4.605 Procedures.

(a) *Procurement Instrument Identifier (PIID)*. Agencies *shall* have in place a process that ensures that each PIID reported to FPDS is unique Governmentwide, for all *solicitations*, contracts, blanket purchase agreements, basic agreements, basic ordering agreements, or orders in accordance with 4.1601 to 4.1603, and will remain so for at least 20 years from the date of contract award. Other pertinent PIID instructions for FPDS reporting can be found at https://www.fpds.gov.

(b) *Unique entity identifier*. The *contracting officer shall* identify and report a *unique entity identifier* for the successful *offeror* on a *contract action*. The *unique entity identifier shall* correspond to the successful *offeror*'s name and address as stated in the *offer* and resultant contract, and as *registered in the System for Award Management* in accordance with the provision at 52.204-7, *System for Award Management*. The *contracting officer shall* ask the *offeror* to provide its *unique entity identifier* by using either the provision at 52.204-6, *Unique Entity Identifier*, the provision at 52.204-7, *System for Award Management*, or the provision at 52.212-1, Instructions to *Offerors-Commercial Products* and *Commercial Services*. (For a discussion of the *Commercial and Government Entity (CAGE) Code*, which is a different identifier, see subpart 4.18.)

(c) *Generic entity identifier*.

(1) The use of a *generic entity identifier should* be limited, and only used in the situations described in paragraph (c)(2) of this section. Use of a *generic entity identifier* does not supersede the requirements of provisions 52.204-6, *Unique Entity Identifier* or 52.204-7 *System for Award Management* (if present in the *solicitation*) for the contractor to have a *unique entity identifier* assigned.

(2) Authorized *generic entity identifiers*, maintained by the Integrated Award Environment (IAE) program office (http://www.gsa.gov/portal/content/105036), *may* be used to report contracts in lieu of the contractor's actual *unique entity identifier* only for—

(i) *Contract actions* valued at or below $40,000 that are awarded to a contractor that is-

(A) A student;

(B) A dependent of either a veteran, foreign service officer, or military member assigned outside the *United States* and its *outlying areas* (as defined in 2.101); or

(C) Located outside the *United States* and its *outlying areas* for work to be performed outside the *United States* and its *outlying areas* and the contractor does not otherwise have a *unique entity identifier*;

(ii) Contracts valued above $30,000 awarded to individuals located outside the *United States* and its *outlying areas* for work to be performed outside the *United States* and its *outlying areas*; or

(iii) Contracts when specific public identification of the contracted party could endanger the mission, contractor, or recipients of the acquired goods or services. The *contracting officer must* include a written determination in the contract file of a decision applicable to authority under this paragraph (c)(2)(iii).

(d) American Recovery and Reinvestment Act actions. The *contracting officer*, when entering data in

FPDS, *shall* use the instructions at https://www.fpds.gov to identify any action funded in whole or in part by the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5).

(e) *Office codes*. Agencies *shall* by March 31, 2016—

(1) Use the *Activity Address Code (AAC)*, as defined in 2.101, assigned to the issuing *contracting office* as the *contracting office* code, and

(2) Use the AAC assigned to the program/funding office providing the predominance of funding for the *contract action* as the program/funding office code.

Parent topic: Subpart 4.6 - Contract Reporting