



# Department of Defense

## INSTRUCTION

NUMBER 8320.06  
September 26, 2012

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USD(AT&L)

SUBJECT: Organization Unique Identification (OUID) Standards for Unique Identification of External Department of Defense Business Partners

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive (DoDD) 5134.01 (Reference (a)), this Instruction:

a. Implements policy in DoDD 8320.03 (Reference (b)).

b. Implements requirements to use national and international standards to uniquely identify commercial enterprises, other Federal government agencies, and foreign governments that deliver materiel items to the DoD under contracts or other agreements.

c. Prescribes procedures and assigns responsibilities for identifying approved OUID standards and guidelines for use in DoD business transactions with Federal and State agencies, non-governmental organizations, and domestic and foreign persons and organizations external to DoD.

2. APPLICABILITY. This Instruction:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

b. Does not apply to identifying DoD internal organizations with the Universal Unique Identifier used as part of the Global Force Management (GFM) standard. Procedures for that process are contained in DoD Instruction (DoDI) 8260.03 (Reference (c)), and implementation is described in DoD Manual 8260.03-V1 (Reference (d)).

3. DEFINITIONS. See Glossary.
  
4. POLICY. As specified in Reference (b), it is DoD policy that business transactions (see Glossary) initiated by the DoD Components with Federal and State agencies, non-governmental organizations, and domestic and foreign persons and organizations shall use unique identification standards for discrete entities (see Glossary).
  
5. RESPONSIBILITIES. See Enclosure 2.
  
6. PROCEDURES. See Enclosure 3.
  
7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.
  
8. EFFECTIVE DATE. This Instruction:
  - a. Is effective September 26, 2012.
  
  - b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoDI 5025.01 (Reference (e)). If not, it will expire effective September 26, 2022 and be removed from the DoD Issuances Website.



Frank Kendall  
Under Secretary of Defense for  
Acquisition, Technology, and Logistics

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))," December 9, 2005
- (b) DoD Directive 8320.03, "Unique Identification (UID) Standards for a Net-Centric Department of Defense," March 23, 2007
- (c) DoD Instruction 8260.03, "Organizational and Force Structure Construct (OFSC) for Global Force Management (GFM)," August 23, 2006
- (d) DoD Manual 8260.03, Volume 1, "Global Force Management Data Initiative (GFM DI) Implementation: Unique Identification (UID) for GFM," November 20, 2009
- (e) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
- (f) ISO/ IEC 15459-2, "Information technology - Unique identifiers - Part 2: Registration procedures," March 1, 2006
- (g) Defense Logistics Manual 4000.25, Volume 6, "Defense Logistics Management System (DLMS): Logistics Systems Interoperability Support Services," current edition
- (h) GS1 General Specifications, current edition<sup>1</sup>
- (i) Electronic Data Interchange for Companies with Interest in Computing and Electronics, "EDIFICE License Plate Guideline for Transport Units," May 31, 2006<sup>2</sup>
- (j) American National Standard, "The Health Industry Bar Code (HIBC) Supplier Labeling Standard," April 29, 1997<sup>3</sup>
- (k) Health Industry Business Communications Council, "The Health Industry Number (HIN®) System: A User Guide," current edition<sup>4</sup>
- (l) DoD Cataloging Handbook H4/H8, "Commercial and Government Entity (CAGE)," current edition<sup>5</sup>
- (m) Alliance for Telecommunications Industry Solutions 0322000, "Coded Representation of the North American Telecommunications Industry Manufacturers, Suppliers, and Related Service Companies," January 1, 2005<sup>6</sup>
- (n) Internal Revenue Service Publication 1635 (Rev. 10-2007), "Understanding Your Employer Identification Number (EIN)," Revision 04-2011<sup>7</sup>
- (o) American Bankers Association, "American Bankers Association Key to Routing Numbers," published semi-annually<sup>8</sup>
- (p) International Standards Organization 3166-1, "Codes for the representation of names of countries and their subdivisions – Part 1: Country codes," published since 2006. Changes are announced in newsletters which update the currently valid standard.

