



May 20, 2020

United States Department of Agriculture

Changes shown in yellow highlight

Office of the Assistant Secretary for Management

Office of Procurement and Property Management

Procurement Operations Division

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ACQUISITION OPERATING PROCEDURE (AOP)

FROM: Richard R. Jiron Mission Area Senior Contracting Official [Signature]

SUBJECT: AOP No. 11: Contracting and Funding Offices' Address Activity Codes used in the Federal Procurement Data System - Next Generation

PURPOSE: This Acquisition Operating Procedure (AOP) provides a list of the Address Activity Codes (AAC) for the contracting and funding offices identifiers (IDs) in the Federal Procurement Data System - Next Generation (hereafter referred to as "FPDS").

EFFECTIVE DATE: This AOP is effective on 5/20/2020.

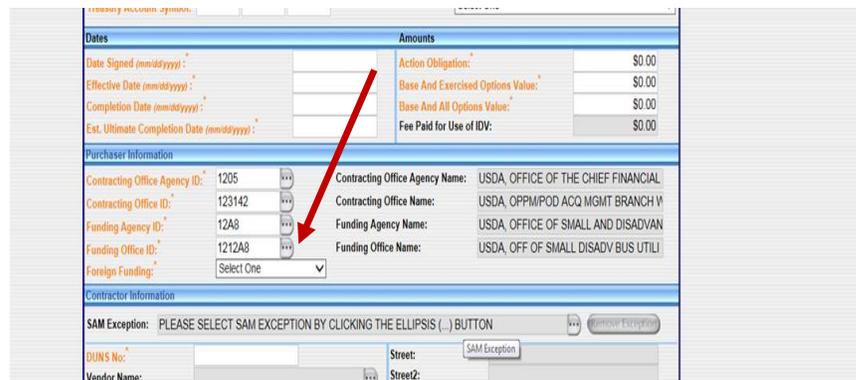
REVISIONS: This AOP is canceled in its entirety. It is replaced with the newly issued "Customer Specific Information for Organizations" document maintained by the Contracting Branch Chiefs for their contracting team, as appropriate.

This AOP replaces AOP No. 11, dated July 17, 2017.

AUTHORITIES: FAR Subparts 2.1 Definitions, 4.6, Contract Reporting; and AGAR 404.6, Contract Reporting.

PROCESS:

- 1. The contracting officer (CO) must select the appropriate AAC in the Contracting Office ID field (contracting office issuing the contract action) and in the Funding Office ID field (program office or agency providing the preponderance of funds for the contract action) in FPDS. AACs associated with the offices in the Departmental Management and Staff Offices are shown in Attachment 1. The ellipses (...) button next to the field is used to find the appropriate AAC (Figure).



2. Program officials from other agencies should provide the CO with the appropriate AAC to help ensure the correct code is reported. AACs frequently used by the contracting offices are shown in Attachment 2.

◆ **EXPIRATION DATE:** This AOP is canceled.

[END]

QUICK REFERENCE SHEET

Address Activity Codes for Contracting and Funding Offices

List of the Address Activity Codes (AAC) in FPDS-NG to guide the contacting staff with selecting the correct AAC associated with the appropriate funding offices in Departmental Management and Staff Offices to ensure accurate reporting of the contract actions.
Reference: FAR Subpart 4.6 Contract Reporting and AGAR 404.6 Government Contract Reporting.

