



# Department of Defense **INSTRUCTION**

**NUMBER** 8320.03

November 4, 2015

Incorporating Change 2, August 31, 2018

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USD(A&S)

**SUBJECT:** Unique Identification (UID) Standards for Supporting the DoD Information Enterprise

**References:** See Enclosure 1

1. **PURPOSE.** This instruction:

a. Reissues DoD Directive (DoDD) 8320.03 (Reference (a)) as a DoD instruction (DoDI) in accordance with the authority in DoDD 5134.01 (Reference (b)) to establish policy and assign responsibilities for creation, maintenance, and dissemination of UID standards to account for, control, and manage DoD assets and resources.

b. Supports the National Military Strategy of the United States of America (Reference (c)) and the requirements of DoDI 8320.02 (Reference (d)) for sharing data, information, and information technology (IT) services by enabling sharing, analyzing, and disseminating authoritative, unambiguous on-demand data associated with unique identifiers with mission partners in a global environment.

c. Establishes policy and assigns responsibilities for:

(1) Establishment of the DoD's integrated enterprise-wide UID strategy consistent with the requirements of DoDD 8000.01 (Reference (e)) to enable DoD Information Enterprise (IE) operations.

(2) Development, management, and use of unique identifiers and their associated data sources to preclude redundancy.

d. Assigns responsibilities for the maintenance and implementation oversight of the DoD UID standards listed in Enclosure 2.

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint 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 DoD (referred to collectively in this instruction as the “DoD Components”).

3. POLICY. It is DoD policy to:

a. Develop DoD UID standards based on specific data, its associated attributes and metadata, the relationships of the data, and common enterprise-wide capabilities for information sharing, visibility, assurance, and interoperability as described in Reference (e).

b. Conduct UID data exchanges among DoD enterprise and mission partners by:

(1) Using international interoperability data exchange standards when appropriate. If not available, use DoD data exchange standards.

(2) Adopting a common vocabulary and definitions for each unique identifier and its associated attributes and relationships.

(3) Making unique identifiers and their associated attributes, relationships, and links between unique identifiers explicit throughout the DoD enterprise to enable data discovery, correlation, and sharing of information among users in the DoD IE.

c. Use UID standards to create unique identifiers to clearly identify entities in information exchanges among the DoD Components and their mission partners operating within the DoD mission areas for business, warfighting, enterprise information environment, and the DoD portion of the intelligence mission area (DIMA).

d. Use UID to enable and enhance defense business systems modernization throughout the DoD enterprise.


e. Use personal property and real property unique identifiers linked to mission-critical asset records to enhance property audit and financial auditability as required by the Financial Improvement and Audit Readiness Guidance (Reference (f)).

f. Use unique identifier technologies to mitigate cybersecurity, counterfeit, and supply chain risks.

g. Provide a concept of operations for the implementation and life-cycle maintenance of a unique identifier to all mission partners through the DoD data services environment (DSE) in accordance with Reference (d).

4. RESPONSIBILITIES. See Enclosure 3.

5. RELEASABILITY. **Cleared for public release.** This instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD/>.
  
6. SUMMARY OF CHANGE 2. This change reassigns the office of primary responsibility for this instruction to the Under Secretary of Defense for Acquisition and Sustainment in accordance with the July 13, 2018 Deputy Secretary of Defense Memorandum (Reference (ac)).
  
7. EFFECTIVE DATE. This instruction is effective November 4, 2015.



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Acquisition, Technology, and Logistics