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<sup>1</sup> Available at Princeton Pike Corporate Center, 1009 Lenox Drive Suite 202, Lawrenceville, New Jersey 08648, United States, Telephone: (609) 620-0200, Email: info@gs1us.org.

<sup>2</sup> Available at <http://repository.edifice.org/LP.htm>.

<sup>3</sup> Available at <http://www.hibcc.org/autoidupn/standards.htm>.

<sup>4</sup> Available at <http://www.hibcc.org/hinsystem.htm>.

<sup>5</sup> Available on CD-ROM by subscription from the DLA Logistics Information Service at <http://www.dlis.dla.mil>.

<sup>6</sup> Available at IHS Inc., 321 Inverness Drive South, Englewood, CO 80112, Telephone: (800) 525-7052.

<sup>7</sup> Available at [www.irs.gov/pub/irs-pdf/p1635.pdf](http://www.irs.gov/pub/irs-pdf/p1635.pdf)

<sup>8</sup> Available at Accuity, P.O. Box 916, Skokie, Illinois 60076-0916, Telephone: (800) 321-3373, Email: [custserv@AccuitySolutions.com](mailto:custserv@AccuitySolutions.com).

- (q) Office of the Secretary of Defense Memorandum, “Implementation of Department of Defense Trading Partner Number (TPN) for Intra-governmental Transactions,” October 10, 2003<sup>9</sup>
- (r) Federal Agency Registration, “Software User Manual (SUM),” Version 5.0, February 28, 2010
- (s) International Standards Organization 9362, “Banking – Banking telecommunications messages – Bank identifier codes,” 2009
- (t) International Standards Organization/International Electrotechnical Commission 7812-1, “Identification cards – Identification of issuers – Part 1: Numbering systems,” October 16, 2006
- (u) American National Standards Institute Accredited Standards Committee X12 004010 Element 66, “Identification Code Qualifier,” current edition<sup>10</sup>
- (v) DoD Instruction 5105.18, “DoD Intergovernmental and Intragovernmental Committee Management Program,” July 10, 2009
- (w) Defense Federal Acquisition Regulation Supplement 252.211.7003, “Item Identification and Valuation,” current edition
- (x) DoD Instruction 5000.64, “Accountability and Management of DoD Equipment and Other Accountable Property,” May 19, 2011
- (y) Director, Acquisition Resources and Analysis, Office of the Under Secretary of Defense (Acquisition, Technology, and Logistics) Memorandum, “Military Equipment Definition,” January 24, 2007
- (z) DoD Directive 8320.02, “Data Sharing in a Net-Centric Department of Defense,” December 2, 2004

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<sup>9</sup> Available at

[http://www.acq.osd.mil/dpap/Docs/Implementation%20of%20DoD%20Trading%20Partner%20Number%20\(TPN\)%20for%20Intra-governmental%20Transactions.pdf](http://www.acq.osd.mil/dpap/Docs/Implementation%20of%20DoD%20Trading%20Partner%20Number%20(TPN)%20for%20Intra-governmental%20Transactions.pdf)

<sup>10</sup> Available by subscription at [http:// www.x12.org](http://www.x12.org).

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). The USD(AT&L) shall establish the DoD External OUID Surety Board.
  
2. ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS (ASD(L&MR)). The ASD(L&MR), under the authority, direction, and control of the USD(AT&L), shall assure the use of approved national and international standards for external OUID designations in the Defense Logistics Management System (DLMS).
  
3. DIRECTOR, DEFENSE LOGISTICS AGENCY (DLA). The Director, DLA, under the authority, direction, and control of the USD(AT&L) through the ASD(L&MR), shall incorporate approved national and international standards for external OUID designations as data elements in the DLMS.
  
4. DIRECTOR, DEFENSE PROCUREMENT AND ACQUISITION POLICY (DPAP). The Director, DPAP, under the authority, direction, and control of the USD(AT&L), shall:
  - a. Be responsible for developing external OUID policy and business rules.
  - b. Develop and maintain guidance on the use of national and international standards for external OUID designations for DoD's domestic and foreign business partners.
  - c. Maintain the official registry of DoD recognized external OUIDs.
  
5. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall ensure that force structure data systems use national and international standards for external OUID designations to identify all external DoD business partners.
  
6. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO). The USD(C)/CFO shall determine, in partnership with the Director, DPAP, the internal controls and business rules for use of the Business Partner Network (BPN) trading partner number.

7. DEPUTY CHIEF MANAGEMENT OFFICER (DCMO). The DCMO shall ensure the integration of the external OUID standards into the Business Enterprise Architecture, as appropriate.

8. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:

a. Implement unique identification requirements in accordance with Reference (b) for external OUID in business transactions with Federal and State Agencies, non-governmental organizations, and domestic and foreign persons and organizations.

b. Ensure program managers plan for and implement requirements for external OUID.

c. Use the national and international standards as listed in References (f) through (t) for external OUID designations to identify external enterprises in item unique identification (IUID), all unique item tracking programs registered in the DLMS, and in serial number tracking, unique item tracking, and serialized item management programs.

d. Enable business processes to use external OUID codes in the integrated lifecycle management of product and services acquisition programs.

ENCLOSURE 3

PROCEDURES

1. USE OF EXTERNAL ENTERPRISE IDENTIFIERS. When using external enterprise identifiers for identification of Federal and State agencies, non-governmental organizations, and domestic and foreign persons and organizations required by Reference (b):

a. Use national and international standards and guidelines for OUID designations to assure globally unique identification of Federal and State agencies, non-governmental organizations, and domestic and foreign persons and organizations doing business with the DoD.

b. Identify entities external to the DoD force structure by using the appropriate OUID enterprise identifiers listed in section 2 of this enclosure when these entities are conducting DoD property business transactions in acquisition, logistics support, maintenance, property management, custody of U.S. Government furnished property, and valuation of DoD acquired and owned personal property and military equipment.

c. Use the procedures in section 3 of this enclosure to establish globally unambiguous external enterprise identifier codes in DoD business transactions.

2. EXTERNAL ENTERPRISE IDENTIFIERS APPROVED FOR USE. The external enterprise identifiers in paragraphs 2.a. through 2.b. of this enclosure shall be used in DoD business transactions, as required.

a. Enterprise Identifiers Controlled by Issuing Agencies in Accordance with International Standards Organization (ISO)/International Electrotechnical Committee (IEC) 15459-2 (Reference (f)).

(1) DoD activity address code (DoDAAC). The DoDAAC is assigned by DLA Transaction Services under issuing agency code (IAC) "LD" in accordance with Volume 6 of Defense Logistics Manual 4000.25 (Reference (g)).

(2) Data Universal Numbering System (DUNS) Number. The DUNS number is assigned by Dun & Bradstreet under IAC "UN." DUNS number assignment from Dun & Bradstreet is free for all businesses required to register with the U.S. Government for contracts or grants.

(3) GS1 Company Prefix. The GS1 Company Prefix is defined by GS1 General Specifications (Reference (h)), and is assigned by GS1 (European Article Numbering Association) under IAC "0" through "9".

(4) Company identification number (CIN). The CIN is defined by "EDIFICE License Plate Guideline for Transport Units" (Reference (i)), and is assigned by the Electronic Data



Interchange for Companies with Interest in Computing and Electronics (EDIFICE) under IAC “LE.”

(5) Labeler identification code (LIC). The LIC is defined by “The Health Industry Bar Code (HIBC) Supplier Labeling Standard” (Reference (j)), and is assigned by the European Health Industry Business Communications Council under IAC “LH” and the Health Industry Business Communications Council (HIBCC) under IAC “RH.”

(6) Health industry number (HIN®). The HIN® is defined by “The HIN® System: A User Guide” (Reference (k)), and is assigned by the HIBCC under IAC “RH.”

(7) North Atlantic Treaty Organization (NATO)/U.S. commercial and government entity (NCAGE/CAGE) code. The NCAGE/CAGE code is defined by DoD Cataloging Handbook H4/H8 (Reference (l)), and is assigned by NATO Allied Committee/135 under IAC “D.”

