

# 504.605 Procedures.

(a) *Uniform procurement instrument identification.* This subpart:

- (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.*

(c) *Policy.*

- (1) Contracting officers shall use the uniform PIID numbering requirements for procurement instruments reported to FPDS.
- (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.

(d) *Activity Address Codes (AACs).*

- (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:

<b>Service/Office Code</b>	<b>Letter Designation</b>
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

<b>Service/Office Code</b>	<b>Letter Designation</b>
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 Communications and Marketing	Z

(iii) The remaining characters are determined by each service organization, and can be found on GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.

(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 on GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.

- **504.605-70 Federal Procurement Data System Public-Access to Data.**

**Parent topic:** Subpart 504.6 - Contract Reporting