

MILSCAP

MILitary

Standard

Contract

AdmInistration

Procedures

DEPARTMENT OF DEFENSE
OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(PRODUCTION AND LOGISTICS)





DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DoD 4000.25-5-M

DLMSO (DLA-LM)

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FOREWORD

This manual is issued under the authority of Department of Defense (DoD) Directive 4000.25, "Administration of Defense Logistics Standard Systems," and implements provisions of the Federal Acquisition Regulation (FAR) and the DoD FAR Supplement (DFARS).

The purpose of this manual is to prescribe standard procedures for use in exchanging contract related data in automated form between purchasing offices (including inventory and program managers) and field contract administration offices, e.g., Defense Contract Management Districts (DCMDs) and Military Department plant cognizance representatives. These procedures have been established to attain a greater degree of simplification, standardization, and automation in the processing of contract related data. This standardization provides the basis for Defense Components to design and implement compatible internal procedures for coding, transmitting, decoding, and using automated logistics information. The MILSCAP program will reduce the flow of hard copy documents between contract administration organizations and other DoD activities, permit uniform systems at the contract administration level and allow systems to be tailored to Department/Agency requirements at other activities, ensure that the systems of the contract administration offices are responsive to the data needs of the purchasing activities, inventory managers, program managers, and financial activities, and assure a uniform data system which makes the most economical use of resources. The proper use of these procedures will permit improvements at all levels by providing:

- a. Standard formats, data elements, and codes for capturing key contract information.
- b. Standard procedures for forecasting and reporting deliveries.
- c. Computer processable contract payment notification for input into allotment and obligation status records.

Editorial changes and clarifications contained in this publication of the manual are designated in *bold italics*.

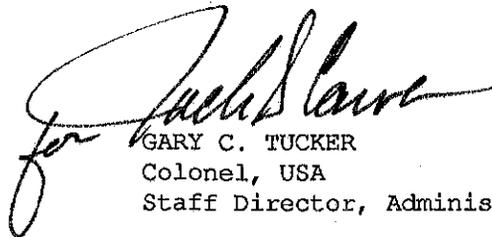
This manual supersedes DoD 4000.25-5-M, June 1987, and Changes 1 through 6.

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Department of Defense activities requiring copies of this manual should submit requests through normal requisitioning channels of the DoD Component, as shown on pages 1-9 and 1-10. Heads of DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective commands.

Recommendations for revisions to this manual are encouraged. All proposed revisions or corrections should be sent to the designated focal points as shown on pages 1-7 and 1-8.

BY ORDER OF THE DIRECTOR



GARY C. TUCKER
Colonel, USA
Staff Director, Administration

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MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES

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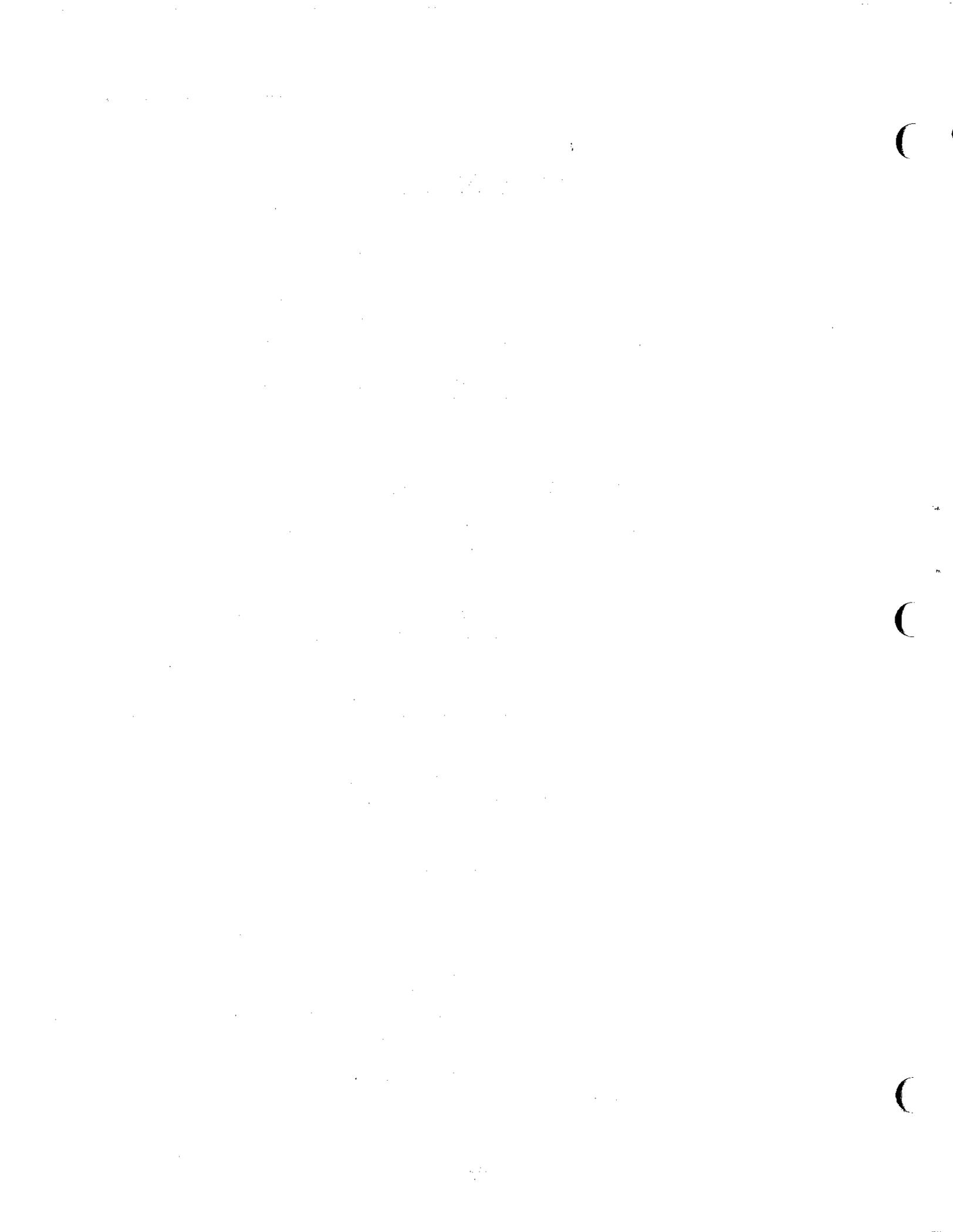
ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
A/A	Acceptance Alert, DI Code PK5
ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
ADP	Automatic Data Processing
AMCL	Approved MILSCAP Change Letter
Applic	Applicable
A/R	Acceptance Report, DI Codes PKN/PKP
ARPA	Advanced Research Project Agency
ASD (P&L)	Assistant Secretary of Defense (Production and Logistics)
AUTODIN	Automatic Digital Network
BAAN	Budget Authorization Account Number
BPAC	Budget Program Activity Code
CAGE	Contractor and Government Entity (formerly H4/H8)
CAO	Contract Administration Office
CC	Cost Center
CCE	Contract Closeout Extension
CCS	Contract Completion Statement
CDD	Contract Delivery Date
CLIN	Contract Line Item Number
CONUS	Continental United States
CPN	Contract Payment Notice
DAAS	Defense Automatic Addressing System
DCMD	Defense Contract Management District
DD Form	Department of Defense Form
DFARS	DoD Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DI	Document Identifier
DLA	Defense Logistics Agency
DLMSO	Defense Logistics Management Systems Office
DLSS	Defense Logistics Standard Systems
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory

<u>Acronym or Abbreviation</u>	<u>Definition</u>
DPAS	Defense Priorities and Allocations System
DPSC	Defense Personnel Support Center
DSN	Defense Switched Network
DSSN	Disbursing Station Symbol Number
E of E	Element of Expense
ELIN	Exhibit Line Item Number
EOM	End of Month
FAR	Federal Acquisition Regulation
FC	Formal Change
FDD	Forecast Delivery Date
FMS	Foreign Military Sales
FOB	Free on Board
IC	Interim Change
ICP	Inventory Control Point
IM	Inventory Manager
JANAP	Joint Army, Navy, and Air Force Publication
MAPAD	Military Assistance Program Address Directory
MILSCAP	Military Standard Contract Administration Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MOCAS	Mechanization of Contract Administration Services
MPC	Materiel Program Code
NSN	National Stock Number
OF	Optional Form
PIIN	Procurement Instrument Identification Number
PIO	Provisioned Item Order
PM	Project Manager
PMCL	Proposed MILSCAP Change Letter
PO	Purchasing Office

**Acronym or
Abbreviation****Definition**

PQA	Procurement Quality Assurance
PRON	Procurement Request Order Number
RC	Responsibility Center
RCN	Record Control Number
RCS	Report Control Symbol
RDF	Revised Delivery Forecast
RDT&E	Research, Development, Test, and Evaluation
RON	Reimbursable Order Number
RP	Record Position
SAMMS	Standard Automated Materiel Management System
SF	Standard Form
SPIIN	Supplementary Procurement Instrument Identification Number
SPN	Shipment Performance Notice
TCMD	Transportation Control and Movement Document
UCS	Unclosed Contract Status
DD Form 250	Material Inspection and Receiving Report
DD Form 350	Individual Contracting Action Report (over \$25,000)
DD Form 375	Production Progress Report
DD Form 375-2	Delay in Delivery
DD Form 1155	Order for Supplies or Services
DD Form 1423	Contract Data Requirements List
DD Form 1594	Contract Completion Statement
DD Form 1716	Contract Data Package Recommendation/Deficiency Report
OF 336	Continuation Sheet
SF 1	Printing and Binding Requisition
SF 26	Award/Contract
SF 30	Amendment of Solicitation/Modification of Contract
SF 33	Solicitation, Offer, and Award
SF 1081	Voucher and Schedule of Withdrawals and Credits



