

## 4.605 Procedures.

(a) *Procurement Instrument Identifier (PIID)*. Agencies *shall* have in place a process that ensures that each PIID reported to FPDS is unique Governmentwide, for all *solicitations*, contracts, blanket purchase agreements, basic agreements, basic ordering agreements, or orders in accordance with [4.1601](#) to [4.1603](#), and will remain so for at least 20 years from the date of contract award. Other pertinent PIID instructions for FPDS reporting can be found at <https://www.fpds.gov>.

(b) *Unique entity identifier*. The *contracting officer shall* identify and report a *unique entity identifier* for the successful *offeror* on a *contract action*. The *unique entity identifier shall* correspond to the successful *offeror's* name and address as stated in the *offer* and resultant contract, and as *registered in the System for Award Management* in accordance with the provision at [52.204-7, System for Award Management](#). The *contracting officer shall* ask the *offeror* to provide its *unique entity identifier* by using either the provision at [52.204-6, Unique Entity Identifier](#), the provision at [52.204-7, System for Award Management](#), or the provision at [52.212-1, Instructions to Offerors-Commercial Products and Commercial Services](#). (For a discussion of the *Commercial and Government Entity (CAGE) Code*, which is a different identifier, see [subpart 4.18](#).)

(c) *Generic entity identifier*.

(1) The use of a *generic entity identifier should* be limited, and only used in the situations described in paragraph (c)(2) of this section. Use of a *generic entity identifier* does not supersede the requirements of provisions [52.204-6, Unique Entity Identifier](#) or [52.204-7 System for Award Management](#) (if present in the *solicitation*) for the contractor to have a *unique entity identifier* assigned.

(2) Authorized *generic entity identifiers*, maintained by the Integrated Award Environment (IAE) program office (<http://www.gsa.gov/portal/content/105036>), *may* be used to report contracts in lieu of the contractor's actual *unique entity identifier* only for—

(i) *Contract actions* valued at or below \$30,000 that are awarded to a contractor that is—

(A) A student;

(B) A dependent of either a veteran, foreign service officer, or military member assigned outside the *United States* and its *outlying areas* (as defined in [2.101](#)); or

(C) Located outside the *United States* and its *outlying areas* for work to be performed outside the *United States* and its *outlying areas* and the contractor does not otherwise have a *unique entity identifier*;

(ii) Contracts valued above \$30,000 awarded to individuals located outside the *United States* and its *outlying areas* for work to be performed outside the *United States* and its *outlying areas*; or

(iii) Contracts when specific public identification of the contracted party could endanger the mission, contractor, or recipients of the acquired goods or services. The *contracting officer must* include a written determination in the contract file of a decision applicable to authority under this paragraph (c)(2)(iii).

(d) American Recovery and Reinvestment Act actions. The *contracting officer*, when entering data in FPDS, *shall* use the instructions at <https://www.fpds.gov> to identify any action funded in whole or in part by the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5).

(e) *Office codes*. Agencies *shall* by March 31, 2016—

(1) Use the *Activity Address Code (AAC)*, as defined in [2.101](#), assigned to the issuing *contracting office* as the *contracting office* code, and

(2) Use the AAC assigned to the program/funding office providing the predominance of funding for the *contract action* as the program/funding office code.

**Parent topic:** [Subpart 4.6 - Contract Reporting](#)