PGI 204.16 -UNIFORM PROCUREMENT INSTRUMENT IDENTIFIERS

Parent topic: PGI Part 204 - ADMINISTRATIVE AND INFORMATION MATTERS

PGI 204.1601 Policy.

(b) *Transition of PIID numbering*. Components are encouraged to transition to the Procurement Instrument Identifier (PIID) numbering schema as soon as possible, but no later than the date specified at DFARS 204.1601(b).

(c)(i) A continued contract is issued solely for administrative reasons. When issuing a continued contract, the contracting officer shall perform the following tasks:

(A) Obtain approval at a level above the contracting officer before issuance of the continued contract.

(B) Assign a PIID to the continued contract that is different from the PIID assigned to the predecessor contract, using the uniform PIID numbering system prescribed in FAR 4.1603 and DFARS 204.1603. The predecessor contract will retain the PIID originally assigned to it.

(C) Find a clear breaking point (e.g., between issuance of orders, exercise of options, or establishment of a new line of accounting) to issue the continued contract.

(D) Clearly segregate contractual requirements for purposes of Government inspection, acceptance, payment, and closeout. Supplies already delivered and services already performed under the predecessor contract will remain under the predecessor contract. This will allow the predecessor contract to be closed out when all inspection, acceptance, payment, and other closeout issues associated with supplies delivered and services performed under the predecessor contract are complete.

(E) Include in the continued contract all terms and conditions of the predecessor contract that pertain to the supplies and services yet to be delivered or performed. At the time it is issued, the continued contract may not in any way alter the prices or terms and conditions established in the predecessor contract.

(F) Provide advance notice to the contractor before issuance of the continued contract, to include the PIID and the effective date of the continued contract.

(G) Modify the predecessor contract to—

(*1*) Reflect any necessary administrative changes such as transfer of Government property, and make the Government property accountable under the continued contract;

(*2*) Clearly state that future performance (e.g., issuance of orders or exercise of options) will be accomplished under the continued contract; and

(*3*) Specify the administrative reason for issuing the continued contract.

(H) Reference the predecessor contract PIID on the face page of the continued contract to ensure

traceability.

(ii) Sample language for the administrative modification to the predecessor contract follows:

This modification is issued for administrative purposes to facilitate continued contract performance due to [state the reason for assigning an additional PIID]. This modification is authorized in accordance with FAR 4.1601 and DFARS 204.1601.

Supplies and services already acquired under this contract number shall remain solely under this contract number for purposes of Government inspection, acceptance, payment, and closeout. All future [delivery orders] [task orders] [options exercised] will be accomplished under continued contract [insert contract number].

PGI 204.1603 Procedures.

(a)(3)(A)(*3*) Legacy contract writing systems authorized to use the letter T in position 9 of the PIID for automated requests for quotation include the following:

(*i*) Department of Navy's Item Management and Procurement (ITIMP) system.

(*ii*) Defense Logistics Agency's Enterprise Business System (EBS).

(4) Positions 10 through 17. Positions 10 through 13 of a DoD-issued PIID shall not be a sequence of four zeroes (i.e., "0000").

(b) Elements of a supplementary PIID.

(1) Position 1. Use a "U" in position 1 (e.g., "U00001") in lieu of an "A" or "P", as necessary, to process draft modifications through contract writing systems and associated applications. Change the "U" to an "A" or "P" prior to award to comply with FAR and DFARS standards.

(2) *Positions 2 through 6.* Examples of proper numbering for positions 2 through 6 are as follows:

Normal modification	Provisioned items order (reserved for exclusive use by the Air Force only)	Shipping Instructions					
00001 — 99999		K0001	—	K9999	S0001	—	S9999
then		KA001	—	KZ999	SA001	—	SZ999

A0001 — A9999	L0001	—	L9999	T0001	—	T9999
B0001 — B9999	LA001	—	LZ999	TA001	—	TZ999
and so on to	M0001	—	M9999	U0001	—	U9999
H0001 — H9999	MA001	—	MZ999	UA001	—	UZ999
then	N0001	—	N9999	V0001	—	V9999
J0001 — J9999	NA001	—	NZ999	VA001	—	VZ999
then	P0001	—	P9999	W0001	—	W9999
R0001 — R9999	PA001	—	PZ999	WA001	—	WZ999
then	Q0001	—	Q9999	X0001	—	X9999
AA001 — HZ999	QA001	—	QZ999	XA001	—	XZ999
then						
JA001 — JZ999				Y0001	—	Y9999
RA001 — RZ999				YA001	—	YZ999

(3) 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.

PGI 204.1670 Cross reference to Federal Procurement Data System.

The following matrices should be used as a cross reference between the terms used in the FAR, DFARS, and the Federal Procurement Data System (FPDS).

