



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Acquisition
Bulletin (AB)
No. 03-06
August 28, 2003

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM:

Jody Falvey
Acting Director

Office of Small Business Development
Office of the Procurement Executive

SUBJECT:

Identification of Procurement Instruments

Purpose: The purpose of this AB is to establish requirements for the identification of procurement instruments.

Effective Date: Immediately

Expiration Date: This AB will expire when cancelled or superseded.

Background: Attached is a memorandum from Angela Styles, Administrator, Office of Federal Procurement Policy (OFPP), on identification of procurement instruments. As noted in the attachment, agencies are required to establish unique prefixes to identify procurement instruments (contracts, orders, and agreements). These prefixes are required for reporting through the Federal Procurement Data System – Next Generation (FPDS-NG) and for other purposes.

The FAR will be revised to incorporate format requirements for Procurement Instrument Identifiers (PIIDs). Attached is a draft of the expected FAR requirements for PIIDs. Agencies will be required to have PIIDs that have a unique alpha character in the first position, followed by alpha characters identifying bureaus or other subdivisions. PIIDs may then include other elements, such as fiscal year.

This AB establishes PIIDs for Treasury bureau procurement offices, in advance of the anticipated FAR change. This will allow Treasury to prepare for use of FPDS-NG and to meet the October 1, 2003 deadline for PIID registration. PIIDs prefixes for Treasury bureau procurement offices' contracts, delivery orders, task orders and other contract agreements are assigned as follows:

Bureau	Contract/PIID Prefix
Departmental Offices	Tos-
Comptroller of the Currency	Tcc-
Bureau of Engraving and Printing	Tep-
Financial Management Service	Tfms-
Internal Revenue Service	Tir-
Office of Thrift Supervision	Tots-
United States Mint	Tm-
Bureau of the Public Debt	Tpd-
Financial Crimes Enforcement Network (FINCEN)	Tfce-
Alcohol Tax and Trade Bureau	Tttb-

Following the prefix, the last two digits of the fiscal year of award for the contract or other PIID instrument must be inserted, and then preceded and followed by hyphens. These actions shall be numbered, through the last characters, sequentially. Bureaus having field contracting offices shall assign alphabetic or numeric designations after the bureau prefix and the fiscal year, or in a format approved by the Office of the Procurement Executive. The characters after the bureau and fiscal year prefixes, as well as field offices prefixes, shall designate the type of contractual agreement as follows:

C – contract D- delivery order P – purchase order

If needed, special characters should be added to the right of the purchase order/delivery order (e.g., Tm-04-P-00123-1-XXX). Hyphens and special characters are not required when entering the above numbers into automated procurement tracking and data systems.

Treasury bureaus are assigned the following prefixes for solicitations only: Departmental Officers – A, Comptroller of the Currency – CC, Bureau of Engraving and Printing – BEP, Financial Management Service – FMS, Internal Revenue Service – **IRS**, Mint – USM, Bureau of Public Debt – BPD, Financial Crimes Enforcement Network – FINCEN, Alcohol Tax and Trade Bureau – TTB.

A separate series of numbers shall be used for solicitations and contracts.

Questions may be directed to Kevin Whitfield at (202) **622-0248**.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF **MANAGEMENT** AND BUDGET
WASHINGTON, D C 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

August 6, 2003

MEMORANDUM FOR FEDERAL ACQUISITION COUNCIL,
AGENCY SENIOR PROCUREMENT EXECUTIVES

FROM:

Angela B. Styles
Administrator

SUBJECT:

Identification of Procurement Instruments

On October 1, 2003, the next generation of the Federal Procurement Data System, "FPDS-NG," will become operational. The purpose of this memorandum is to seek your assistance in establishing a unique prefix for the scheme your agency uses to identify procurement instruments (contracts, orders, and agreements) for FPDS-NG reporting and other purposes. Unique identifiers will help to improve the quality of information FPDS-NG makes available to agencies for managing their programs and to the public for better understanding how taxpayer funds are spent.

FPDS-NG is a key part of the Integrated Acquisition Environment (IAE) E-Government initiative to facilitate the migration and leveraging of information technology investments to enhance the integrated nature of acquisition and enable more strategic buying. The new system's interoperable configuration will promote a seamless transfer of information and should significantly improve the timeliness, accuracy, and availability of data at reduced transaction costs.

Among its many features, FPDS-NG will maintain an historical trail of all transactions, including intragency transactions conducted through government-wide acquisition contracts (GWACs), multi-agency contracts, and Federal Supply Schedule (FSS) contracts. In order to provide this important visibility and allow the system to properly interface with other components of IAE, FPDS-NG must be able to distinguish each reported transaction.

Accordingly, you are requested to establish and register with the FPDS-NG program office a unique set prefix for the beginning of the labeling scheme your agency uses to identify procurement instruments. This unique prefix will ensure that the numbers and letters assigned to identify any specific procurement action (known as a procurement instrument identifier, or "PIID") are distinct from those used by any other agency.

The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council are amending the Federal Acquisition Regulation (FAR) to provide guidance on the use of PIIDs. Agencies should refer to that guidance in labeling their individual procurement instruments.

To ensure the successful and on-time launch of FPDS-NG in the fall, agencies should register **the** unique **prefix** for their PIIDs as soon as possible, and no later than October 1, 2003. Agencies **may** register their prefix identifier by contacting John Cochran of the Federal Procurement Data Center at john.cochran@gsa.gov. General questions regarding this memorandum may be directed to Julie Basile of my office at 202-395-4821. I appreciate your prompt attention to this **matter**.