OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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DPAP/EB

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY (POLICY AND PROCUREMENT), ASA(ALT)
DIRECTOR, ARMY CONTRACTING AGENCY
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
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS (DLA)
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Use of Department of Defense Activity Address Code (DoDAAC) in Contracting

This is to remind you of changes effective October 1, 2003 regarding how contracts and orders are numbered and reported (refer to my memorandum dated June 9, 2003). Specifically, the contracting activity's Department of Defense Activity Address Code (DoDAAC) is to be used as the first six characters of all procurement instrument identification numbers and supplementary numbers. The Defense Federal Acquisition Regulation Supplement (DFARS) Part 204 is being changed to reflect this requirement and should be published within the next few weeks. Appendix G will be removed from the DFARS, but an archived version will be available through the DFARS web page for reference purposes to assist in identifying prior year's identification numbers. The two position order codes, used when placing orders against another activity's contract or agreement, will also be maintained on the DFARS web page.

As indicated in my earlier memorandum, the DoDAAC will eliminate the current codes used to identify contracting offices for purposes of contract reporting starting October 1, 2004. The Department of the Army and the Defense Agencies reporting through the Army data collection point, plan to institute this change effective October 1, 2003.

Finally, please also be advised that DoDAACs are now also being used to track DoD entities for intra-governmental transactions across the Federal Government. Non-DoD agencies are required to use Dun & Bradstreet Data Universal Numbering System (DUNS) numbers to identify their entities. Should a Federal Agency request your DUNS or trading partner number, provide the appropriate DoDAAC with the prefix "DoD". Additional instructions on this issue are forthcoming.

My action officers regarding this subject are Ms. Lisa Romney, 703-614-3883, lisa.romney@osd.mil, regarding electronic business implications; and Mr. Ray Morris, 703-604-4572, morrisr@dior.whs.mil, regarding technical and associated DFARS changes.

DEIDRE A. LEE
Director, Defense Procurement
and Acquisition Policy