

Chapter 17

BUSINESS PARTNER NUMBER (BPN) INSTRUCTIONS

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17-1 BUSINESS PARTNER NUMBER (BPN)

Development of the BPN is required for Intra-governmental Transaction Exchange (IGTE). It identifies a government entity for the purpose of intra-governmental transactions. Air Force (AF) will use the BPN in a number of different circumstances and systems. It will replace the Stock Record Account Number (SRAN) in the first six positions of commitment documents (example: Form 9) and Military Interdepartmental Purchase Requests (MIPRs). However, the BPN does NOT impact the Department of Defense Address Activity Code (DoDAAC) used in our contract writing systems or change any existing DODAACS used in the AF identified in AFI 24-230. The assignment and use of the FAxxxx identifiers for our contracting offices will not change and will continue to be the first 6 digits of our contract numbers. Use of the BPN as the first six of commitment documents will mean Wide Area WorkFlow (WAWF) will use the BPN versus the SRAN as the six-digit extension in WAWF for routing of invoices and receiving reports.

17-2 INTRA-GOVERNMENTAL TRANSACTION EXCHANGE (IGTE)

Air Force was tasked to participate in an Office of Management and Budget (OMB) project, IGTE, to resolve long-standing problems with intra-governmental exchange transactions between federal agencies. These transactions are commonly referred to as buy-sell transactions, reimbursable agreements, interagency agreements, and MIPRS. The project has three major phases, and two have been completed in accordance with the OMB timeline.

The first phase involved the issuance of business rules to transform and standardize intra-governmental ordering and billing, which were issued on October 4, 2002, as M-03-01 by OMB. The business rules also defined government wide data architecture to enable

universal electronic processes and to support government wide financial reporting requirements.

The second phase applied the Central Contractor Registration (CCR) concept to federal agencies. All agencies engaged in intra-governmental exchange transactions were required to register in the Business Partner Network by January 31, 2003, to provide a single source of data and to enable the identification of federal trading partners below the Department level. Department of Defense (DoD) complied with this second phase by identifying the DoDAAC as the DoD identifier for the Business Partner Network in Oct 2003. The BPN is a six-position code that uniquely identifies a unit, activity or organization that has the authority to requisition and/or receive materiel. (Currently in the Air Force these numbers have been maintained by the contracting offices and are referred to as SRANs.) However, Air Force does not have DODAACs to sufficient detail level to fulfill the IGTE requirements. SAF/FMP (AFAFO) coordinated with SAF/AQC, SAF/FMPT and AF/IL to develop a BPN structure that will have the least impact on Logistics, but provides the detail level needed for AF purposes to comply with IGTE, Standard Document Number (SDN), identification of multiple delivery locations for contracting purposes, and WAWF requirements. BPNs do not replace existing logistics DODAACs (i.e. FB, FE...)

The third phase of IGTE requires the processing of all level 1 (DoD and non-DoD trading partner) transactions via IGTE. The IGTE project was cancelled by OMB in June 2005. However, the requirement to maintain and use BPNs remains in the OMB business rules for intragovernmental transactions. The Business Transformation Agency (BTA) is now coordinating on a pilot system called IVAN (Intragovernmental Value Added Network). IVAN is currently in a proof of concept mode and final decisions on the future process are scheduled for completion at the end of FY09.

The new structure, now called the BPN, is structured as follows:

Business Partner Number structure
DoD + 6 positions

Position 1: F Constant for Air Force

Position 2: Numeric Identifies "type of base" 1-4 = AFB, 5 = Reserve, 6-9 = ANG

Position 3: Alpha identifies a specific location (AFB, ANG, Reserve)

Listed below are the assignments for the first three positions for the Air Force Active, Reserve and Air Guard bases.

