



**U.S. Department of Justice**

Justice Management Division

*Management and Planning Staff*

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*Washington, D.C. 20530*

October 1, 2003

**MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS**

**FROM:**  H.B. Myers  
Assistant Director  
Procurement Policy and Review Group

**SUBJECT:** DOJ Procurement Guidance Document 03-04  
Establishment of Procurement Instrument Identifier (PIID) Numbers.

Attached to this Guidance Document is Federal Acquisition Circular (FAC) 2001-16. This FAC, which is effective October 1, 2003, as an interim rule with request for comments, amends the Federal Acquisition Regulations (FAR) to require that Federal agencies establish a system of unique identifiers for contracts, orders and agreements that comply with the numbering guidelines established by the Joint Financial Management Improvement Project. FAC 2001-16 requires the agency PIID consist of alpha characters in the first positions to indicate the agency, followed by alphanumeric characters identifying bureaus, offices, or other administrative subdivisions. This Guidance Document implements those requirements within the Department of Justice. On August 28, 2003, at the meeting of the Procurement Executive/Bureau Procurement Chief Forum (DOJ Procurement Forum), the Procurement Policy and Review Group (PPRG) proposed a numbering convention to be used by the bureaus to identify their transactions for reporting to the FPDS-NG.

This Guidance Document formalizes the PIID numbering convention that was presented by PPRG and was accepted by the Bureau Procurement Chiefs or their representatives.

The prefix "DJ" will be used by all bureaus in the first two positions of their contract actions to identify the Department of Justice. Bureau contract actions will be identified as follows: ATF's contracts will begin with "DJA" or "DJT"; BOP's will begin with "DJB"; DEA's will begin with "DJD"; FBI's will begin with "DJF"; FPI's will begin with "DJU"; JMD and the OBDs will begin with "DJJ"; OJP's will begin with "DJO"; and, USMS's will begin with "DJM."

These prefixes are to be used for all contract actions awarded on or after October 1, 2003. PPRG will assure that these prefixes are registered with the FPDS-NG Program Office.

If you have any questions concerning this guidance document, please call Harold Belcher on (202) 616-3756.

Attachment

(7) Unit of issue.

(8) Destination information.

(9) Delivery schedule.

(10) Duration of the contract period.

(11) For a proposed contract action in an amount estimated to be greater than \$25,000 but not greater than the simplified acquisition threshold, enter—

(i) A description of the procedures to be used in awarding the contract (e.g., request for oral or written quotation or solicitation); and

(ii) The anticipated award date.

(12) For Architect-Engineer projects and other projects for which the supply or service codes are insufficient, provide brief details with respect to: location, scope of services required, cost range and limitations, type of contract, estimated starting and completion dates, and any significant evaluation factors.

(13) Numbered notes (see paragraph (e) of this section), including instructions for set-asides for small businesses.

(14) In the case of noncompetitive contract actions (including those that do not exceed the simplified acquisition threshold), identify the intended source (see paragraph (e) of this section) and insert a statement of the reason justifying the lack of competition.

(15) Insert a statement that all responsible sources may submit a bid, proposal, or quotation which shall be considered by the agency.

(16) If solicitations synopsized through the GPE will not be made available through the GPE, provide information on how to obtain the solicitation.

(17) If the solicitation will be made available to interested parties through electronic data interchange, provide any information necessary to obtain and respond to the solicitation electronically.

(18) In the case of a very small business set-aside, identify the Designated Region (see Subpart 19.9).

(19) If the technical data required to respond to the solicitation will not be furnished as part of such solicitation, identify the source in the Government, if any, from which the technical data may be obtained.

(d) *Set-asides*. When the proposed acquisition provides for a total, partial, or very small business set-aside or a HUBZone small business set-aside, the appropriate Numbered Note will be cited.

(e) *Numbered notes*. Numbered Notes are footnotes to be used by contracting officers to eliminate the unnecessary duplication of information that appears in various announcements. An explanation of the numbered notes appears at <http://www.fedbizopps.gov>.

(f) *Codes to be used in Synopses to identify services or supplies*. Contracting officers must use one of the classification codes identified at <http://www.fedbizopps.gov/> to identify services or supplies in synopses.

(g) *Cancellation of synopsis*. Contracting officers should not publish notices of solicitation cancellations (or indefinite suspensions) of proposed contract actions in the GPE. Cancellations of solicitations must be made in accordance with 14.209 and 14.404-1.