DODAAC	OFFICE NAME	ACRONYMS
1212B2	USDA, ASSISTANT SECRETARY FOR CIVIL RIGHTS	ASCR
1212B0	USDA, ASSISTANT SECRETARY OF DEPARTMENT MGMT	ASA/DM
1212B6	USDA, OFFICE OF ADMINISTRATIVE LAW JUDGES	OALJ
1212BC	USDA, OFFICE OF ADVOCACY AND OUTREACH	OAQ
1212A6	USDA, OFFICE OF BUDGET PROGRAM ANALYSIS	OBPA
121208	USDA, OFFICE OF COMMUNICATIONS	OC
1212A5	USDA, OFFICE OF THE CHIEF ECONOMIST	OCE
121205	USDA, OFFICE OF CHIEF FINANCIAL OFFICER	OCFO
1212A7	USDA, OFFICE OF THE CHIEF INFO OFFICER	OCIO
1212J2	USDA, OFFICE OF CONGRESSIONAL RELATIONS	OCR
1212B8	USDA, OFFICE OF CULTURAL TRANSFORMATION	OCT
1212BD	USDA, OFFICE OF ETHICS	OE
1212A2	USDA, OFFICE OF EXECUTIVE SECRETARIAT	OES
121225	USDA, OFFICE OF GENERAL COUNSEL	OGC
1212B5	USDA, OFFICE OF HUMAN RESOURCES MANAGEMENT	OHRM
1212A4	USDA, OFFICE OF HOMELAND SECURITY EMERG COORD	OHSEC
1212B7	USDA, OFFICE OF JUDICIAL OFFICER	OJO
121215	USDA, OFFICE OF OPERATIONS	OO
1212B3	USDA, OFFICE OF PROCUREMENT PROPERTY MGMT	OPPM
1212A9	USDA, NATIONAL APPEALS DIVISION	NAD
12N1TC	USDA, OCIO, NATIONAL INFO TECHNOLOGY CENTER	NITC
1212A8	USDA, OFFICE OF SMALL DISADV BUSINESS UTILIZATION	OSDBU
121201	USDA, OFFICE OF SECRETARY OF AGRICULTURE	OSEC
123142*	USDA, OPPM/POD ACQ MGMT BRANCH WDC	POD-WDC (3142)
123144*	USDA, OPPM/POD-ACQ MGMT BRANCH-FTC	POD-FTC (3144)
1264WC*	USDA, OCIO/NITC-RMD RESRC SUPT SVC	OCIO-NITC (64WC)
127245*	USDA, OCFO/NFC-ACQ MGMT OFFICE	OCFO-NFC (7245)

*Denotes Contracting Office IDs.

QUICK REFERENCE SHEET

Other Agencies' Address Activity Codes Used Frequently

The list shows some recently used funding offices for other agencies (e.g., FS, NRCS). However, COs should request the program official to provide their office AAC to help ensure the correct AAC is reported in FPDS.

DODAAC (Funding Office ID)	OFFICE NAME
12319N	USDA/APHIS, Personnel Div., 1400 Independence Ave SW, Rm 1139, Washington DC
1242AP	USDA/APHIS, PPQ, 5691 County Lake Drive, Fort Meyers FL
1232R9	USDA/ARS, NPS PAC, 10300 Baltimore Ave Bldg. 5, Rm 102 BARC-West, Beltsville MD
12DPRO	USDA/DPD FAR (DPRO), 6501 Beacon Drive, Kansas City MO
1242G7	USDA/FAS, University Fed Savings & Loan Bldg., 2222 Ponce DeLeon Blvd, Ste 305, Coral Gables FL
123148	USDA/FAS/Farm Service Agency, CMP-PECAD MS1045S, RM 4631S, 1400 Independence Ave SW, Washington DC
12012D	USDA/FSA, Fairbanks County Office, 590 University Ave Suite C, Fairbanks AK
1284LD	USDA/FSA, Aerial Photography Field Office, 2222 West 2300 South, Salt Lake City UT
123187	USDA/FS, AQM PROC & PROPERTY, 1400 Independence Ave SW, MS-1138, Washington DC
127604	USDA/FS, WO AQM IT Support Branch, Pan American Bldg., Suite 200, 101-B Sun Ave NE, Albuquerque NM
1232TD	USDA/FS, AQM Asset Mgmt Branch, 1400 Independence Ave SW, MS-1138 Washington DC
1234YL	USDA/FS, International Programs, 1 Thomas Circle, Suite 400, MS-1127, Washington DC
123A94	USDA/FSIS, OAS PCMB, 5601 Sunnyside Ave, Beltsville MD
1212C3*	USDA/NRCS, 1400 Independence Ave, Washington DC
127482	USDA/NRCS, Ft. Worth Procurement Office, 501 W Felix St., FWFC Bldg., 23, Fort Worth TX
12013E	USDA/NRCS, Dillingham NRCS Field Office, PO BOX 1110, Dillingham AK
123A75	USDA/NRCS HQ, 1400 Independence Ave SW, Rm 6801-S, Washington DC
128B05	USDA/NRCS, Colorado State Office, Denver Fed. Center Bldg. 56, RM 2604, Denver CO
12310M	USDA/RD, Operations & Management, 1400 Independence Ave SW, Washington DC
1231ME*	USDA/RD, Procurement Management Div., 1400 Independence Ave SW, Washington DC
123RHS	USDA/RD, Rural Housing Services, 1400 Independence Ave SW, Washington DC

*Denotes Contracting Office IDs