

**Functional Series 200 – Programming Policy
ADS 260 - Geographic Codes**

*This is a new ADS chapter.

Table of Contents

<u>260.1</u>	<u>OVERVIEW</u>	<u>2</u>
<u>260.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>2</u>
<u>260.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>3</u>
<u>260.3.1</u>	<u>Structure of Geographic Codes</u>	<u>3</u>
<u>260.3.2</u>	<u>How Do We Use Geographic Codes?</u>	<u>4</u>
<u>260.3.3</u>	<u>Current Geographic Codes</u>	<u>4</u>
<u>260.3.4</u>	<u>Additional Codes</u>	<u>5</u>
<u>260.3.5</u>	<u>How We Form Geographic Codes</u>	<u>6</u>
<u>260.4</u>	<u>MANDATORY REFERENCES</u>	<u>6</u>
<u>260.4.1</u>	<u>External Mandatory References</u>	<u>6</u>
<u>260.4.2</u>	<u>Internal Mandatory References</u>	<u>6</u>
<u>260.5</u>	<u>ADDITIONAL HELP</u>	<u>7</u>
<u>260.6</u>	<u>DEFINITIONS</u>	<u>7</u>

ADS 260 - Geographic Codes

260.1 OVERVIEW

Effective Date: 08/11/2003

This ADS chapter provides the policy directives and required procedures for the formation and use of geographic codes to identify countries and other geographic entities in USAID's information systems.

This chapter supersedes the Geographic Code Book, originally published as part of the AID Code Book in Handbook 18, Appendix D. Handbook 18, Appendix D is being retained for historical purposes only.

USAID and its partners use the geographic codes for the storage and retrieval of information on countries and other geographic entities. The codes are meant to be used solely for administrative purposes and not for designating political associations or other affiliations.

The provisions of this chapter differ from the procedures in ADS 102 for establishing organizational codes. ADS 102.3.5 establishes the use of an 18-digit organizational number, required by the National Finance Center personnel system, which includes a three-digit country code, for assignment to each organizational unit. The GSA Geographic Locator Codes Book is designated as the primary source for agencies to use in defining country codes (see [ADS 102.3.5\(d\)](#)). The GSA code book lists number and letter codes, which are completely different from the geographic codes that the Agency currently uses in monitoring strategic objective performance or financial transactions, but which are the standards in use government-wide. Except for the Management Bureau's Office of Human Resources (M/HR), which has incorporated the GSA codes into its personnel system, the Agency will continue to use the coding system derived from Handbook 18, Appendix D. (If the Agency were to adopt the GSA system, the Agency would have to rewrite its code books, reprogram Phoenix codes, and maintain a separate system for tracking historical information.)

260.2 PRIMARY RESPONSIBILITIES

Effective Date: 08/11/2003

- a. Operating units that process geographic information are responsible for ensuring that the identification of geographic entities in all their documentation complies with the policy directives and required procedures in this ADS chapter.
- b. Program offices are responsible for ensuring that the geographic codes used to designate authorized source countries and areas comply with the regulations in the U.S. Code of Federal Regulations (22 CFR 228).
- c. The Management Bureau's Office of Financial Management (M/FM) is responsible for ensuring that the codes in the Mandatory Reference, [USAID Authorized Geographic Codes](#) (referred to as the Geo-Code Table) are valid in the

USAID accounting system. M/FM establishes geographic codes, which are components of organization numbers. (See **260.3.1** for clarification of the components of geographic codes.)

d. The Policy and Program Coordination Bureau's Office of Strategic and Performance Planning (PPC/SPP) is responsible for the policy directives and required procedures for dealing with geographic codes. This responsibility includes providing guidance to operating units on how to include geographic codes in strategic objective labeling. You may also find the procedure for assigning strategic objective numbers in the management agreement. (See [ADS 201.3.10.3](#))

e. The PPC Bureau's Center for Development Evaluation and Information (PPC/DEI) provides concurrent approval with M/FM in the establishment of geographic codes. PPC/DEI updates the [Geo-Code Table](#) annually and publishes it on its web site (<http://cdie.usaid.gov/>), coordinating with M/FM in all updates to the table.

f. The Office of the General Counsel is responsible for advising PPC/DEI of any executive or legislative restrictions that may affect the current table of geographic codes.