REFERENCES

- (a) DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems," 18 November 1983.
- (b) DoD 4000.25-13-S1, "DoD Logistics Data Element Dictionary/Directory," January 1990, authorized by DoD Directive 4000.25.
- (c) DoD 5025.1-M, "DoD Directives System Procedures," 31 December 1990, authorized by DoD Directive 5025.1, 16 October 1980.
- (d) Federal Acquisition Regulation.
- (e) DoD Federal Acquisition Regulation Supplement.
- (f) DoD 5000.12-M, "DoD Manual for Standard Data Elements," July 1989, authorized by DoD Directive 5000.12, Data Element and Data Codes Standardization Procedures.
- (g) DoD 4000.25-13-M, "DoD Logistics Data Element Standardization and Management Program Procedures," January 1984, authorized by DoD Directive 4000.25.
- (h) DoD 4000.25-1-M (formerly DoD 4140.17-M), "Military Standard Requisitioning and Issue Procedures," 1 May 1987, authorized by DoD Directive 4000.25.
- (i) DoD 4000.25-2-M (formerly DoD 4140.22-M), "Military Standard Transaction Reporting and Accounting Procedures," 1 May 1987, authorized by DoD Directive 4000.25.
- (j) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures," 15 March 1987.
- (k) JANAP 128, "Automatic Digital Network (AUTODIN) Operating Procedures."
- (l) DLAH 4105.4, "DoD Directory of Contract Administration Services Components," 23 June 1992, authorized by DASD(P) Memorandum dated 5 April 1990, subject: Directory of Contract Administration Services.
- (m) DoD Directive 5000.1, "Major and Non-Major Defense Acquisition Programs," 1 September 1987.

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- (n) DoD Directive 4410.6, "Uniform Materiel Movement and Issue Priority System," 30 October 1980.
- (o) DoD 4000.25-6-M, "DoD Activity Address Directory (DoDAAD)," December 1992, authorized by DoD Directive 4000.25.
- (p) DoD 4000.25-8-M, "Military Assistance Program Address Directory System (MAPAD)," August 1990, authorized by DoD Directive 4000.25.
- (q) Cataloging Handbook H4/H8, Commercial and Government Entity (CAGE).
- (r) Defense Priorities and Allocations System Handbook, October 1984.
- (s) DoD Instruction 7060.2, "International Balance of Payments Program -- Accounting, Reporting and Estimating," 16 January 1969.
- (t) DoD 7220.9-M, DoD Accounting Manual, October 1983.

DEFINITIONS AND TERMS

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN). A two position alphanumeric control code assigned (in accordance with DFARS 204.7108) to each accounting classification used in a single contract.

ADP POINT. The activity which provides Automatic Data Processing (ADP) services to the contract administration office (CAO) or the purchasing office (PO); usually the field activities of the Defense Contract Management Command (DCMC). (In the case of a purchasing office or a plant cognizant CAO, the ADP activity may be collocated with the CAO/PO or it could be located at some other remote site.)

AUTOMATIC DIGITAL NETWORK (AUTODIN). A computer controlled, electronic, fully secured, high-speed, common user, data communication system, that provides both direct user-to-user, and store and forward message switching service for DoD and other Government Agencies on a worldwide basis.

CLIN. An abbreviation of contract line item number (CLIN) which is used for identifying an item of supply or service on a contractual document. (See DFARS 204.7104.)

CONTRACT ABSTRACT. A representation, in machine processable form, of key elements of contractual data.

CONTRACT ADMINISTRATION OFFICE (CAO). A DoD Contract Administration Services (CAS) Component which performs assigned functions, or a purchasing office which retains functions related to the administration of contracts. (Included in this definition are all geographic and plant-type organizations of the Military Departments engaged in the performance of field contract administration services.)

CONTRACT MODIFICATION. Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provision of an existing contract, whether accompanied by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes: (1) bilateral actions such as supplemental agreements and (2) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

DOD CONTRACT ADMINISTRATION SERVICES (CAS) COMPONENT. A DoD office listed in DLAH 4105.4, "DoD Directory of Contract Administration Services Components," performing contract administration services.

ELIN. An abbreviation of exhibit line item number (ELIN) which is used to identify an item of supply or service listed on an exhibit or schedule forming a part of a contractual document. (See DFARS 204.7105.)

INVENTORY CONTROL POINT (ICP). The organizational element within a distribution system which is assigned responsibility for system-wide direction and control of materiel including such management functions as the computation of requirements, the initiation of procurement or disposal actions, the development of worldwide quantitative and monetary inventory data, and the positioning and repositioning of materiel.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

(MILSTRIP). A system of standard data elements, codes, forms, and formats for the requisition and issue of materiel, adaptable to both manual and mechanical document preparation transmission and processing. MILSTRIP is applicable to all DoD activities requisitioning on wholesale distribution systems, to civil Agencies requisitioning on the military or General Services Administration (GSA) distribution systems, to foreign government requisitions under the Military Assistance Program (MAP), and to contractors requisitioning Government furnished materiel in connection with contracts for repair, rebuild, and overhaul. (See DoD 4000.25-1-M.)

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING

PROCEDURES (MILSTRAP). A standard inventory accounting system which provides uniform codes and formats for processing and recording receipt, adjustment, and issue transactions. MILSTRAP is applicable to inventory control, stock control, and storage activities of the Military Services supply distribution systems. (See DoD 4000.25-2-M.)

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES

(MILSTAMP). A system of standard data elements, codes, forms, formats, rules, and methods for shipment of materiel within the Defense Transportation System (DTS). MILSTAMP applies to shipments originating at Government facilities (including GSA depots) and at contract facilities which terminate at military installations or at foreign government destinations under the MAP Grant Aid. (See DoD 4500.32-R.)

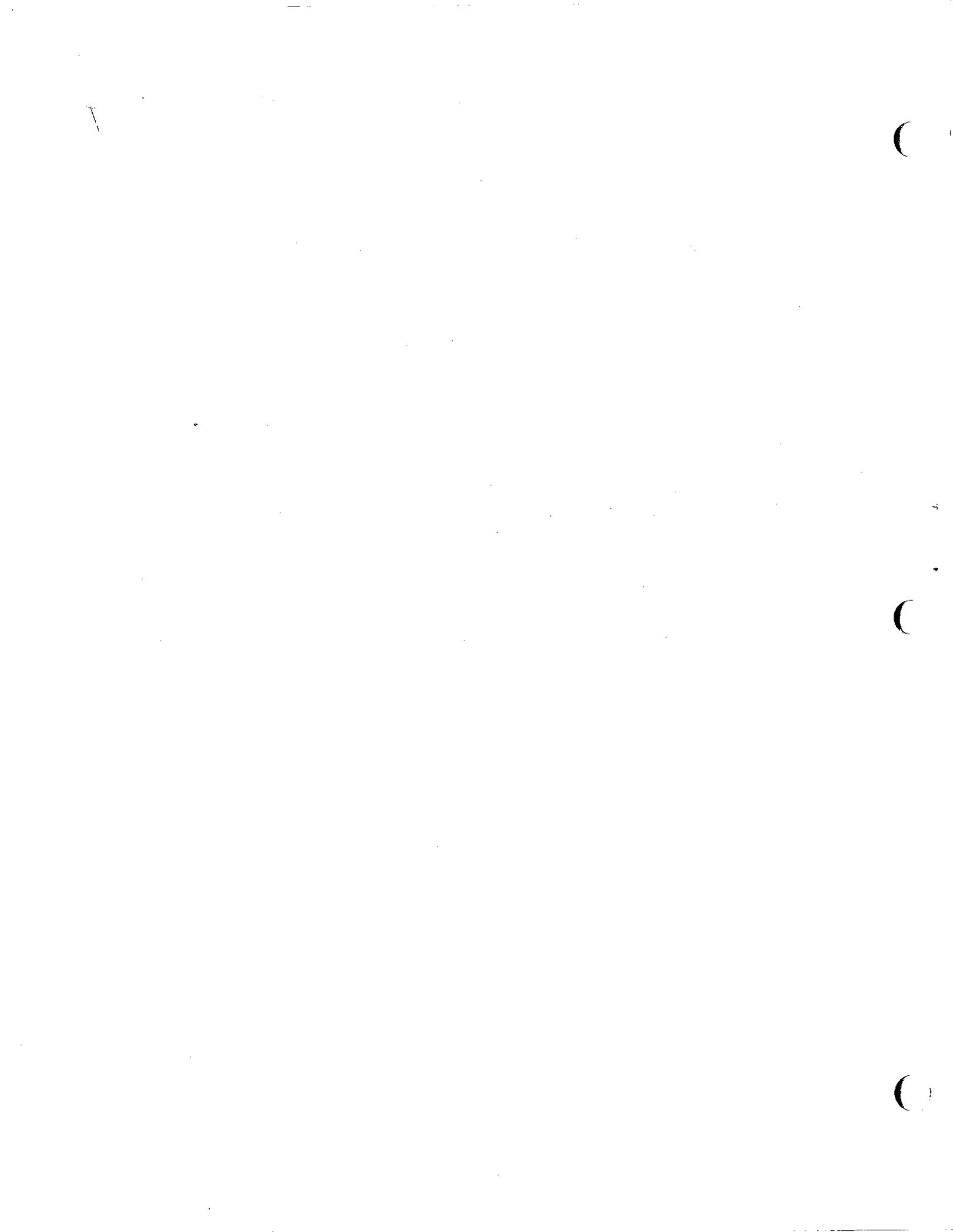
PIIN. An abbreviation of procurement instrument identification number (PIIN) which is used for identifying contractual documents and controlling MILSCAP transactions. (See DFARS, subpart 204.70.)

