

HOW TO REQUEST AN OFFICE CODE FOR A NEW PROGRAM

Office Codes are required to be identified in all File D2 records. Office Codes are 6 characters (alphanumeric). USDA Office codes begin with "12". Example: **1258HT**. A list of existing Office Codes is provided in the *File D2 Error and Value Workbook*. When a new program is created, please check to see if it fits under one of the existing Office Codes for your agency. If not, a new one must be acquired before awards can be reported. New office codes are established in the SAM.gov Federal Hierarchy module and can only be set up by a designated person. As of January 2022, Fransi Dunagan does this work. If she is unavailable, please contact Tyson Whitney.

Establishing a new Office Code involves:

- 1) Establishing an official Office and Office Code at SAM.gov
- 2) Adding new code to OCFO FMS validation tables
- 3) Adding new code to ezFedGrants system, if the awards will be reported via ezFedGrants.

1) Requesting a new Office to be established at SAM.gov (required)

Send an email to Fransi Dunagan or Tyson Whitney with the following information:

- **Agency:** *such as FAS or FS*
- **SubTier Agency Code:** *such as 12D3 or 12C2*
- **Office Name:** *Usually the program name or overarching program area*
- **Office Short Name:** Optional
Is the program known by an acronym or nickname?
- **Office Region:** *HQ Office Region*
Usually refers to Washington DC office
- **Mailing Address:** *Location of the program's HQ Office*

Within 24-36 hours, we will email the new Office Code to you, *but you can't report any awards on File D2 until the code is added to FMS/ezFG tables.*

2) Adding Office Code to OCFO FMS Validation Table (required)

TARD will ask FMS to add the code to the validation table. When the FMS actions have been completed, you will be notified and you can begin reporting, unless your awards are in the ezFG system (see next step).

3) Adding new Office Code to ezFedGrants system (Only if your program uses ezFedGrants to manage the awards).

Your Agency contacts the [ezFedGrants Help Desk](#) to request the new information be added to the system. You will need to provide them with the new Office Code and the Office Name.