260.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

260.3.1 Structure of Geographic Codes

Effective Date: 08/11/2003

Geographic codes must contain three digits. The first digit identifies the geographic region, as follows:

- 0 = U.S., areas associated with U.S. sovereignty, and interregional (this is the collective code for codes 0 through 9 in Handbook 18, Appendix D)
- 1 = Europe and Eurasia
- 2 = Near East
- 3 = South Asia
- 4 = East Asia
- 5 = Latin America and the Caribbean
- 6 = Africa
- 7 = Other
- 8 = Other
- 9 = Worldwide or Multi-country

Because we use the codes for administrative purposes, there are instances when the first digit does not appear to correspond to the appropriate geographic area. For example, since Cyprus and Turkey were initially administered by the Bureau responsible for the Near East, they were assigned a code of 2. When they were moved to the Europe and Eurasia (E&E) Bureau, they retained their original codes.

The second and third digits identify specific geographic entries--countries, territories, organizations, regions, and sub-regions. They also denote specific program activities within regions. For example,

- 111 = Armenia
- 194 = Regional Service Center in Budapest
- 538 = Caribbean Regional Program
- 690 = Initiative for Southern Africa

260.3.2 How Do We Use Geographic Codes?

Effective Date: 08/11/2003

Operating units must use the codes in the [Geo-Code Table](#) to identify the geographic entities in which they are implementing their programs. For example, they must ensure that the country designations in the strategic objective numbers, which along with the strategic objective titles or labels are necessary to track activities under strategic objectives, are consistent with the codes in the Geo-Code Table. They must not use the codes to identify operating units, such as Missions, or other organizational units. A code may identify a program when the program covers activities in an identifiable geographic area. If the code does refer to a program, it must contain an appropriate identifying term as part of its nomenclature. Examples of appropriate terms are program, fund, service, and initiative. You may find other examples in the [Geo-Code Table](#). If the operating unit is uncertain about the appropriateness of a term, it should consult M/FM or PPC/SPP.

A code cannot be used for any other purpose than that stipulated in its original authorization. New codes must not duplicate existing codes or codes previously published in the Geographic Code Book (Handbook 18, Appendix D, which remains valid for historical purposes). When we remove a code from the current list or otherwise make it inactive, it becomes part of the historical record and you cannot reuse it to designate another geographic entity or different configuration. This policy applies to the superseded codes in Handbook 18, Appendix D as of the effective date of this ADS chapter.

260.3.3 Current Geographic Codes

Effective Date: 08/11/2003

The Mandatory Reference, [USAID Authorized Geographic Codes \(the Geo-Code Table\)](#), lists USAID's authorized current geographic codes. In the Geo-Code Table, the country/area designation is the official nomenclature of the coded entity, be it a region, country, or program. The short name provides a quick, lookup reference and is used for sorting the codes by the name of the entity. The short name should be no longer than 11 characters as it may be truncated to that length for display and analytical purposes. The Geo-Code Table includes the USAID Bureau designation if the geographic entity appears to fall within the current or future mandate of the Bureau. The geographic area corresponds to the geographic region identified by the first digit of the code. Geographic Sub-Area I is the area that defines the geographic scope of the entity's

activities within the geographic region. Geographic Sub-Area II is a subset of Sub-Area I.

The Geo-Code Table is available in two forms: sorted by geographic area and sorted by geographic code. It is also available on the web at <http://cdie.usaid.gov/> (in progress).

The principal geographic codes used for identifying source, origin, and nationality for commodities and services financed by USAID are 000, 899, 935, and 941. The codes are summarized in 22 CFR 228.03 and in the Geo-Code Table.

260.3.4 Additional Codes

Effective Date: 08/11/2003

When the need for a new code arises, the operating unit must request the additional code from PPC/DEI's Development Information and Support Division (DIS) or M/FM's Central Accounting and Reporting Division (CAR). Either PPC/DEI/DIS or M/FM/CAR, with the concurrence of the other, can authorize a new code. The operating unit requires a new code when it establishes a new program for a country or other geographic unit or for an appropriate activity as described in 260.3.2. A new code may be required to correct errors in existing codes. A request for a code must contain the official name of the entity, its short name, the managing Bureau, the geographic area, and the sub-areas. If the code is for a group of countries or other entities, the request must list those entities.

