

DFARS Procedures, Guidance, and Information

PGI 202—DEFINITIONS OF WORDS AND TERMS

(Revised August 31, 2020)

PGI 202.1—DEFINITIONS

PGI 202.101 Definitions.

DoD contracting activities are—

(1) Department of Defense.

- Department of Defense Education Activity
- Department of Defense Human Resources Activity
- Defense Media Activity
- Defense MicroElectronics Activity
- Inspector General of the Department of Defense (limited contracting authority for use of the Governmentwide commercial purchase card)
- Uniformed Services University of the Health Sciences

(2) Department of the Air Force.

- Office of the Assistant Secretary of the Air Force (Acquisition)
- Office of the Deputy Assistant Secretary (Contracting)
- Air Force Materiel Command
- Air Force Space Command
- Air Combat Command
- Air Mobility Command
- Air Education and Training Command
- Pacific Air Forces
- United States Air Forces in Europe
- Air Force Special Operations Command
- Air Force Reserve Command
- Air Force Global Strike Command
- Air Force Life Cycle Management Center
- Air Force District of Washington
- United States Air Force Academy
- Air Force Operational Test and Evaluation Center
- Space and Missile Systems Center

(3) Department of the Army.

- Deputy Assistant Secretary of the Army (Procurement)
- Headquarters, U.S. Army Contracting Command
- Headquarters, U.S. Army Medical Command
- National Guard Bureau
- Rapid Capabilities and Critical Technologies Office
- U.S. Army Corps of Engineers

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- (4) Department of the Navy.
 - Deputy Assistant Secretary of the Navy (Acquisition and Procurement)
 - Marine Corps Systems Command
 - Military Sealift Command
 - Installations and Logistics, Headquarters, U.S. Marine Corps
 - Naval Air Systems Command
 - Naval Facilities Engineering Command
 - Naval Sea Systems Command
 - Naval Supply Systems Command
 - Office of Naval Research
 - Space and Naval Warfare Systems Command
 - Strategic Systems Programs

- (5) Defense Advanced Research Projects Agency.
 - Office of the Deputy Director, Management

- (6) Defense Commissary Agency.
 - Directorate of Contracting

- (7) Defense Contract Management Agency.
 - Office of the Executive Director, Contracts, Defense Contract Management Agency

- (8) Defense Finance and Accounting Service.
 - External Services, Defense Finance and Accounting Service

- (9) Defense Health Agency.
 - Directorate of Procurement

- (10) Defense Information Systems Agency.
 - Defense Information Technology Contracting Organization

- (11) Defense Intelligence Agency.
 - Office of Procurement

- (12) Defense Logistics Agency.
 - DLA Acquisition (J-7)
 - DLA Aviation
 - DLA Energy
 - DLA Land and Maritime
 - DLA Troop Support

- (13) Defense Counterintelligence and Security Agency.
 - Office of Acquisitions

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- (14) Defense Threat Reduction Agency.
Acquisition Management Office
- (15) Missile Defense Agency.
Headquarters, Missile Defense Agency
- (16) National Geospatial-Intelligence Agency.
Procurement and Contracting Office
- (17) National Security Agency.
Headquarters, National Security Agency
- (18) Space Development Agency.
Contracts Division
- (19) United States Cyber Command.
Capability Development Group – Acquisition
- (20) United States Special Operations Command.
Headquarters, United States Special Operations Command
- (21) United States Transportation Command.
Directorate of Acquisition
- (22) Washington Headquarters Services.
Acquisition Directorate

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PGI 232.—Contract Financing

(Revised August 31, 2020)

PGI 232.70—ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS AND RECEIVING REPORTS

PGI 232.7004 Contract clause instructions.

(b)(1) The clause [252.232-7006](#), Wide Area WorkFlow Payment Instructions shall be located in the contract administration section of the contract (e.g. Section G).

(2) Complete paragraph (f)(1)(ii)(A) of the clause, if applicable, by inserting one of the following document types appropriate to the work being performed:

- (i) Invoice and Receiving Report.
- (ii) Navy Shipbuilding Invoice—Fixed Price.
- (iii) Reparables Receiving Report (for repair services).
- (iv) Energy Invoice and Energy Receiving Report.

(3) Complete paragraph (f)(1)(ii)(B) of the clause, if applicable, by inserting one of the following document types appropriate to the work being performed:

- (i) Invoice and Receiving Report.
- (ii) Invoice 2-in-1 (Services only).
- (iii) Construction Payment Invoice.
- (iv) Navy Construction/Facilities Management Invoice.
- (v) Telecom Invoice (Contractual).

(4) Do not use the Combo selection for a receiving report.

(5) Complete paragraph (f)(3) of the clause before contract award. Selection of applicable DoDAACs is dependent on the document type and the entitlement system used by the DoD Component.

(i) To determine applicable DoDAACs, use the guidance for WAWF payment instructions at <https://piee.eb.mil/>.

(ii) If a DoDAAC field is not listed in paragraph (f)(3) Routing Data Table, select “Other DoDAAC(s)” and list the DoDAAC field name(s) as they appear in the WAWF system and applicable DoDAAC(s).

(iii) When multiple “Ship to” and inspection/acceptance locations” (i.e. DoDAACs) exist, enter “See schedule.” The corresponding schedule in the contract/order must cite all applicable DoDAACs.

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(iv) Validate DoDAACs using the following resources:

(A) For inspector, acceptor and local processing office roles, use <https://piee.eb.mil/> and click on the “Active DoDAACs & Roles link” in the “Help” section on the home page to validate active DoDAACs and user roles in WAWF.