(8) Manufacturer identification code (MIC). The MIC is defined by Alliance for Telecommunications Industry Solutions 0322000 (Reference (m)), and is assigned by Telcordia Technologies, Inc., under IAC “LB.”

b. Enterprise Identifiers Required by the U.S. Government BPN Master List, Central Contractor Registration System

(1) Tax identification number (TIN). Applicable to the United States, an employer identification number (EIN), also known as Federal employer identification number (FEIN), is defined by Internal Revenue Service Publication 1635 (Reference (n)) and is the corporate equivalent to a social security number. It is issued to anyone, including individuals, who have to pay withholding taxes on employees. The EIN/FEIN is also known as the TIN when the number is used for identification rather than employment tax reporting.

(2) Routing transit number (RTN). The RTN is a nine digit bank code used in the United States, which appears on the bottom of negotiable instruments, such as checks, that identifies the financial institution from which it is drawn. The RTN is defined by the “American Bankers Association Key to Routing Numbers” (Reference (o)).

(3) Foreign Countries. Foreign countries are identified by using either of the following guidelines, as appropriate:

(a) Country codes in accordance with the ISO 3166-1 (Reference (p)) conventions.

(b) Foreign government organizations in accordance with Reference (g).

(4) BPN TPN. Identify DoD and non-DoD Federal agencies in intragovernmental transactions by using the BPN TPN, hereinafter referred to as the “BPN number,” required by Office of the Secretary of Defense Memorandum (Reference (q)), as follows:

(a) Non-DoD Federal agencies will be identified by their DUNS number, as defined by the Federal Agency Registration Software User Manual (SUM) (Reference (r)).

(b) DoD activities will be identified by adding “DOD” in front of their DoDAAC number to complete the 9 character BPN number format, as defined by Reference (r).

(5) Banks and Credit Card Issuers. Identify national and international banks and credit card issuing institutions as follows:

(a) For banks, use the bank identifying code (BIC), as defined by ISO 9362 (Reference (s)).

(b) For credit card issuing institutions, use the issuer identifier number (IIN), as defined by ISO 7812-1 (Reference (t)).

3. GLOBALLY UNAMBIGUOUS EXTERNAL ENTERPRISE IDENTIFIER CODES. When globally unambiguous external enterprise identifier codes are required in DoD business transactions, the following procedures shall be used:

a. ISO/IEC 15459-2 Enterprise Identifiers. Assure global uniqueness of any one of the external enterprise identifier codes cited in paragraph 2.a. of this enclosure by adding the value of its respective IAC before the value of the enterprise identifier code.

b. U.S. Federal Government BPN Identifiers. Assure global uniqueness of the external enterprise and country identifier codes cited in paragraph 2.b. of this enclosure by prefixing the acronym of the identification code qualifier (ICQ) contained in ASC X12 004010.66 (Reference (u)) plus the value of the ICQ followed by a dash to the enterprise identifier. The resulting prefix values would then be:

(1) TIN: ICQFI-

(2) Country Code: ICQ38-

(3) Military Assistance Program address code (MAPAC): ICQA2-

(4) BIC: ICQ31-

c. RTN and IIN. Assure global uniqueness of the RTN cited in paragraph 2.b.(2) and the IIN cited in paragraph 2.b.(5), both in this enclosure, by prefixing the initials of the American Bankers Association (ABA), the registration authority for Reference (s), followed by a dash, to the RTN and the IIN. The resulting prefix value would then be ABA-.

d. DoD and non-DoD Federal Agencies' BPN Identifiers. Assure global uniqueness of the BPN number for DoD and non-DoD Federal agencies cited in paragraph 2.b.(4) of this enclosure as follows:

(1) Add the IAC “UN” before the non-DoD Federal agencies’ DUNS number.

(2) Add the IAC “LD” before the DoD activities BPN number format of “DOD + DoDAAC”.

