



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR AFSPC CONS/CCs
SMC/PK

3 Sept 2004

FROM: HQ AFSPC/PK
150 Vandenberg St, STE 1105
Peterson AFB, CO 80914-4350

SUBJECT: Information Letter 2004-0⁷, Standard Procurement System Procurement
Instrument Identification Number (PIIN) Assignment

1. This letter is directive in nature for all AFSPC contracting offices that use SPS and have specialized contracting flights.
2. Effective 1 Oct 04 all contracting instruments that are used associated with specialized contracting actions shall use PIINs between 8000 – 9999. This is required to differentiate between operational contracting actions and specialized contracting actions. PIINs between 8000 – 9999 are reserved exclusively for specialized contracting actions.
3. Systems shall establish these PIIN sequences within the Standard Procurement System and make sure that the individuals performing specialized contract actions are assigned to these sequences.
4. For any questions, my POC is Mr. Rick Myers at DSN 692-5782 or e-mail at rick.myers@peterson.af.mil.

PATRICIA S. BOGGS, Colonel, USAF
Chief, Contracting Division