PRIMARY CONTRACT ADMINISTRATION OFFICE (PRIMARY CAO). The DoD Contract Administration Services (CAS) Component reflected in the "Administered By" block of the contract or the purchasing office when the "Administered By" block of the contract is blank.

PROVISIONING ORDER. A written notification to a contractor to deliver spare repair parts against a line item already contained in a contractual instrument. (Both delivery date and prices may be estimated on the order subject to later definitization on a supplemental agreement.)

PURCHASING OFFICE (PO). The office which awards or executes a contract for supplies or services.

X-OVERPUNCH. A punch in the 11th row, sometimes referred to as the X-row, of an 80 position record.



CHAPTER 1

ADMINISTRATIVE AND GENERAL

A. AUTHORITY

This manual is issued under authority of the Department of Defense (DoD) Directive 4000.25 (reference (a)).

B. PURPOSE

1. The Military Standard Contract Administration Procedures (MILSCAP) have been established to attain a greater degree of simplification, standardization, and automation in the processing of contract and contract related logistics and financial data.

2. This manual prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related information between and among DoD Components. This standardization action provides the basis for the DoD Components to design and implement compatible internal procedures for coding, transmitting, decoding, and using logistics information.

C. APPLICABILITY

The provisions of this manual apply to all Components of DoD on contracts assigned for contract administration to Defense Contract Management Districts (DCMDs). Federal Acquisition Regulation (FAR), subpart 42.2, establishes the policy for assignment of contract administration. All elements of DoD are encouraged to use these procedures, where possible, for those contracts not assigned for field administration.

D. POLICY

Under provisions of DoD Directive 4000.25 (reference (a)), it is the policy of the DoD that:

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1. MILSCAP shall be disseminated, as required, to the using levels of DoD Components. Supplemental procedures issued by DoD Components or other organizations are authorized when additional detailed instructions are required.

2. MILSCAP shall be implemented uniformly between DoD Components and at all levels within each DoD Component. Priority shall be given to the development and implementation of inter-DoD Component procedures before separate development and implementation of intra-DoD Component procedures.

a. Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

b. Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

E. RESPONSIBILITIES

1. Under provisions of DoD Directive 4000.25 (reference (a)), the Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) shall provide policy guidance, shall oversee MILSCAP, and shall direct implementation of and compliance with the Directive as it relates to MILSCAP. In carrying out this responsibility, the ASD(P&L) shall:

a. Approve the development of new MILSCAP assignments or revisions to existing assignments.

b. Provide the Defense Logistics Management Standards Office (DLMSO) with policy guidance concerning the design, development, documentation, and maintenance of MILSCAP procedures.

c. Review and approve DLMSO plans, priorities, and schedules for MILSCAP.

d. Introduce new system improvements and expansion of MILSCAP.

e. Approve or disapprove requests to use a system other than MILSCAP.

f. Resolve issues submitted by DLMSO concerning resources, policy, and requests for deviations or waivers from the use of MILSCAP.

2. The Chief, DLMSO, shall establish a system administrator for MILSCAP.

3. The DoD MILSCAP System Administrator shall:

a. Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the ASD(P&L) and to ensure the involvement of telecommunications planning in an integrated system design.

b. Recommend system improvements and additional policy, as required, during the development of procedures.

c. Develop, publish, and maintain this manual consistent with DoD 5025.1-M (reference (c)).

d. Evaluate and coordinate proposed system revisions with DoD Components and furnish a copy of all revision proposals to the ASD(P&L).

e. Resolve issues concerning procedural matters within 90 days after receipt of all comments from DoD Components. Issues affecting resources or policy shall be referred, together with the comments of the DoD Components and a recommendation by the DoD MILSCAP System Administrator, to the ASD(P&L) for decision.

f. Disseminate to ASD(P&L) a quarterly status review of all revision proposals that have not yet been approved for publication or, that if approved, have not been implemented.

g. Ensure compatibility of assigned systems. Coordination shall be effected, when appropriate, among system administrators for assigned systems, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Compatibility among these systems and groups shall be attained, when appropriate, before coordination with the DoD Components.

h. Ensure uniform implementation of this manual by:

(1) Reviewing all supplemental procedures issued by DoD Components to ensure continuing conformance of revisions to the approved system.

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(2) Reviewing implementation plans and implementation dates of DoD Components and making recommendations for improvements.

(3) Conducting periodic evaluations to determine effectiveness of the system.

(4) Conducting staff assistance visits of selected system segments to determine compliance with prescribed system requirements and to furnish clarification to ensure uniform interpretation of the requirements of the system.

(5) Reporting to ASD(P&L) the findings and recommendations of evaluations and staff assistance visits, along with the comments of the DoD Components concerned.

(6) Securing semiannually, from the DoD Components, status information concerning implementation of approved system revisions.

i. Review and evaluate curricula of DoD and other Defense Logistics Standard Systems (DLSS) participant training schools offering courses related to MILSCAP and make recommendations for improvements.

j. Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the DoD MILSCAP System Administrator. Unresolved problems and continued violations shall be referred to ASD(P&L) for resolution or corrective action.

k. Review and coordinate with DoD Components all requests for system deviations and exemptions and make appropriate recommendations to ASD(P&L) based on factfinding studies or analysis of accompanying justification.

4. The Heads of DoD Components and other participating organizations shall:

a. Designate an office of primary responsibility for MILSCAP to serve as the MILSCAP Focal Point. They shall identify to the DoD MILSCAP System Administrator the name of a primary and alternate focal point representative for MILSCAP to:

(1) Serve on the MILSCAP Focal Point Committee.

(2) Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedural aspects.

(3) Ensure continuous liaison with the DoD MILSCAP System Administrator and other DoD Components and participating organizations.

(4) Evaluate all suggested changes to MILSCAP that originate within the DoD Component or participating organization. Beneficial suggestions shall be evaluated initially by the focal point.

(a) If a suggestion is received by the DoD MILSCAP System Administrator directly for evaluation, it shall be forwarded to the appropriate DoD Component or participating organization focal point for review and evaluation.

(b) If the suggestion is considered worthy of adoption, the focal point shall submit a change proposal to the DoD MILSCAP System Administrator, stipulating specific narrative changes to the manual.

(c) Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

(5) Submit revision proposals to the DoD MILSCAP System Administrator with justification and expected benefits.

(6) Develop and submit to the DoD MILSCAP System Administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the DoD MILSCAP System Administrator.

(7) Participate in system staff assistance visits in coordination with the DoD MILSCAP System Administrator.

b. Implement approved systems and revisions thereto and provide the DoD MILSCAP System Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 workdays after 1 May and 1 November and shall begin with the publication of the approved system change.

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSCAP. In addition, furnish copies of initial training instructions concerning MILSCAP to the DoD MILSCAP System Administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the DoD MILSCAP System Administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the Defense Logistics Agency (DLA) with an open rider requisition using Standard Form (SF) 1, "Printing and Binding Requisition," and bulk distribution lists to cover all printed changes to this manual. The SF 1 will be sent to:

Headquarters, Defense Logistics Agency
ATTN: DLA-XPD
Cameron Station
Alexandria, VA 22304-6100

h. Ensure that operating activities supporting MILSCAP functions comply with this manual.

i. Furnish to the DoD MILSCAP System Administrator copies of supplemental and internal procedures, and changes thereto, relating to the operation of MILSCAP.

j. Report to the DoD MILSCAP System Administrator violations and deviations that arise during system operations.

F. FOCAL POINT COMMITTEE

1. Organization and Management. The MILSCAP Focal Point Committee shall:

a. Consist of representatives from the DoD Components and other participating organizations for MILSCAP.

b. Be chaired by the DoD MILSCAP System Administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the DoD MILSCAP System Administrator within 30 days.

2. Functions. The MILSCAP committee shall participate in the development, implementation, and maintenance of MILSCAP.

3. Focal Points. The following have been designated as the office of primary responsibility or focal point for MILSCAP matters within the following organizations (DSN is the Defense Switched Network):

Army	Commander U.S. Army Materiel Command ATTN: AMCAQ-I 5001 Eisenhower Avenue Alexandria, VA 22333-0001 (DSN 284-3169)
Navy	<i>Commanding Officer Fitting Out and Supply Support Assistance Center (FOSSAC) Systems Training Department ATTN: 07A-A3 P.O. Box 15129 Norfolk, VA 23511-0129 (DSN 565-1917)</i>
Air Force	Pricing and Contract Administration Division ATTN: SAF/AQCP The Pentagon, Room 4C251 Washington, DC 20330-5040 (DSN 225-9043)
Marine Corps	Commandant of the Marine Corps ATTN: HQMC-LBO Washington, DC 20380-0001 (DSN 226-1018)
DFAS	Deputy Director for Policy Defense Finance and Accounting Service ATTN: DFAS-FCC Washington, DC 20376-5001 (DSN 227-0528)
DLA	Director Defense Logistics Agency ATTN: DLA-PS Cameron Station Alexandria, VA 22304-6100 (DSN 284-7866)

4. DoD Components other than those shown in paragraph 3 should contact the DoD MILSCAP System Administrator:

Director
Defense Logistics Management Standards
Office
ATTN: DLMSO (DLA-LM)
6301 Little River Turnpike, Suite 230
Alexandria, VA 22312-3508
(DSN 284-4701 X404)

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

a. In addition to the front matter (Foreword, Table of Contents, Acronyms and Abbreviations, etc.), the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by numbers in brackets, and by lower case letters in brackets, in that order; for example:

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

{1} Subparagraph

{a} Subparagraph

c. Appendices are identified by alphabetic and numerics to indicate an alphabetic group, e.g., A1, A2.

