HOW TO REQUEST AN OFFICE CODE FOR A NEW PROGRAM

All File D2 records must include an Office Code that is recorded within the SAM.gov Federal Hierarchy listing. Office Codes are 6 characters (alphanumeric) and USDA Office codes always begin with "12". Example: **1258HT**.

A list of existing Office Codes for financial assistance agencies can be found on the USDA DATA Act Resources page. The list is also provided in the *File D2 Error and Value Workbook* also available on the Resources web page*.*

When a new program is created, agencies should review the list of existing Office Codes for your agency to find one that will fit the program. New office codes are established in the SAM.gov Federal Hierarchy module by the TARD Office Code Admin. If a new one is needed, please contact Tyson Whitney at TARD to make a request as shown below.
*** Note: Awards will be rejected at USAspending.gov if the code is not valid.*

Requesting a new Office to be established at SAM.gov
Send an email to the TARD Office Code Admin or Tyson Whitney with the following information:

- **Agency and SubTier Code**
  Example: Forest Service; 12C2
- **Name of Office** (required)
  Limited to 35 characters, including spaces.
  Can be same as the Assistance Listing title.
- **Short Name of Office** (optional)
  Is the program typically referred to by an acronym or nickname?
- **Office Region** (required)
  HQ Office Region. Usually refers to Washington DC.
- **AAC Code** (conditional)
  **only if you are updating an existing code*
- **Mailing Address** (required)
  Location of the program's HQ Office. Room number is not necessary.

If your program will use the ezFedGrants management system.
Your Agency must contact 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.