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 8320.03, "Unique Identification (UID) Standards for a Net-Centric Department of Defense," March 23, 2007 (hereby cancelled)
- (b) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))," December 8, 2005, as amended
- (c) Chairman of the Joint Chiefs of Staff, "National Military Strategy of the United States of America," February 8, 2011<sup>1</sup>
- (d) DoD Instruction 8320.02, "Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense," August 5, 2013
- (e) DoD Directive 8000.01, "Management of the Department of Defense Information Enterprise (DoD IE)," March 17, 2016, as amended
- (f) Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer (CIO) Handbook, "Financial Improvement and Audit Readiness (FIAR) Guidance," March 2013
- (g) DoD Instruction 1000.30, "Reduction of Social Security Number (SSN) Use Within DoD," August 1, 2012
- (h) DoD Instruction 4165.14, "Real Property Inventory (RPI) and Forecasting," January 17, 2014
- (i) DoD Instruction 8260.03, "The Global Force Management Data Initiative (GFM DI)," February 19, 2014
- (j) DoD Manual 8260.03, Volume 1, "Global Force Management Data Initiative (GFM DI) Implementation: Unique Identification (UID) for GFM," November 20, 2009
- (k) DoD Manual 8260.03, Volume 2, "Global Force Management Data Initiative (GFM DI) Implementation: The Organizational and Force Structure Construct (OFSC)," June 14, 2011
- (l) DoD Instruction 8320.04, "Item Unique Identification (IUID) Standards for Tangible Personal Property," September 3, 2015
- (m) DoD Instruction 8320.06, "Organization Unique Identification (OUID) Standards for Unique Identification of External Department of Defense Business Partners," September 26, 2012
- (n) Chairman of the Joint Chiefs of Staff Instruction 3156.01A, "Management of Joint Unit Reference Numbers," April 30, 2012
- (o) Defense Transportation Regulation 4500.9-R<sup>2</sup>
- (p) DoD Instruction 4151.19, "Serialized Item Management (SIM) for Life-Cycle Management of Materiel," January 9, 2014
- (q) DoD Instruction 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011, as amended
- (r) Public Law 107-347, "E-Government Act of 2002," December 17, 2002
- (s) DoD Instruction 1000.25, "DoD Personnel Identity Protection (PIP) Program," March 2, 2016
- (t) DoD Directive 5400.11, "DoD Privacy Program," October 29, 2014

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<sup>1</sup> Available at <https://acc.dau.mil/adl/en-US/425505/file/55897/2011%20National%20Military%20Strategy.pdf>

<sup>2</sup> Available at <http://www.transcom.mil/dtr/dtrHome/>

- (u) DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- (v) DoD Instruction 1341.02, “Defense Enrollment Eligibility Reporting System (DEERS) Program and Procedures,” August 18, 2016
- (w) DoD Instruction 8330.01, “Interoperability of Information Technology (IT), Including National Security Systems (NSS),” May 21, 2014
- (x) Deputy Chief Management Officer of the Department of Defense, “Enterprise Transition Plan,” current edition<sup>3</sup>
- (y) Deputy Chief Management Officer of the Department of Defense, “Business Enterprise Architecture,” current edition<sup>4</sup>
- (z) DoD Instruction 5000.64, “Accountability and Management of DoD Equipment and Other Accountable Property,” April 27, 2017, as amended
- (aa) DoD Instruction 8115.02, “Information Technology Portfolio Management Implementation,” October 30, 2006
- (ab) Section 2222, Title 10, United States Code
- (ac) Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment,” July 13, 2018

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<sup>3</sup> Available at <http://dcmo.defense.gov/publications/enterprise-transition-plan.html>

<sup>4</sup> Available at <http://dcmo.defense.gov/products-and-services/business-enterprise-architecture/>

ENCLOSURE 2LIST OF DoD UID STANDARDS

1. GENERAL. The table provides the list of DoD UID standards by entities and their associated unique identifiers to be used in assigning responsibilities for maintenance and implementation oversight.

Table. DoD UID Standards

<b>DoD UID Standard Entity</b>	<b>Associated Unique Identifier</b>
Personnel Identification	The DoD Identification Number is the common name for the Electronic Data Interchange Personal Identifier (EDI-PI), which is structured in accordance with DoDI 1000.30 (Reference (g)).
Real Property and Real Property Sites	The real property unique identifier (RPUID) and real property site unique identifier (RPSUID) are structured in accordance with DoDI 4165.14 (Reference (h)).
Global Force Management	The Global Force Management Data Initiative is structured to include the organization unique identifier (OUID) for internal DoD use in accordance with DoDI 8260.03 (Reference (i)), DoD Manual 8260.03, Volume 1 (Reference (j)), and DoD Manual 8263.03, Volume 2 (Reference (k)).
Tangible Personal Property	Item unique identification (IUID) is structured in accordance with DoDI 8320.04 (Reference (l)).
External DoD Business Partners	External organization unique identification (EOUID) for external DoD mission partners that conduct business with DoD under contracts or other agreements is determined in accordance with DoDI 8320.06 (Reference (m)).
Unit Reference Numbers (URNs)	URNs are associated with variable message formats in accordance with CJCS Instruction 3156.01A (Reference (n)).
Transportation Tracking Number (TTN)	TTNs are associated with the marking and labeling of shipment units for unit cargo movements in accordance with Part III of Defense Transportation Regulation 4500.9-R (Reference (o)).

