



Subject: AGENCY LOCATION CODES AND ACCOUNTING STATION ADDRESSES

4-60-00 Purpose
-10 Structure of the Treasury Agency Location Code
-20 Assignment or Change to the Agency Location Code or
Accounting Station Address

4-60-00 PURPOSE

- A. The Treasury Agency Location Code (ALC) is used by Treasury to identify transactions, documents, and reports processed through the Treasury Department by a specific accounting point or station, within an agency or bureau of a Federal Department or independent agency. The use of the ALC, also referred to as the accounting station symbol, enables the Treasury Department to reconcile deposits and disbursements distributed by appropriation, fund, and receipt by account symbol on the monthly FMS Form 224, Statement of Transactions, with the total control accounts maintained by Treasury Department regional disbursing offices.
- B. The ALC must be indicated on all fiscal documents and reports which are submitted by DHHS organizations to the Treasury Department. Examples of the types of fiscal documents submitted to the Treasury are:

Voucher and Schedule of Disbursements
Schedules of Canceled Checks
Expenditure Transfers
Non-Expenditure Transfers
Schedule of Adjustments and Corrections
Certificates of Deposit

4-60-10 STRUCTURE OF THE TREASURY AGENCY LOCATION CODE

The ALC has been structured to provide a uniform method of identifying accounting stations within the Department. Accounting points are identified by each geographical location within a region and operating agency. The code consists of 8-digits (00 00 0000) of numerics as follows:

First Set (Left most)- 2 Digits -- identifies the Department (75 for Department of Health and Human Services). (Treasury Requirement).

Second Set - 2 Digits -- identifies the Operating Divisions (OPDIVS) within the Department. In DHHS, generally these digits are the same as the OPDIV identifying symbols. (Treasury Requirement).

Third Set - First 2 Digits -- identifies the geographic region, except for headquarters offices which use zeros for these 2-digits. (Department Requirement).

Third Set - Last 2 digits -- identifies accounting points within the OPDIV. In accordance with Chapter 4-30, numbers "01" through "10" are reserved for and used consistently by all OPDIV accounting systems to identify their various accounting points within the department. The numbers and "11" through "19" are reserved for future use under the DHHS Accounting System. Numbers "00" and "20" through "99" are available for assigning numbers to accounting points throughout an OPDIV. To provide a higher degree of uniformity in the use of accounting point numbers for a headquarters office in an OPDIV, wherever possible, the same set of digits used in the common accounting number (CAN) are used for the ALC.

The Treasury Department will not accept all zeros in the last four digits therefore OPDIV Headquarters Offices using "00" as an accounting point number must use "01" in the fourth set of the Treasury ALC.

**4-60-20 ASSIGNMENT OR CHANGE TO THE AGENCY LOCATION CODE OR
ACCOUNTING STATION ADDRESS**

- A. Submit request for ALC establishment, deletion or change to:

Department of Health and Human Services
Deputy Assistant Secretary, Finance
Office of Financial Policy
Division of Accounting and Fiscal Policy
Room 521-D, Hubert H. Humphrey Building
200 Independence Avenue, S.W.
Washington, D.C. 20201

The request must be received in a timely enough manner to allow for reviewing and forwarding to Treasury at least 30 days before the requested effective date.

B. Submit Accounting Station addresses changes in writing to:

Manager, Budget Reports Branch
Reports Management Division
Financial Management Service
Department of the Treasury
3700 East-West Highway (518D)
Hyattsville, MD 20782
(Telephone 202-874-9900)

A copy of the address change memorandum should also be sent to the Deputy Assistant Secretary, Finance at the address shown in section A above.

See Exhibit 4-60-A for a listing of Agency Location Codes and HHS Accounting Station Addresses.

AGENCY LOCATION CODES AND ACCOUNTING STATION ADDRESSES

PROGRAM SUPPORT CENTER

(PSC PROVIDES ACCOUNTING SERVICES FOR ACF, AHCPR, AOA, FOH, HRSA, IHS, OS AND SAMHSA)

DEPT OF HEALTH AND HUMAN SERVICES 75 01 0098
PROGRAM SUPPORT CENTER
HUMAN RESOURCES SERVICE
PERSONNEL AND PAY SYSTEMS DIVISION
ACCOUNTING PROGRAMS
SILVER SPRING CENTER, SUITE 700
8455 COLESVILLE ROAD
SILVER SPRING, MD 20911

DEPT OF HEALTH AND HUMAN SERVICES 75 01 0500
PROGRAM SUPPORT CENTER (ACH NEXT DAY PAYMENTS)
FINANCIAL MANAGEMENT SERVICE
DIVISION OF PAYMENT MANAGEMENT
P.O. BOX 6021
ROCKVILLE, MD 20852

