4.1603 Procedures.

(a) *Elements of a PIID*. The PIID consists of a combination of thirteen to seventeen alpha and/or numeric characters sequenced to convey certain information. Do not use special characters (such as hyphens, dashes, or spaces).

(1) *Positions 1 through 6*. The first six positions identify the department/agency and office issuing the instrument. Use the AAC assigned to the issuing office for positions 1 through 6. Civilian agency points of contact for obtaining an AAC are on the AAC Contact list maintained by the General Services Administration and can be found at https://community.max.gov/x/24foL. For Department of Defense (DoD) inquiries, contact the service/agency Central Service Point or DoD AAC Monitor, or if unknown, email DODAADHQ@DLA.MIL for assistance.

(2) *Positions 7 through 8*. The seventh and eighth positions are the last two digits of the fiscal year in which the *procurement* instrument is issued or awarded. This is the date the action is signed, not the effective date if the effective date is different.

(3) *Position 9*. Indicate the type of instrument by entering one of the following upper case letters in position nine. Departments and independent agencies *may* assign those letters identified for department use below in accordance with their agency policy; however, any use *must* be applied to the entire department or agency.

Instrument	Letter designation
(i) Blanket purchase agreements	A
(ii) invitations for bids	B
(iii)Contracts of all types except indefinite-delivery contracts (see subpart 16.5)	C
(iv) Indefinite-delivery contracts (including Federal Supply Schedules, Governmentwide *acquisition* contracts (GWACs), and multi-agency contracts)	D
(v) Reserved for future Federal Governmentwide use	E
(vi) *Task orders*, *delivery orders* or calls under– Indefinite-delivery contracts (including Federal Supply Schedules, Governmentwide *acquisition* contracts (GWACs), and multi-agency contracts); Blanket purchase agreements; or Basic ordering agreements	F

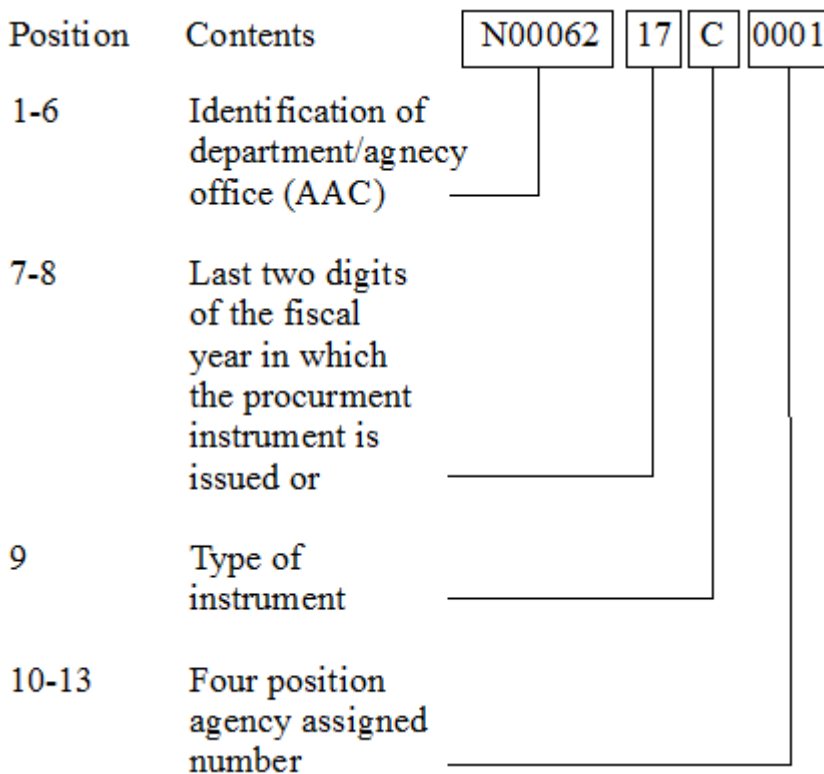| Instrument	Letter designation
(vii) Basic ordering agreements.	G
(viii) Agreements, including basic agreements and loan agreements, but excluding blanket purchase agreements, basic ordering agreements, and leases. Do not use this code for contracts or agreements with provisions for orders or calls	H
(ix) Do not use this letter	I
(x) Reserved for future Federal Governmentwide use	J
(xi) Reserved for departmental or agency use	K
(xii) Lease agreements	L
(xiii) Reserved for departmental or agency use	M
(xiv) Reserved for departmental or agency use	N
(xv) Do not use this letter	O
(xvi) *Purchase orders* (assign V if numbering capacity of P is exhausted during a fiscal year)	P
(xvii) Requests for quotations (assign U if numbering capacity of Q is exhausted during a fiscal year)	Q
(xviii) Requests for proposals	R
(xix) Reserved for departmental or agency use	S
(xx) Reserved for departmental or agency use	T
(xxi) See Q, requests for quotations	U
(xxii) See P, *purchase orders*	V
(xxiii) Reserved for future Federal Governmentwide use	W

Instrument	Letter designation
(xxiv) Reserved for future Federal Governmentwide use	X
(xxv) Imprest fund	Y
(xxvi) Reserved for future Federal Governmentwide use	Z

(4) Positions 10 through 17. Enter the number assigned by the issuing agency in these positions. Agencies *may* choose a minimum of four characters up to a maximum of eight characters to be used, but the same number of characters *must* be used agency-wide. If a number less than the maximum is used, do not use leading or trailing zeroes to make it equal the maximum in any system or data transmission. A separate series of numbers *may* be used for any type of instrument listed in paragraph (a)(3) of this section. An agency *may* reserve blocks of numbers or alpha-numeric numbers for use by its various *components*.

(5) Illustration of PIID. The following illustrates a properly configured PIID using four characters in the final positions:

Position	Contents	N00062	17	C	0001
1-6	Identification of department/agnecy office (AAC)				
7-8	Last two digits of the fiscal year in which the procurment instrument is issued or				
9	Type of instrument				
10-13	Four position agency assigned number				

(b) *Elements of a supplementary PIID*. Use the supplementary PIID to identify amendments to *solicitations* and modifications to contracts, orders, and agreements. The supplementary PIID is reported as a separate data element used in conjunction with, but not appended to, the PIID.

(1) Amendments to *solicitations*. Number amendments to *solicitations* sequentially using a four position numeric serial number added to the 13-17 character PIID beginning with 0001.

(2) Modifications to contracts, orders, and agreements. Number modifications to contracts, orders,

and agreements using a six position alpha or numeric, or a combination thereof, added to the 13-17 character PIID. For example, a modification could be numbered P00001. This would be added to the end of the 13-17 character PIID illustrated in (a)(5) of this section.

(i) Position 1. Identify the office issuing the modification. The letter P *shall* be designated for modifications issued by the procuring *contracting office*. The letter A *shall* be used for modifications issued by the *contract administration office* (if other than the procuring *contracting office*).

(ii) Positions 2 through 6. These positions *may* be alpha, numeric, or a combination thereof, in accordance with agency procedures.

(iii) Each office authorized to issue modifications *shall* assign the supplementary identification numbers in sequence (unless provided otherwise in agency procedures). Do not assign the numbers until it has been determined that a modification is to be issued.

Parent topic: Subpart 4.16 - Unique Procurement Instrument Identifiers