2. STANDARDS TO BE DEVELOPED. UID Standards still to be developed include:

- a. Unique identifier for acquisition programs.
- b. Automated information system unique identifier (SYSUID).

ENCLOSURE 3

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS (ASD(L&MR)). In addition to the responsibilities in section 12 of this enclosure and under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), the ASD(L&MR):

- a. Maintains and oversees implementation of Reference (l) for IUID as the UID standard for DoD personal property, in coordination with the DoD Components.
- b. Maintains and oversees implementation of DoDI 4151.19 (Reference (p)) for serialized item management, in coordination with the DoD Components.
- c. Develops guidance for use of automatic identification technologies (AIT) for DoD-wide asset visibility in accordance with DoDI 4140.01 (Reference (q)).
- d. Develops guidance for unique identifiers associated with the marking and labeling of shipment units for unit cargo movements.
- e. Establishes and maintains compatible data standards for the collection of information on items.

2. ASSISTANT SECRETARY OF DEFENSE FOR ENERGY, INSTALLATIONS, AND ENVIRONMENT (ASD(EI&E)). Under the authority, direction, and control of the USD(AT&L) and through the ASD(L&MR), the ASD(EI&E) maintains and oversees implementation of Reference (h) as the UID standard for all real property in which the DoD Components hold a legal interest on the behalf of the U.S. Government, to include:

- a. Assignment of:
  - (1) An RPUID to permanently and uniquely identify a DoD real property asset.
  - (2) An RPSUID to permanently and uniquely identify a DoD real property site.
- b. Establishment and maintenance of compatible data standards for the collection of information on real property and real property sites.

3. DIRECTOR, DEFENSE PROCUREMENT AND ACQUISITION POLICY (DPAP). Under the authority, direction, and control of the USD(AT&L), the Director, DPAP:



a. Reviews this instruction every 2 years to determine if it is current and improves content, clarity, and brevity in coordination with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(L&MR), the Under Secretary of Defense (Comptroller)/Chief Financial Officer of the Department of Defense (USD(C)/CFO), and the DoD Chief Information Officer (DoD CIO).

b. In coordination with the USD(P&R), the USD(C)/CFO, and the DoD CIO, maintains and oversees implementation of EOUID of external DoD mission partners in accordance with Reference (m) that conduct business with DoD under contracts or other agreements pursuant to the requirements of Public Law 107-347 (Reference (r)).

c. Establishes and maintains compatible procurement data standards for implementing unique identifiers in DoD contracts or other agreements.

d. Collaborates with the DoD CIO and USD(C)/CFO to develop and implement a unique identifier for SYSUID for tracking transactions on procurement actions, property transfers, and financial obligations and disbursements.

e. Establishes and maintains compatible data standards for the collection of information on unique enterprise identifiers for external DoD mission partners.

4. DIRECTOR, ACQUISITION RESOURCES AND ANALYSIS (ARA). Under the authority, direction, and control of the USD(AT&L), the Director, ARA, develops policy and guidance for defining, implementing, and maintaining a unique identifier for acquisition programs, in coordination with the DoD Component heads.

5. USD(P&R). In addition to the responsibilities assigned in section 12 of this enclosure, the USD(P&R):

a. Implements the UID standards for use within manpower management, in coordination with the DoD Component heads.

b. In accordance with References (i), (j), and (k):

(1) Oversees implementation and maintenance of uniquely identified enterprise force structure data for all DoD organizations, manpower, and individual authorizations, and the command and support relationships between them. This will be done in collaboration with the CJCS, in coordination with the DoD Component heads.

(2) Ensures enterprise force structure employs global force management identifiers for all attributes, to include the OUID subset for organizational elements down to the billet and individual level.

(3) Implements enterprise force structure for manpower planning, programming, and accounting, to include individual accounts, in collaboration with the USD(C)/CFO and the Director, Cost Assessment and Program Evaluation, and in coordination with the DoD Component heads.

c. Establishes, implements, and maintains the linking of the manpower billet (OUID) or personnel (EDI-PI) to the location (RPUID) and to the items assigned (IUID) in collaboration with the DoD Component heads.

d. Establishes and maintains compatible data standards for the collection of information on global force management unique identifiers.

6. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCE ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA:

a. Establishes and maintains the enterprise repository for the authoritative linkage between EDI-PIs and OUIDs and exposes these linkages to the DoD enterprise, in coordination with the DoD Components, as described in Reference (i).

b. Establishes, implements, and maintains the linking of manpower billet OUIDs to personnel identifiers.