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i.e., A1-, A2-, etc., followed by the page number of the appendix.

e. Reference to this manual in correspondence, messages, etc., will be shown by stating "MILSCAP" followed by the paragraph/subparagraph or appendix; for example, "MILSCAP, paragraph 5-C.2.a.(1)(a)."

2. Distribution of the Manual

a. DLA will distribute this manual and formal changes to a bulk distribution point within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

b. Requests for changes in the distribution list for this manual will be submitted by a DoD Activity to its DoD Component as follows:

Army	Commander U.S. Army Materiel Command ATTN: AMCAQ-I 5001 Eisenhower Avenue Alexandria, VA 22333-0001
Navy	Commander Naval Supply Systems Command ATTN: SUP 26A Washington, DC 20376-5000
Air Force	Pricing and Contract Administration Division ATTN: SAF/AQCP The Pentagon, Room 4C251 Washington, DC 20330-5040

Marine Corps	Commandant of the Marine Corps ATTN: HQMC-LBO Washington, DC 20380-0001
DFAS	Defense Finance and Accounting Service ATTN: DFAS-FCC Washington, DC 20376-5001
DLA	Commander DLA Administrative Support Center ATTN: DASC-PD Cameron Station Alexandria, VA 22304-6130
DoD Components other than those shown above	Director Defense Logistics Management Standards Office ATTN: DLMSO (DLA-LM) 6301 Little River Turnpike, Suite 230 Alexandria, VA 22312-3508

c. Copies of this manual may be obtained by DoD Activities through normal publication requisitioning channels of the Service/Agency involved; and by others through the Director, DLMSO.

3. Formal and Interim Changes

a. Formal changes (FC) to this manual will be published as needed. Each FC will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by bold italics.

b. Interim changes (IC) will be issued to publish emergency or other changes when there is insufficient time to publish a FC. Each IC will be incorporated in a FC without undue delay. Each IC will be numbered consecutively and will indicate the FC in which it will be incorporated. For example, the second IC to be incorporated in change 3 will be numbered "IC 3-2." The DoD MILSCAP System Administrator will distribute copies of each IC to the MILSCAP Focal Points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual will forward the proposal to their focal point.

2. If concurred with, the focal point will forward the proposed change to the DoD MILSCAP System Administrator:

Director
Defense Logistics Management Standards Office
ATTN: DLMSO (DLA-LM)
6301 Little River Turnpike, Suite 230
Alexandria, VA 22312-3508

3. In accordance with DoD Directive 4000.25 (reference (a)), the following information must accompany proposed changes to this manual when they are forwarded to the DoD MILSCAP System Administrator:

a. Proposed Concept/Rationale: A narrative description of the idea underlying the proposed change and an explanation of the need for the change. (The purpose of this information is to identify both the basic idea and/or problem and why it is a problem.)

b. Interface/Impact Requirements: Identify all known or potential impacts on the DLSS or other DoD logistics or financial systems. (The purpose of this information is to determine who should be involved with or be made aware of this proposal.)

c. Advantages/Disadvantages: Identify the known or potential advantages or benefits that are expected to result from the proposed change. Disadvantages, when known, should also be addressed.

d. Procedures: The proposed wording of the change for this manual and for any other publications that are affected by this proposed change.

4. The DoD MILSCAP System Administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the MILSCAP Focal Points.

a. Initiating Proposed MILSCAP Change Letters (PMCLs). Consecutively numbered PMCLs will be prepared for requests which demonstrate significant benefits. The PMCL will be forwarded to ASD(P&L), the participating Services/Agency, and the DoD System Administrators of other DoD Systems impacted by the proposed change. A minimum of 60 days will

be allowed for staffing. Information in regard to the establishment of an implementation date for the proposed change, if adopted, will also be requested. When required for evaluation of a proposal, the DoD MILSCAP System Administrator will request that the Services/Agency provide cost/benefit data with their responses. Nonreceipt of responses within the specified timeframes will result in the DoD MILSCAP System Administrator initiating followup correspondence with the nonresponding Service/Agency.

b. Receiving and Evaluating Service/Agency Responses.

(1) Proposed change letters not receiving complete Service/Agency concurrence will be scheduled for discussion/resolution at a subsequent meeting of the designated Service/Agency focal point representatives. The establishment of an effective date for the change, if adopted, may also be subjected to joint meeting for resolution.

(2) Issues which involve procedural matters will be resolved by the DoD MILSCAP System Administrator, normally within 90 days after the receipt of all comments from the participating Services/Agency.

(3) Matters affecting policy, together with the Service/Agency comments and a recommendation by (or from) the DoD MILSCAP System Administrator, will be referred to the ASD(P&L) for resolution.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the DoD MILSCAP System Administrator will, in coordination with the MILSCAP Focal Points, establish an implementation date for the change. Coordination will be effected through agreements reached during DoD MILSCAP Focal Point Committee deliberations or, in most cases, through letters to the MILSCAP Focal Points.

2. Effective Date. Following receipt and evaluation of DoD Component preferred implementation dates, the DoD MILSCAP System Administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the DoD MILSCAP System Administrator through release of an approved MILSCAP change letter (AMCL).

3. AMCLs. These will be numbered consecutively and are provided to formally notify system participants of approved changes. AMCLs may also

be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The DoD MILSCAP System Administrator will distribute copies of AMCLs to the MILSCAP Focal Points.

4. Implementation. DoD policy (see section D., above) requires full implementation of MILSCAP. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The DoD MILSCAP System Administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the ASD(P&L) for **resolution**.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components are authorized when additional detailed instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating Agencies.

1. Army:
 - a. Commodity Command Standard System Operating Instructions (CCSSOI) 715-100, Volumes 2 and 4.
 - b. CCSSOI 18-1-48 (MILSCAP File Guide).
 - c. Automated Data System Manual (ADSM) 18-R19JCI-ZZZ-UN-01.
2. Navy. No implementing procedures or instructions.
3. Air Force. To be determined.
4. DLA:
 - a. DLAM 4140.2, Volume III, Supply Operations Manual, Defense Depot Transportation and Supply Procedures (for mechanization of warehouse and shipment processing (MOWASP) system).
 - b. DLAM 4715.1, Standard Automated Materiel Management System (SAMMS), Manual of Operating Procedures for the Contracting Subsystem.

c. DLAM 8000.3, Mechanization of Contract Administration Services (MOCAS) Users Manual for Contract Administration.

K. QUARTERLY STATUS REVIEW

The DoD MILSCAP System Administrator will disseminate the Quarterly Status Review required (see paragraph E.3.f., above) by DoD Directive 4000.25 (reference (a)) within 2 weeks of the close of the quarter. The review will be in two parts; one for open proposals in process and another for approved changes which have not been implemented.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS: DD-P&L(Q&SA)1419)

1. Purpose and Report Control Symbol (RCS). DoD Directive 4000.25 (reference (a)) requires the DoD MILSCAP System Administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating Agencies, on a semiannual basis, status information concerning implementation of approved MILSCAP revisions. The reporting requirement ends after a status of "fully implemented" throughout the Component is provided. The purpose is to identify and resolve problems prior to the effective date of the AMCL. The Directive assigned RCS: DD-P&L(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

- a. Title - Semiannual Implementation Status Report.
- b. Report Control Symbol - RCS: DD-P&L(Q&SA)1419.
- c. As of Date - 1 May or 1 November.
- d. Approved MILSCAP Change Number.
- e. Effective Date - As indicated on the AMCL.

3. Due Date. The report must be forwarded to the Director, Defense Logistics Management Standards Office, ATTN: DLMSO (DLA-LM), to arrive within 15 working days of the "as of" date of the report.

