

GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM Case 2015-G502,
Uniform Procurement Identification

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM).
2. Background. The Federal Acquisition Regulation (FAR) was amended to implement a uniform Procurement Instrument Identification (PIID) numbering system to standardize procurement transactions across the Federal Government. Prior to the FAR rule, each agency prescribed procedures for their PIID structure and GSA's guidance was outlined in GSAM Subpart 504.6. Since the FAR rule standardized the format Governmentwide, the previous guidance in GSAM Subpart 504.6 is being deleted and replaced with only supplemental guidance to implement GSA-specific needs. To implement the new PIID procedures mandated by the FAR, all agencies must begin using Activity Address Codes (AACs) as the unique identifier for contracting offices and funding offices when reporting to the Federal Procurement Data System (FPDS). The General Services Administration amends GSAM subpart 504.605, *Procedures* and adds subpart 504.16, *Unique Procurement Instrument Identifiers* to align with the new PIID procedures identified in FAR 4.16, *Unique Procurement Instrument Identifiers*.
3. Effective date. March 31, 2016
The new PIID procedures must be implemented by the effective dates mandated in the FAR:
 - 1) Agencies must begin using the AACs assigned to the contracting office and funding office for all contract actions reported to FPDS per FAR subpart 4.605(e).
 - 2) Agencies must begin using the new uniform PIID structure for all contract actions reported to FPDS per FAR subpart 4.1601(b)).
4. Explanation of changes.

GSAM Subsection 504.605

The GSAM is amended to implement a uniform PIID numbering system, which requires the use of AACs as the unique identifier for contracting offices and funding offices. The GSAM is amended to include guidance on character structure and maintenance of AACs.

GSAM Subpart 504.16 – Unique Procurement Instrument Identifiers

The GSAM is amended to add a new subpart to align with PIID procedures at FAR subpart 4.16. The GSAM subpart includes the prescription of the PIID character structure and identifies elements that are specific to agency procedures.

See attached Line-In/Line-Out document for more detailed information.

5. Cancellations and Rescissions: None.

Dated:

A handwritten signature in blue ink that reads "Jeffrey A. Koses". The signature is written in a cursive style with a long, sweeping underline.

Jeffrey A. Koses,
Senior Procurement Executive,
Office of Acquisition Policy,
Office of Government-wide Policy.

**GSAM Case 2015-G502
Uniform Procurement Identification
Manual (GSAM)**

GSAM Baseline is change 69.

The changes in the final rule are shown by **[bold bracketed additions]** and ~~strikethrough-deletions~~. Use of five asterisks (*****) indicates that an entire paragraph and its sub paragraphs is unchanged. Three asterisks (***) are used to show higher level paragraphs remain unchanged when text is changed in a sub paragraph.

TAB A – GSAM Text, Line-In/Line-Out

Part 504—Administrative Matters

Subpart 504.6— Contract Reporting

504.605 Procedures.

(a) *Uniform procurement instrument identification.*

(1) Prescribes procedures for identifying contracts, orders, and other procurement instruments regardless of dollar threshold.

(2) Applies to all contracting activities, except **[real property leasing.]**:

[(b) Transition of procurement instrument identifier (PIID) numbering. Effective October 1, 2017, all components shall comply with the PIID numbering requirements of FAR subpart 4.16 and this subpart for all new solicitations, contracts, orders, and agreements issued, and any amendments and modifications to those new actions.]

~~(i) Federal Acquisition Services (FAS) Multiple Award Schedule (MAS) procurement activities, and FAS Office of General Supplies and services (QS).~~

~~(ii) Real property leasing.~~

[c](b) Policy.

(1) Contracting officers shall use the uniform **[PIID numbering requirements]**~~procurement instrument identification system for procurement instruments~~ **[reported to FPDS.]**

~~(i) Purchases made through certified invoice procedures (see 513.370).~~

~~(ii) Purchases made with the Governmentwide commercial purchase card.~~

(2) Complete the contract number block provided on the applicable forms. If a space is not reserved for the prescribed number, place the number in the upper right-hand corner of the form.

(3) Each contracting office must maintain records to ensure continuity and control of **[PIID numbering]**.~~procurement instrument identification numbers.~~

~~(c) Solicitations. Contracting officers may use their discretion when numbering Invitations for Bid (IFB), Requests for Information (RFI), Requests for Quotations (RFQ), and Requests for Proposals (RFP). Contracting officers may use the basic procurement instrument identification numbering system, prescribed below in paragraph (d) of this section, applying the appropriate instrument code from paragraph (i) of this section, or may use an independently generated instrument code, provided that numbering within each procurement office follows a consistent numbering convention and each instrument identification number is unique.~~

[(d) Activity Address Code (AAC).

(1) AACs are made up of the following:

- (i) The first two characters of the AAC must be "47" to identify GSA.
- (ii) The third character must be the service/office code identified as follows:

Service/Office Code	Letter Designation
Office of the Administrator	A
Office of the Chief Financial Officer	B
Office of Human Resources Management	C
Office of Mission Assurance	D
Office of Small Business Utilization	E
Office of GSA IT	F
Civilian Board of Contract Appeals	G
Office of Administrative Services	H
Office of Inspector General	J
Office of General Counsel	L
Office of Governmentwide Policy	M
Public Buildings Service	P
Federal Acquisition Service	Q
Congressional & Intergovernmental Affairs	S
Office of Citizen Services and Innovative Technologies	X
Office of Communications and Marketing	Z

(iii) The remaining characters are determined by each service organization, and can be found at <https://insite.gsa.gov/aac>.

