

AGAR ADVISORY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT
PROCUREMENT POLICY DIVISION
AGAR ADVISORY NO. 57

Document Numbering System and Federal Procurement Data System (FPDS) Reporting

INTRODUCTION: The purpose of this Agriculture Acquisition Regulation (AGAR) Advisory is to establish a new document numbering system, layout the time frames for implementation of the new system, and discuss supplemental reporting requirements to accommodate the new Federal Procurement Data System – Next Generation (FPDS-NG) and the USDA document numbering system.

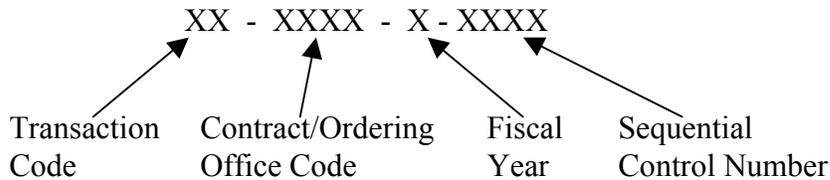
SUMMARY: In fiscal year 2004, USDA will begin implementation of a new numbering system designed to be compliant with the Joint Financial Management Improvement Program (JFMIP), anticipated Federal Acquisition Regulation (FAR) changes, FPDS-NG system requirements, and Integrated Acquisition System (IAS) and Foundation Financial Information System (FFIS) system requirements. Until IAS is fully implemented in USDA, and all contracts issued under the existing numbering system have expired, it is anticipated that USDA will utilize 2 numbering systems. To accommodate the requirements of FPDS-NG, special requirements will apply when reporting existing contract actions into FPDS-NG (prior to implementation of IAS).

SPECIFIC ISSUES:

A. Current Document Numbering System:

1. AGAR 404.870 establishes the requirements for document numbering.
2. AGAR 404.870-1 states that purchase/delivery orders are to be numbered in accordance with NFC Procedures Manual, Purchase Orders, Title II, Section 5.1.
3. AGAR 404-870-2 describes the numbering system to be used for contracts.
4. The format for both purchase/delivery orders and contracts is:

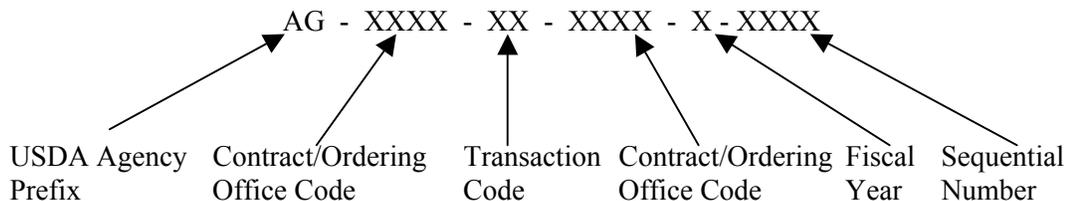
Transaction code	-	2 characters
Contracting/ordering office code	-	4 characters
Fiscal year	-	1 character
Control number	-	1 to 5 characters



Example: 43-3142-3-0005

B. Interim Document Numbering System for FPDS-NG Reporting:

1. The following contract numbering procedure is effective October 1, 2003 for agencies or contracting offices not using IAS.
2. Each agency will continue to utilize the existing document numbering system to create contracts, purchase orders and delivery orders, until that agency implements IAS. (As IAS is implemented, each agency will, in accordance with their individual implementation schedules, implement the new USDA document numbering system.)
3. However, due to FPDS-NG reporting requirements, when agencies not utilizing IAS begin reporting into FPDS-NG (to be effective October 1, 2003), the document number (procurement instrument identification number) to be used **when reporting into FPDS-NG** will be the existing USDA document number preceded by 6 characters: AG (to designate USDA) and the contracting/ordering office code (the same as the contracting/ordering office code in the existing document number).



Example: AG-3142-43-3142-3-0005 (This example is the document number **for reporting purposes**, based on the document number in paragraph A.4., above.)

4. There will be no change in the document numbering in FFIS, PRCH or on the actual procurement document (contract, purchase order, delivery order, etc.). The change will only be in the reporting into FPDS-NG.

If the document number in FFIS, PRCH, and on the procurement document is 43-3142-4-0005, *for the purpose of FPDS-NG reporting* the procurement instrument number (document number) to be input into FPDS-NG will be:
AG-3142-43-3142-4-0005

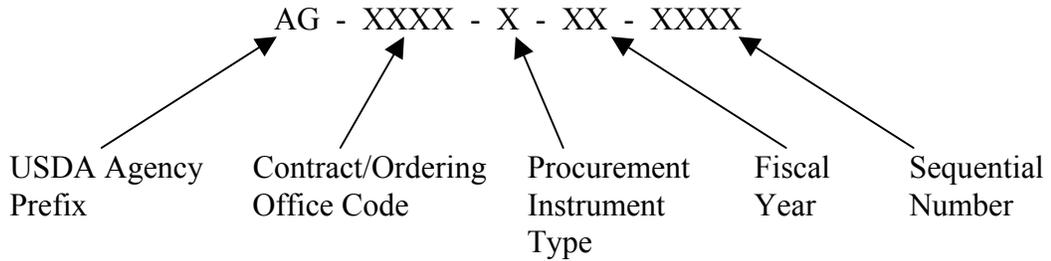
5. FFIS and PRCH cannot support a change to the new numbering scheme, because of field length limitations in FFIS and PRCH. FPDS-NG requires a numbering scheme starting with a Federal agency prefix (in the case of USDA this is AG), followed by

a contracting office designator (contracting/ordering office code).

C. New Document Numbering System:

1. The new USDA document numbering system will be 13 characters.

AG (the USDA Agency Prefix)	-	2 characters
Contracting/ordering office code	-	4 characters
Procurement instrument type	-	1 character
Fiscal year	-	2 characters
Sequential number	-	4 characters



Example: AG-3142-C-03-0005

2. IAS accommodates the 13 characters. Since FFIS is limited to a field length of 11 characters, the document number in FFIS will not include the Agency prefix “AG.”
3. The implementation date for the new document numbering system will be the date of IAS implementation or October 1, 2003, whichever is later.
4. As the new numbering system complies with the requirements of FPDS-NG, no additions or changes to the document number will be required for purposes of reporting in FPDS-NG.
5. The “Procurement Instrument Types” in IAS are:

TYPE	CODE
Solicitation	S
Purchase Order	P
Contract (also BOA and BA)	C
Delivery/Task Order	D
BPA Setup	B
BPA Calls	K

6. IAS will number modifications sequentially.

A modification of the above document number would be: AG-3142-C-03-0005-001

7. More specific information on how IAS automatically numbers documents, requisitions and receipts will be disseminated by the Office of Procurement and Property Management, IAS Program Management Office.

Questions may be directed to members of the Office of Procurement and Property Management staff, as follows:

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If you have questions about this advisory, please contact Pat Honda by telephone at (202) 720-8924, by fax at (202) 720-8972, or by email to pat.honda@usda.gov. This advisory is available on the USDA homepage at <http://www.usda.gov/procurement/policy/advisories.html>.

EXPIRATION DATE: Effective until canceled.

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