



MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: IRIS B. COOPER,
SENIOR PROCUREMENT EXECUTIVE,
OFFICE OF THE PROCUREMENT EXECUTIVE

SUBJECT: Activity Address Code.

1. Purpose: This Acquisition Procedures Update (APU) is issued to amend the Department of Treasury Acquisition Procedure (DTAP) September 2015 edition version 2.0 for the purposes of providing acquisition policy surrounding [FAR 4.605\(e\)](#) requirement to use Activity Address Code (AAC) by March 31, 2016 to report the contracting/funding office for contract actions reported to the Federal Procurement Data System (FPDS).

2. Effective Date: Immediately

3. Expiration Date: Until otherwise canceled, superseded or included within a future edition of the DTAP.

4. Background:

In an effort to ensure uniformity and consistency to enhance the transparency of Federal spending data, agencies are required to transition to using the appropriate AACs to report both the contracting and the funding office for each contract action reported to FPDS. The AAC is a distinct six-position code consisting of a combination of alpha and/or numeric characters assigned to identify agency specific offices, units, activities, or organizations. The contracting office AAC will become the first six characters of the new uniform Procurement Instrument Identifier (PIID) which agencies are required to start using October 1, 2017.

5. Department of the Treasury Acquisition Procedures: The DTAP is amended as follows:

A. Add 1004.605(e) as follows:

1004.605 Procedures

(e) Office codes. See 1004.605-70 for Treasury's implementation of this FAR requirement.

B. Add 1004.605-70 as follows:

1004.605-70 Activity Address Codes

In accordance with FAR 4.605(e), Bureaus shall by March 31, 2016 use the newly assigned contracting/funding office Activity Address Codes (AACs) for all contract actions reported to FPDS. See FAR 2.101 for definition of AAC.

(a) *Responsibilities.* BCPOs shall designate a primary and alternate designee responsible for establishing and maintaining contracting/funding offices and ensuring contracting/funding offices are current and accurate in FPDS. BCPOs shall notify OPE's Integrated Award Environment Program Manager in writing of the designation and provide notification of any changes. Bureau designees will be identified to the General Services Administration (GSA) as Agency Designated Change Approvers and will have the authority to coordinate with GSA to establish/maintain AACs for their respective bureau.

(1) *Definition of Office.* As used in this section an "office" means the smallest organizational unit that has responsibility of either providing the predominance of funding for or acting as the contracting activity for the contract action.

(2) *Identifying and assigning AACs for new offices.* Bureaus shall coordinate with the office of their Chief Financial Officer when identifying new contracting/funding offices. When a new contracting or funding office is identified, the Bureau shall submit to GSA's Order Management at ordermgmt@gsa.gov the office name, mailing address, and Bureau major command (MAJCOM) (see below) for entry into the Department of Defense AAC database. GSA will then assign an AAC to the new contracting/funding office and make it available in FPDS.

(i) For purposes of the AAC database, each Treasury bureau is designated as a "MAJCOM" and assigned a code as specified below –

- (1) Alcohol and Tobacco Tax and Trade Bureau - 22
- (2) Bureau of Engraving and Printing - 41
- (3) Bureau of the Fiscal Service - 36
- (4) Community Development Financial Institution Fund - 66
- (5) Departmental Offices - 01
- (6) Financial Crimes Enforcement Network - 26
- (7) Inspector General – 04
- (8) Internal Revenue Service – 50
- (9) Office of the Comptroller of the Currency – 46
- (10) Special Inspector General for the Troubled Asset Relief Program – 83
- (11) Treasury Inspector General for Tax Administration – 14
- (12) United States Mint - 44

(3) *Shared Services.* Serviced Bureaus are responsible for identifying their Bureau's funding offices. Servicing Bureaus shall coordinate with the serviced Bureau to receive a listing of the serviced Bureau's funding offices.

(4) *Data Quality.* As part of the Annual Verification and Validation, Bureaus shall review the accuracy of reporting by contracting personnel, specifically the selection of the correct contracting/funding offices. Bureaus shall also perform annual reviews of contracting/funding offices to ensure all offices listed are current and accurate.

6. Required Bureau Actions: Bureau Chief Procurement Officers shall—

- a. Ensure dissemination of this APU to all impacted personnel; and
- b. Update any related Bureau policies and procedures impacted by this APU.

7. Additional Information: The point of contact for this APU is Ms. Michele Sharpe, who can be reached at michele.sharpe@treasury.gov or OfficeoftheProcurementExecutive@treasury.gov.