ADS Chapter 260

Benefiting Geographic Area Codes

Functional Series 200 – Programming
ADS 260 – Benefiting Geographic Area Codes
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<mark>*This chapter has been revised in its entirety.*</mark>

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260.1   OVERVIEW
Effective Date: 11/14/2018

This chapter provides policy directives and required procedures for the formation and use of benefiting geographic area (BGA) codes used in the Agency Acquisition & Assistance (A&A) and financial management systems. It outlines the relationship between duty stations, Operating Units and BGA codes used in the Agency staffing pattern, planning guides, and the A&A and financial management systems. BGA codes are commonly known as country codes.

For codes related to Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID, see **ADS 310, Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID**. For codes related to USAID Development Data, see **ADS 310** and **ADS 579, USAID Development Data**.

260.2   PRIMARY RESPONSIBILITIES
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a.   The **Office of Human Capital and Talent Management (HCTM)** is responsible for maintaining the Agency staffing pattern, to include official duty stations also known as posts. For the Washington duty station, multiple Operating Units exist. For overseas duty stations, generally the duty station is the same as the Operating Unit.

b.   **Agency employees** involved in programming and planning are responsible for compliance with **ADS 201, Program Cycle Operational Policy**, which when executed will incorporate appropriate Operating Unit and BGA codes.

c.   **Regional Bureau Program Offices** and **Missions** are responsible for coordination with M/CIO and M/CFO on the establishment of codes related to regional platforms.

d.   The **Bureau for Management, Office of the Chief Financial Officer (M/CFO)** is responsible for the maintenance of Operating Unit codes and BGA codes in the Agency financial management system (Phoenix). M/CFO is also responsible for managing information related to Operating Unit codes and BGA codes in Phoenix, which interfaces with the Global Acquisition & Assistance System (GLAAS), owned by the Bureau for Management, Office of Acquisition and Assistance (M/OAA).

e.   The **Bureau for Management, Deputy Chief Financial Officer (D/CFO) for Overseas Operations** is responsible for the assignment of accounting and payment stations overseas for countries, regional platforms and client Missions.

f.   **Budget execution employees** are responsible for the proper selection and utilization of Operating Unit and BGA codes when processing budget transactions in the Agency's financial system (Phoenix).

g.   Program Managers who commit funding, Obligating Officials, Obligation Managers, and **Controllers** are responsible for the proper selection of Operating Unit and BGA codes when processing both program funded and OE funded commitments and obligations in the Agency's procurement (GLAAS), travel (E2), and financial management systems (Phoenix). These codes must be properly documented on all procurement and financial related documentation.

h.   Payment and **Collection Officials** are responsible for the proper section and utilization of Operating Unit and BGA codes when processing payments, collections, and adjustments in the Agency's financial management system (Phoenix). These codes must be properly documented on all financial related documentation.

260.3   POLICY DIRECTIVES AND REQUIRED PROCEDURES

260.3.1   Structure of Benefiting Geographic Area (BGA) Codes
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BGA codes must contain three digits. BGA codes are found in the Phoenix reference table. They are named in Phoenix according to Operating Units and regional platforms. They can also be accessed through the Agency's financial reporting system, PhoenixViewer – accounting dimensions – BGA codes (internal Web site). For GLAAS, Operating Unit and BGA are listed on the Line Item Accounting page.

The first digit generally identifies the geographic region as follows:

- 0 = The United States and its territories

- 1 = Europe and Eurasia

- 2 = Middle East

- 3 = South Asia

- 4 = East Asia

- 5 = Latin America and the Caribbean

- 6 = Africa

- 7 = Canada or other non-USAID location

- 8 = Other and some non-presence locations

- 9 = Worldwide, multi-region, or other

Exceptions may exist based on reassignment and remapping of countries and their corresponding USAID Bureaus.

