



MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

FROM: DAVID A. DRABKIN *David A. Drabkin* 08/21/03  
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FOR ACQUISITION POLICY (MV)

SUBJECT: Procurement Instrument Identifier

1. Purpose. This acquisition letter revises the General Services Administration Acquisition Manual (ADM 2800.12B) to modify the order and call instrument identification number requirements at 504.7001-3. In addition, this acquisition letter also updates the Content Description Location for the Preparing Contracting Office Code.

2. Background. On October 1, 2003, the next generation of the Federal Procurement Data System, "FPDS-NG," will become operational. Among its many features, FPDS-NG will maintain an historical trail of all transactions, including interagency transactions conducted through government-wide acquisition contracts (GWACs), multi-agency contracts, and Federal Supply Schedule contracts. FPDS-NG is a key component of the Integrated Acquisition Environment (IAE). IAE will facilitate the migration and leveraging of information technology investments to mirror the integrated nature of acquisition and enable more strategic buying. In order to communicate effectively with other components of IAE, FPDS-NG must be able to distinguish each reported transaction. Accordingly, FAR 4.602 is being revised to require that agencies use a procurement instrument identifier that complies with the numbering guidelines established by the Joint Financial Management Improvement Project. That guideline requires that the first positions of the identifier be alpha characters that indicate the issuing agency. To be consistent with the upcoming change to FAR 4.602, GSAM 504.7001-3 is being revised to require that each order and call instrument identification number begin with the agency identifier.

3. Effective date. October 1, 2003

4. Termination date. This acquisition letter expires one year from its effective date or upon incorporation in the General Services Administration Acquisition Manual (GSAM), whichever is later.

5. Applicability. This acquisition letter applies to all orders and call instrument identification numbers issued after the effective date.

6. Instructions/procedures. This acquisition letter revises GSAM 504.7001-2 and 504.7001-3 as follows:

**504.7001-2 Basic procurement instrument identification number.**

The basic procurement instrument identification number normally is assigned at award. The contracting office may assign a number when it receives a procurement request to facilitate procurement tracking. The basic procurement instrument identification number stays the same throughout the life of the procurement instrument. It consists of 14 alphanumeric characters as follows:

Character(s)	Content	Content Description Location	Example
1-2	Agency Designation Code	Always "GS"	GS
3-4	Region/Central Office Identification Code	504.7001-5(a)	02
5	Service/Office Code	504.7001-5(b)	P
6-7	Last Two Digits of Fiscal Year of Number Assignment		99
8-9	Preparing Contracting Office Code	Located in FPDS "GSA Detailed Contracting Office Listing"	PF
10	Instrument Code	504.7001-5(c)	L
11-14	Serial Number	504.7001-5(d)	0002

**504.7001-3 Order and call instrument identification number.**

Delivery or task orders under indefinite delivery contracts and schedule contract orders are identified by placing a 13-character alphanumeric identification number in the order number block of the order form as shown in the table below. The basic indefinite delivery or schedule contract number is placed in the contract number block of the order form.

Character(s)	Content	Content Description Location	Example
1-2	Agency Designation Code	Always "GS"	GS
3	Service/Office Code	504.7001-5(b)	P
4-5	Region/Central Office Identification Code	504.7001-5(a)	01
6-7	Last Two Digits of Fiscal Year of Number Assignment		98
8-9	Preparing Contracting Office Code	Located in FPDS "Detailed Contracting Office Listing"	PB
10-13	Serial Number (in sequence as issued by the contracting office)	504.7001-5(d)	B096

Draft Proposed GSAM Change  
Order and Call Instrument Identification Number

BASELINE: GSAM Change 3

Additions to the baseline are represented by **[bold and brackets]**. Deletions are represented by ~~strikethrough~~.

PART 504 ADMINISTRATIVE MATTERS

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SUBPART 504.70 UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION

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**504.7001-2 Basic procurement instrument identification number.**

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Character(s)	Content	Content Description Location	Example
1-2	Agency Designation Code	Always "GS"	GS
3-4	Region/Central Office Identification Code	504.7001-5(a)	02
5	Service/Office Code	504.7001-5(b)	P
6-7	Last Two Digits of Fiscal Year of Number Assignment		99
8-9	Preparing Contracting Office Code	Located in G[F]PDS <del>retrieval</del> GCO "GSA Detailed Contracting Office Listing"	PF
10	Instrument Code	504.7001-5(c)	L
11-14	Serial Number	504.7001-5(d)	0002

**504.7001-3 Order and call instrument identification number.**

Delivery or task orders under indefinite delivery contracts and schedule contract orders are identified by placing a ~~11~~ **[13]**-character alphanumeric identification number in the order number block of the order form as shown in the table below. The basic indefinite delivery or schedule contract number is placed in the contract number block of the order form.

<b>Character(s)</b>	<b>Content</b>	<b>Content Description Location</b>	<b>Example</b>
<b>[1-2]</b>	<b>[Agency Designation Code]</b>	<b>[Always "GS"]</b>	<b>[GS]</b>
<b>1[3]</b>	Service/Office Code	504.7001-5(b)	P
<b>2-3[4-5]</b>	Region/Central Office Identification Code	504.7001-5(a)	01
<b>4-5[6-7]</b>	Last Two Digits of Fiscal Year of Number Assignment		98
<b>6-7[8-9]</b>	Preparing Contracting Office Code	Located in G[F]PDS retrieval GCO-[GSA Detailed Contracting Office Listing]	PB
<b>8-11[10-13]</b>	Serial Number (in sequence as issued by the contracting office)	504.7001-5(d)	B096