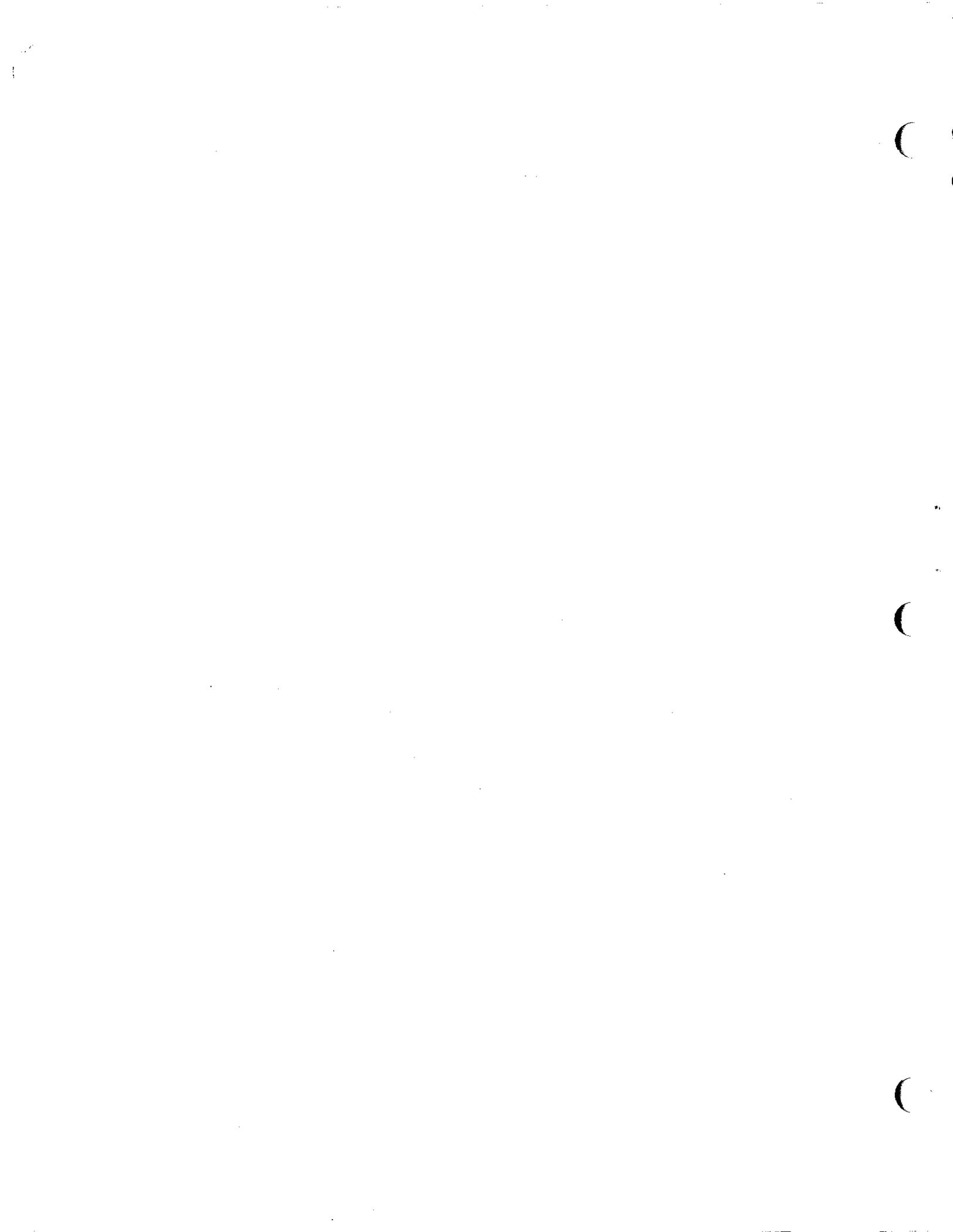
M. NONCOMPLIANCE WITH PRESCRIBED MILSCAP PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSCAP related problems are unsatisfactory, the activity having the problem will request assistance from its MILSCAP focal point. The request will include copies of all correspondence pertinent to the problem. The focal point involved will take the necessary action to resolve the issue or problem. Necessary action may include requesting assistance from the DoD MILSCAP System Administrator, who will follow the prescribed procedures (see section E., above).

N. ADDRESSEE FOR MILSCAP DATA

1. MILSCAP data should always be transmitted to the automatic data processing (ADP) activity servicing the prescribed recipient. The MILSCAP transaction recipient and the ADP activity servicing the recipient may not be the same point. The ADP points for contract administration offices (CAOs) are published in the "DoD Directory of Contract Administration Services Components," DLAH 4105.4 (reference (l)).

2. If MILSCAP data are received by the wrong activity, reasonable effort should be made to reroute the data to the correct activity. Automatic Digital Network (AUTODIN) Operating Procedures, JANAP 128, (reference (k)) will be used for rerouting data over AUTODIN. If the correct activity cannot be determined for electrically transmitted or mailed messages, return to the sender with appropriate remarks.



CHAPTER 2

SYSTEM CONCEPT

A. GENERAL

1. This chapter introduces the procedures which support, through automated means, functions involved in contract administration and contract management. Under the authority contained in DoD Directive 4000.25 (reference (a)), this manual implements the following:

a. Certain policy provisions published in the FAR (reference (d)) and in the DoD Federal Acquisition Regulation Supplement (DFARS) (reference (e)).

b. Standard data elements (authorized by DoD 5000.12-M (reference (f))) and logistics data elements covered by the Logistics Data Element Standardization and Management Program (implemented by DoD 4000.25-13-M, (reference (g))).

2. In the event that the MILSCAP manual conflicts with the above publications, the provisions of the FAR, DFARS, or the Data Standards Manual will govern. Any such conflict should be reported to the DoD MILSCAP System Administrator.

3. Detailed procedures are contained in subsequent sections of this manual. The material in this chapter is necessarily broad and intended to provide a perspective of the overall program.

B. PROVISIONS

1. The MILSCAP program uses automated data processing equipment and high-speed data transmission, thus permitting automation of the exchange of procurement and contract administration data.

2. All MILSCAP transactions are transmitted through the AUTODIN network to automated systems at purchasing offices, inventory control points, field contract administration activities, and finance and accounting offices.

C. OVERALL SYSTEM DESCRIPTION

1. This manual describes the external flow of selected contract, production, delivery, and financial information between field contract administration organizations and activities performing a broad range of procurement, materiel management, and financial accounting functions.

2. This description is intended to present purchasing offices (POs), CAOs, inventory control points (ICPs), project managers (PMs), and financial accounting offices with a picture of the external procedures prescribed in this manual. An understanding of the external system will enable these activities to assess the impact of MILSCAP on their internal operating systems and to assimilate and use the products of MILSCAP. The proper use of these products will permit improvements at all levels by providing: (1) standard formats, data elements, and codes for capturing key contract data from procurement instruments, (2) standard procedures for forecasting and reporting deliveries, and (3) automated contract payment notifications for input into allotment and obligation status records.

a. After contracts have been signed, the PO will forward contract abstract record formats to the CAO for use in establishing the CAO master contract file. As later contract modifications occur, such as changes in shipping instructions and definitization of prices, contract modification abstract record formats must also be forwarded by the PO for updating the CAO master contract file. (In instances where the CAO initiates the modification, the flow of the contract modification abstract records is reversed.)

b. When material is shipped, the CAO advises the PO, the ICP, or the PM (as designated in the contract) by means of the Shipment Performance Notice (SPN). This permits an updating of due-in asset and intransit records at the PO or ICP level. If acceptance is to be accomplished at destination, the CAO advises the consignee of this fact by the Acceptance Alert (A/A). The receiving installation reports acceptance or rejection of material by the Acceptance Report (A/R) which forms a basis for payment of the contractor invoice by the CAO. If for any reason delivery will not be made on time by the contractor, a Revised Delivery Forecast (RDF), citing a reason for the delay and forecasted delivery date, will be sent to the PO for posting of due-in records.

c. As payments are made to a contractor, the CAO notification of such expenditures to finance and accounting activities consists of the Contract Payment Notice (CPN). These data formats are used by the

recipient to update automated obligation and allotment accounting records and reduce accounts payable.

d. The Contract Completion Statement (CCS) is utilized by the CAO to advise when a contract is closed. The reasons for delayed closing and an estimated date of closure are reported by means of the Unclosed Contract Status (UCS) record format.

D. RELATIONSHIP OF CERTAIN FAR AND DFARS PROVISIONS TO MILSCAP

1. The procurement and contract administration functions are benefited and facilitated by those FAR and DFARS provisions which standardize forms, criteria, and numbering. These standardization actions were a prerequisite to the efficient functioning of MILSCAP. DFARS coverage directly relating to MILSCAP is:

a. Uniform procurement instrument identification numbering procedures. This standard number structure provides a basis for integrated management of all DoD procurement instruments and furnishes an effective common reference point in all communications involving such instruments. Also, this uniform structure, when introduced into ADP systems, permits economical and efficient control of contracts at all logistics levels. (See DFARS, subpart 204.70.)

b. Standard techniques for contract line item and exhibit line item numbering. This uniform numbering scheme facilitates use of ADP by permitting establishment and control of automated records for each item of supply or service on procurement instruments. (See DFARS, subpart 204.71.)

c. *Various and sundry inspection and receiving formats were* standardized in the DD Form 250, "Material Inspection and Receiving Report." Deviations from the form are prohibited; placement of data is standardized; nonessential data or data already available in other documentation is reduced; automatic preparation of the form is facilitated. Under MILSCAP, DD Form 250 data is captured once and, through the SPN transaction, made available to all activities needing the data, thus precluding several expensive keying operations at different installations. After implementation of the SPN, excessive distribution of copies of the form is to be reduced and controlled. (See DFARS, appendix F.)

d. Uniform contract/award and modification documents. Standardization of formats and content of procurement instruments facilitates the transfer of contract administration data without misinterpretation and permits keying directly from the instruments without the need for coding and transcribing operations and capturing data in automated form simultaneously with preparation of the contract. This same automated contract data provides input to files of the materiel manager, the CAO, and potentially, the contractor. (See DFARS 213.505-70 for DD Form 1155, "Order for Supplies or Services," and FAR, part 53, for standard forms.)

2. A greater amount of detail concerning the above subjects can be obtained by direct reference to appropriate sections of the FAR and DFARS.