| | | |
|---------------------|----|---|
| 11th Wing - Bolling | F1 | A |
| Altus | F1 | B |
| Anderson | F1 | C |
| Andrews | F1 | D |

| | | |
|---------------|----|---|
| Arnold | F1 | E |
| Aviano | F1 | F |
| Barksdale | F1 | G |
| Beale | F1 | H |
| Brooks City | F1 | J |
| Buckley | F1 | K |
| Cannon | F1 | L |
| Charleston | F1 | M |
| Columbus | F1 | N |
| Davis-Monthan | F1 | P |
| Dover | F1 | Q |
| Dyess | F1 | R |
| Edwards | F1 | S |
| Eglin | F1 | T |
| Eielson | F1 | U |
| Ellsworth | F1 | V |
| Elmendorf | F1 | W |
| Fairchild | F1 | X |
| FE Warren | F1 | Y |
| Goodfellow | F1 | Z |
| Grand Forks | F2 | A |
| Hanscom | F2 | B |
| Hickam | F2 | C |
| Hill | F2 | D |
| Holloman | F2 | E |
| Hurlburt | F2 | F |
| Incirlik | F2 | G |
| Kadena | F2 | H |
| Keesler | F2 | J |
| Kirtland | F2 | K |
| Kunsan | F2 | L |
| Lackland | F2 | M |
| Lajes | F2 | N |
| Lakenheath | F2 | P |
| Langley | F2 | Q |
| Laughlin | F2 | R |
| Little Rock | F2 | S |
| Los Angeles | F2 | T |
| Luke | F2 | U |
| MacDill | F2 | V |
| Malmstrom | F2 | W |
| Maxwell | F2 | X |
| McChord | F2 | Y |
| McConnell | F2 | Z |
| McGuire | F3 | A |
| Mildenhall | F3 | B |

| | | | | |
|----------------------------|------------|----|---|--|
| Minot | F3 | C | | |
| Misawa | F3 | D | | |
| Moody | F3 | E | | |
| Mt Home | F3 | F | | |
| Nellis | F3 | G | | |
| Offutt | F3 | H | | |
| Osan | F3 | J | | |
| Patrick | F3 | K | | |
| Peterson | F3 | L | | |
| Pope | F3 | M | | |
| Ramstein | F3 | N | | |
| Randolph | F3 | P | | |
| Robins | F3 | Q | | |
| Schriever | F3 | R | | |
| Scott | F3 | S | | |
| Seymour-Johnson | F3 | T | | |
| Shaw | F3 | U | | |
| Sheppard | F3 | V | | |
| Spangdahlem | F3 | W | | |
| Thule | F3 | X | | |
| Tinker | F3 | Y | | |
| Travis | F3 | Z | | |
| Tyndall | F4 | A | | |
| USAFA | F4 | B | | |
| Vance | F4 | C | | |
| Vandenberg | F4 | D | | |
| Whiteman | F4 | E | | |
| Wright-Patterson | F4 | F | | |
| Yokota | F4 | G | | |
| | | | | |
| Carswell JRB TX | 301 FW/FM | F5 | A | |
| Dobbins ARB GA | 94 AW/FM | F5 | B | |
| GEN MITCHELL ARS WI | 440 AW/FM | F5 | C | |
| Grissom ARB IN | 434 ARW/FM | F5 | D | |
| Homestead ARS FL | 482 FW/FM | F5 | E | |
| March ARB CA | 452 AMW/FM | F5 | F | |
| Minneapolis St Paul ARS MN | 934 AW/FM | F5 | G | |
| New Orleans NAS LA | 926 FW/FM | F5 | H | |
| Niagara Falls ARS NY | 914 AW/FM | F5 | J | |
| Pittsburgh ARS PA | 911 AW/FM | F5 | K | |
| Portland ANG OR | 939 RQW/FM | F8 | T | |
| Selfridge ANG MI | 927 ARW/FM | F8 | Y | |
| Westover ARB MA | 439 AW/FM | F5 | N | |
| Willow Grove ARS PA | 913 AW/FM | F5 | P | |
| Youngstown-Warren ARS OH | 910 AW/FM | F5 | Q | |

