

Procurement Advisory No. 126A

Use of Unique Procurement Instrument Identifiers

1. SUMMARY

This Advisory provides guidance for the implementation of unique Procurement Instrument Identifiers (PIIDs) for Fiscal Year 2018 (FY18) and subsequent years for all solicitations, contracts, agreements, orders, calls and related procurement instruments. Furthermore, this Advisory expands on previous guidance, dated March 17, 2016, implementing Address Activity Codes (AACs), which comprise the first six positions of PIIDs. Finally, this Advisory supersedes Procurement Advisory 76 which is hereby rescinded, and requires agency users (for example- contract specialists, contracting officers) to start using the PIID numbering procedures as established in Federal Acquisition Regulation (FAR) 4.1603, for FY18 and subsequent years for all solicitations, contracts, agreements, orders, and related procurement instruments.

2. BACKGROUND

FAR Case 2012-023, “Uniform Procurement Identification,” was published as a final rule with an effective date of November 13, 2014 as published in FAC 2005-77. Based on this case, the FAR requires specific rules be applied and establishes a date by which agencies shall implement the required changes to procurement actions (e.g., contracts, task/delivery orders, solicitations).

3. REFERENCES

FAR 2.101(b)(2)
FAR 4.16
FAR 4.605
FAR Case 2012-023 *as published in FAC 2005-77*

4. ACTIONS

Effective immediately, all **FY18 and subsequent year** solicitations, contracts, agreements, orders, calls, and related procurement instruments shall be assigned the PIID numbering procedures as established in FAR 4.1603 by agency users (for example- contract specialists, contracting officers). Agency users shall create PIIDs with 13 alphanumeric positions composed of the AAC (positions 1-6), last two digits of the fiscal year (positions 7 and 8), type of instrument (position 9), and distinct assigned number typically in numerical order (position 10-13).

For information on the correct AAC for your organizational unit, contact your [HCAD](#). For information on type of instrument, refer to FAR 4.1603(a)(3) for the appropriate letter designation. Prior to using a letter designation indicated in FAR 4.1603(a)(3) as “*Reserved for departmental or agency use,*” approval **shall first** be obtained by submitting a request to procurement.policy@dm.usda.gov. Finally, PIIDs with amendments to solicitations or modifications to contracts, orders, and agreements shall have supplementary PIIDs adding positions 14-19 to the end of the original 13 position PIID, in accordance with FAR 4.1603(b).

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