Defense Acquisition Regulations System, DoD 204.7004

Position | Contents
---|---
1-6 | Identification of department/agency office
7-8 | Last two digits of the fiscal year in which the procurement instrument is issued or awarded
9 | Type of instrument
10-13 | Four position serial number

204.7004 Supplementary PII numbers.

(a) *Uses of the supplementary number.* Use supplementary numbers with the basic PII number, to identify—

1. Amendments to solicitations;
2. Modifications to contracts and agreements, including provisioned item orders; and
3. Calls or orders under contracts, basic ordering agreements, or blanket purchase agreements, issued by the contracting office or by a DoD activity other than the contracting office, including DoD orders against Federal supply schedules.

(b) *Amendments to solicitations.* Number amendments to solicitations sequentially using a four position numeric serial number added to the basic PII number and beginning with 0001, e.g., N00062–91–R–1234–0001.

(c) *Modifications to contracts and agreements.* (1) Number modifications to contracts and agreements using a six position alpha-numeric added to the basic PII number.

   (i) Contract administration office—A
   (ii) Contracting office—P

   (3) *Positions 2 through 3.* These are the first two digits in a serial number. They may be either alpha or numeric. Use the letters K, L, M, N, P, Q, S, T, U, V, W, X, Y, or Z only in the second position and only in the following circumstances—
   (i) Use K, L, M, N, P, and Q in the second position only if the modification is issued by the Air Force and is a provisioned item order.
   (ii) Use S, and only S, in the second position to identify modifications issued to provide initial or amended shipping instructions when—
      (A) The contract has either FOB origin or destination delivery terms; and
      (B) The price changes.
   (iii) Use T, U, V, W, X, or Y, and only those characters, in the second position to identify modifications issued to provide initial or amended shipping instructions when—
      (A) The contract has FOB origin delivery terms; and
      (B) The price does not change.
(iv) Only use Z in the second position to identify a modification which defines a letter contract.

(4) Positions 4 through 6. These positions are always numeric. Use a separate series of serial numbers for each type of modification listed in paragraph (c)(3) of this section. Examples of proper numbering for positions 2-6 (the first position will be either “A” or “P”) are as follows:

<table>
<thead>
<tr>
<th>Normal modification</th>
<th>Provisioned items order (reserved for exclusive use by the Air Force only)</th>
<th>Shipping instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001–99999</td>
<td>K0001–K9999</td>
<td>S0001–S9999</td>
</tr>
<tr>
<td>then</td>
<td>KAA01–KZZ999</td>
<td>T0001–T9999</td>
</tr>
<tr>
<td>then</td>
<td>LA001–LZ999</td>
<td>UA001–UZ999</td>
</tr>
<tr>
<td>then</td>
<td>MA001–MZ999</td>
<td>V0001–VZ999</td>
</tr>
<tr>
<td>then</td>
<td>NA001–NZ999</td>
<td>WA001–WZ999</td>
</tr>
<tr>
<td>then</td>
<td>PA001–PZ999</td>
<td>X0001–XZ999</td>
</tr>
<tr>
<td>then</td>
<td>QA001–QZ999</td>
<td>YA001–Y9999</td>
</tr>
<tr>
<td>then</td>
<td>JA001–JZ999</td>
<td>RA001–RZ999</td>
</tr>
</tbody>
</table>

(5) If the contract administration office is changing the contract administration or disbursement office for the first time and is using computer generated modifications to notify many offices, it uses the six position supplementary number ARZ999. If either office has to be changed again during the life of the contract, the supplementary number will be ARZ998, and on down as needed.

(6) Each office authorized to issue modifications shall assign the supplementary identification numbers in sequence. Do not assign the numbers until it has been determined that a modification is to be issued.

(d) Delivery orders under indefinite delivery contracts, orders under basic ordering agreements, and calls under blanket purchase agreements. (1) Calls or orders issued by the office issuing the contract or agreement. Use a four position alpha-numeric call or order serial number added to the basic PII number. These shall be identified by using serial numbers beginning 0001 through 9999. When the numeric identifiers run out, use alpha characters in the third and fourth positions. Never use alpha characters in the first and second positions.

(2) Orders placed against another activity’s contract or agreement.

(i) If the office placing the order or call is different from the office identified in the basic PII number, assign a serial number to the order or call. The first and second positions contain the call/order code assigned to the ordering office in accordance with 204.7005. Do not use the letters A or P in the first position. The third and fourth positions are a two position serial number assigned by the ordering office. The series will begin with 01. When the numbers exceed 99, the office will assign a uniform series of identifiers containing alpha and or numeric characters, e.g., Basic #: N00383–91–D–0001 serial #: TU01.

(ii) If an office is placing calls or orders with NIB, NISH, or UNICOR, the office shall identify the instrument with a 13 position supplementary PII number using an F in the 9th position. Modifications to these calls or orders shall be numbered in accordance with paragraph (c) of this section, e.g., Order #: DLA100–91–F–0001 modification #: A00001.

(e) Modifications to calls or orders. Use a two position alpha-numeric suffix, known as a call or order modification indicator, to identify a modification to a call or order.

(1) Modifications to a call or order issued by a purchasing office begin with 01, 02, and so on through 99, then B1 through B9, BA through BZ, C1 through C9, and so on through ZZ.

(2) Modifications to a call or order issued by a contract administration office begin with 1A, 1B, and so on through 9Z, followed by A1, A2, and so on to A9, then AA, AB, and so on through AZ.


204.7005 Assignment of order codes.

(a) Defense Procurement and Acquisition Policy, Program Development and Implementation, maintains the order code assignments for use in the first two positions of an order number when an activity places an order against another activity’s contract or agreement (see 204.7004(d)(2)).