STRUCTURE OF REQUIRED IDENTIFIERS					
Key and Description	Format				
A - DoD Procurement Instrument Identifier (PIID)	Consists of the concatenation of the following four fields:				
Enterprise Identifier - DODAAC of contracting office	Fiscal Year in which award is made	Procurement Instrument Type Code			Serialized Identifier
Six alpha-numeric characters excluding I and O	Two numeric characters	One alpha character excluding I and O		Four alpha-numeric characters excluding I and O. 0000 is not an acceptable value.	

B - DoD Order Number (Supplementary PIID)	Four alpha-numeric characters excluding I and O. A and P are prohibited in the first position. 0000 is not an acceptable value. (*NOTE: Four character supplementary PIID order numbers are only allowed to be issued through FY16. Subsequently, all orders must be in the format shown above in section A of this table. DoD activities are encouraged to transition as soon as possible in FY16 to this new method for numbering orders under DoD contracts and agreements. Transition must be completed no later than October 1, 2016.)*
C - DoD Procurement Instrument Modification Identifier (Supplementary PIID)	Six alpha-numeric characters beginning with A or P, excluding I and O. P00000 and A00000 are not acceptable values.

D - DoD Order Modification Identifier (Supplementary PIID)	Two alpha-numeric characters excluding I and O. 00 is not an acceptable value. (*NOTE: Two character supplementary PIID modification numbers are only allowed to be issued to DoD orders issued through FY16. Modification to DoD orders issued after the transition to the new method of numbering orders under DoD contracts and agreements must be in the form shown in section C of this table.*
E - Non DoD Procurement Instrument Number	4 to 50 Alpha-numeric characters
ELEMENTS NEEDED TO IDENTIFY A DEPARTMENT OF DEFENSE PROCUREMENT ACTION	
Procurement Instrument Action Type	Required as shown below to uniquely identify the action.

Reference Procurement Instrument (Reference Use Only)	Procurement Instrument Identifier (PIID) (Contract Number)		Modification Number Order Number	
BPA or Order under a Schedule or other non-DoD Instrument		E	A	
Order against a BPA under a Schedule (FY16 and later)	E	A	A	
Order against a BPA under a Schedule (Pre-FY16)	E	A	B	
DoD Contract, Purchase Order, BOA, BPA not under a Schedule, or other instrument		A		
Order against a DoD Contract, BOA, BPA not under a Schedule, or other instrument (FY16 and later)		A	A	
Order against a DoD Contract, BOA, BPA not under a Schedule or other instrument (Pre-FY16)		A	B	
Modification to a BPA or Order under a Schedule or other non- DoD instrument	E	A		C

Modification to an Order against a BPA under a Schedule (FY16 and later)	E	A	A	C
Modification to an Order against a BPA under a Schedule (Pre-FY16)	E	A	B	D
Modification to a DoD Contract, Purchase Order, BOA, BPA not under a Schedule, or other instrument		A		C

Modification to an Order against a DoD Contract, BOA, or BPA not under a schedule (FY16 and later)	A	A	C
Modification to an Order against a DoD Contract, BOA, or BPA not under a schedule (Pre-FY16)	A	B	D

FPDS Crosswalk	FPDS FIELD NAME				
REF_IDV_PIID	REF_IDV_MODIFI-CATION_NUMBER	PIID	MODIFICATION_NUMBER		
BPA or Order under a Schedule or other non-DoD Instrument	E	Use 0	A		Use 0
Order against a BPA under a Schedule (FY16 and later)	A	Use 0	A		Use 0
Order against a BPA under a Schedule (Pre-FY16)	A	Use 0	B*		Use 0

DoD Contract, Purchase Order, BOA, BPA not under a Schedule, or other instrument			A	Use 0
Order against a DoD Contract, BOA, BPA not under a Schedule, or other instrument (FY16 and later)	A	Use 0	A	C
Order against a DoD Contract, BOA, BPA not under a Schedule, or other instrument (Pre-FY16)	A	Use 0	B*	D*
Modification to a BPA or Order under a Schedule or other non-DoD Instrument			A	C
Modification to an Order against a BPA under a Schedule (FY16and later)	A	Use 0	A	C
Modification to an Order against a BPA under a Schedule (Pre-FY16)	A	Use 0	B*	D*

Modification to a DoD Contract, Purchase Order, BOA, BPA not under a Schedule, or other instrument			A		C
Modification to an Order against a DoD Contract, BOA, or BPA not under a Schedule (FY16 and later)	A		Use 0	A	C
Modification to an Order against a DoD Contract, BOA, or BPA not under a Schedule (Pre-FY16)	A		Use 0	B*	D*

* *Note that FPDS strips leading zeroes, so that modification 02 to order 0024 is shown as modification 2 to order 24.*