■ 10. Amend section 5.301 by revising paragraph (c) and removing paragraph (d) to read as follows:

**5.301 General.**

\* \* \* \* \*

(c) With respect to acquisitions subject to the Trade Agreements Act, contracting officers must submit synopses in sufficient time to permit their publication in the GPE not later than 60 days after award.

**PART 9—CONTRACTOR QUALIFICATIONS**

**9.204 [Amended]**

■ 11. Amend section 9.204 in paragraph (a)(1) by removing the last sentence.

**9.205 [Amended]**

■ 12. Amend section 9.205 in the introductory text of paragraph (a) by removing the third sentence.

**PART 10—MARKET RESEARCH**

**10.002 [Amended]**

■ 13. Amend section 10.002 by removing “(see 5.207(e)(4))” from the end of paragraph (d)(2) and adding “(see 5.207(e))” in its place.

**PART 12—ACQUISITION OF COMMERCIAL ITEMS**

**12.603 [Amended]**

■ 14. Amend section 12.603 in paragraph (a) by removing the last sentence; in paragraph (c)(1) by removing “for items 1-16”; and in paragraph (d)(2) by removing “item 17,” and adding “the” in its place.

**PART 13—SIMPLIFIED ACQUISITION PROCEDURES**

**13.104 [Amended]**

■ 15. Amend section 13.104 in the first sentence of paragraph (b) by removing “neither using FACNET nor” and adding “not using either FACNET or” in its place.

**PART 14—SEALED BIDDING**

**14.503-2 [Amended]**

■ 16. Amend section 14.503-2 in paragraph (b) by removing “(see 5.207(b)(1))” and adding “(see 5.207)” in its place.

**PART 22—APPLICATION OF LABOR LAWS TO GOVERNMENT ACQUISITIONS**

**22.1009-4 [Amended]**

■ 17. Amend section 22.1009-4 in the introductory text of paragraph (b) by removing “(see 5.207(g)(4))”.

**PART 25—FOREIGN ACQUISITION**

**25.408 [Amended]**

■ 18. Amend section 25.408 in paragraph (a)(2) by removing “(5.207(e)(2))” and adding “(5.207(e))” in its place.

**PART 35—RESEARCH AND DEVELOPMENT CONTRACTING**

**35.016 [Amended]**

■ 19. Amend section 35.016 in paragraph (c) by removing the last sentence.

[F.R. Doc. 03-24583 Filed 9-30-03; 8:45 am]  
BILLING CODE 6820-EP-P

**DEPARTMENT OF DEFENSE**

**GENERAL SERVICES ADMINISTRATION**

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

**48 CFR Part 4**

[FAC 2001-16; FAR Case 2002-025; Item III]

**RIN 9000-AJ70**

**Federal Acquisition Regulation; Unique Contract and Order Identifier Numbers**

**AGENCIES:** Department of Defense (DoD), General Services Administration (GSA), and National Aeronautics and Space Administration (NASA).

**ACTION:** Interim rule with request for comments.

**SUMMARY:** The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) have agreed to issue an interim rule amending the Federal Acquisition Regulation (FAR) to require that Federal agencies assign a unique identifier for every contract, purchase order, BOA, Basic Agreement, and BPA reported to the Federal Procurement Data System (FPDS). Agencies must be

in compliance with this requirement no later than October 1, 2003, when the next generation of FPDS, "FPDS-NG," becomes operational.

**DATES:** *Effective Date:* October 1, 2003.

*Comment Date:* Interested parties should submit comments to the FAR Secretariat at the address shown below on or before October 31, 2003, to be considered in the formulation of a final rule.

**ADDRESSES:** Submit written comments to—General Services Administration, FAR Secretariat (MVA), 1800 F Street, NW., Room 4035, Attn: Ms. Laurie Duarte, Washington, DC 20405.

Submit electronic comments via the Internet to—*farcase.2002-025@gsa.gov*.

Please submit comments only and cite FAC 2001-16, FAR case 2002-025, in all correspondence related to this case.

**FOR FURTHER INFORMATION CONTACT:** The FAR Secretariat, Room 4035, GS Building, Washington, DC 20405, (202) 501-4755, for information pertaining to status or publication schedules. For clarification of content, contact Mr. Gerald Zaffos, Procurement Analyst, at (202) 208-6091. Please cite FAC 2001-16, FAR case 2002-025.