| | | | |
|-------------------------|----------------------|----|---|
| Alpena CRCT MI | | F6 | A |
| Atlantic City ANGB NJ | | F6 | B |
| Barnes ANGB MA | | F6 | C |
| Battle Creek ANGB MI | | F6 | D |
| Birmingham ANGB AL | | F6 | E |
| Bradley ANGB CT | | F6 | F |
| Buckley ANGB CO | | F6 | G |
| Capital ANGB OH | Springfield | F6 | H |
| Carswell Field ANGB TX | | F6 | J |
| Charleston ANG NC | | F6 | K |
| Dannelly ANGB AL | | F6 | L |
| DC ANGB | Andrews | F6 | M |
| Delaware ANGB DE | | F6 | N |
| Duluth ANGB MN | | F6 | P |
| Ebbing ANGB AR | Ft Smith | F6 | Q |
| Eielson ANGB AK | | F6 | R |
| Ellington Field ANGB TX | | F6 | S |
| Fairchild ANGB WA | | F6 | T |
| Florida ANGB, FL | Jacksonville | F6 | U |
| Forbes Field ANGB KS | | F6 | V |
| Fresno ANGB CA | | F6 | W |
| Georgia ANGB GA | Robins AFB | F6 | X |
| Guam ANGB GU | | F6 | Y |
| Gulfport CRTC MS | | F6 | Z |
| Harrisburg ANGB PA | | F7 | A |
| Hector Field ANGB ND | Fargo | F7 | B |
| Hickam ANGB HI | | F7 | C |
| Idaho ANGB ID | Boise | F7 | D |
| Indiana ANGB IN | Ft Wayne | F7 | E |
| Iowa ANGB IA | Des Moines | F7 | F |
| Jackson ANGB MS | | F7 | G |
| Kentucky ANGB KY | Louisville | F7 | H |
| Key Field ANGB MS | Meridian | F7 | J |
| Kingsley Field ANGB OR | | F7 | K |
| Kulis ANGB AK | | F7 | L |
| Lambert ANGB MO | Bridgeton | F7 | M |
| Little Rock ANGB AR | | F7 | N |
| Madison ANGB WI | TRUAX | F7 | P |
| Maine ANGB ME | Bangor | F7 | Q |
| Mansfield ANGB OH | | F7 | R |
| March ANGB CA | | F7 | S |
| Martinsburg ANGB WV | | F7 | T |
| Maryland ANGB MD | Baltimore | F7 | U |
| McConnell ANGB KS | | F7 | V |
| McEntire ANGB SC | | F7 | W |
| McGhee Tyson ANGB TN | Louisville/Knoxville | F7 | X |

| | | | |
|------------------------|-------------------------------|----|---|
| Memphis ANGB TN | | F7 | Y |
| Milwaukee ANGB WI | General Mitchell | F7 | Z |
| Moffett ANGB CA | | F8 | A |
| Montana ANGB MT | Great Falls | F8 | B |
| Muniz ANGB PR | Carolina Puerto Rico | F8 | C |
| Nashville ANGB TN | | F8 | D |
| Nebraska ANGB NE | Lincoln | F8 | E |
| Nevada ANGB NV | Reno | F8 | F |
| New Jersey ANGB NJ | McGuire | F8 | G |
| New Mexico ANGB NM | KIRTLAND | F8 | H |
| New Orleans ANGB LA | | F8 | J |
| Niagara Falls ARS NY | | F8 | K |
| North Carolina ANGB NC | Charlotte | F8 | L |
| Otis ANGB MA | | F8 | M |
| Pease ANGB NH | | F8 | N |
| Peoria ANGB IL | | F8 | P |
| Phoenix ANGB AZ | | F8 | Q |
| Pittsburgh ANGB PA | | F8 | R |
| Port Hueneme ANGB | | F8 | S |
| Portland ANGB OR | | F8 | T |
| Quonset ANGB RI | | F8 | U |
| Rickenbacker ANGB OH | | F8 | V |
| Savannah ANGB GA | Garden City | F8 | W |
| Scott ANGB IL | Scott AFB | F8 | X |
| Selfridge ANGB MI | | F8 | Y |
| Sioux City ANGB IA | | F8 | Z |
| South Dakota ANGB SD | Sioux Falls | F9 | A |
| Springfield ANGB OH | | F9 | B |
| St Joseph ANGB MO | | F9 | C |
| Stewart ANGB NY | Newburgh | F9 | D |
| Stratton ANGB | Westhampton Beach | F9 | E |
| Swanton ANGB OH | | F9 | F |
| Syracuse ANGB NY | NEADS | F9 | G |
| Terre Haute ANGB IN | | F9 | H |
| Texas ANGB TX | San Antonio | F9 | J |
| Tucson ANGB AZ | | F9 | K |
| Tulsa ANGB OK | | F9 | L |
| Twin Cities ANGB MN | St Paul | F9 | M |
| Utah ANGB UT | Salt Lake | F9 | N |
| Vermont ANGB VT | Burlington | F9 | P |
| Virginia ANGB VA | Sandston | F9 | Q |
| Volk Field ANGB WI | | F9 | R |
| Westhpton | Scotia NY Det 13, New Zealand | F9 | S |
| Will Rogers ANGB OK | Oklahoma City | F9 | T |
| Willow Grove ANGB PA | | F9 | U |
| Wyoming ANGB WY | Cheyenne | F9 | V |

