

General Services Administration
Washington, DC 20405

APD 2800.12B, Change 79
October 18, 2016

GSA ORDER

Subject: General Services Administration Acquisition Manual: GSAM Case 2015-G502, Uniform Procurement Identification, Updates Service/Office Codes to add the Technology Transformation Service (TTS)

1. **Purpose.** This order transmits a revision to the General Services Administration Manual (GSAM) to update Service/Office codes to add TTS.
2. **Background.** On March 23, 2016, GSA Order Change 70 was signed by the Senior Procurement Executive to implement GSAM Case 2015-G502, Uniform Procurement Identification.
3. **Effective Date.** This change is effective October 18, 2016.
4. **Explanation of Changes.** When GSA Order Change 70 was executed, TTS did not exist. The GSAM is being updated to designate TTS a Service/Office code to enable creation of their Activity Address Codes (AACs) and remove the Service/Office code designated to the Office of Citizen Services and Innovative Technologies (OCIST) as it is part of TTS.
5. **Cancellations and Rescissions.** None



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GSAM Case 2015-G502
Uniform Procurement Identification
Tab A - GSAM Text, Line-In/Line-Out

GSAM Baseline: Change 78 effective 10/11/16

- Additions to baseline are indicated by **[bold text in brackets]**
- Deletions to baseline are indicated by ~~strikethroughs~~

Part 504 - Administrative Matters

Subpart 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. 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.

(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:

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
[Technology Transformation Service]	[T]
Office of Citizen Services and Innovative Technologies	X
Office of Communications and Marketing	Z

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