(xvi) Purchase order—automated (assign V when numbering capacity of P is exhausted during a fiscal year)—P
(xvii) Request for quotation—manual—Q
(xviii) Request for proposal—R
(xix) Sales contract—S
(xx) Request for quotation—automated (assign U when numbering capacity of T is exhausted during a fiscal year)—T
(xxii) See T—U
(xxiii) See P—V
(xxiv) Reserved for departmental use—X
(xxv) Imprest fund—Y
(xxvi) Reserved for departmental use—Z

(4) Position 10 through 13. Enter the serial number of the instrument in these positions. A separate series of serial numbers may be used for any type of instrument listed in paragraph (a)(3) of this section. Activities shall assign such series of PII numbers sequentially. An activity may reserve blocks of numbers or alpha-numeric numbers for use by its various components.

(b) Illustration of PII number. The following illustrates a properly configured PII number:

<table>
<thead>
<tr>
<th>Position</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>Identification of department/agency office</td>
</tr>
<tr>
<td>7-8</td>
<td>Last two digits of the fiscal year in which the procurement instrument is issued or awarded</td>
</tr>
<tr>
<td>9</td>
<td>Type of instrument</td>
</tr>
<tr>
<td>10-13</td>
<td>Four position serial number</td>
</tr>
</tbody>
</table>


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.

(2) **Position 1:** Identify the office issuing the modification—

(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>KA001–K9999</td>
<td>S0001–S9999</td>
</tr>
<tr>
<td>then</td>
<td>KA001–KZ999</td>
<td>SA001–ZZ999</td>
</tr>
<tr>
<td>A0001–A9999</td>
<td>LA001–L9999</td>
<td>TA001–T9999</td>
</tr>
<tr>
<td>then</td>
<td>LA001–LZ999</td>
<td>UA001–U9999</td>
</tr>
<tr>
<td>B0001–B9999</td>
<td>MA001–M9999</td>
<td>VA001–V9999</td>
</tr>
<tr>
<td>and so on to</td>
<td>MA001–MZ999</td>
<td>WA001–W9999</td>
</tr>
<tr>
<td>H0001–H9999</td>
<td>NA001–N9999</td>
<td>XA001–X9999</td>
</tr>
<tr>
<td>then</td>
<td>NA001–NZ999</td>
<td>then</td>
</tr>
<tr>
<td>J0001–J9999</td>
<td>PA001–P9999</td>
<td>then</td>
</tr>
<tr>
<td>then</td>
<td>PA001–PZ999</td>
<td>then</td>
</tr>
<tr>
<td>R0001–R9999</td>
<td>QA001–Q9999</td>
<td>then</td>
</tr>
<tr>
<td>then</td>
<td>QA001–QZ999</td>
<td>then</td>
</tr>
<tr>
<td>then</td>
<td>QA001–RZ999</td>
<td>then</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 #: N000939-91-D-0001 serial #: TU01.
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(i) If an office is placing calls against non-DoD blanket purchase agreements or orders under non-DoD issued contracts (including Federal Supply Schedules, Governmentwide acquisition contracts, and multi-agency contracts), or basic ordering agreements, the office shall identify the instrument with a 13 position supplementary PII number using an F in the 9th position. Do not use the same supplementary PII number with an F in the 9th position on more than one order. Modifications to these calls or orders shall be numbered in accordance with paragraph (c) of this section.

(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.

204.7007 Order of application for modifications.

(a) Circumstances may exist in which the numeric order of the modifications to a contract is not the order in which the changes to the contract actually take effect.

(b) In order to determine the sequence of modifications to a contract or order, the modifications will be applied in the following order:

(1) Modifications will be applied in order of the effective date on the modification;

(2) In the event of two or more modifications with the same effective date, modifications will be applied in signature date order;

(3) In the event of two or more modifications with the same effective date and the same signature date, procuring contracting office modifications will be applied in numeric order, followed by contract administration office modifications in numeric order.

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)).

(b) Contracting activities shall follow the procedures at PGI 204.7005 for requests for assignment of or changes in two-character order codes.

204.7006 Cross reference to Federal Procurement Data System.

Detailed guidance on mapping PII and supplementary PII numbers stored in the Electronic Document Access system to data elements reported in the Federal Procurement Data System can be found in PGI 204.7006.

[75 FR 59102, Sept. 27, 2010]

204.7100 Scope.

This subpart prescribes policies and procedures for assigning contract line item numbers.

204.7101 Definitions.

Accounting classification reference number (ACRN) means any combination of a two position alpha-numeric code used as a method of relating the accounting classification citation to detailed line item information contained in the schedule.

Attachment means any documentation, appended to a contract or incorporated by reference, which does not establish a requirement for deliverables.

Definitized item, as used in this subpart, means an item for which a firm price has been established in the basic contract or by modification.

Exhibit means a document, referred to in a contract, which is attached and