

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center, there is a shield with a map of the United States, and the word "USAID" is prominently displayed in a dark gray box above the shield. Three stars are positioned at the bottom of the seal.

**USAID**

**This document has been archived. The “[Why and When](#)” list at the AAPD Archive identifies why the document has been archived and where current guidance may be found. Internal users may also access the [OAA Policy Division webpage](#) to locate current policy and regulations.**



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# Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition & Assistance Issued: March 23, 2006

**AAPD 06-02**

## DUNS NUMBERS AND NEW AGENCY REPORTING CODES

Subject Category: Acquisition Management  
Type: Updated Policy/Procedure

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are EFFECTIVE AS OF THE ISSUED DATE unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD:  Is New  Replaces/  Amends CIB/AAPD No: CIB 00-06

Applicable to:

- Existing awards;  Modification required
- No later than
  - As noted in guidance below
- RFPs/RFAs issued on or after the effective date of this AAPD; all other Pending Awards, i.e., 8(a), sole source, IQC
- Other or N/A

Precedes change to:

- AIDAR Part(s) Appendix
- USAID Automated Directives System (ADS) Chapter 302
- Code of Federal Regulations
- Other
- No change to regulations

*(signed copy on file)*

Michael F. Walsh

## **PURPOSE**

The purpose of this AAPD is to update the guidance on DUNS numbers usage and to notify contracting staff that USAID has new Agency and Contracting Office Codes.

**ACTIONS REQUIRED:** Contracting Officers (COs) must comply with the Guidance below regarding vendors obtaining DUNS numbers (sections 1 and 2) and the use of new Agency and Contracting Office Codes (section 3).

## **BACKGROUND**

FAR Part 4.6, Contract Reporting, requires all successful offerors to have a DUNS Number when the anticipated value of any single award is expected to be over \$2,500 or the local currency equivalent. The DUNS Number is the unique identifier that is used to retain information on all companies, organizations and people that have awards with the U.S. Government. All vendors, including foreign businesses and individuals<sup>1</sup>, receiving USAID awards over this monetary threshold must obtain the DUNS Number themselves. In addition, all vendors doing business with the Federal Government must be registered in the CCR <http://www.ccr.gov/>. In order to register in the CCR, a DUNS number is required.

## **GUIDANCE**

**1. Contractors/vendors obtaining a DUNS number:** Contractors located within the United States can obtain their DUNS number (at no charge) by calling Dun and Bradstreet (D&B) at 1-866-705-5711 or via the internet at <http://www.dnb.com>. For contractors located outside of the United States, D&B has Information Service offices worldwide. To obtain the location and contact information of the local D&B office, those contractors can also visit <http://www.dnb.com>. See FAR 52.204-6.

If the contractor cannot provide its DUNS number, the contracting office must assist the contractor in obtaining it. Please note: M/OAA/CAS no longer maintains an account with Dun & Bradstreet to cover the costs of obtaining DUNS numbers and is no longer able to assist COs or vendors to obtain a DUNS number. Although the USAID Library <http://cdie.usaid.gov/library/> remains the resource for obtaining D&B Company reports, the USAID Library is also not able to assist COs in obtaining DUNS numbers.

**2.** FAR 4.1102(a) provides some exceptions to CCR registration, including paragraph (5), for awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain CCR registration. Note, however, that although this exception applies to CCR registration, it does not exempt vendors from the requirement to have a DUNS number.

**3. NEW AGENCY CODES:** For future reference please be advised that the Agency Code for USAID is 7200. The Contracting Office Code is 72000.

**POINT OF CONTACT:** Should you need further information on DUNS numbers, please visit the M/OP Solutions Center at <http://inside.usaid.gov/M/OP/SolutionsCenter/other/duns.htm> or contact [dunsdorequest@usaid.gov](mailto:dunsdorequest@usaid.gov). Please direct any questions regarding this AAPD to Judy Britt, M/OP/CAS at (202) 712-0397.

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<sup>1</sup> See also <http://inside.usaid.gov/M/OP/SolutionsCenter/other/duns.htm>