



BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY



Customer Relationship Management **TIP OF THE WEEK**

The Treasury Financial Manual (TFM)

<http://tfm.fiscal.treasury.gov/home.html>

Chapter 3300 Statement of Transactions (FMS 224) Reporting by Agencies for Which the Treasury Disburses

3320.20—Establishing, Changing, and Deleting an Agency Location Code (ALC)

<http://tfm.fiscal.treasury.gov/v1/p2/c330.pdf>

Have you ever wondered how to establish, change, or delete an ALC? Have you noticed that the point of contact needs to be updated? Are you interested in closing an ALC that you are no longer using? You're in luck ☺

- The agency or the Regional Finance Center (RFC) representative must contact Fiscal Service in writing
- All requests relating to the eight-digit ALCs must include the standard information shown in Appendix 2 (refer to link)
- Fiscal Service uses the letter request received from the agency to complete the FMS 6601: Advice Regarding Agency Location Codes, see Appendix 2, for confirmation action
- Fiscal Service must receive written requests to establish, change, or delete an ALC at least 10 days before the requested effective date
- If an agency uses the ALC for payments through an RFC or the Automated Standard Application for Payments (ASAP), the agency first must ensure that the FMS 210: Designation for Certifying Officer, is completed or modified to reflect the appropriate ALC relationship. See TFM Volume I, Part 4, Chapter 1100, regarding FMS 210



**Call
Treasury
Support Center**

1-877-440-9476

CRM CONTACTS

CRM MAILBOX:

gwa.crmd.users@fiscal.treasury.gov

IPAC- Dominique McCreary

Dominique.McCreary@fiscal.treasury.gov
(202)874-6352

TDO Payments- Luz Davila Lopez

Luz.Davila.Lopez@fiscal.treasury.gov
(202)874-8599

NTDO Payments- Maria Davis

Maria.Davis@fiscal.treasury.gov
(202)874-8079

Collections- Katy Borys

Katy.Borys@fiscal.treasury.gov
(202)874-9005