

September 6, 2017

GSA FMR BULLETIN B-45
ACTIVITY ADDRESS CODES

TO: Heads of Federal Agencies

SUBJECT: Use of Activity Address Codes (AACs) to Improve Transparency and Uniformity

1. What is the purpose of this bulletin? This bulletin provides guidance to improve data regarding acquisition, management, and disposal of Federal personal property assets.
2. When does this bulletin expire? This bulletin remains in effect until cancelled.
3. What is the background? The Federal Government has a great interest in providing meaningful and transparent data regarding its operations. Recent laws, such as the Federal Funding Accountability and Transparency Act of 2006 (FFATA) as amended by the Digital Accountability and Transparency Act of 2014 (DATA Act), and policies, such as Office of Management and Budget (OMB) Memorandum M-15-12, "Increasing Transparency of Federal Spending by Making Federal Spending Data Accessible, Searchable, and Reliable," and OMB's Management Procedures Memorandum Number 2016-03, "Additional Guidance for DATA Act Implementation: Implementing Data-Centric Approach for Reporting Federal Spending Information," have addressed this concern.

Typically, AACs are used within Federal agencies to acquire supplies and services, and to dispose of personal property. The Federal Acquisition Regulation (FAR), Section 2.101, defines an AAC as a "distinct six-position code consisting of a combination of alpha and/or numeric characters assigned to identify specific agency offices, units, activities, or organizations by the General Services Administration (GSA) for civilian agencies and by the Department of Defense (DoD) for defense agencies."

4. What must I do as a result of this bulletin? To ensure consistency with Federal laws, policies, and guidance, you should confirm that the AACs used by your agency for acquisition, requisitioning, or disposal comply with your agency's overall AAC plan. Your agency point of contact, as well as additional policies and guidance, may be found at <https://community.max.gov/x/V47JL>. Note that you will need access to the OMB Max portal to view this document. If you are not able to access these documents, please contact the GSA point of contact identified below.
5. Who should I call for further information? For further information, you may contact Robert Holcombe, Program Director, Personal Property Management Policy, (MAD), Office of Government-wide Policy, General Services Administration, Washington, DC 20405, telephone 202-501-3828.



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