

APPENDIX A

United States Procurement Activities Numbering System

The United States Department of Defense (DoD) uses a uniform procedure for assigning identification numbers to all procurement instruments, such as solicitation documents and contracts. Since all Canadian defence products entering the United States on a duty-free entry basis must refer to a U.S. DoD prime contract number, it is beneficial for Canadian firms to understand this numbering system primarily so they can identify which U.S. military agency issued the contract. A more detailed explanation of this numbering system is outlined in the U.S. Defense Acquisition Regulations.

Elements of Procurement Numbering System

The basic procurement numbering system is retained for the duration of the procurement instrument and consists of 13 alpha-numeric characters as follows:

- (i) The first six positions shall commence with the capital letters assigned to the department preparing the procurement instrument as follows:
 - DA - Department of the Army
 - F - Department of the Air Force
 - DCA - Defense Communication Agency
 - N - Department of the Navy (except Marine Corps)
 - M - Marine Corps
 - DLA - Defense Logistics Agency

The remainder of the first six positions consist of the alpha-numeric characters which, together with the departmental identification shown above, identify the activity preparing the instrument. All six positions are used. A listing of the applicable numbers of the more important U.S. military procurement agencies is attached. If you have an order which refers to a contract with a number not on this list, refer to the FAR for identification of the military agency or contact one of the field offices listed in Appendix E.

- (ii) The seventh and eighth positions consist of the last two digits of the fiscal year in which the procurement instrument is issued.
- (iii) The ninth position is a capital letter assigned to indicate the type of instrument code.
- (iv) The tenth through thirteenth positions are the serial number of the instrument.
- (v) *Delivery Orders Under Indefinite Delivery Type Contracts, Orders Under Basic Ordering Agreements, and Calls Under Blanket Purchase Agreements.*

Delivery orders under indefinite delivery type contracts (orders), orders under basic ordering agreements (orders), and calls under blanket purchase agreements (calls) shall be identified by a four position alpha-numeric "call/order serial number" which is supplementary to the 13 position basic number.

Examples of Procurement Numbering System

DAAE07 89 C 0021

Position 1-6. Identification of purchasing office. U.S. Army Tank Automotive Command, Warren, Michigan.

Position 7-8. Last two digits of fiscal year in which number/assigned. FY 1989 (which began 30 September 1988).

Position 9. Type of procurement instruments code. Contracts.

Position 10-13. Serial number. Twenty-first contract issued by U.S. Army Tank Automotive Command in FY 1989.

If the contract falls within the category of (v) above, an example is as follows:

DAAE07 89 D 0021 SA01