



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
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  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Single-Use Local Provision and Clause Numbering Format

Effective immediately, Contracting Officers issuing new solicitations or awards shall number any single-use local provisions/clauses used in accordance with the format in Attachment 1. Contracting officers modifying existing contracts shall only implement the number format when adding a new single-use local clause to the contract; there is no requirement to re-number existing single-use local clauses through contract modification. Clause numbers for single-use local provisions/clauses need not be globally unique across all contracts, but they must be unique within a given contract. The instructions at Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidelines, and Information (PGI) 252.103(d)(1)(A) for numbering local provisions/clauses that will be used on a repetitive basis, as described, remain unchanged.

Providing the issuing Department of Defense Activity Address Code (DoDAAC) as part of the clause number detailed in Attachment 1 satisfies the requirement to identify the department or agency that developed the provision/clause since details about the department or agency can be derived from the DoDAAC.

Federal Acquisition Regulation (FAR) 52.101(b)(2)(i)(C) provides authority to develop solicitation provisions/contract clauses at a suborganizational level of an agency when they are intended for single-use to meet the needs of an individual acquisition. DFARS PGI 252.103(c) lists required elements for single-use local provision/clause identification: title, date, and name of the department or agency that developed the provision/clause.

Analysis of current contract data indicates that DoD Components generally number single-use provisions/clauses—but in disparate ways. Identification with a standard numbering format is needed to collect clause data in electronic data formats such as the Procurement Data Standard (PDS) and American National Standards Institute X12 Electronic Data Interchange

standard transaction set equivalents. Numbering clauses enriches the Department's capability to track, analyze, and report on provisions/clauses created for single use to meet the needs of an individual acquisition. We will incorporate this new requirement for numbering single-use local provisions/clauses into DFARS PGI Subpart 252.1 in a future DFARS PGI release.

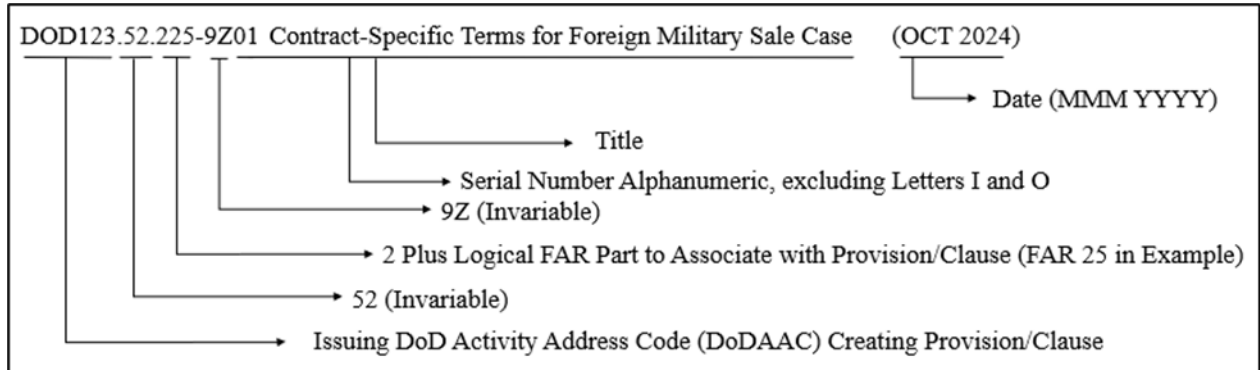
My point of contact is Mr. Jay Olson at [osd.pentagon.ousd-a-s.mbx.dpc-cb@mail.mil](mailto:osd.pentagon.ousd-a-s.mbx.dpc-cb@mail.mil).

John M. Tenaglia  
Principal Director,  
Defense Pricing and Contracting

Attachment:  
As stated

## Attachment 1: Single-Use Local Provision/Clause Format Detail

The following graphic, described in a textual description below, provides implementation-level detail for local single-use provision/clause numbering.



The first element of provision/clause identification is the issuing Department of Defense Activity Address Code (DoDAAC), followed by a period. Use 52.2, followed by the most logical Federal Acquisition Regulation (FAR) part associated with the local single-use provision/clause and a dash. The last four digits represent a serial number starting 9Z and followed by a two variable, alpha numeric digits excluding I and O. All provisions and clauses in the FAR and DFARS require a title and date (MMM YYYY format). Titles are to be limited to 45 characters.