

POLICY ALERT
No. 10-17
Change in DoD Activity Address Code
(DoDAAC) for Contract Management
Division (CMD), TMA-Aurora

REFERENCES: [USD/AT&L Memorandum, 10/2/03, "Use of Department of Defense Activity Code \(DoDAAC\) in Contracting"](#)

[DFARS Subpart 204.70—Uniform Procurement Instrument Identification Numbers](#)

TYPE OF ACTION: Notification of contract coding change and related protocols

EFFECTIVE DATE: 05/01/10

SUMMARY: As of the effective date shown above, the DoDAAC for CMD has changed from **H94002** to **HT9402**. This requires a change in data elements for new acquisition actions which involve use of the DoDAAC number, including but not limited to processing of contract instruments and Contract Action Reports (CARs) entered into the Federal Procurement Data System – New Generation (FPDS-NG). With respect to the latter, all FPDS-NG users have been reassigned in the system to the new DoDAAC. The old DoDAAC has been disabled and can no longer be used.

ACTION REQUIRED: Contracting officers, contract specialists, and other affected contract staff shall henceforth use the new DoDAAC in all circumstances requiring entry of the DoDAAC number for CMD, notably:

- For all new awards (contracts, delivery/task orders against interagency contracts, purchase orders) when a new Procurement Instrument Identification (PII) number (**contract number**) is assigned. *Example: HT9402-10-C-9999*
- For all **Contracting Office and Funding Office code** fields in the contract writing system (currently Comprizon), FPDS-NG, and other systems, when entering –
 - New awards, **or**
 - Modifications to existing awards bearing old DoDAAC contract numbers (H94002/MDA906). Note: this includes “delivery orders” commonly used under T-Nex healthcare and support contracts. Existing contract numbers will *not* change.

CMD input to FPDS-NG was suspended during transition to the new DoDAAC. Input by users should now resume and the “3-day rule” set forth in FAR 4.604(b)(3) is reinstated.

This Policy Alert is effective on the date indicated above, and remains in effect until updated or rescinded.

You may direct comments/questions on this Policy Alert to the Acquisition Policy and Pricing Division at 303-676-3853.

If this policy alert has any broken links please report them by clicking [HERE](#).