ANGRC

F9 W

Position 4: Alpha or Numeric Identifies organizations on base

0 = Wing
1 = Operations
2 = Maintenance
3 = Mission Support
4 = Medical
5 = Training
6-9 = available for assignment

A = SPO
B = Laboratories
C = ALC
D = System Center
E = Test Center
F = MAJCOM Headquarters
G = GSU
H = Other
J = Recruiter/ROTC
K/L/M/N/P/Q/R/S = available for assignment
(O and I are not to be used)
T = Tenant
U = Tenant – continued (only to be used if sufficient combinations are not available with the use of T)
V-Z = available for assignment

Positions 5 and 6: Alpha or numeric - Randomly assigned by location.

Allows for an organization on a particular base to have over 1000 combinations, which will fulfill the ship-to requirements for WAWF.
(O and I are not to be used)

What is the impact to Contracting and Finance?

The BPN replaced the SRAN for use in contract writing systems, Automated Business Services System (ABSS) and WAWF. The BPN provides for organization identification and ship-to addresses for WAWF. The BPN constitutes the first six characters of document numbers used for commitment and miscellaneous obligation documents.

Comptroller and Contracting offices must work in concert at base level to establish and maintain the BPNs ensuring no duplication within the location. BPN establishment and control is a FM MAJCOM responsibility with the actual assignment being accomplished by the base Comptroller office, in partnership with their local contracting squadron. The Comptroller office will be responsible to maintain, issue, and delete BPNs. Contracting is responsible for coordinating on the issuance of all BPNs to ensure that all ship-to

addresses for the customer have been properly identified. In addition, Contracting is responsible for updating the contract writing systems with new and/or revised BPN data.

Note that there is a one-to-one relationship between a BPN and a delivery location for an organization, therefore if an organization has two delivery points two BPNs would have to be assigned.

BPN and the DoD Activity Address Directory (DoDAAD)

Once a BPN has been assigned at the local ALO/FMA office, it will be submitted via the following website:

<https://dodaac.wpafb.af.mil/bpn/>

A Powerpoint presentation is located at the following link to assist personnel requesting new BPNs, initiating changes to BPNs or deleting BPNs.

<https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-FM-AF-01-9&Filter=OO-FM-AF-01>

The request for the new BPN will be automatically forwarded to the MAJCOM/FM office for review and approval and then to the Central Service Point, AFAFO, for approval. Upon approval by AFAFO, there is an automated update that feeds from the BPN website to DAAS (DoDAAD).

Queries on BPNs may be performed at the following websites:

<https://dodaac.wpafb.af.mil/bpn/>

or

<https://www.daas.dla.mil/daasing/dodaac.asp?cu=d>

or the Federal Register (FedReg)

<https://www.bpn.gov/far/>

Reference AFI24-230, Maintaining Air Force DoD Activity Address Codes (DoDAAC), dated 20 February 2009 - Chapter 5, Business Partner Number.

<http://www.e-publishing.af.mil/>

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