you of an initiative I have underway that affects the way contracts and orders are numbered and subsequently reported. Beginning October 1, 2003, the Department of Defense Activity Address Code (DoDAAC) will be used as the first six characters of contract and orders numbers. This change is planned to better standardize the method by which we identify contracting activities given the following rationale:

- A number of DoD contracting activities are already using the DoDAAC in this manner. There has been confusion between Appendix G codes and DoDAACs for some time. This change will provide consistency and clarification as well as eliminate maintenance of the additional coding scheme.
- DoDAACs are an essential part of Wide Area Workflow (WAWF) to identify the Contract Issuing Office, the Administrative Contracting Office, Ship to Address and Payment Office.
- DoDAACs are used to identify activities for Military Interdepartmental Purchase Requests (MIPRs) (DD Form 448).
- DoDAACs are used to identify the activities for intra-governmental transfers.
- DoDAACs are already required on the Standard Form 1449 in several blocks.

Basic Procurement Instrument Identification (PII) contract numbers will continue to be constructed in the manner stated in Defense Federal Acquisition Regulation Supplement (DFARS) 204.7003, with the above change regarding DoDAACs. Additionally, supplementary PII numbers will take on the same 13 character construct

with an "F" in position nine to identify orders under the procurement list and orders with UNICOR and JWOD activities. All other orders against any contract will have a "J" in the ninth position. This helps to solve the long-standing problem of insufficient unique numbers in assigning call/order codes. Appropriate modifications to DFARS 204.7000 will be made to reflect these changes, and will be applicable to contracts and orders awarded after 30 Sep 2003. Appendix G of the DFARS will remain for a period of time to assist in identifying current contracts. Associated changes to DFARS Part 253 will also be made to reflect the changes above for contract reporting purposes.

Attached are the points of contact within the components your activities can use to request DoDAACs if they do not already possess them. My action officers regarding this subject are Ms. Lisa Romney, 703-614-3883, lisa.romney@osd.mil regarding electronic business implications and Ms. Susie Schneider, 703-602-0326, susie.schneider@osd.mil regarding the associated DFARS changes. I have asked them to hold a meeting your representatives to discuss this initiative and the way forward.

Deidre A. Lee
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

DoDAAC Points of Contact

The Central Service Point (CSP) is the only official point of contact that can create, change, or delete Department of Defense Activity Address Codes (DoDAACs) for their representative Military Service, Defense Agencies or non-DoD Federal Agencies. Please contact the appropriate CSP as shown:

AIR FORCE:
Judith L. (Judy) Oldham
DSN: 787-9812, Commercial: (937) 257-9812

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For All Other Agencies Contact:

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