(B) For all other DoDAACs, use <https://www.daas.dla.mil/daasing/>.

(6) Complete paragraph (g) by entering the WAWF point of contact information for the contracting activity, if applicable. List parties to be notified of document submission.

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PGI 251—Use of Government Sources by Contractors

(Revised August 31, 2020)

PGI 251.1--CONTRACTOR USE OF GOVERNMENT SUPPLY SOURCES

PGI 251.101 Policy.

(a)(1) When authorizing contractors to use Defense Logistics Agency (DLA) Energy as a source of fuel in performance of other than cost-reimbursement contracts, contracting officers shall—

(i) Comply with the requirements of FAR 51.102 and DFARS [251.102](#), including the execution of a letter of authorization;

(ii) Include FAR clause 52.251-1, Government Supply Sources, and DFARS clause [252.251-7000](#), Ordering From Government Supply Sources, in the contract;

(iii) Obtain a current DLA Energy Fuel Purchase Authorization (FPA) from DLA Energy by emailing dlaenergyfpa@dla.mil;

(iv) Email to DLA Energy, at dlaenergyfpa@dla.mil, a copy of the—

(A) Completed FPA;

(B) Letter of authorization from the contracting officer; and

(C) Documentation showing the inclusion of FAR clause 52.251-1 and DFARS clause [252.251-7000](#) in the underlying contract.

(2) Upon receipt of the documentation in paragraph (a)(1)(iv)(A)-(C) of this section, DLA Energy will work with all parties to review the FPA for accuracy and completion. If approved, DLA Energy will assign a Department of Defense Activity Address Code for the fuel sales.

PGI 251.102 Authorization to use Government supply sources.

Use a format substantially the same as the following when authorizing contractor use of Government Supply Sources. Specify the terms of the purchase, including contractor acceptance of any Government materiel, payment terms, and the addresses required by paragraph (e) of the clause at [252.251-7000](#), Ordering from Government Supply Sources.

AUTHORIZATION TO PURCHASE FROM GOVERNMENT SUPPLY SOURCES

(SAMPLE FORMAT)

SUBJECT: Authorization to Purchase from Government Supply Sources

_____(Contractor's Name)

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_____ (Contractor's Address)

_____ (CAGE Code)

1. You are hereby authorized to use Government sources in performing Contract No. _____ for *[insert the requiring activity's DoD Activity Address Code (DoDAAC)]*, as follows: *[Insert applicable purchasing authority given to the contractor.]*

2.a. Purchase Orders Under Federal Supply Schedules or Personal Property Rehabilitation Price Schedules. Place orders in accordance with the terms and conditions of the attached Schedule(s) and this authorization. Attach a copy of this authorization to the order (unless a copy was previously furnished to the Federal Supply Schedule or Personal Property Rehabilitation Price Schedule contractor). Insert the following statement in the order:

This order is placed under written authorization from

_____ dated _____ (*_____). In the event of any inconsistency between the terms and conditions of this order and those of the Federal Supply Schedule or Personal Property Rehabilitation Price Schedule contract, the latter will govern.

b. Requisitioning from the General Services Administration (GSA) or the Department of Defense (DoD). Place orders in accordance with this authorization and, as appropriate, the following:

(1) Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) (GSA FEDSTRIP Operating Guide: FPMR 101-26.2 (41 CFR 101-26.2)). Copies are available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402; telephone (202) 512-1800; facsimile (202) 512-2250.

(2) Military Standard Requisitioning and Issue Procedures (MILSTRIP) (DoD 4000.25-1-M). Copies are available from the Defense Logistics Agency, Administrative Support Center East, ATTN: ASCE-WS, 14 Dedication Drive, Suite 3, POD 43, New Cumberland, PA 17070-5011; telephone 1-888-DLA-PUBS(352-7827), or (717) 770-6034; facsimile (717) 770-4817.

c. Enterprise Software Initiative. Place orders in accordance with the terms and conditions of the attached Enterprise Software Agreement(s), or instructions for obtaining commercial software or software maintenance from Enterprise Software Initiative inventories, and this authorization. Attach a copy of this authorization to the order (unless a

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copy was previously furnished to the Enterprise Software Agreement contractor). Insert the following statement in the order:

This order is placed under written authorization from _____ dated _____ (* _____). In the event of any inconsistency between the terms and conditions of this order, and those of the Enterprise Software Agreement, the latter will govern.

3. *[Insert other provisions as necessary.]*
4. This authority is not transferable or assignable.
5. The DoD Activity Address Directory (DoDAAD) (DLM 4000.25, Volume 6, Chapter 2) Activity Address Code** to which this Authorization applies is _____.
6. This Authorization expires _____.

(Contracting Officer)

* Insert “a copy of which is attached,” “a copy of which you have on file,” or other suitable language, as appropriate.

** The requiring activity assumes responsibility for monitoring and controlling all activity address codes used in the letters of authority.

PGI 251.102-70 Contracting office responsibilities.

(a) The DoD Activity Address Code (DoDAAC) assigned in accordance with paragraph 5 of the authorization format in [PGI 251.102](#) shall be assigned to the contractor for authorization to use Government supply sources only for the contract number cited in paragraph 1 of the authorization format.

(b) The authorization to use Government sources of supply is unique to each contract and shall not be transferred or assigned to any other contractor or contract. Therefore, the same DoDAAC shall not be assigned to any other contract number during the period of performance for the contract. After 24 months has lapsed beyond contract closeout, the DoDAAC may be reused for another contract.