DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

AUG - 6 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Use of Generic Data Universal Numbering System (DUNS) Numbers and Contractor and Government Entity (CAGE) Codes on Contract Actions

By the attached memorandum of December 16, 2011, the Director, Defense Procurement and Acquisition Policy (DPAP) reminds us that generic DUNS numbers and their corresponding CAGE codes shall not be used to identify contractors on contract award or modification documents, nor shall such generic numbers be provided to contractors for their use. The sole purpose of generic DUNS numbers and corresponding CAGE codes is to facilitate reporting requirements in the Federal Procurement Data System (FPDS). Use of these generic numbers and codes on award documents affects our ability to accurately process electronic invoices, receiving reports and payments, and increases the risk of misdirected payments. Therefore, effective immediately, please cease use of generic DUNS numbers and CAGE codes on award documents.

The Director, DPAP also requires that we take immediate steps to ensure that our contract writing systems and internal review procedures do not allow the use of generic DUNS numbers and their corresponding CAGE codes on contract actions. To meet this requirement, all contracting offices shall use the attached interim procedures on how to acquire DUNS numbers and CAGE codes for vendors who fail to provide them with their proposals. This includes the specific steps personnel should follow to award contract actions in the contract writing systems and process payment actions through the entitlement systems. To ensure compliance with these procedures, my e-Business staff will periodically perform random reviews of reported contract actions to detect inappropriate use of generic DUNS and CAGE codes.

Please direct questions regarding this memorandum to Katrin Dilli who is available at (703) 614-9619 or via email at katrin.dilli@navy.mil

Althea H. Coetzee
RDML, SC, USN
Executive Director
DASN (AP)

Attachments:
As stated

Distribution:
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Attachment A: Department of the Navy (DON) Interim Procedures.

Policy Overview.

FAR 4.605(b) requires contracting officers to identify and report a DUNS number for the successful offeror on a contract action. An offeror who does not have a DUNS number and that seeks to do business with the U.S. Government will generally follow the guidance in FAR solicitation provision 52.204-6, Data Universal Numbering System, to obtain one. However, there are unique circumstances in which an offeror may be exempt from providing a DUNS number and these are listed at FAR 4.605(b)(1) and (2).

Notwithstanding the above, even though a DUNS number is impractical to obtain pursuant to the exception at FAR 4.605(b)(1) and (2), a Commercial and Government Entity (CAGE) or North Atlantic Treaty Organization (NATO) CAGE, known as NCAGE code, is still required (see DFARS 204.7202-1(b)(2)). This DFARS paragraph establishes the requirement for contracting officers to follow specified procedures when registration in the Central Contractor Registration (CCR) is not required, the prospective contractor's CAGE code is not already available in the contracting office, and the prospective contractor does not respond to the solicitation provision 252.204-7001, Commercial and Government Entity (CAGE) Code Reporting. There are no exceptions to CAGE Code requirements.

Additionally, DFARS 204.7203 establishes two overarching responsibilities of contracting officers as this relates to CAGE Codes. First, contracting officers are responsible for assisting offerors in obtaining required CAGE codes. Second, contracting officers cannot deny a potential offeror a solicitation package because the offeror does not have a contractor identification code. Note that DFARS 204.7202-1(b)(2) specifically identifies the resources that are available to contracting officers to assist offerors in identifying or acquiring applicable CAGE codes. Therefore, DON contracting officers shall initiate action to assist offerors in obtaining applicable CAGE codes as early as practicable in the acquisition process.

DON Unique Instructions.

FPDS requires that a DUNS number be entered in the reporting system. If the vendor does not have an assigned DUNS number due to an exemption, a generic DUNS number may be used only to prepare a Contract Action Report (CAR). The generic DUNS number cannot be entered in the actual award document. Therefore, the CAGE/DUNS field of the actual award document shall be left blank once released in the contract writing system and when posted in EDA. Contracting officers shall follow the instructions available at Acquisition One Source website (see address below) to ensure (1) the appropriate CAGE or N-CAGE code is obtained as early as practicable in the acquisition process; and (2) contract awards are appropriately created in the contract

writing system (e.g. Standard Procurement System (SPS)) and uploaded to the Electronic Document Access (EDA).

DUNS Numbers

Solicitation: Insert applicable solicitation provisions as prescribed at FAR 4.607.

Contract Award: If solicitation is exempt from CCR requirements per FAR 4.605(b)(1)(i), contracting officer shall leave the DUNS number field in the award document "Blank" and proceed to release award document in contract writing system. Follow step-by-step procedures for SPS and EDA available at Acquisition One Source website.

Contract Action Report (CAR): Contracting officers shall prepare required CAR(s) using:

(1) Assigned DUNS Number, if available and/or offeror provides in FAR 52.204.6
(2) Generic DUNS Number available at:
http://www.acq.osd.mil/dpap/policy/policyvault/USA006593-11-DPAP.pdf

CAGE/NCAGE Codes

Solicitation: Insert DFARS solicitation provision 252.204-7001, Commercial and Government Entity (CAGE) Code Reporting, in solicitations as prescribed by DFARS 204.7207.

Pre-award: Upon receipt of proposals, determine if prospective offerors provided required CAGE information. If none provided, the contracting officer shall initiate a request for CAGE or N-CAGE code in accordance with 204.7202-1(b). If prospective offeror is a foreign firm, follow procedures at 204.7202-1(b)(2) and the DON supplemental guidance available at the Acquisition One Source website to obtain NCAGE Code.

Contract Award: Pending receipt of CAGE code assignment, contracting officer may proceed with releasing contract award in the contract writing system. Leave CAGE Code field in the award document "blank." Once official CAGE code is assigned/available, contracting officer shall modify contract award document to insert applicable CAGE Code. Follow step-by-step procedures for SPS and EDA available at the Acquisition One Source website.

Acquisition One Source Website:
https://acquisition.navy.mil/home/acquisition_one_source/ebusiness/federal_integrated_acquisition_environment_iae/federal_procurement_data_system_next_generation_fpds_ng