

DFARS Procedures, Guidance, and Information

PGI 204—Administrative Matters

(Revised August 29, 2012)

PGI 204.70—UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS

PGI 204.7001 Policy.

(c)(i) Continued contracts are issued solely for administrative reasons and do not constitute a new procurement. When issuing a continued contract, the contracting officer shall—

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

(B) Assign a procurement instrument identification (PII) number to the continued contract that is different from the PII number assigned to the predecessor contract, using the uniform PII numbering system prescribed in DFARS [204.7002](#), [204.7003](#), and [204.7004](#). The predecessor contract will retain the PII number originally assigned to it;

(C) Find a clear breaking point (for example, 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) Not evade competition, expand the scope of work, or extend the period of performance beyond that of the predecessor contract;

(G) Provide advance notice to the contractor before issuance of the continued contract, to include the PII number and the effective date of the continued contract;

(H) Modify the predecessor contract to—

DFARS Procedures, Guidance, and Information

PGI 204—Administrative Matters

(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;
and

(l) Reference the predecessor contract PII number on the face page of the continued contract to ensure traceability.

(ii) Sample language for the administrative modification to the predecessor contract is provided below:

“This modification is issued for administrative purposes to facilitate continued contract performance due to *[state the reason for assigning an additional PII number]*. This modification is authorized in accordance with DFARS [204.7001](#)(c).

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 XXXXXXXX.”

PGI 204.7005 Order code monitors.

(b) Contracting activities submit requests for assignment of or changes in two-character order codes to their respective monitors in accordance with department/agency procedures.

(1) Order code monitors—

(i) Approve requests for additions, deletions, or changes; and

(ii) Provide notification of additions, deletions, or changes to Defense Procurement and Acquisition Policy, Program Development and Implementation (OUSD(AT&L)/DPAP(PDI)), 3060 Defense Pentagon, Washington, DC 20301-3060 or email at osdcallordercode@osd.mil.

(2) Order code monitors are—

ARMY

Office of the Deputy Assistant
Secretary of the Army
(Procurement)

DFARS Procedures, Guidance, and Information

PGI 204—Administrative Matters

	Attn: SAAL-ZP (RM 2E520) 103 Army Pentagon Washington, DC 20310-0103
NAVY AND MARINE CORPS	Office of the Assistant Secretary of the Navy (RD&A) 1000 Navy Pentagon, Room BF992 Washington, DC 20350-1000
AIR FORCE	SAF/AQCI 1060 Air Force Pentagon Washington, DC 20330-1060
DEFENSE LOGISTICS AGENCY	Defense Logistics Agency DLA Acquisition Policy and Systems Division (J71) John J. Kingman Road Fort Belvoir, VA 22060-6221
OTHER DEFENSE AGENCIES	Defense Procurement and Acquisition Policy Attn: Program Development and Implementation 3060 Defense Pentagon Washington, DC 20301-3060 or email osdcallordercoderequests@osd.mil

(3) Order code assignments can be found at
http://www.acq.osd.mil/dpap/dars/order_code_assignments.html.

PGI 204.7006 Cross reference to Federal Procurement Data System.

DPAP policy letter dated July 8, 2010, subject: Contract Indexing Standard (viewable [here](#)) provides detailed guidance and a matrix on mapping PII and supplementary PII numbers stored in the Electronic Document Access system to data elements reported in the Federal Procurement Data System. The attachment for this DPAP policy is provided in the following matrices, which should be used as a cross reference between terms in the DFARS and the Federal Procurement Data System.

DFARS Procedures, Guidance, and Information

PGI 204—Administrative Matters

ELEMENTS NEEDED TO IDENTIFY A DEPARTMENT OF DEFENSE PROCUREMENT ACTION				
Procurement Instrument Action Type	Reference Procurement Instrument (Reference Use Only)	Required as shown below to uniquely identify the action.		
		Procurement Instrument Identification Number (aka Contract Number)	Order Number	Modification Number
BPA or Order under a Schedule or other non-DoD Instrument	E	A		
Order against a BPA under a Schedule	E	A	B	
DoD Stand Alone Contract, Purchase Order, BOA, BPA or other instrument		A		
Order against a DoD Stand Alone Contract, BOA, BPA or other instrument		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	E	A	B	D
Modification to a DoD Stand Alone Contract, Purchase Order, BOA, BPA or other instrument		A		C
Modification to an Order against a DoD Stand Alone Contract, BOA, or BPA		A	B	D

DFARS Procedures, Guidance, and Information

PGI 204—Administrative Matters

STRUCTURE OF REQUIRED IDENTIFIERS				
Key and Description				
Format				
A - DoD Procurement Instrument Identification Number (PIIN)	Consists of concatenation of following four fields:			
	Enterprise Identifier - DODAAC of contracting office	Fiscal Year in which award is made	Procurement Instrument Type Code	Serialized Identifier
	Six Alphanumeric excluding 'I' and 'O'	2 Numeric	1 Alpha (list)	Four Alphanumeric excluding 'I' and 'O'. '0000' is not an acceptable value.
B - DoD Order Number (Supplementary Procurement Instrument Identification Number (SPIIN))	Four Alphanumeric excluding 'I' and 'O', 'A' and 'P' prohibited in first position. '0000' is not an acceptable value.			
C - DoD Procurement Instrument Modification Identifier (Supplementary Procurement Instrument Identification Number (SPIIN))	Six Alphanumeric beginning with 'A' or 'P', excluding 'I' and 'O'. 'P00000' and 'A00000' are not acceptable values			
D - DoD Order Modification Identifier (Supplementary Procurement Instrument Identification Number (SPIIN))	Two Alphanumeric excluding 'I' and 'O'. '00' is not an acceptable value.			
E -- Non DoD Procurement Instrument Number	4 to 50 Alphanumeric			

DFARS Procedures, Guidance, and Information

PGI 204—Administrative Matters

FPDS Crosswalk	FPDS FIELD NAME			
	REF_IDV_PIID	REF_IDV_MODIFICATION_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	A	Use "0"	B*	Use "0"
DoD Stand Alone Contract, Purchase Order, BOA, BPA or other instrument			A	Use "0"
Order against a DoD Stand Alone Contract, BOA, BPA or other instrument	A	Use "0"	B*	Use "0"
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	A	Use "0"	B*	D*
Modification to a DoD Stand Alone Contract, Purchase Order, BOA, BPA or other instrument			A	C
Modification to an Order against a DoD Stand Alone Contract, BOA, or BPA	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				