The second two digits correspond to specific geographic countries, territories, organizations, regions or sub-regions. For example:

- 000 = Washington (multiple Operating Units within)

- 111 = Armenia

- 278 = Jordan

- 306 = Afghanistan

- 492 = Philippines

- 527 = Peru

- 620 = Nigeria

260.3.2 Addition or Retirement of a Benefiting Geographic Area (BGA) Code
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The Bureau must coordinate with M/CFO to establish a new BGA code when one is needed. Examples of situations that have required a new BGA code include:

- 668 was established when South Sudan became an independent country (2011), and

- 280 was established for the Middle East Regional Platform (MERP) (2015).

USAID may reactivate an inactive BGA code if USAID begins to operate again in a country and that code is still available. An example of a situation that required reactivation of a BGA code was:

- When 306 was reactivated for Afghanistan.

If all obligations are fully liquidated or deobligated for a particular code that code may become inactive.

260.3.3 GLAAS and Phoenix Security and Access
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Employees request access to processing transactions against Phoenix Operating Units (known as 'Security Orgs' in Phoenix) using the Phoenix User Role Request form maintained by the Phoenix Access Security Team. The security team limits access

based on employee roles marked on the completed and supervisor-approved form. Employees request access to processing transactions against GLAAS Operating Units using the GLAAS User Access/Roles Request forms maintained by the GLAAS Security Team, which when processed is synchronized with the Phoenix accesses.

Given that BGA codes are not linked in Phoenix to Operating Units, employees entering BGA codes must ensure they are inputting/selecting the correct codes. The same is true when processing travel authorizations in the USAID E2 electronic travel system which interfaces with Phoenix. When selecting Phoenix Distribution Codes, which contain BGA codes (i.e., 615-W or 615-M), employees must input/select the correct codes. Where a single transaction applies to more than one BGA code, the primary code must be used. The primary BGA code will be the Operating Unit funding the travel (i.e., if a Washington-based employee travels to multiple countries, BGA 000 will be used; alternatively, if a Washington-based employee travels to multiple countries and those countries split-fund the travel, the applicable code will be used on the individual funding/accounting lines).

260.3.4   Department of State Submitting Post Codes
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The Department of State, Charleston Financial Services, establishes their own three-digit submitting post codes, which differ from USAID codes. USAID is a non-serviced Agency with State, hence, State does not process budget and spending documents on USAID's behalf, but they do process significant volumes of disbursements for the Agency. They also process the majority of cashier collections on USAID Missions' behalf. State disbursement/collections reference the State submitting post code as well as the USAID spending or collection documents. USAID intercepts these disbursements and collections from the State financial reporting systems. M/CFO maintains a crosswalk of the USAID codes with the State submitting post codes. State submitting post codes can be found at **Post and Activity Codes Abroad**.

260.4   MANDATORY REFERENCES

260.4.1   External Mandatory References
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There are no external mandatory references for this chapter.

260.4.2   Internal Mandatory References
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a. **ADS 102, Agency Organization**

b. **ADS 201, Program Cycle Operational Policy**

c. **ADS 310, Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID**

d. **ADS 579, USAID Development Data**

260.5 **ADDITIONAL HELP**
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a. **Phoenix Financial System** (Internal Web site)

b. **PhoenixViewer** (Internal Web site)

c. **GLAAS** (Internal Web site)

260.6 **DEFINITIONS**
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See the **ADS Glossary** for all ADS terms and definitions.

benefiting geographic area (BGA) code
A three-digit code used in the Agency Acquisition & Assistance (A&A) and financial management systems to designate Operating Unit, regional programs or other initiatives. (**Chapter 260**)

Operating Unit
The organizational unit responsible for implementing a foreign assistance program for one or more elements of the Department of State's Foreign Assistance Framework. The definition includes all U.S. Government agencies implementing any funding from the relevant foreign assistance accounts (the 150 accounts). For USAID, it includes field Missions and regional entities, as well as regional bureaus, pillar bureaus, and independent offices in USAID/Washington that expend program funds to achieve DOs identified in a CDCS. In Chapter 201, field OUs are referred to as "Missions", and those in Washington are referred to as "Washington OUs." (**Chapter 201**, **260**, **300**, **304**, **623**)

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