DEPT OF HEALTH AND HUMAN SERVICES 75 01 0501
PROGRAM SUPPORT CENTER (ALL PAYMENT AND COLLECTION ACTIVITIES EXCEPT ACH)
FINANCIAL MANAGEMENT SERVICE
DIVISION OF PAYMENT MANAGEMENT
P.O. BOX 6021
ROCKVILLE, MD 20852

DEPT OF HEALTH AND HUMAN SERVICES 75 01 0502
PROGRAM SUPPORT CENTER (OPDIV APPROPRIATION CHARGING)
FINANCIAL MANAGEMENT SERVICE
DIVISION OF PAYMENT MANAGEMENT
P.O. BOX 6021
ROCKVILLE, MD 20852

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0030
PROGRAM SUPPORT CENTER
DIVISION OF FINANCIAL OPERATIONS
REPORTS AND CONTROL BRANCH
ROOM 16A-12, PARKLAWN BLDG
5600 FISHERS LANE
ROCKVILLE, MD 20857

HEALTH RESOURCES AND SERVICES ADMINISTRATION

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0628
HEALTH RESOURCES AND SERVICES ADMINISTRATION
GILLIS W. LONG HANSEN'S DISEASE CENTER
5445 PT CLAIR ROAD
CARVILLE, LA 70721

AGENCY LOCATION CODES AND ACCOUNTING STATION ADDRESSES

INDIAN HEALTH SERVICE

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0654
INDIAN HEALTH SERVICE
NAVAJO AREA OFFICE
P.O. BOX 9020
WINDOW ROCK, AZ 86515-9020

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0657
INDIAN HEALTH SERVICE
ALBUQUERQUE AREA OFFICE
5538 MONTGOMERY BLVD NE, ROOM 123
ALBUQUERQUE, NM 87109-1311

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0660
INDIAN HEALTH SERVICE
OKLAHOMA CITY AREA OFFICE
FIVE CORPORATE PLAZA
3625 NW 56TH STREET
OKLAHOMA CITY, OK 73112

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0661
INDIAN HEALTH SERVICE
NASHVILLE AREA OFFICE
711 STEWARTS FERRY PIKE
NASHVILLE, TN 37214-2634

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0856
INDIAN HEALTH SERVICE
ABERDEEN AREA OFFICE
115 FOURTH AVENUE, SOUTHEAST
FEDERAL BUILDING, ROOM 309
ABERDEEN, SD 57401

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0862
INDIAN HEALTH SERVICE
BILLINGS AREA OFFICE
FINANCIAL MANAGEMENT
2900 4TH AVENUE NORTH, SUITE 405
P.O. BOX 2143
BILLINGS, MT 59103

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0863
INDIAN HEALTH SERVICE
PORTLAND AREA OFFICE
FINANCIAL MANAGEMENT SERVICES
1220 SW 3RD AVENUE, ROOM 476
PORTLAND, OR 97204

AGENCY LOCATION CODES AND ACCOUNTING STATION ADDRESSES

INDIAN HEALTH SERVICE (CONTINUED)

DEPT OF HEALTH AND HUMAN SERVICES 75 03 0961
INDIAN HEALTH SERVICE
PHOENIX AREA OFFICE
40 NORTH CENTRAL AVE, SUITE 600
PHOENIX, AZ 85004

DEPT OF HEALTH AND HUMAN SERVICES 75 03 1058
INDIAN HEALTH SERVICE
ALASKA AREA NATIVE HEALTH SERVICE
4141 AMBASSADOR DRIVE
ANCHORAGE, AK 99508

HEALTH CARE FINANCING ADMINISTRATION

DEPT OF HEALTH AND HUMAN SERVICES 75 05 0080
HEALTH CARE FINANCING ADMINISTRATION
DIVISION OF ACCOUNTING (TRUST FUND)
P.O. BOX 7520
BALTIMORE, MD. 21207-0520

FOOD AND DRUG ADMINISTRATION

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0099
FOOD AND DRUG ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT HFA-120
5600 FISHERS LANE
ROCKVILLE, MD 20857

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0171
FOOD AND DRUG ADMINISTRATION
1 MONTVALE AVENUE
STONEHAM, MA 02180

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0172
FOOD AND DRUG ADMINISTRATION
109 HOLTON STREET
WINCHESTER, MA 01890

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0272
FOOD AND DRUG ADMINISTRATION
599 DELAWARE AVENUE
BUFFALO, NY 14202

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0273
FOOD AND DRUG ADMINISTRATION
ROOM 700 - FEDERAL OFFICE BUILDING
850 3RD AVENUE (AT 30TH STREET)
BROOKLYN, NY 11232