E. MILSTRIP, MILSTRAP, AND MILSTAMP INTERFACES

1. Current objectives and developments of the DoD tend toward designing standardization information systems through the building block approach, i.e., each block capitalizing on the uniformity of elements established by the other. Standardization permits the integration of various information systems whereby the data output of one system is the input to another.

2. Much of the data in MILSCAP directly relates to the information requirements established by other DoD standard data systems. MILSCAP interface with MILSTRIP (reference (h)), MILSTRAP (reference (i)), and MILSTAMP (reference (j)) includes:

a. When the contract involves requisitions, the end user's requisition number (prescribed in MILSTRIP) is forwarded to the CAO in the contract abstract record formats. This standard 15-position MILSTRIP requisition number is perpetuated on the DD Form 250 to permit the customer to correlate the original requirement to the delivery. In addition, the MILSTRIP requisition number (as an option) is perpetuated in the MILSCAP SPN record format and enables the inventory manager or purchasing office to clear its record and to prepare shipment status required by MILSTRIP.

b. The procurement instrument identification number (PIIN) reflected on delivery documents is the number used by storage activities in preparing the MILSTRAP materiel receipt transaction. The due-in records of an ICP can thus be cleared by matching the PIIN and the

contract line item number (CLIN) common to the due-in records and transactions.

c. Data in the contract abstract records, such as the requisition number, are used by the CAO in performing the traffic management function and enable preparation of the MILSTAMP Transportation Control and Movement Document (TCMD), when required.

3. The evolution of standardized and integrated logistics data systems, is a continuing process; therefore, the development of other new systems, improvement to existing systems, and the expansion of MILSCAP are to be anticipated.

F. TECHNIQUE FOR TRANSMITTING AMOUNTS AND QUANTITIES WHICH EQUAL OR EXCEED ALLOTTED DATA FIELD

1. When the positions in contract abstracts which are allotted for amounts (other than unit price) and quantities are not sufficient to allow for the total amount/quantity, two transactions will be required to be submitted. Both transactions will be identical except for the amount fields. (This technique does not apply to the Unit Price data field.)

a. Amount fields that exceed \$99,999,999.99.

(1) Transaction Number One: This transaction will contain, in the amount field, the right positions (including cents) of the amount with an X-overpunch in the tenths (second position from the right of the field).

(2) Transaction Number Two: This transaction will contain the remaining positions to the left of the 10 positions posted in transaction number one and will be prefixed with zeros with a "T" in the high order position of the field.

b. Example for amount of \$78,987,654,321.00 (in a 10 position field).

(1) Transaction Number One: 8765432100.^X

(2) Transaction Number Two: T000000789.

c. The Amount data fields (except Unit Price) shown in appendix A20 use this technique.

CHAPTER 3

ABSTRACTS OF CONTRACTS

A. GENERAL

1. This chapter provides uniform procedures for the preparation and use of contract abstracts, including the individual data elements, codes, and record formats.

2. The abstract is a data representation of a contractual procurement instrument and is comprised of a series of 80 position transactions. The abstract contains key elements of administrative, line item, and delivery data extracted from contractual documents into an electronically processable format.

3. The standard 80 position transactions permit an interchange of data between and among the Services/Agency in a uniform manner, thereby producing greater accuracy of data in contract files and more reliable management products.

B. ABSTRACT OBJECTIVE AND USES

1. An objective in abstract preparation is source document automation (i.e., system printed documents), whereby all the data necessary to print the contract is entered into the computer. Simultaneously with the preparation of the contractual document, the computer prepares the abstract. Where this practice is not feasible, the abstract will be generated directly from the data base or keyed directly from the source document.

2. The abstract data are processed electronically and are used by the PO or inventory manager (IM) in support of:

- a. Due-in assets systems.
- b. Procurement status and history files.
- c. MILSTRIP status reporting.
- d. MILSTRAP pre-positioned receipt system.

- e. Finance and accounting records.
 - f. Management statistics.
3. CAOs use the abstract data in support of:
- a. Master contract file records.
 - b. Suspense for receipt of hard copy documents.
 - c. Work assignments in property administration, production, quality assurance, and transportation.
 - d. Voucher examination.
 - e. Management statistics.

C. INCLUSIONS AND EXCLUSIONS

1. The contractual procurement instruments to be abstracted under MILSCAP are contracts, purchase orders, delivery orders, and calls. Exhibits related to any of the aforementioned are also **referenced in the abstract**. The term "contract" is used throughout this chapter to convey this all inclusiveness.

2. Those contractual procurement instruments excluded from the abstracting process are basic ordering agreements, blanket purchase agreements, and indefinite delivery contracts. Information from these instruments required for internal systems may be extracted locally, as necessary.

D. CONTRACTUAL DOCUMENTS

The contractual documents from which elements of data are abstracted include the DD Form 1155, Order for Supplies or Services; SF 26, Award/Contract; SF 33, Solicitation, Offer, and Award (when used as an award); Optional Form (OF) 336, Continuation Sheet; and SF 30, Amendment of Solicitation/Modification of Contract, as applicable.

E. INITIATION AND DISTRIBUTION OF CONTRACTS AND ABSTRACTS

1. The PO will prepare contracts in accordance with FAR and DFARS instructions and will provide copies thereof to the CAO in accordance with distribution instructions in FAR subpart 4.2. and DFARS subpart 204.2.

2. The office issuing the hard copy contract is responsible for initiating the abstract and transmitting the abstract to the contract abstract recipient ADP point. For contracts issued by a PO, the contract abstract recipient is always the primary CAO activity reflected in the "Administered By" block, as modified, of the basic contract. When authority has been assigned to the CAO to issue calls or orders, the abstract recipient is the activity (PO, IM, or PM) which authorized the CAO to issue the contract. It is the responsibility of the office delegating PO responsibility to a CAO (i.e., authorizing the CAO to issue calls/orders) to indicate in the letter of delegation both the abstract recipient and the PO, IM, or PM who is to receive the MILSCAP delivery transactions.

3. Abstracts will be forwarded within two workdays after contract execution without awaiting the reproduction and distribution of the hard copy.

4. When the contract contains MILSCAP data elements that are classified, these data elements will not be abstracted and only the unclassified data will be transmitted in the abstract. A "9" in position 61 of the PAA transaction indicates "partial abstract - see contract." The contract containing the classified data will be forwarded in accordance with existing security regulations.

F. STRUCTURE OF THE ABSTRACT

1. The abstract records are described in appendices C1 through C8. These records will be used to abstract contract data. The data element fields of the record formats are arranged sequentially by record position.

2. The abstract consists of four sections of information representing four levels of contract data as described below:

a. Administrative Data - Administrative Data Record Number 1 (DI code PAA) and Number 2 (DI code PAB) will reflect information

relative to the overall contract. Therefore, the control field for contract level data is PIIN and Supplementary PIIN (SPIIN).

b. Accounting Classification Data - The Accounting Classification Record (DI code PAC) and Trailer Record (DI code PAD) reflect the accounting classification with the appropriation and limit/subhead placed in fixed locations.

(1) The Accounting Classification Reference Number (ACRN) is a two position alphanumeric control code assigned (in accordance with DFARS 204.7107) to each accounting classification used in a single contract. The ACRN will be shown as a detached prefix to the accounting classification on the contract. The ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedule Data Record, and the Services Line Item Data Record with the appropriate long line accounting classification. The ACRN is also used to associate the various record formats of the Contract Payment Notice segment of this manual. The control fields for accounting classification data are ACRN within PIIN. All dollar figures in MILSCAP are U.S. dollars.

(2) It will be necessary to provide identification of accounting information that is not related to a CLIN or an Exhibit Line Item Number (ELIN), when this identification is required by the recipient of the CPN. If the contract authorizes contingent services for which the contractor may be reimbursed and no CLIN/ELIN is established, a Special Reimbursable Provision indicator will be entered in the Accounting Classification Trailer Record to identify the accounting classification to be charged for each Special Reimbursable Provision. If an amount has been obligated for these contingencies (i.e., not a variance), it will be included with the amount for the line item also chargeable to the accounting classification. Multiple PAD records may accompany any PAC record.

c. Line Item Data - Line item data is segregated into two areas as follows:

(1) Supplies Line Item Data Record Number 1 (DI Code PAE) and Number 2 (DI Code PAF) pertain to items of supply, as differentiating from services, and reflect such information as stock number, purchase unit, price, noun, procurement quality assurance, acceptance points, etc.

(2) Services Line Item Data Record (DI Code PAH) pertains to services on contracts, as differentiating from supplies, and reflects such information as short description of the service, completion date,

dollar amount, etc. Some examples of service line items are engineering services; research and development services; training services; DD Form 1423, Contract Data Requirements List, data items; and testing services. Services line items normally cover one lot of services at one location (delivery destination) and are to be paid for as one lot. When the services being procured are to be accomplished at several locations and/or payment is on the basis of the level of effort (e.g., hours expended per month), such items should be defined on Supplies Line Item Data Records with Supplies Schedule Data Record for each unit of services against which payments are to be made.

(3) The control fields for supplies line item level data are PIIN, call/order number, and CLIN/ELIN; for services line item level data the control fields are PIIN, call/order number, CLIN/ELIN, ACRN, and completion date.

(4) For those contract line items that do nothing more than reference an exhibit in the contract, only the DI Code PAE is required. In these instances, the DI Code PAF and the Supplies Schedule Data Record (DI Code PAG) will not be furnished.