#### 4. DoD OUID SURETY BOARD

a. The DoD OUID Surety Board, established in accordance with DoDI 5105.18 (Reference (v)), shall be chaired by the USD(AT&L). The Board members will be the USD(P&R), USD(C)/CFO, DCMO, ASD(L&MR), Director, DLA, and Director, DPAP.

b. The Board will govern the application of all external OUID codes and standards in DoD business processes and:

(1) Provide a forum for the discussion of major external OUID standards oversight responsibility, management issues, and problem resolution.

(2) Adjudicate cross-functional policy and process issues.

(3) Establish requirements for DoD-wide transparency and traceability of external OUID codes.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ABA	American Bankers Association
ASC	Accredited Standards Committee
ASD(L&MR)	Assistant Secretary of Defense for Logistics and Materiel Readiness
BIC	bank identifying code
BPN	Business Partner Network
CAGE	commercial and government entity
CIN	company identification number
DCMO	Deputy Chief Management Officer
DLA	Defense Logistics Agency
DLMS	Defense Logistics Management System
DoDAAC	DoD activity address code
DoDD	DoD Directive
DoDI	DoD Instruction
DPAP	Defense procurement and acquisition policy
DUNS	Data Universal Numbering System
EDIFICE	electronic data interchange for companies with interest in computing and electronics
EIN	employer identification number
FEIN	Federal employer identification number
GFM	global force management
HIBCC	Health Industry Business Communications Council
HIN®	health industry number
IAC	issuing agency code
ICQ	identification code qualifier

IEC	International Electrotechnical Committee
IIN	issuer identifier number
ISO	International Standards Organization
IUID	item unique identification
LIC	labeler identification code
MIC	manufacturer identification code
MAPAC	Military Assistance Program address code
MAPAD	Military Assistance Program Address Directory
NATO	North Atlantic Treaty Organization
NCAGE	NATO commercial and government entity
OFSC	organization and force structure construct
OID	organization unique identification
RTN	routing transit number
TIN	tax identification number
TPN	trading partner network
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Instruction.

business transaction. Defined in Reference (b). (Also see property business transactions.)

country code. Defined in Reference (p).

DoDAAC. Defined in Reference (g).

enterprise. Defined in Defense Federal Acquisition Regulation Supplement 252.211.7003 (Reference (w)).

enterprise identifier. Defined in Reference (w).

entity. Defined in Reference (b).

equipment. Defined in DoDI 5000.64 (Reference (x)).

government furnished property. Defined in Reference (x).

IAC. An unambiguous code assigned and registered by the ISO/IEC 15459-2 Registration Authority. This authority operates under the supervision of ISO/IEC Joint Technical Committee 1/Sub Committee 31, the committee responsible for the ISO/IEC 1559-2 Standard. The Nederlands Normalisatie-instituut (also known as NEN) is the ISO/IEC 15459-2 Registration Authority. See Reference (f) for additional information.

identifier. Defined in Reference (b).

item. Defined in Reference (w).

IUID. Defined in Reference (w).

military equipment. Defined in Director, Acquisition Resources and Analysis Memorandum (Reference (y)).

military equipment valuation. Defined in Reference (y).

net-centric. Defined in DoDD 8320.02 (Reference (z)).

personal property. Defined in Reference (x).

property business transactions. The business transactions of interest to the national level DoD data strategy for life cycle property traceability and transfers. See business transaction.

acquisition. The act of acquiring, where property is accepted from acquisition or remanufacture.

storage. The act of storing, where property is placed in inventory storage at the national level.

usage. The act of using, where property is placed in operational use by transfers from acquisition, inventory storage, or maintenance.

maintenance. The act of maintaining, where property is transferred from use or storage to a national level maintenance facility for repair, rebuild, or overhaul.

retirement. The act of retiring, where property is transferred from use and stored pending reuse or eventual disposal.

disposal. The act of disposing, where property undergoes the processes of either reutilizing, transferring, donating, selling, destroying, or other ultimate disposition of personal property.

property management. Defined in Reference (x).

property transfers. An act, process, or instance of transferring; conveyance of rights, title, or interest in real or personal property from one custodian or entity to another. See property business transactions.

TIN. Defined in Reference (n).

valuation. Defined in Reference (x).