7. DIRECTOR, DEFENSE MANPOWER DATA CENTER (DMDC). Under the authority, direction, and control of the Director, DoDHRA, the Director, DMDC:

a. Creates and centrally manages an unambiguous identifier for all DoD credential holders, to include active, reserve, dependent, government civilian, and contractor personnel, in accordance with DoDI 1000.25 (Reference (s)).

b. Maintains a central site delivery system for providing and authenticating personnel UID throughout DoD systems, in accordance with DoDD 5400.11 (References (t)) and DoD 5400.11-R (Reference (u)).

c. Establishes, implements, and maintains EDI-PIs, and DoD benefits numbers for dependents within the Defense Enrollment Eligibility Reporting System, in accordance with DoDI 1341.02 (Reference (v)).

d. Reconciles personnel UID with legacy identification codes to ensure accuracy in all applicable systems.

8. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I)). In addition to the responsibilities assigned in section 12 of this enclosure, the USD(I) implements the UID standards for use within the DIMA, in coordination with the DoD Component heads.

9. DOD CIO. In addition to the responsibilities assigned in section 12 of this enclosure, the DoD CIO:

a. Reviews UID strategies and implementation plans to ensure consistency with the sharing of data, information, and IT services in accordance with Reference (d) and standards mandated in DoD IT Standards Registry (DISR) in accordance with DoDI 8330.01 (Reference (w)).

b. Ensures all UIDs established are fully described in the DoD Enterprise Architecture, as appropriate, in accordance with Reference (e).

c. Develops policy and guidance, in coordination with the Director, DPAP, and DoD Component heads, for defining, implementing, and maintaining the SYSUID for tracking transactions on procurement actions, property transfers, and financial obligations and disbursements to clearly identify which authorized data source instance(s) originated and received each transaction. Ensures the SYSUID process complies with the DoD DSE requirements of Reference (d).

d. Establishes and maintains compatible data standards for the collection of information on unique identifiers for automated information systems.

10. DEPUTY CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE (DCMO). In addition to the responsibilities assigned in section 12 of this enclosure, the DCMO:

a. Coordinates with the OSD Principal Staff Assistants (PSAs) to ensure that strategic management plan goals and performance metrics relating to UID reflect measurable business value and assure positive return on investment accountability for DoD strategic enterprise information goals.

b. Integrates the UID strategies developed by the OSD PSAs into the DoD Enterprise Transition Plan (Reference (x)), business process reengineering, core business mission activities, and Investment Review Board matters.

c. Ensures all UID data standards and UIDs referenced in the Business Enterprise Architecture (Reference (y)) are maintained in an authoritative data source and are produced and invoked through applicable laws, regulations, and policies

11. DoD COMPONENT HEADS. The DoD Component heads:

- a. Ensure this instruction is effectively implemented within their respective areas of responsibility.
- b. Implement UID across warfighting and business processes and systems and provide Component UID transition plans and roadmaps to the appropriate OSD PSA in response to PSA functional strategies.
- c. Ensure future and legacy warfighter, intelligence, and business processes and data systems use UID as the primary basis for DoD and non-DoD integrated business transaction management based on specific data and common enterprise data capabilities.
- d. Ensure UID-capable AIT is implemented.
- e. Report progress against UID transition plans and roadmaps to OSD PSAs.

12. OSD PSAs. For their functionally assigned responsibilities, the OSD PSAs:

- a. Determine the functional requirements for UID and ensure implementation of the unique identifiers.
- b. Incorporate approved UID standards in DoD issuances.
- c. Direct the development of UID data standards across functions, process roadmaps, and transition plans through incorporation of UID in PSA functional strategies.
- d. Develop functional UID strategies to support the implementation of sharing of data, information, and IT services within the DoD Enterprise Architecture, in accordance with Reference (d).
- e. Escalate functional UID issues to the Deputy's Management Action Group.
- f. Ensure UID standards are developed in accordance with standards in the DISR, where applicable.
- g. Work with the DoD Components, the International Organization for Standardization, and other standards making bodies, as appropriate, to amend existing UID standards or establish new UID standards where the available standards do not meet DoD needs. Propose new UID standards involving IT to the DoD Executive Agent for Information Technology Standards, in accordance with Reference (w).