(5) For those CLINs or ELINs which do contain sublines, the following applies:

(a) Contract and exhibit subline items that reflect a numeric suffix are established for informational purposes only and MILSCAP records will not be created therefor.

(b) Contract and exhibit subline items that bear an alphabetic suffix are established for separate reporting by MILSCAP records; therefore, when the contract contains CLIN or ELIN sublines, the applicable MILSCAP records (DI Codes PAE, PAF, PAG, PAH, PJJ, and PJR) will be at the subline level. The associated contract or exhibit line serves only as a common denominator for the accumulation of management data by the procuring activity. No data will be transmitted for this associated contract or exhibit line item.

(6) For exhibit line and subline items on DD Form 1423 MILSCAP records will be created only if the DD Form 1423 indicated that a DD Form 250 is required.

d. Destination and Schedule Data - The Supplies Schedule Data Record format (DI Code PAG) reflects information relative to destination and delivery date level. This record format includes such information as ship-to, mark-for, delivery date, ACRN, and MILSTRIP data required for

DD Form 250 and MILSTAMP purposes. The control fields for destination and schedule level data are PIIN, CLIN/ELIN, ship-to, mark-for, delivery date, and MILSTRIP document number, when used. These elements make up most of the format; therefore, the entire record shall be considered control for the purpose of making changes.

G. TAILORING OF ABSTRACTS

All contracts will normally require the preparation of Administrative Data Record Number 1 and Number 2 and the Accounting Classification Record and Trailer. Additionally, all contracts will normally require either Supplies Line Item Data Record Number 1 and Number 2 along with their relatable Supplies Schedule Data Records or it will require Services Line Item Data Records. In some cases, a contract will require both Supplies and Services Line Item Data Records. The Kind of Contract code will be used which best describes the predominant feature of the contract. The codes shown on the next page are intended to be used only as an aid in editing an abstract.

<u>Kinds of Contracts</u>	<u>Kind of Contract Code, APP A7</u>	<u>Admin. Data Records #1 and 2</u>	<u>Acctg. Classif. Record & Trailer</u>	<u>Supplies Line Item #1 & 2 & Sched. Data Record</u>	<u>Services Line Item Data Record</u>
Supply Contracts and Priced Orders	1	X	X	X	When Applicable
Research & Development Contracts	2	X	X	When Applicable	X
Systems 1/ Acquisition Contracts	3	X	X	When Applicable	X
Maintenance Contracts	5	X	X	When Applicable	When Applicable
Service Contracts	6	X	X	When Applicable	X
Facilities Contracts	7	X	When Applicable	When Applicable	X
Undefinitized Letter Contracts	8	X	X	When Applicable	When Applicable
Unpriced BOA Orders	9	X	When Applicable	When Applicable	When Applicable
Other	0	X	When Applicable	When Applicable	When Applicable

¹ Code 3, Systems Acquisition Contracts, includes both ADP systems and weapons systems contracts.

H. ABSTRACT FORMATS

1. There are eight record formats that can be included in the contract abstract. The formats, record positions, field legends, and instructions for field entries are contained in appendix C. The applicable codes for use in the abstract are contained in appendix A. Abstract validation criteria are contained in appendix E. The abstract originator is responsible for validating abstract data.

2. Additional record formats, data elements, or codes may be used to satisfy local needs; however, such data will not be transmitted.

I. ACKNOWLEDGMENT/CANCELLATION

1. An Abstract Acknowledgment Record (DI Code PFK) will be generated by the abstract recipient upon receipt of each contract abstract. This will serve to confirm receipt of a basic abstract (PA_ records only) by the recipient and will be transmitted to the originator of the contract abstract within five workdays from abstract submission date. Confirmation not received within seven workdays may be subject to followup via message, advising that the acknowledgment has not been received for contract number _ _ _ _.

2. To cancel a previously submitted abstract, or withdraw an abstract where the data entries are erroneous to the extent that the abstract originator desires to start over, the Abstract Cancellation Record (DI code PEK) will be used. Internal procedures will be utilized to back the related abstract records out of the applicable internal systems. This method does not apply to contract modifications and can be initiated only by the originator of the abstract. The recipient of the request for canceling an abstract will provide a DI code PFK to indicate that the original abstract has been deleted from their files. It should be noted that the cancellation acknowledgment must be received before a new abstract can be sent.

3. The data format for both the Acknowledgment and Cancellation Records, which are differentiated by DI codes, is as shown in appendix C9.

J. EXEMPTIONS/EXCLUSIONS

The abstract segment of MILSCAP is operational between selected purchasing offices, and the Defense Contract Management Districts (DCMDs). The participants are listed in appendix K.

CHAPTER 4

ABSTRACTS OF CONTRACT MODIFICATIONS

A. GENERAL

1. This chapter prescribes procedures for abstracting modifications (provisioned item orders (PIO) will be treated and numbered as modifications) to a contract. Contract modification is defined in FAR, subpart 43.1, as "any written change in the terms of the contract." This definition includes changes to the specification, delivery point, rate of delivery, contract period, price, quantity, or other contract provisions of an existing contract whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes: (i) bilateral actions such as supplemental agreements, and (ii) unilateral actions such as change orders, orders for provisioned items, administrative changes, notices of termination, and notices of the exercise of a contract option.

2. The above definition covers all additions, deletions, or changes to the contract involving elements of data found in the contract abstract. This includes amending or supplementing instructions and agreements such as initial (follow-on) shipping instructions, amended shipping instructions, exhibits to contracts, and modifications to provisioning orders. Contract modifications will be numbered in accordance with the provisions of DFARS 204.7004.

3. MILSCAP also includes a clerical correction procedure. This procedure allows for the addition of contract data that was omitted from the abstract, and of the correction of erroneous contract data that was included in the abstract. Clerical corrections are further discussed in section G., below.

4. The format for modification abstracts and error correction abstracts is shown at appendix C10.

B. SOURCE DOCUMENTS

SF 30, Amendment of Solicitation/Modification of Contract, is the form authorized for use in modifying contracts (including purchase and

delivery orders entered on DD Form 1155). OF 336, Continuation Sheet, is authorized for use with the SF 30.

C. VALIDATION AND DISTRIBUTION

1. The office issuing the hard copy contract modification is responsible for initiating and transmitting the abstract to the modification abstract recipient ADP point. Modification abstract validation criteria are contained in appendix E. The modification abstract originator is responsible for validating the abstract data. For contract modifications issued by the purchasing office, the modification abstract recipient is always the CAO activity reflected in the "Administered By" block, as modified, of the basic contract. For contract modifications issued by the CAO the modification abstract recipient varies:

a. On calls and orders issued by the CAO, if the CAO issues a modification, the abstract recipient will be the same as recipient of the call/order abstract, as provided for in appendix C2, position 64-69; however, if another office modifies the call/order, then the abstract recipient will be the CAO.

b. For modifications issued by the CAO, the recipient of the modification abstract is the office who initiated the original contract abstract unless the requirement(s) for the modification is initiated by another activity, in which case the other activity becomes the abstract recipient for that particular modification abstract. This means that for supplemental agreements definitizing PIOs, the abstract recipient is the activity which has been assigned item management responsibility for the items of supply being procured. Further, a supplemental agreement or other modification issued by the CAO and which relates to a PIO cannot encompass PIOs issued by more than one activity.

2. The modification abstract will consist of the following records:

a. A Modification Header Record reflecting information contained in the header portion of the SF 30. For continuity and control purposes, the header record will be furnished between the PO and primary CAO and the disbursing office designated in the contract, if different, for all modifications whether or not the change affects the abstract. The format for the Modification Header Record is shown at appendix C10.

b. When a modification reflects a transfer of a contract between POs, the Modification Header Record (DI Code PB1) will indicate the identity code of the PO from which the contract was transferred and the PBA record will indicate the identity code of the gaining PO. The Issue By field of the PB1 and PBA records will be used for this identification purpose. In addition, a "D" in position 61 of the Modification Header Record will indicate a transfer of the PO function to the activity identified in the associated PBA record. When a modification reflects a transfer of a contract between CAOs, the Modification Header Record (DI Code PB1) will indicate the identity code of the CAO from which the contract was transferred and the PBA record will indicate the identity of the gaining CAO. The Administered By fields of the PB1 and PBA records will be used for this identification purpose. In addition, an "E" in position 61 of the Modification Header Record will indicate a transfer of CAO assignment to the activity identified in the associated PBA. The transfer of supporting records between CAO activities will be negotiated at the time of each transfer.

(1) When a contract modification is created due to a hard copy documentation error detected by the initiator prior to abstract transmission, the initial abstract will be revised to reflect correction made by the hard copy modification and transmitted to the recipient ADP point. The modification abstract will consist of only the PB1 to account for the hard copy modification. An "F" in position 61 of the Modification Header Record will indicate correction of a hard copy error.

(2) In the event the Modification Header Record contains a "P" or "Q" in position 61, the affected abstract records indicated in subparagraph c., below will be provided. If the Modification Header Record contains a "T" or "X" in position 61, no other records are required until the termination notice processing has been completed and an SF 30, "Amendment of Solicitation/Modification of Contract," is issued with the concurrent coding of "U" in position 61 of the Modification Header Record.