(2) Central Service Point (CSP) individuals are responsible for establishing and updating AAC assignments in the Department of Defense Activity Address Directory (DoDAAD). Additional guidance on AAC assignments and updates can be found at <https://insite.gsa.gov/aac>.]

e) Awards: 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	504.605(g)	02
5	Service/Office Code	504.605(h)	P

6-7	Last Two Digits of Fiscal Year of Number Assignment		99
8-9	Preparing Contracting Office Code	Located in FPDS-NG GSA Detailed Contracting Office List	PF
10	Instrument Code	504.605(i)	L
11-14	Serial Number	504.605(j)	0004

(e) *Orders.* 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	504.605(h)	P
4-5	Region/Central Office Identification Code	504.605(g)	04
6-7	Last Two Digits of Fiscal Year of Number Assignment		98
8-9	Preparing Contracting Office Code	Located in FPDS-NG GSA Detailed Contracting Office List	PB
10-13	Serial Number (in sequence as issued by the contracting office)	504.605(j)	B096

(f) *Supplemental procurements.* Modifications to the basic contract instrument and to calls/orders against contracts are numbered with a four-character alphanumeric number. The supplemental identification numbering system applies to all modifications to contracts and to call/orders against contracts.

Character(s)	Content	Description	Example
1	Office Issuing Modification	A - Administrative Office P - Purchasing Office	A
2	Action Type	A - Administrative Change C - Change Order	S

		Q = Other S = Supplemental Agreement (bilateral signatures)	
3-4	Serial Number	01-99 AI-A9 to ZI-Z9 AA-AZ to ZA-ZZ	B2

(g) Region/Central Office Codes.

00 Central Office

01 Region-1

02 Region-2

03 Region-3

04 Region-4

05 Region-5

06 Region-6

07 Region-7

08 Region-8

09 Region-9

10 Region-10

11 National Capital
Region

(h) Preparing Service/Office Codes.

H Office of Administrative Services

B Office of the Chief Financial Officer

Q Federal Acquisition Service

G Civilian Board of Contract Appeals

C Office of the Chief People Officer

I Office of Chief Information Officer

J Office of Inspector General

L Office of General Counsel

M Office of Governmentwide Policy

P Public Buildings Service

X Office of Citizen Services and Innovative Technologies

(i) ~~Procurement Instrument Type Codes.~~

- ~~A Agreements, including basic agreements, basic ordering agreements, and blanket purchase agreements.~~
- ~~B Invitation for Bid (IFB).~~
- ~~C Contracts, including letter contracts, contracts referencing basic agreements, or basic ordering agreements, excluding indefinite delivery contracts.~~
- ~~D Indefinite delivery contracts, including definite quantity, requirements, and indefinite quantity.~~
- ~~E Sales contracts.~~
- ~~F Reserved.~~
- ~~-~~
- ~~H~~
- ~~I Standing Price Quotation (SPQ).~~
- ~~J Reserved.~~
- ~~-~~
- ~~L~~
- ~~M Purchase orders (open market simplified acquisition)— manual.~~
- ~~N Request for Information (RFI).~~
- ~~P Purchase orders (open market simplified acquisition)— automated.~~
- ~~Q Request for Quotation (RFQ).~~
- ~~R Request for Proposal (RFP).~~
- ~~S Schedule contract.~~
- ~~T Reserved.~~
- ~~-~~
- ~~Z~~

(j) ~~Serial Number Codes.~~

- ~~(1) A separate series of numbers may be used for each basic instrument type (see 504.1603(b)(4), and 504.1603(b)(5)).~~
- ~~(2) For delivery or task orders, each order issued by contracting office must receive a consecutive serial number. That is, orders are numbered in sequence as issued by the contracting office, but they are not in sequence under any individual contract.~~
- ~~(3) At the beginning of each fiscal year, the first number assigned is 0001.~~
- ~~(4) Alphanumeric characters are serially assigned after the numeric series is exhausted.~~
- ~~(5) The allowable numeric and alphanumeric sequences, excluding alpha I and O are:~~

- (i) 0001 through 9999.
 - (ii) A001 through A999, B001 through B999.
 - (iii) and so on to Z001 through Z999.
- (6) Each issuing office is responsible for controlling serial number assignments.

[504.16 Unique Procurement Instrument Identifiers.]

[504.1603 Procedures]

[(a) Elements of a PIID. The PIID consists of 13 alphanumeric characters as follows:]

Character(s)	Content	Content Description Location	Example
1-6	Activity Address Code	See 504.605(c)	47PA01
7-8	Last Two Digits of Fiscal Year of Number Assignment		15
9	Instrument Code	See 504.1603(b)	F
10-13	Serial Number	See 504.1603(c)	0001

[(b) Procurement Instrument Type Codes. Indicate the type of instrument consistent with the letter designation provided in FAR 4.1603(a)(3). The letter designations for the identified type of instruments unique to agency policy are identified as follows:]

Instrument	Letter Designation
Purchase orders (open market simplified acquisition) – manual	M
Request for information	N
Standing price quote (SPQ)	T

[(c) Serial Number Codes.

- (1) A separate series of numbers may be used for each basic instrument type (see 504.1603(b)) .
- (2) For delivery or task orders, each order issued by contracting office must receive a consecutive serial number. That is, orders are numbered in sequence as issued by the contracting office, but they are not in sequence under any individual contract.
- (3) At the beginning of each fiscal year, the first number assigned is 0001.
- (4) Alphanumeric characters are serially assigned after the numeric series is exhausted.
- (5) The allowable numeric and alphanumeric sequences, excluding alpha I and O are—
 - (i) 0001 through 9999;
 - (ii) A001 through A999, B001 through B999;
 - (iii) and so on to Z001 through Z999.
- (6) Each issuing office is responsible for controlling serial number assignments.]