

# ARS □ ERS □ NASS □ NIFA

## *Policies and Procedures*

**Title:** Central Contact for Activity Address Code Maintenance

**Number:** 210.9

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**Originating Office:** Acquisition Programs and Oversight Branch, Acquisition and Property Division, AFM/ARS

**This Replaces:** 210.9 dated 3/31/2006

**Distribution:** ARS Headquarters, Areas, and Locations

This P&P establishes the procedures for Activity Address Code Maintenance for REE.

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## **1. Background**

Federal Property Management Regulation 101-26.203 requires that a central contact point be established for maintenance of Activity Address Codes (AAC's) with the General Services Administration (GSA). Each ordering activity must have this 6-digit code assigned by the GSA in order to obtain items through the GSA Advantage ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)) and to identify contracting and funding offices in the Federal Procurement Data System – Next Generation (FPDS-NG). AAC's are primarily used for procurement and property management. The Acquisition and Property Division (APD), Acquisition Programs and Oversight Branch (APOB), is the central contact for the Research, Education, and Economics (REE) mission area for all AAC issues.

## **2. Policy**

Requests for new AAC's shall include:

- Office name, address, and phone number for mailing purposes.
- Office name, address, and phone number for shipping purposes. This address is only required if the mailing and shipping addresses are different, or if a "Ship To" address is needed for shipping purposes only.

Requests for changes or corrections to AAC's shall include:

- The AAC.
- The old and new address and office phone number.
- Mailing or shipping address designation.

Requests for deletions of AAC's shall include:

- The AAC.
- The address and office phone number.

## **3. Summary of Responsibilities**

- The Acquisition Branch (AB), APD, shall be responsible for reviewing the Agricultural Research Service (ARS), Administrative and Financial Management (AFM) AAC's they utilize on an annual basis. Requests for changes shall be forwarded to APOB, APD.

- The Economic Research Service (ERS), the National Agricultural Statistics Service (NASS), and the National Institute of Food and Agriculture (NIFA) shall be responsible for reviewing the AAC's for their respective agencies. Requests for changes shall be forwarded to APOB, APD.
- The Facilities Division (FD) shall be responsible for reviewing the AAC's they utilize on an annual basis. Requests for changes shall be forwarded to APOB, APD.
- The ARS Areas shall be responsible for reviewing the AAC's within in their respective Areas on an annual basis. Requests for changes shall be forwarded to APOB, APD.

#### Acquisition Programs and Oversight Branch, Acquisition and Property Division

- Serves as the central contact point for REE with the GSA for additions, changes, corrections, and deletions to AAC's.
- Provides REE agencies with the latest AAC report provided by the GSA for review and revision.
- Processes requested changes to AAC's through the GSA.
- Provides copies of correspondence relating to AAC changes to the requesting office.

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