

FAQs on Temporary Activity Address Code (AAC) Requirement

What is an Activity Address Code?

The AAC is a six character, alphanumeric identifier that is widely used in the federal logistics realm.

What is the timing and scope of this AAC requirement?

In order to provide better service to our customers, GSA's Order Management System IT infrastructure received a major upgrade on August 8. One of the changes is a modification to our GSA Global Supply, GSA Advantage, and USMC Servmart ordering websites that requires all Federal and Military customers to provide a valid Activity Address Code (AAC)/Department of Defense Activity Address Code (DoDAAC) when using purchase cards to place orders for GSA-supplied items. This change does not affect orders placed on these websites with Multiple Award Schedules vendors (products where GSA is not specifically listed as the supplier/contractor). This change is not applicable to State/Local customers, as these entities are not eligible to purchase from GSA Global Supply.

Is this change permanent?

With customer feedback, we've determined that this new AAC/DoDAAC requirement exceeds what is needed. These changes are already coded in the system that launched on Monday, August 8, so they will remain in place for a short while. However, we are offering agencies an interim solution.

We've created a set of general-use, temporary AACs by agency for civilian customers to use until this requirement is removed from the system. That list can be found [here](#). GSA will not report the purchase data associated with these general-use temporary AACs to FPDS.

What about DoD agencies?

The Defense Logistics Agency (DLA) coordinates a parallel system of DoDAAC for all military services. (Some functions refer to the DoDAAC with equivalent terms, including the Marine Corps use of Reporting Unit Code or RUC.) If you need help confirming your DoDAAC, please utilize [this list](#) of contacts.

Can I still pay with my purchase card?

Yes. Customers can choose to pay with a purchase card and select the best shipping address for each order.

Who do I contact for more information?

GSA's National Customer Service Center (NCSC) is available at (800) 488-3111 or NCSCcustomer.service@gsa.gov for questions regarding the AAC topic.

What if I already ready use an AAC or DoDAAC to order online?

You will be prompted to enter your AAC/DoDAAC during the checkout process. It should be a simple step since you are already familiar with the concept and the code.

Does the AAC requirement apply to Schedule users?

Buyers of Schedule items will have the option to provide an AAC/DoDAAC, but will be able to complete their transaction if they do not provide one.

Will I need to enter my AAC every time I order?

No. GSA's online ordering sites will record your AAC/DoDAAC as part of your user profile so it only needs to be entered once.

Are there other changes pending on GSA ordering sites?

Yes. In order to minimize the chance for fraudulent purchases, the GSA ordering sites now require the use of a valid, federal email address. If your account's email ends with .gov or .mil, no change will be needed. If it ends with another format (e.g. .com or .net) you will be prompted to replace it with a new email address and to validate that new address. There are limited exceptions for non-standard federal email addresses (e.g. John.Smith@smithsonian.edu) and you will have the opportunity to request such an exception.