



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

DEC 16 2008

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(POLICY AND PROCUREMENT), ASA(ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION & LOGISTICS MANAGEMENT),  
ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DIRECTOR DEFENSE CONTRACT MANAGEMENT  
AGENCY  
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS  
(DLA)  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Reporting Funding Organization Data to the Federal Procurement Data  
System

DoD contracting offices shall follow the instructions below for completing the contract action reports (CARs) in Federal Procurement Data System (FPDS) in order to correctly report the DoD organizations for which contract actions are accomplished. These instructions apply to those requisitions received from DoD organizations that result in new contracts, purchase orders, and delivery/task/call orders.

- Complete the FPDS data field entitled "Funding Office ID" with the Department of Defense Automatic Addressing Code (DoDAAC) identified on the purchase requisition (most often on a Military Interdepartmental Purchase Request (MIPR), Department of Defense Form 448) representing the requisitioner for the transaction. On a MIPR, this is NOT the Pay Office DoDAAC nor the Accounting Station DoDAAC identified in blocks 13 and 14 respectively. The requisitioner's DoDAAC should be identified in block 8 with the identity of the organization providing the MIPR (note that it is often depicted as the first six characters of the MIPR number in block 5) or clearly identified on any other type of purchase



requisition provided. I ask that you do not accept the purchase requisition / MIPR if the requisitioner's DoDAAC is not provided.

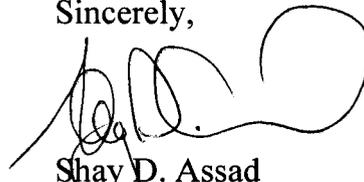
- Complete the FPDS data field entitled "Funding Agency ID" with the code shown on the attached matrix that correctly corresponds to the DoDAAC being reported in the "Funding Office ID" data field. This code should not be confused with similar codes that are often seen in a line of accounting or in block 14 of a MIPR.

We are also in process of correcting historical actions already reported to FPDS to be in accordance with this direction as part of our data validation effort. I appreciate your staff's support when actions originally reported by your agency are identified for correction.

Please note that the draft Inter-Agency Agreement (IAA) template in consideration by the Office of Management and Budget (OMB) Intergovernmental Transactions team includes these data elements as required fields in the funding section of the document. My office has provided similar instructions to other federal agencies that may be awarding contracts on behalf of DoD. If your offices are awarding contracting actions on behalf of other federal agencies, they should also be providing the appropriate Funding Agency and Funding Office codes that represent their organization to use in reporting those awards to FPDS.

Thank you for your organization's assistance in improving the capture of this important data going forward. The contract reporting instructions found in the Policies, Guidelines, and Instructions (PGI) will be updated accordingly. My point of contact for this instruction is Lisa Romney, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), 703-602-8007.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a large, stylized flourish extending to the right.

Shay D. Assad  
Director, Defense Procurement

Attachment  
As stated

**DEPARTMENT OF DEFENSE - ORGANIZATION CODES - AS OF OCTOBER 2008**

| If DoDAAC begins with:                           | Enter this code in the Funding Agency ID data field: | Which represents the following DoD Component as requisitioner: |
|--|--|--|
| K, L, M, N, Q, R, or V                           | 1700   | DEPARTMENT OF THE NAVY   |
| A, C, or W                                       | 2100   | DEPARTMENT OF THE ARMY   |
| E, F, or J                                       | 5700   | DEPARTMENT OF THE AIR FORCE                                    |
| S -- ONLY ENDING WITH "A"                        | 9763   | DEFENSE CONTRACT MANAGEMENT ACTIVITY (DCMA)                    |
| S -- NOT ENDING WITH "A"                         | 97AS   | DEFENSE LOGISTICS AGENCY (DLA)                                 |
| HX   | 9736   | ARMY/AIR FORCE EXCHANGE SERVICE                                |
| HQ0117   | 9777   | BUSINESS TRANSFORMATION AGENCY (BTA)                           |
| H91221 thru H91227                               | 9775   | CIVILIAN PERSONNEL MANAGEMENT SERVICE                          |
| HR   | 97AE   | DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)              |
| HQC and HDEC                                     | 97AZ   | DEFENSE COMMISSARY AGENCY (DeCA)                               |
| HA   | 97AR   | DEFENSE CONTRACT AUDIT AGENCY                                  |
| HQ04   | 97BZ   | DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)                  |
| HC and H98249 thru H98400                        | 97AK   | DEFENSE INFORMATION SYSTEMS AGENCY (DISA)                      |
| HH   | 97DL   | DEFENSE INTELLIGENCE AGENCY                                    |
| HQ0028   | 97F1   | DEFENSE MEDIA CENTER (DMC)                                     |
| H94003   | 9771   | DEFENSE MICROELECTRONICS ACTIVITY (DMEA)                       |
| HQ0013   | 97AT   | DEFENSE SECURITY COOPERATION AGENCY (DSCA)                     |
| HS   | 97AV   | DEFENSE SECURITY SERVICE                                       |
| HD and HGD                                       | 9761   | DEFENSE THREAT REDUCTION AGENCY (DTRA)                         |
| HE   | 97F2   | DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)               |
| HQ0006, H95001                                   | 97JC   | MISSILE DEFENSE AGENCY (MDA)                                   |
| HM   | 97AB   | NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA)                  |
| HNS  | 97CG   | NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE              |
| HF   | 97EX   | OFFICE OF THE INSPECTOR GENERAL                                |
| HT   | 9760   | TRICARE MANAGEMENT ACTIVITY (TMA)                              |
| H92  | 97ZS   | U.S. SPECIAL OPERATIONS COMMAND (USSOCOM)                      |
| HTC711   | 9776   | U.S. TRANSPORTATION COMMAND (USTRANSCOM)                       |
| HU   | 97HW   | UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)   |
| HHM  | 9773   | VIRGINIA CONTRACTING ACTIVITY / DEFENSE INTELLIGENCE AGENCY    |
| HQ0034   | 97F5   | WASHINGTON HEADQUARTERS SERVICES                               |
| Any prefix that does not match the above formats | 9700   | DEPARTMENT OF DEFENSE  |

DODAACs specified above for 6 character are known DODAACs for the organization. There may be other DODAACs that belong to the same organization.