



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

DEC 16 2008

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
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT),
ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTOR DEFENSE CONTRACT MANAGEMENT
AGENCY
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS
(DLA)
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Reporting Funding Organization Data to the Federal Procurement Data
System

DoD contracting offices shall follow the instructions below for completing the contract action reports (CARs) in Federal Procurement Data System (FPDS) in order to correctly report the DoD organizations for which contract actions are accomplished. These instructions apply to those requisitions received from DoD organizations that result in new contracts, purchase orders, and delivery/task/call orders.

- Complete the FPDS data field entitled "Funding Office ID" with the Department of Defense Automatic Addressing Code (DoDAAC) identified on the purchase requisition (most often on a Military Interdepartmental Purchase Request (MIPR), Department of Defense Form 448) representing the requisitioner for the transaction. On a MIPR, this is NOT the Pay Office DoDAAC nor the Accounting Station DoDAAC identified in blocks 13 and 14 respectively. The requisitioner's DoDAAC should be identified in block 8 with the identity of the organization providing the MIPR (note that it is often depicted as the first six characters of the MIPR number in block 5) or clearly identified on any other type of purchase



requisition provided. I ask that you do not accept the purchase requisition / MIPR if the requisitioner's DoDAAC is not provided.

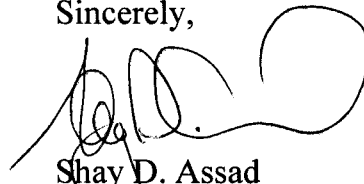
- Complete the FPDS data field entitled "Funding Agency ID" with the code shown on the attached matrix that correctly corresponds to the DoDAAC being reported in the "Funding Office ID" data field. This code should not be confused with similar codes that are often seen in a line of accounting or in block 14 of a MIPR.

We are also in process of correcting historical actions already reported to FPDS to be in accordance with this direction as part of our data validation effort. I appreciate your staff's support when actions originally reported by your agency are identified for correction.

Please note that the draft Inter-Agency Agreement (IAA) template in consideration by the Office of Management and Budget (OMB) Intergovernmental Transactions team includes these data elements as required fields in the funding section of the document. My office has provided similar instructions to other federal agencies that may be awarding contracts on behalf of DoD. If your offices are awarding contracting actions on behalf of other federal agencies, they should also be providing the appropriate Funding Agency and Funding Office codes that represent their organization to use in reporting those awards to FPDS.

Thank you for your organization's assistance in improving the capture of this important data going forward. The contract reporting instructions found in the Policies, Guidelines, and Instructions (PGI) will be updated accordingly. My point of contact for this instruction is Lisa Romney, lisa.romney@osd.mil, 703-602-8007.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a large, stylized flourish extending to the right.

Shay D. Assad
Director, Defense Procurement

Attachment
As stated

DEPARTMENT OF DEFENSE - ORGANIZATION CODES - AS OF OCTOBER 2008

If DoDAAC begins with:	Enter this code in the Funding Agency ID data field:	Which represents the following DoD Component as requisitioner:
K, L, M, N, Q, R, or V	1700	DEPARTMENT OF THE NAVY
A, C, or W	2100	DEPARTMENT OF THE ARMY
E, F, or J	5700	DEPARTMENT OF THE AIR FORCE
S -- ONLY ENDING WITH "A"	9763	DEFENSE CONTRACT MANAGEMENT ACTIVITY (DCMA)
S -- NOT ENDING WITH "A"	97AS	DEFENSE LOGISTICS AGENCY (DLA)
HX	9736	ARMY/AIR FORCE EXCHANGE SERVICE
HQ0117	9777	BUSINESS TRANSFORMATION AGENCY (BTA)
H91221 thru H91227	9775	CIVILIAN PERSONNEL MANAGEMENT SERVICE
HR	97AE	DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)
HQC and HDEC	97AZ	DEFENSE COMMISSARY AGENCY (DeCA)
HA	97AR	DEFENSE CONTRACT AUDIT AGENCY
HQ04	97BZ	DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)
HC and H98249 thru H98400	97AK	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)
HH	97DL	DEFENSE INTELLIGENCE AGENCY
HQ0028	97F1	DEFENSE MEDIA CENTER (DMC)
H94003	9771	DEFENSE MICROELECTRONICS ACTIVITY (DMEA)
HQ0013	97AT	DEFENSE SECURITY COOPERATION AGENCY (DSCA)
HS	97AV	DEFENSE SECURITY SERVICE
HD and HGD	9761	DEFENSE THREAT REDUCTION AGENCY (DTRA)
HE	97F2	DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)
HQ0006, H95001	97JC	MISSILE DEFENSE AGENCY (MDA)
HM	97AB	NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA)
HNS	97CG	NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE
HF	97EX	OFFICE OF THE INSPECTOR GENERAL
HT	9760	TRICARE MANAGEMENT ACTIVITY (TMA)
H92	97ZS	U.S. SPECIAL OPERATIONS COMMAND (USSOCOM)
HTC711	9776	U.S. TRANSPORTATION COMMAND (USTRANSCOM)
HU	97HW	UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)
HHM	9773	VIRGINIA CONTRACTING ACTIVITY / DEFENSE INTELLIGENCE AGENCY
HQ0034	97F5	WASHINGTON HEADQUARTERS SERVICES
Any prefix that does not match the above formats	9700	DEPARTMENT OF DEFENSE

DODAACs specified above for 6 character are known DODAACs for the organization. There may be other DODAACs that belong to the same organization.