



Department of Defense **INSTRUCTION**

NUMBER 8320. xx
MM DD, YYYY

USD(AT&L)

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

References:

- (a) Department of Defense (DoD) Directive 8320.03, "Unique Identification (UID) Standards for a Net-Centric Department of Defense," March 23, 2007
- (b) DoD Instruction 8320.04, "Item Unique Identification (IUID) Standards for Tangible Personal Property", June 16, 2008
- (c) Defense Federal Acquisition Regulation Supplement 211.274, "Item Identification and Valuation", June 21, 2005
- (d) Registration Procedures, International Standards Organization (ISO)/International Electrotechnical Committee (IEC) 15459-2, "Information technology - Unique identifiers - Part 2: Registration procedures", March 1, 2006
- (e) through (t), see Enclosure 1

1. PURPOSE

This Instruction:

1.1. Implements policy in Reference (a) and item unique identification (IUID) requirements of Reference (b) and (c) pertaining to the use of national and international standards as listed in References (d) through (t) for identifiers for enterprises and Federal Government agencies external to the DoD and for foreign countries that are identified as DoD trading partners.

1.2. Prescribes procedures and assigns responsibilities for identifying approved OUID standards and guidelines for use in DoD business transactions with its external national and international trading partners, which include commercial enterprises and foreign governments.

2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of 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 Department of Defense (hereafter referred to collectively as the “DoD Components”).

2.2. Financial, acquisition, property, supply, and logistics systems used for data discovery, correlation, and sharing of business information between users in a net-centric environment throughout and among the DoD Components.

3. DEFINITIONS

Terms used in this Instruction are defined in Enclosure 2.

4. RESPONSIBILITIES

4.1. The Under Secretary of Defense for Personnel and Readiness (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.

4.2. The Under Secretary of Defense (Comptroller) and Chief Financial Officer shall determine, in partnership with the Director, Defense Procurement and Acquisition Policy, the internal controls and business rules for use of the Business Partner Network (BPN) Trading Partner Number.

4.3. The Director, Defense Procurement and Acquisition Policy (DPAP), under the authority of the USD for Acquisition Technology & Logistics (AT&L), shall:

4.3.1. Be responsible for external OUID policy and business rules.

4.3.2. Publish and maintain guidance on the use of national and international standards for external OUID designations for DoD’s domestic and foreign business partners.

4.4. The Deputy Under Secretary of Defense (Logistics & Materiel Readiness) (DUSD(L&MR)), under the authority 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.

4.5. The Director, Defense Logistics Agency (DLA), under the authority of the authority of the USD(AT&L), and under the direction of the DUSD(L&MR), shall incorporate approved national and international standards for external OUID designations

as a data element in the appropriate Defense Logistics Management System (DLMS) Supplements of ANSI X12 Electronic Data Interchange (EDI) transaction sets.

4.6. The Defense Business Transformation Agency (BTA) shall ensure the integration of the external OUID standards into the Business Enterprise Architecture (BEA), as appropriate.

4.7. The Secretaries of the Military Departments and the Heads of the DoD Components shall:

4.7.1. Implement requirements for external OUID in business transactions with domestic and foreign trading partners.

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

4.7.3. Use the national and international standards for external OUID designations to identify external enterprises in IUID, all unique item tracking programs registered in the DLMS and in serial number tracking, unique item tracking, and serialized item management (SIM) programs.

4.7.4. Transform business processes to enable the use of external OUID identifiers in the integrated life cycle management of product and services acquisition programs.

5. PROCEDURES

The DoD Components shall:

5.1. Identify external business partners by using national and international standards and guidelines for external OUID designations to assure globally unique identification of enterprises and foreign countries doing business with the DoD. The following external OUID enterprise identifiers are acceptable for use in DoD business transactions and as a common key for external enterprise identification in acquisition, property management, inventory, maintenance, and financial management systems:

5.1.1. Enterprise identifiers controlled by issuing agencies under ISO/IEC 15429-2, Registration Procedures:

5.1.1.1. Department of Defense-Defense Logistics Information Service (Issuing Agency Code "LD"): Department of Defense Activity Address Code (DoDAAC) as defined by Reference (e).

5.1.1.2. Dun & Bradstreet (Issuing Agency Code "UN"): Data Universal Numbering System (D-U-N-S) Number.

5.1.1.3. GS1 (European Article Numbering Association) (Issuing Agency Code “0 thru 9”): GS1 Company Prefix, as defined by Reference (f).

5.1.1.4. Electronic Data Interchange for Companies with Interest in Computing and Electronics (EDIFICE) (Issuing Agency Code “LE”): Company Identification Number (CIN), as defined by Reference (g).

5.1.1.5. European Health Industry Business Communication Council (EHIBCC) (Issuing Agency Code “LH”) and Health Industry Business Communication Council (HIBCC) (Issuing Agency Code “RH”): Labeler Identification Code (LIC), as defined by Reference (h).

5.1.1.6. Health Industry Business Communication Council (HIBCC) (Issuing Agency Code “RH”): Health Industry Number (HIN), as defined by Reference (i).

