

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Central Contact for Activity Address Code Maintenance

Number: 210.9

Date: March 31, 2006

Originating Office: Policy Branch, Acquisition and Property Division, AFM/ARS

This Replaces: 210.9 dated 5/26/1998

Distribution: ARS Headquarters, Areas, and Locations

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

This P&P has been updated to reflect the change in Division name from Procurement and Property Division (PPD) to Acquisition and Property Division (APD) and deletion of the reference to FEDSTRIP. All other information remains the same.

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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) and to identify contracting offices in the Federal Procurement Data System – Next Generation (FPDS-NG). AAC's were previously used when obtaining items through the GSA Federal Supply Schedule Stock Program (FEDSTRIP), but this was canceled in February 2004 when the National Finance Center shut off the feeder system to use this system. This system currently operates within the Federal Government, but is not available within the Department of Agriculture. Since AAC's are primarily used for procurement, the Acquisition and Property Division (APD), Policy Branch, is the central contact for the Research, Education, and Economics (REE) mission area.

2. Policy

Requests for new AAC's shall include:

- Office name and address for mailing purposes and office phone number.
- Office name and street address for shipping purposes and office phone number. 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

Headquarters, Areas, and Locations

- The Acquisition Branch, APD, shall be responsible for reviewing the AAC's for the Cooperative State Research, Education and Extension Service (CSREES); the National Agricultural Statistics Service (NASS); and the Economic Research Service (ERS), as well as the Agricultural Research Service (ARS) ACC's they utilize on an annual basis.
- The Facilities Division (FD) shall be responsible for reviewing the AAC's they utilize on an annual basis.
- The ARS Area procurement offices shall be responsible for reviewing AAC's utilized in their respective Areas on an annual basis.
- Forward all requests in memorandum format for all AAC actions to the Policy Branch, APD.

Acquisition and Property Division, Policy Branch

- Serves as the central contact point for REE with GSA for additions, changes, corrections, and deletions to AAC's.
- Provides the Acquisition Branch, APD, FD, and ARS Procurement Offices the latest AAC report provided by the GSA for review and revision.
- Processes changes to AAC's through the GSA.
- Provide copies of correspondence relating to AAC changes to the requesting office.

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