



To Whom It May Concern:

Attached is an application packet for obtaining an Address Activity Code (AAC) and for Federal Excess Screening. Please complete the attached forms as applicable and return along with a Letter of Request that is presented on Tribal Letterhead.

To Obtain an AAC for GSAXcess and other GSA Functions the following will need to be done:

1. Create a Letter of Request for an AAC.
 - a. The letter of must be on tribal letterhead.
 - b. The letter must contain the contract or grant number that will be used.
 - c. The letter must contain the name of the contract or grant program (i.e. housing, forestry, etc.).
 - d. The letter must indicate the name of the person designated as a screener for the tribe.
 - e. The letter must be signed by the Tribal Chairperson.
2. Fill out the attached BIA Midwest Region Excess Screener's application.
 - a. Must include a copy of the screener's valid driver's license that is included in the application packet that is returned.
3. Fill out the attached GSAXcess application.
 - a. This form is partially filled out by the tribe and returned to be completed by the Regional Property Officer.
4. Fill out the attached Findings and Determination statement.
 - a. Must indicate the contract/compact/grant number.
 - b. Must indicate an Expiration or Term Date. *The expiration date for tribes that fall under the Office of Self Governance (OSG) is the same expiration date of their funding agreement.
5. Material for Review of processes for GSAXcess and Federal Property Donations, and Autochoice.

Please send your request and packet information forms to my office and I will coordinate with the appropriate awarding official for approval. Once approved, I will then email the Letter of Request and Findings and Determination to BIA Central Office, for further processing. After I have received the AAC code, the screener will be added to the GSAXcess website and GSA will notify the screener via email of the User Code assignment, and screening may begin.

If you have any questions, please contact me at:

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