13. CJCS. In addition to the responsibilities in section 11 of this enclosure, the CJCS:

- a. Coordinates with the other DoD Component heads regarding defining, implementing, and managing UID standards to support joint warfighter operations.

b. Develops, implements, and maintains applicable guidance for the unique identification of URNs associated with variable message formats in accordance with Reference (n).

c. Establishes and maintains compatible data standards for the collection of information on force structure units.

14. COMBATANT COMMANDERS. In addition to the responsibilities in section 11 of this enclosure, the Combatant Commanders:

a. Utilize UID as an enabler to identify, track, and report on organizations, materiel assets, people, places, and force structure unit movements.

b. Utilize UID to gather, organize, and assess information so that Combatant Commands and joint task forces can train, equip, and organize efficiently.

15. COMMANDER, U.S. TRANSPORTATION COMMAND (USTRANSCOM). In addition to the responsibilities in sections 11 and 14 of this enclosure, the Commander, USTRANSCOM:

a. Develops, implements, and maintains applicable guidance for the unique identification of TTNs associated with the marking and labeling of shipment units for unit cargo movements in accordance with Part III of Reference (o).

b. Establishes and maintains compatible data standards for the collection of information on shipment units.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AIT	automatic identification technology
ARA	Acquisition Resources and Analysis
ASD(EI&E)	Assistant Secretary of Defense for Energy, Installations, and Environment
ASD(L&MR)	Assistant Secretary of Defense for Logistics and Materiel Readiness
CJCS	Chairman of the Joint Chiefs of Staff
DCMO	Deputy Chief Management Officer of the Department of Defense
DoDHRA	Department of Defense Human Resources Activity
DIMA	DoD portion of the Intelligence Mission Area
DISR	Defense Information Systems Registry
DoDD	DoD Directive
DoDI	DoD Instruction
DoD IE	DoD Information Enterprise
DoD CIO	DoD Chief Information Officer
DPAP	Defense Procurement and Acquisition Policy
DSE	data services environment
EDI-PI	electronic data interchange personnel identifier
EOUID	external organization unique identifier
IT	information technology
IUID	item unique identification
OUID	organization unique identifier
PSA	Principal Staff Assistant
RPSUID	real property site unique identifier
RPUID	real property unique identifier
SYSUID	systems unique identifier

TTN	transportation tracking number
UID	unique identification
URN	unit reference number
USD(AT&L)	Under Secretary of Defense for Acquisition, Logistics, and Technology
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(I)	Under Secretary of Defense for Intelligence
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USTRANSCOM	U.S. Transportation Command

## PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

AIT. Defined in DoDI 5000.64 (Reference (z)).

attributes. The properties or characteristics that describe, distinguish, measure, define, and identify discrete independent units or distinguishable persons, places, things, events, or concepts.

auditability. Defined in Reference (f).

authoritative data source. A recognized or official data source with a designated mission statement, source, or product to publish reliable and accurate data for subsequent use by customers. An authoritative data source may be the functional combination of multiple separate data sources.

business enterprise architecture. Defined in Reference (w).

business mission area. Defined in DoDI 8115.02 (Reference (aa)).

business transaction. A record of an event or a condition that creates, modifies, or deletes business data. Each transaction represents a single business event of rightful or proper interest or concern for one or more persons, businesses, organizations, or government entities to perform, carry out, manage, or conduct its mission.

data. Defined in Reference (d).

defense business system. Defined in Reference (w).

DoD Enterprise Architecture. Defined in Reference (e).

DoD IE. Defined in Reference (e).

DIMA. Defined in Reference (aa).

enterprise. The DoD, including all of its organizational components.

investment review board. Defined in paragraph (g), section 2222 of Title 10, United States Code (Reference (ab)).

mission partners. Defined in Reference (e).

OSD PSAs. The Under Secretaries of Defense, the Director of Defense Research and Engineering, the Assistant Secretaries of Defense, the General Counsel of the Department of Defense, the Assistants to the Secretary and Deputy Secretary of Defense, and the OSD Directors or equivalents, who report directly to the Secretary of Defense or Deputy Secretary of Defense.

personal property. Defined in Reference (z).

real property. Defined in Reference (h).

standard. A document that establishes uniform functional criteria, methods, processes, and practices.

UID. A system of establishing globally ubiquitous unique identifiers within DoD.

UID standard. A set of rules that unambiguously identify discrete independent force structure units or distinguishable persons, places, things, events, or concepts.

unique identifier. A character string, number, or sequence of bits assigned to a discrete entity or its associated attribute that serves to uniquely distinguish it from other entities. Each unique identifier occurs only once within its defined scope of use.