OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

DPAP/EB

JUN - 9 2003

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
EXECUTIVE DIRECTOR, ACQUISITION, TECHNOLOGY, AND SUPPLY DIRECTORATE (DLA)
DIRECTOR, ADMINISTRATION AND MANAGEMENT

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

This is to update you on the initiative I have underway that affects the way contracts and orders are numbered and subsequently reported. In accordance with my March 13, 2003 memorandum, my staff held a meeting with your electronic business and contract reporting representatives to discuss potential impacts of the proposed changes. Your representatives, along with my staff, agreed to a phased approach for implementing use of DoDAACs. This implementation will be affected via appropriate changes to the Defense Federal Acquisition Regulation Supplement (DFARS). A summary of the changes is attached for your information.

I appreciate your diligence in implementing these changes – they are an important first step to standardize our contract numbering and reporting processes. My action officers regarding this subject are Lisa Romney, 703-614-3883, lisa.romney@osd.mil regarding electronic business implications; and Susan Schneider, 703-602-0326, susan.schneider@osd.mil; and Ray Morris, Contract Reporting Committee Chair, 703-604-4572, morrisr@dior.whs.mil, regarding the associated DFARS changes.

Deidre A. Lee
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

Attachment

Summary of Changes to Be Implemented October 1, 2003

Contract Numbering

- The Department of Defense Activity Address Code (DoDAAC) will be used as the first six characters of contract numbers. 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.

Contract Reporting

- Use the appropriate Major Defense Acquisition Program (MDAP) and Major Automated Information System (MAIS) codes in Item B12C of the DD Form 350. Item B12C is renamed "MDAP, MAIS, or Other Program."

- In accordance with the above contract numbering change, use the DoDAAC as the first six characters of the contract number in Item B1A (Contract Number) of the DD350.

- Item B2 (Modification, Order, or Other ID Number) of the DD350 will be split into two parts in order to report modifications and order numbers separately.

- Future (Anticipated October 1, 2004 Implementation): Use the DoDAAC in Item A3B (Contracting Officer Code) of the DD350.