AGENCY LOCATION CODES AND ACCOUNTING STATION ADDRESSES

FOOD AND DRUG ADMINISTRATION (CONTINUED)

DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION DISTRICT OFFICE 900 MADISON AVENUE BALTIMORE, MD 21201	75 06 0374
DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION 60 EIGHTH STREET NORTHEAST ATLANTA, GA 30309	75 06 0476
DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION 297 PLUS PARK BOULEVARD NASHVILLE, TN 37217	75 06 0477
DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION 7200 LAKE ELLENORE DRIVE, SUITE 120 ORLANDO, FL 32809	75 06 0478
DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION 1141 CENTRAL PARKWAY CINCINNATI, OH 45202-1097	75 06 0579
DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION 240 HENNEPIN AVENUE MINNEAPOLIS, MN 55401-1912	75 06 0580
DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION 3310 LIVE OAK STREET DALLAS, TX 75204	75 06 0681
DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION NATIONAL CENTER FOR TOXICOLOGICAL RESEARCH HFT-323, 3900 NCTR DRIVE JEFFERSON, AR 72079	75 06 0689
DEPT OF HEALTH AND HUMAN SERVICES FOOD AND DRUG ADMINISTRATION 10 WATERVIEW BOULEVARD, THIRD FLOOR PARSIPPANY, NJ 07054	75 06 0724

AGENCY LOCATION CODES AND ACCOUNTING STATION ADDRESSES

FOOD AND DRUG ADMINISTRATION (CONTINUED)

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0783
FOOD AND DRUG ADMINISTRATION
P.O. BOX 15905
LENEXA, KS 66285-5905

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0784
FOOD AND DRUG ADMINISTRATION
U.S. COURTHOUSE AND CUSTOMSHOUSE BUILDING
1114 MARKET STREET, ROOM 1002
ST. LOUIS, MO 63101

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0885
FOOD AND DRUG ADMINISTRATION
BUILDING 20, DENVER FEDERAL CENTER
P.O. BOX 25087
DENVER, CO 80225-0087

DEPT OF HEALTH AND HUMAN SERVICES 75 06 0987
FOOD AND DRUG ADMINISTRATION
ATTN: FISCAL DEPT
19900 MACARTHUR BOULEVARD, SUITE 300
IRVINE, CA 92612

NATIONAL INSTITUTES OF HEALTH

DEPT OF HEALTH AND HUMAN SERVICES 75 08 0031
NATIONAL INSTITUTES OF HEALTH (INTRA-MURAL ACCOUNTING POINT)
GENERAL LEDGER REPORTS AND RECONCILIATION BRANCH
DIVISION OF FINANCIAL MANAGEMENT
BUILDING 31, ROOM B1B47
31 CENTER DRIVE
BETHESDA, MD 20892

DEPT OF HEALTH AND HUMAN SERVICES 75 08 0040
NATIONAL INSTITUTES OF HEALTH (EXTRA-MURAL ACCOUNTING POINT)
GENERAL LEDGER REPORTS AND RECONCILIATION BRANCH
DIVISION OF FINANCIAL MANAGEMENT
BUILDING 31, ROOM B1B47
31 CENTER DRIVE
BETHESDA, MD 20892

DEPT OF HEALTH AND HUMAN SERVICES 75 08 0099
NATIONAL INSTITUTES OF HEALTH (ALL OTHER ACTIVITY)
GENERAL LEDGER REPORTS AND RECONCILIATION BRANCH
DIVISION OF FINANCIAL MANAGEMENT
BUILDING 31, ROOM B1B47
31 CENTER DRIVE
BETHESDA, MD 20892

AGENCY LOCATION CODES AND ACCOUNTING STATION ADDRESSES

NATIONAL INSTITUTES OF HEALTH (CONTINUED)

DEPT OF HEALTH AND HUMAN SERVICES 75 08 0820
NATIONAL INSTITUTES OF HEALTH
NIH ROCKY MOUNTAIN LABORATORY
HAMILTON, MT. 59840

CENTERS FOR DISEASE CONTROL AND PREVENTION

DEPT OF HEALTH AND HUMAN SERVICES 75 09 0421
CENTERS FOR DISEASE CONTROL AND PREVENTION
FINANCIAL MANAGEMENT OFFICE
1600 CLIFTON ROAD
ATLANTA, GA 30333

DEPT OF HEALTH AND HUMAN SERVICES 75 09 0527
CENTERS FOR DISEASE CONTROL AND PREVENTION
FINANCIAL MANAGEMENT OFFICE
4676 COLUMBIA PARKWAY
CINCINNATI, OH 45226