

## How to Choose the Correct Requisition Document Number

When in CRequest there is often a question of which code to pick when creating a requisition. Here are some tips: The selection is made from a drop down list which begins with PICKLIST.

Never pick PICKLIST. It is only a placeholder.

The selection should be based upon the Line Office creating the requisition. This will be in the first two characters of the Document Number:

Originating Office	Bureau	CBS Bureau Code
AA	1301 Office of the Secretary (OS)	51
AA	1303 Office of the General Counsel	
AA	1306 Office of the Chief Financial Officer & Assistant Secretary for Administration	
BA	1321 Bureau of Economic Analysis (BEA)	03
BC	1323 Bureau of the Census	
BE	1352 Minority Business Development Agency (MBDA)	69
EA	1314 Economic and Statistic Administration (ESA)	65
ED	1325 Economic Development Administration (EDA)	52
EX	1351 Bureau of Industry and Security (BIS)	
GG	1304 Office of the Inspector General	64
NA	1330 National Oceanic and Atmospheric Administration (NOAA)	14
NB	1341 National Institute of Standards and Technology (NIST)	57
NC	133C National Ocean Service (NOS)	14
NE	133E National Environmental Satellite, Data, and Information Service (NESDIS)	14
NF	133F National Marine Fisheries Service (NMFS)	14
NM	133M Marine and Aviation Operations (NMAC)	14
NR	133R Oceanic and Atmospheric Research (OAR)	14
NS	1342 National Technical Information Service (NTIS)	62
NT	1335 National Telecommunication and Information Administration (NTIA)	61
NW	133W National Weather Service (NWS)	14
PT	1344 Patent and Trademark Office (PTO)	
TA	1350 International Trade Administration (ITA)	
TK	1359 Technology Administration (TA)	33

AA = Office of the Secretary (OS)

BE = Minority Business Development Agency (MBDA)

ED = Economic Development Administration (EDA)

EX = Bureau of Industry and Security (BIS)

NA = National Oceanic and Atmospheric Administration (NOAA) (**NOTE:** *This is the choice for all staff offices within NOAA incl. CIO, CFO, CAO, AGOAGO please see your office for the exact right selection...*)

NC – National Ocean Service (NOS)

NE – National Environmental Satellite, Data, and Information Service (NESDIS)

NF – National Marine Fisheries Service (NMFS)

NM – Office of Marine and Aviation Operations (OMAO)

NR – Ocean and Atmospheric Research (OAR)

NT – National Telecommunications and Information Administration (NTIA)

NW – National Weather Service (NWS)

TA – International Trade Administration (ITA)

The 3rd thru 6th characters in the document number are based upon the requisitioner's FMC. There is not a clear cross walk or guide to this. Please see the budget officer within your office to determine which to select

When the correct document number is selected identifying the client for the requisition it much easier. When this is correct there will be less errors in reporting to Management.  
Still to come:

AGO Systems will be meeting with Line Office Representatives to create a cross walk within the two character choice. The amount of choices will be reduced and each Line Office will have a guide as to which PIIN Code to choose.

This and other CRequest and CBuy Tips can be found at:

[http://www.ago.noaa.gov/ago/acquisition/c\\_buy\\_issues.cfm](http://www.ago.noaa.gov/ago/acquisition/c_buy_issues.cfm) and

[http://www.ago.noaa.gov/ago/acquisition/c\\_request\\_issues.cfm](http://www.ago.noaa.gov/ago/acquisition/c_request_issues.cfm)