5.1.1.7. NATO Allied Committee/135 (Issuing Agency Code “D”): NATO/U.S. Commercial and Government Entity (NCAGE/CAGE) Code, as defined by Reference (j).

5.1.1.8. Telcordia Technologies, Inc. (Issuing Agency Code “LB”): ATIS-0322000, Coded Representation of the North American Telecommunications Industry Manufacturers, Suppliers, and Related Service Companies, Manufacturer Identification Code (MIC), as defined by Reference (k).

5.1.2. Enterprise identifiers required by the U. S. Federal Government Business Partner Network (BPN) Master List, Central Contractor Registration (CCR) System, latest version:

5.1.2.1. Applicable to the United States, an Employer Identification Number or EIN (also known as Federal Employer Identification Number or (FEIN)) is the corporate equivalent to a Social Security Number, although it is issued to anyone, including individuals, who has to pay withholding taxes on employees. Also known as the Tax Identification Number (TIN) when the number is used for identification rather than employment tax reporting. This instruction will use the term Tax Identification Number, as defined by Reference (l).

5.1.2.2. American Bankers Association (ABA) Routing Identification. A routing transit number (RTN), or routing number, is a nine digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks that identifies which financial institution it is drawn upon, as defined by Reference (m).

5.1.3. Identify foreign countries by using either of the following guidelines, as appropriate:

5.1.3.1. Country codes in accordance with the Reference (n) conventions.

5.1.3.2. Foreign Governments organizations in accordance with Reference (o).

5.1.4. Identify DoD and non-DoD Federal Agencies in intra-governmental transactions by using the BPN Trading Partner Number (TPN) hereafter referred to as the “BPN Number”, required by Reference (p), as follows:

5.1.4.1. Non-DoD Federal Agencies will be identified by their DUNS number, as defined by Reference (q).

5.1.4.2. 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 (q).

5.1.5. Identify national and international banks and credit card issuing institutions as follows:

5.1.5.1. For banks, use the Bank Identifying Code (BIC), as defined by Reference (r).

5.1.5.2. For credit card issuing institutions, use the Issuer Identifier Number (IIN), as defined by Reference (s).

5.2. When globally unambiguous external enterprise identifier codes are required in DoD business transactions, the following procedures will be used:

5.2.1. Assure global uniqueness of the external enterprise identifier codes cited in paragraph 5.1.1. by prefixing the issuing agency code to the enterprise identifier.

5.2.2. Assure global uniqueness of the external enterprise/country identifier codes cited in paragraphs 5.1.2, 5.1.3. and 5.1.5.1. by prefixing the acronym of the Identification Code Qualifier (ICQ) contained in Reference (t) plus the value of the ICQ followed by a dash to the enterprise identifier. The resulting prefix values would then be: (a) TIN (ICQTA-), (b) RTN (ICQ31-), (c) Country Code (ICQ38-), (d) MAPAC (ICQA2-), and BIC (ICQ31-).

5.2.3. Assure global uniqueness of the IIN cited in paragraph 5.1.5.2. by prefixing the initials of the American Bankers Association (ABA), the registration authority for Reference (s), followed by a dash to the IIN. The resulting prefix value would then be (ABA-).

5.2.4. Assure global uniqueness of the BPN number as follows:

5.2.4.1. Add the Issuing Agency Code of “UN” before the Non-DoD Federal Agencies’ DUNS number.

5.2.4.2. Add the Issuing Agency Code of “LD” before the DoD activities BPN number format of “DOD + DoDAAC”.

5.3. Use external OUID enterprise identifiers in property business transactions to identify entities external to the DoD force structure that are engaged in acquisition, logistics support, maintenance, property management, custody of government furnished property, and valuation of DoD acquired and owned personal property and military equipment.

6. EFFECTIVE DATE

This Instruction is effective immediately.

Under Secretary of Defense for
Acquisition, Technology, and Logistics

Enclosures – 2

E1. References, continued

E2. Definitions

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD 4000.25-6-M, "Department of Defense Activity Address Directory (DoDAAD)", latest version
- (f) GS1 General Specifications, latest version
- (g) Electronic Data Interchange for Companies with Interest in Computing and Electronics (EDIFICE), "EDIFICE License Plate Guideline for Transport Units", latest version
- (h) American National Standard, "The Health Industry Bar Code (HIBC) Supplier Labeling Standard", latest version
- (i) Health Industry Business Communications Council (HIBCC) The HIN® System: A User Guide, latest version
- (j) Cataloging Handbook H4/H8, "Commercial and Government Entity (CAGE)", latest version
- (k) ATIS-0322000, "Coded Representation of the North American Telecommunications Industry Manufacturers, Suppliers, and Related Service Companies", latest version
- (l) Publication 1635 (Rev. 10-2007), "Understanding Your Employer Identification Number (EIN)", latest version
- (m) "American Bankers Association Key to Routing Numbers", latest version
- (n) Federal Information Processing Standard (FIPS) 10-4, "Countries, Dependencies, Areas of Special Sovereignty, And Their Principal Administrative Divisions", latest version
- (o) DoD 4000.25-8-M, "Military Assistance Program Address Directory (MAPAD) System", latest version
- (p) Memorandum, Office of the Secretary of Defense, Subject : "Implementation of Department of Defense Trading Partner Number (TPN) for Intra-governmental Transactions", October 10, 2003
- (q) Federal Agency Registration (FedReg), "Software User Manual (SUM)", latest version
- (r) ISO 9362, Banking -- Banking telecommunications messages -- Bank identifier codes, latest version
- (s) ISO 7812-1, Identification cards -- Identification of issuers -- Part 1: Numbering systems, latest version
- (t) ASC X12 004010.66 "Identification Code Qualifier", latest version