**SUPPLEMENTARY INFORMATION:**

**A. Background**

The Federal Government is modernizing its procurement data collection system, the Federal Procurement Data System (FPDS). As part of this modernization process, agencies are being asked to establish and use a unique contract and order identification number scheme for the information reported to FPDS. These unique identifiers will help to improve the quality of information FPDS makes available to agencies for managing their programs and to the public for better understanding how taxpayer funds are spent.

Therefore, the FAR is being amended at 4.602 to add a paragraph requiring that each agency that reports to the FPDS have in place no later than October 1, 2003, a process that will ensure that each procurement instrument identifier reported to FPDS is unique, Governmentwide, and will remain so for at least 20 years from the date of contract award; and to require that agencies submit their proposed identifier to the Federal Procurement Data Center, which will maintain a registry of identifiers and validate their use in all transactions.

The agency's identifier must comply with the contract numbering guidelines established by the Joint Financial Management Improvement Project (JFMIP). Delivery orders, task orders,

and call numbers must be unique in combination with the basic reference contract vehicle identifier. When the basic reference contract is available for multi-agency use, an ordering agency must use the same agency identification prefix for its delivery orders, task orders, and call numbers as it uses for its contractual instruments. Agencies may submit their proposed identifier to *john.cochran@gsa.gov*. Agencies are encouraged to submit their proposed identifier as soon as possible. If an agency is not in compliance by October 1, 2003 (*i.e.*, the date FPDS-NG becomes operational), FPDS-NG will reject the agency's reports.

This is not a significant regulatory action and, therefore, was not subject to review under section 6(b) of Executive Order 12866, Regulatory Planning and Review, dated September 30, 1993. This rule is not a major rule under 5 U.S.C. 804.

**B. Regulatory Flexibility Act**

The Regulatory Flexibility Act, 5 U.S.C. 601, *et seq.*, does not apply because the rule applies to the internal process of Federal agencies. An Initial Regulatory Flexibility Analysis has, therefore, not been prepared.

**C. Paperwork Reduction Act**

The Paperwork Reduction Act does not apply because the changes to the FAR do not impose information collection requirements that require the approval of the Office of Management and Budget under 44 U.S.C. 3501, *et seq.*

**D. Determination To Issue an Interim Rule**

There is no requirement to publish this rule for public comment, as it is not a significant FAR revision. This rule simply requires that agencies assign a unique identifier for contracts, purchase orders, and agreements reported to the FPDS. Even though not required to do so, the Councils would, nevertheless, like to obtain public comments and are issuing this rule as an interim rule with request for comments. Pursuant to Public Law 8-577 and FAR 1.501, the Councils will consider public comments received in response to this interim rule in the formation of the final rule.

**List of Subjects in 48 CFR Part 4**

Government procurement.

Dated: September 24, 2003.

Laura G. Auletta,

Director, Acquisition Policy Division.

■ Therefore, DoD, GSA, and NASA amend 48 CFR part 4 as set forth below:

**PART 4—ADMINISTRATIVE MATTERS**

■ 1. The authority citation for 48 CFR part 4 is revised to read as follows:

**Authority:** 40 U.S.C. 121(c); 10 U.S.C. chapter 137; and 42 U.S.C. 2473(c).

■ 2. Amend section 4.602 by adding paragraph (e) to read as follows:

**4.602 Federal Procurement Data System.**

\* \* \* \* \*

(e) *Unique Procurement Instrument Identifier (PIID).* (1) The FPDS requires that each reporting agency assign a unique identifier for every contract, purchase order, BOA, Basic Agreement, and BPA reported to FPDS. Such identifiers shall comply with the contract numbering guidelines established by the Joint Financial Management Improvement Project. The PIID shall consist of alpha characters in the first positions to indicate the agency, followed by alphanumeric characters identifying bureau, offices, or other administrative subdivisions. The last portion of the PIID shall be numbered sequentially. The PIID may include other elements, as appropriate, such as fiscal year. Delivery orders, task orders, and call numbers must be unique in combination with the basic reference contract vehicle identifier. When the basic reference contract is available for multi-agency use (GWAC, Federal Supply Schedule contract, etc.), an ordering agency shall use the same agency identification prefix for its delivery orders, task orders, and call numbers as it uses for its contractual instruments.

(2) Agencies are required to have in place, no later than October 1, 2003, a process that will ensure that each PIID reported to FPDS is unique, Governmentwide, and will remain so for at least 20 years from the date of contract award. To eliminate the possibility of duplication between agencies, agencies must submit their proposed identifier to the Federal Procurement Data Center, which will maintain a registry of the identifiers on the FPDC website and validate their use in all transactions.

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