



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT BELVOIR, VA 22060-6221**

SEP 25 1997

IN REPLY
REFER TO

MMP
PROCLTR 97- 31

MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Data Universal Numbering System (DUNS) Number

By Memorandum of September 15, 1997 (attached), the Director, Defense Procurement advised that the DFARS has been amended to revise Parts 204 and 253 to replace the contractor identification number with the DUNS number; replace DFARS guidance on the use of the DUNS number with references to the FAR; and to remove guidance on locally developed coding systems

This PROCLTR is effective October 1, 1997, and expires upon publication of the attached final DFARS rule in a future Defense Acquisition Circular, but in any event, not later than one year from its issue date. Questions may be directed to Mrs. Judy Lee, MMPOA, (703) 767-1376, DSN 427-1376 or Email judy_lee@hq.dla.mil.

Attachment


THOMAS D. RAY
Acting Executive Director
(Procurement)



ACQUISITION AND
TECHNOLOGY

DP (DAR)

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

September 15, 1997



In reply refer to
DFARS Case: 97-D019
D. L. 97-020

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN (RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
ASSISTANT DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)/DIRECTOR OF CONTRACTING
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS AGENCY

SUBJECT: Data Universal Numbering System (DUNS) Number

We have amended Parts 204 and 253 of the Defense Federal Acquisition Regulation Supplement (DFARS) to replace the contractor identification number with the DUNS number; replace DFARS guidance on the use of the DUNS number with references to the FAR; and to remove guidance on locally developed coding systems which are no longer used to identify commercial and Government entities.

This final DFARS rule is effective October 1, 1997, and will be included in a future Defense Acquisition Circular.

Eleanor R. Spector
Director, Defense Procurement

Attachment

cc: DSMC, Ft. Belvoir



Attachment

**DUNS NUMBER
DFARS CASE NO. 97-D019
FINAL RULE**

The baseline is the DFARS through DAC 91-12. Additions are indicated by **[bracketed text in bold]**, and deletions are indicated by ~~strikethroughs~~.

SUBPART 204.72-CONTRACTOR IDENTIFICATION

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204.7201 Definitions.

* * * * *

(b) "Contractor identification code" means any code required by the contracting office for the purpose of identifying the offeror. CAGE codes and ~~contractor identification~~ **[Data Universal Numbering System (DUNS)]** numbers are two examples of contractor identification codes.

* * * * *

204.7202-2 ~~Contractor identification number~~ [DUNS numbers].
[Requirements for use of DUNS numbers are contained in FAR 4.602(d) and 4.603.]

~~Use of the contractor identification number for contract data reporting is prescribed by 253.204-70(b)(5)(ii)(A). A Data Universal Numbering System (DUNS) number, which is a nine digit number assigned by Dun & Bradstreet Information Services to an establishment, is the contractor identification number for Federal contractors. When the contractor identification number is not already available to the contracting activity, use the following procedures in the order listed:~~

~~(a) Contact the offeror and obtain the DUNS number.~~

~~(b)(1) Ask Dun & Bradstreet Information Services for a DUNS number by--~~

~~(i) Telephone (610)882-7741.~~

~~(ii) Facsimile (610) 882-7140.~~

~~(iii) Writing to FPDC Department, Dun & Bradstreet Information Services, 899 Eaton Avenue, Bethlehem, PA 18025-0013.~~

~~(2) All requesters should provide the following information:~~

- ~~(i) Name of requesting contracting office;~~
- ~~(ii) Contracting office code (Block A3 on the DD Form 350) assigned by the departmental data collection point;~~
- ~~(iii) Appropriate agency code as follows:~~
 - ~~(A) Army activities - 2100;~~
 - ~~(B) Navy activities - 1700;~~
 - ~~(C) Air Force activities - 5700;~~
 - ~~(D) Defense Logistics Agency - 97AS;~~
 - ~~(E) Other DoD contracting activities - 9700.~~
- ~~(iv) Contracting office area code and commercial telephone number;~~
- ~~(v) Name of individual making the request;~~
- ~~(vi) Total number of DUNS requests, if more than one; and~~
- ~~(vii) Contractor establishment name, street address, P.O. Box, city/town, state, ZIP code, and telephone number (if available). For foreign offerors, include province, country, and postal code.~~

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~~204.7202-4 Locally developed coding systems.~~

~~Locally developed coding systems may be used to identify contractors as long as the contracting activity is able to comply with the identification requirement of the activities with which it must share data, e.g., furnish the CAGE code to the contract administration activity.~~

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~~204.7204 Maintenance [of the CAGE file].~~

~~Maintenance transactions such as changes in name or address are to be submitted to the maintenance activity.~~

~~204.7204-1 Maintenance of the CAGE file.~~

~~(a) Changes, except name changes, may be submitted in writing-~~

* * * * *

- ~~(4) Using the DD Form 2051, facsimile or electronic equivalent, to:~~

Defense Logistics Service Center
DLSC-SBB
Federal Center
74 N. Washington
Battle Creek, MI 49017-3084.
Telephone Numbers: DSN 932-4358, FTS 552-4358
commercial (616) 961-4358-
Facsimile: (616) 961-4528, 4352, 4265 [4388]
~~Bulletin Board: (616) 961-4589, 4527, 5262, 5303~~
~~Message: RUEBUAA~~
[Internet: <http://www.dlsc.dla.mil/form2051.htm>]

* * * * *

~~**204.7204-2 Maintenance of contractor identification number codes.**
Changes, except name changes, may be submitted in writing using
company letterhead by the entity identified by the code through the
contract administration office, by the contracting office or the
contract administration office (see also FAR Subpart 42.12,
Novation and Change of Name Agreements), using the agency
letterhead, by mail, facsimile or electronic equivalent to FPDC
Department, Dun & Bradstreet Information Services, 899 Eaton
Avenue, Bethel, PA 18025-0013.~~

204.7205 Novation agreements, mergers and sales of assets.
Contracting officers shall process and execute novation agreements
in accordance with FAR Subpart 42.12, Novation and Change-of-Name
Agreements. These actions are independent of code and name
assignments made as a result of the occasion which created the need
for the novation agreement. The maintenance activity will
determine which entity(s) will retain the existing code(s) and
which entities will be assigned new codes. The contracting officer
responsible for processing the novation agreement shall provide the
maintenance activity with the following information:

- (a) Name(s), address(es), and code(s) of the contractor(s)
transferring the original contractual rights and
obligations.
- (b) Name(s), address(es), and code(s) (if any) of the entity
who is the successor in interest (transferor).
- (c) Name(s), address(es), and code(s) (if any) of the entity
who is retaining or receiving the rights to the technical
data.
- (d) Description of the circumstances surrounding the novation
agreement and especially the relationship of each entity to
the other.

204.7206 Using CAGE codes to identify agents and brokers.
Authorized agents and brokers are entities and, as such, may be assigned CAGE codes and ~~contractor identification number codes~~ for identification and processing purposes.* * * * *

SUBPART 253.2-PRESCRIPTION OF FORMS

253.204 Administrative matters.

253.204-70 DD Form 350, Individual Contracting Action Report.

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(b) (5) (ii) (A) BLOCK B5A, CONTRACTOR IDENTIFICATION NUMBER.
Enter the contractor's 9-position Data Universal Numbering System (DUNS) number. ~~If the DUNS number is not available to the contracting activity, use the procedures at 204.7202 to obtain one. [(See FAR 4.602(d) and 4.603.)]~~

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