E2. ENCLOSURE 2

DEFINITIONS

DL1.1. DEFINED TERMS

- DL1.1.1. BUSINESS TRANSACTION. As defined in Paragraph E2.3, Reference (a). (See DL1.1.16, “Property Business Transactions”)
- DL1.1.2. COUNTRY CODE. As defined in Section 4 of Reference (m).
- DL1.1.3. DOD ITEM UNIQUE IDENTIFICATION (IUID). As defined in Paragraph E1.12, Reference (b).
- DL1.1.4. ENTERPRISE. As defined in Paragraph E2.4, Reference (a).
- DL1.1.5. ENTERPRISE IDENTIFIER. As defined in Paragraph E1.4, Reference (b).
- DL1.1.6. ENTITY. As defined in Paragraph E2.5, Reference (a).
- DL1.1.7. EQUIPMENT. As defined in Paragraph E2.18, DoD Instruction 5000.64, “Accountability and Management of DoD-Owned Equipment and Other Accountable Property”, November 2, 2006.
- DL1.1.8. GOVERNMENT FURNISHED PROPERTY. As defined in Paragraph E2.20, DoD Instruction 5000.64, “Accountability and Management of DoD-Owned Equipment and Other Accountable Property”, November 2, 2006.
- DL1.1.9. IDENTIFIER. As defined in Paragraph E1.10, Reference (b).
- DL1.1.10. ITEM. As defined in Paragraph E1.11, Reference (b).
- DL1.1.11. ISSUING AGENCY CODE. A unambiguous code assigned and registered by the ISO/IEC 15459-2 Registration Authority . This Authority operates under the supervision of ISO/IEC JTC 1/SC31, the committee responsible for the ISO/IEC 1559-2 standard. The Netherlands Normalisatie-instituut (briefly called NEN) is the ISO/IEC 15459-2 Registration Authority. (See also Reference (d).
- DL1.1.12. MILITARY EQUIPMENT. As defined in Memorandum, Director, Acquisition Resources and Analysis, Office of the Under Secretary of Defense (Acquisition, Technology and Logistics), January 24, 2007, Subject: Military Equipment Definition.
- DL1.1.13. MILITARY EQUIPMENT VALUATION As defined in Memorandum, Director, Acquisition Resources and Analysis, Office of the Under Secretary of Defense (Acquisition, Technology and Logistics), January 24, 2007, Subject: Military Equipment Definition.

DL1.1.14. NET-CENTRIC. As defined in Paragraph E1.1.17, DoD Directive 8320.02, “Data Sharing in a Net-Centric Department of Defense”, December 2, 2004.

DL1.1.15. PERSONAL PROPERTY. As defined in Paragraph E2.27, DoD Instruction 5000.64, “Accountability and Management of DoD-Owned Equipment and Other Accountable Property”, November 2, 2006.

DL1.1.16. PROPERTY BUSINESS TRANSACTIONS. The business transactions of interest to the national level DoD data strategy for property traceability and transfers are defined as follows, see Paragraph DL1.1.1, “Business Transaction”:

DL1.1.16.1 ACQUISITION. The act of acquiring, where property is accepted from acquisition or remanufacture.

DL1.1.16.2 STORAGE. The act of storing, where property is placed in inventory storage at the national level.

DL1.1.16.3 USAGE. The act of using, where property is placed in operational use by transfers from acquisition, inventory storage or maintenance.

DL1.1.16.4 MAINTENANCE. The act of maintaining, where property is transferred from use or storage to a national level maintenance facility for repair, rebuild or overhaul.

DL1.1.16.5 RETIREMENT. The act of retiring, where property is transferred from use and stored pending reuse or eventual disposal.

DL1.1.16.6 DISPOSAL. The act of disposing, where property undergoes the processes of either reutilizing, transferring, donating, selling, destroying, or other ultimate disposition of personal property.

DL1.1.17. PROPERTY MANAGEMENT. As defined in Paragraph E2.31, DoD Instruction 5000.64, “Accountability and Management of DoD-Owned Equipment and Other Accountable Property”, November 2, 2006.

DL1.1.18. PROPERTY TRANSFERS. An act, process or instance of transferring; conveyance of rights, title or interest in real or personal property from custodian/entity to another. See Paragraph DL1.1.15, “Property Business Transactions”.

DL1.1.19. VALUATION. As defined in Paragraph E2.37, DoD Instruction 5000.64, “Accountability and Management of DoD-Owned Equipment and Other Accountable Property”, November 2, 2006.