Handbook 18, Appendix D is the official record of codes authorized prior to August 1992. Codes authorized prior to August 1992 but no longer in use are available in Handbook 18, Appendix D. M/FM's [Lookup Table of Established Codes](#) lists geographic codes used for accounting purposes.

For codes that are not geographic codes, you must contact the office responsible for the information system. See the table below.

Codes	Responsible Office
Accounting systems appropriation codes	M/FM/CAR
Strategic objective identification numbers and the annual report database	PPC/SPP
Procurement information systems (primarily for the purpose of identifying source and origin)	M/OP
Personnel systems	M/HR

PPC/DEI must clear in advance all requests for amendments to the Geo-Code Table or requests to use code numbers in any manner other than that specified in this chapter, including the mandatory references.

260.3.5 How We Form Geographic Codes

Effective Date: 08/11/2003

The following examples illustrate how we form geographic codes:

- If country A divides into two new countries, B and C, we will continue to use the code for country A to refer to A for historical purposes. Countries B and C will receive new codes. For example, code 184 still identifies Czechoslovakia. We have authorized new codes for the Czech Republic (192) and for the Slovak Republic (193).
- If country A subsumes another country, the authorized code for country A prior to its enlargement will remain valid. The code for now defunct B will become inactive and constitute an historical reference for B. We followed this procedure when the Federal Republic of Germany absorbed the German Democratic Republic.
- If country A is the recipient of program B, you must use separate codes for country A and program B. The International Fund for Ireland, for example, has a unique code because it supports activities in both Northern Ireland (Ulster) and the Republic of Ireland.
- If operating unit A manages program B within geographic area C, the code, unless otherwise stipulated, refers to area C. Thus the code 520 refers to the country, Guatemala, in which the Mission, USAID Guatemala, operates. The code 598, however, refers to the Latin America and Caribbean (LAC) Regional Program, which the operating unit, LAC's Office of Rural Sustainable Development (LAC/RSD), manages. Make reference to the program when the program activities take place in more than one entity in a geographic area. Thus, the LAC Regional Program has implications for the LAC region beyond any particular country or sub-region.

260.4 MANDATORY REFERENCES

260.4.1 External Mandatory References

- a. [22 CFR 228.03, Identification of Principal Geographic Code Numbers](#)

260.4.2 Internal Mandatory References

- a. [ADS 102, Agency Organization](#)
- b. [ADS Series 200, Programming Policy](#)
- c. Annual Report Guidance, the most recent edition of which you will find at <http://cdie.usaid.gov/ar/>

- d. [Geographic Code Book \(part of the AID Code Book, Handbook 18, Appendix D\)](#)
- e. [Lookup Table of Established Codes](#), Fiscal Year 2004, prepared by M/FM/CAR/FCGL
- f. [USAID Authorized Geographic Codes – sorted by Geographic Area](#) (also available at <http://cdie.usaid.gov/> (in progress))
- g. [USAID Authorized Geographic Codes – sorted by Geographic Code](#) (also available at <http://cdie.usaid.gov/>)

260.5 ADDITIONAL HELP

You may obtain additional help in establishing or verifying geographic codes from PPC/DEI/DIS.

260.6 DEFINITIONS

Effective Date: 08/11/2003

authorized geographic code

An authorized geographic code is one that M/FM/CAR and PPC/DEI/DIS have jointly approved. (Chapter 260)

geographic code

A geographic code is a three-digit number that for administrative purposes identifies geographic entities--countries, territories, organizations, regions, and sub-regions--and program activities associated with geographic entities. In ADS 260 we use a broader definition of geographic code than that in 22 CFR 228.03 because we need to be able to code program activities associated with geographic entities. Our definition includes the principal codes, which are defined in 22 CFR 228.03, to identify the source, origin, and nationality of commodities and services financed by USAID. (Chapter 260)

operating units

USAID field Missions, regional entities, and USAID/Washington Offices that expend funds to support Agency program objectives. This definition particularly includes operating units performing the functions of formulating policy, strategic and budgetary planning, achieving results, procurement, personnel management, financial management, and statutory requirements. (Chapters 200-204, 260, 623)

superseded code

A superseded code is a code in Handbook 18, Appendix D that is no longer active but which we maintain for historical purposes. (Chapter 260)

260_080703_w102904