(3) For obligation adjustments subsequent to physical completion of a contract in accordance with MILSCAP contract closing, an "R" will be entered in position 61 to represent repricing, recosting, renegotiation, etc. If the Modification Header Record contains an "R" in position 61, only PBA, PBB, PBC, PBD, and PBE, as applicable, are required in association with the PB1. The "R" in position 61 will enable supporting systems to allow for an unmatched condition and set up new obligation positions.

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c. For other than subparagraph b., above, a set of records of the applicable contract abstract series as described in chapter 3. The abstract records will contain the SPIIN modification number, the control fields and DI codes listed below, and the changed, added, or deleted information entered in the same field(s) prescribed for the given elements of data in the basic contract abstract. (In the event the Modification Header Record contains a "P" or "Q" in position 61, the affected abstract records will be provided. If the Modification Header Record contains a "T" or "X" in position 61, no other records are required until the termination notice processing has been completed, and an SF 30 is issued with the concurrent coding of "U" in position 61 of the Modification Header Record.)

<u>ABSTRACT RECORD</u>	<u>MOD DI CODE</u>	<u>CONTROL ELEMENTS</u>
Administrative Data Record #1	PBA	PIIN and Call/Order Number
Administrative Data Record #2	PBB	PIIN and Call/Order Number
Accounting Classification Record	PBC	PIIN, Call/Order Number, and ACRN
Accounting Classification Trailer	PBD	PIIN, Call/Order Number, and ACRN
Supplies Line Item Data Record #1	PBE	PIIN, Call/Order Number, and CLIN/ELIN
Supplies Line Item Data Record #2	PBF	PIIN, Call/Order Number, and CLIN/ELIN
Schedule Data Record	PBG	The entire record (except quantity and basic CLIN for exhibit)
Services Line Item Data Record	PBH	PIIN, Call/Order Number, CLIN/ELIN, ACRN, and Completion Date

D. CHANGING NONCONTROL DATA

1. When one or more fields of the abstract are to be changed, enter the control data listed above, the changed (new) noncontrol data in their proper field locations, and the appropriate document identifier (DI) (for modifications) as listed above. Those fields which are not being changed should be left blank. If it is desired to delete (blank) a field containing significant data, alphabetic "Xs" will be entered in the complete field. The DI, the PIIN, and the SPIIN identify the record as being a modification. The format of the modification abstract is the same as that of the basic contract abstract.

2. This method of abstracting noncontrol data changes permits the use of the overlay technique for updating master contract records whereby a given record is located through comparison of control elements and the changed (new) information replaces the current (old) information while the remainder of the record remains unchanged.

3. The overlay technique described in paragraph D.1., above, will be used for changing all noncontrol data except for increasing or decreasing quantities and amounts (not unit price) on modification and error correction abstracts. When quantities and amounts are being changed, the net increase or decrease in each affected record will be transmitted (when a decrease is involved; an X-overpunch will be inserted in the last position of the field). When changing an estimated quantity or amount, an X-overpunch is required in the first position of the field. When definitizing an existing estimated quantity or amount, zero fill the quantity or amount field; omit the X-overpunch. This technique applies to the quantities and amounts in the Administrative Data Record Number 2, Accounting Data Classification Trailer, Supplies Line Item Data Record Number 1, Supplies Schedule Data Record, and Services Line Item Data Record.

E. CHANGING CONTROL DATA

1. Where there is a requirement to change control data other than PIIN or CLIN/ELIN, duplicate the entire 80 position record (except for DI code) containing the old control data and utilize the deletion/reversal technique, i.e., X-overpunch position 10 which is the decade position of the fiscal year in the structure of the PIIN. The applicable DI code for modification will be used.

2. Prepare a record with the new control data, filling in all other fields to complete the record and utilizing the technique for addition of data records, i.e., X-overpunch in position 11, which is the units position of the fiscal year in the structure of the PIIN. The applicable DI code for modification will be used.

3. The first record having the deletion/reversal X-overpunch in position 10 will serve to delete the record having the old control data. The second record having the addition X-overpunch in position 11 will serve to establish a record having the new control data. The most common use of this method will be to update delivery schedules with shipping information and amend schedules to change destination and add MILSTRIP data.

4. On the infrequent occasions when a modification changes the PIIN, call/order number, or CLIN/ELIN, a message will be used indicating the PIIN of the modification and information relative to the following situation, as applicable:

a. The old PIIN and call/order number changed to a new PIIN and call/order number.

b. The current PIIN and call/order number and old CLIN/ELIN changed to a new CLIN/ELIN.

c. The old PIIN, call/order number and CLIN/ELIN changed to a new PIIN, call/order number and CLIN/ELIN.

F. ADDING OR DELETING DATA

1. A contract modification requiring the addition of a new record to the abstract or deletion of an existing record without further replacement, will utilize the same procedures and X-overpunch techniques prescribed in section E., above, for deleting and adding data.

2. This method will be used for deleting specific records in an abstract and will not be used to delete or retire an entire contract abstract. Contract completion will normally serve to retire a contract abstract.

G. UNSOLICITED SUBMISSION OF OMITTED AND/OR CORRECTION OF ERRONEOUS DATA

1. Data errors discovered by the initiator after transmission of the abstracts (these are errors in which the contractual documentation is correct; however, the abstract record is in error; therefore, contract modification is not required) and cases of stock list changes, i.e., going from non-NSN to national stock number (NSN) (if FAR or DFARS does not require a contract modification) may be corrected/changed by submission of abstract records containing an "E" in the second position of the MILSCAP DI code. PE_ transactions can be prepared only by the initiator of the contract abstract or, in the case of modifications, the initiator of the modification abstract. In the event a PE_ transaction is used to correct/change a modification (PB_) abstract the same modification number that was reflected in the PB_ transaction will also be cited in the PE_ transaction.

2. Unsolicited PE_ transactions involving other than control data must contain all of the required control elements. Only the noncontrol elements being changed must be filled and these fields, except for quantity and amount, establish/replace/overlay their respective fields. Quantity and amount (excluding unit price) are net increase/decrease, plus or minus, (see section D., above). The net increase/decrease is the difference between the source document, i.e., contract or modification, and previously submitted transactions for the same document.

3. Unsolicited Transactions Involving Control Data.

a. All errors, control and noncontrol data, associated with abstracts containing PIIN/SPIIN/CLIN/ELIN control errors will be corrected by message form. Messages correcting PIIN/SPIIN and CLIN/ELIN errors will cite the old PIIN/SPIIN and CLIN/ELIN (if CLIN/ELIN changes) and the new PIIN/SPIIN and CLIN/ELIN (if CLIN/ELIN changes). The PIIN/SPIIN/CLIN/ELIN correction will be a one line **from** and **to** change which will be applicable to all contract abstract records in error. Whenever both PIIN/SPIIN/CLIN/ELIN and other errors occur together, all PE_ transactions will contain the corrected PIIN, SPIIN, CLIN/ELIN.

b. Control data errors other than the above will be corrected in the normal PE_ transaction mode, by preparing an exact duplicate of control elements contained in the original record except for entering an "E" in the second position of MILSCAP DI code and the reversal/deletion X-overpunch in position 10 to delete the old record. A record with the correct control data will be prepared containing an "E" in the second

position of the MILSCAP DI code, the remainder of information to complete the full record and an X-overpunch in position 11 as a designator to add the new record.

H. EXEMPTIONS/EXCLUSIONS

Chapter 3, section J. also pertains to the exemptions/exclusions provision of this chapter.

CHAPTER 5

SHIPMENT PERFORMANCE NOTIFICATION

A. GENERAL

This chapter prescribes standard procedures for reporting by the CAO of the shipment of supplies or the performance of services. The purpose of the SPN is to provide the PO, IM, or PM with more timely information in automated form and to reduce the number of copies of the DD Form 250, Material Inspection and Receiving Report, used in reporting shipments.

B. FLOW AND DISTRIBUTION

The SPN flows from the CAO to the ICP or PM, as indicated in the contract, or to an ADP point specifically designated by the Service/Agency for the line item number. If no manager is indicated, the SPN will be transmitted to the PO that issued the contract or order under the contract. The CAO will not send the SPN to more than one point for the same line item number. Further distribution may be accomplished internally within the Service/Agency.

C. SHIPMENT PERFORMANCE NOTICE

1. Purpose - The SPN is the means of providing timely notification of the shipment of material, or the completion of a service by a contractor. The SPN obviates the need of several DoD activities editing, keying, and verifying data from the DD Form 250 shipping document. The SPN provides information for updating due-in assets, intransit accounting, MILSTRIP shipment status, billing customers on direct delivery and major item control. Separate notice formats are provided for supplies line items and for service line items. DFARS, appendix F, contains the instructions applicable to preparation and distribution of the DD Form 250.

2. Estimated Shipment Dates - Whenever the DD Form 250 contains an estimated rather than actual shipment date, the SPN will contain an estimated date. Estimated dates are identified by an X-overpunch in the decade position of the year in the Date Shipped field.

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3. Time Standards - The CAO will transmit the SPN within 1 working day after the receipt of the DD Form 250 or DD Form 1155.

4. Preparation of Supplies Line Item SPN - A separate supplies line item SPN record will be prepared for each line item/MILSTRIP document number on the shipping document (DD Form 250 or DD Form 1155) in accordance with the format and instructions at appendix C11.

5. Control Elements - The following fields represent control elements for discretely identifying one supplies line SPN from another.

- PIIN
- Call/Order Number
- ELIN or CLIN
- Ship-To Identity
- Contractor Shipment Number
- Contractor Shipment Number Suffix
- MILSTRIP Document Number or Stock Number
- Suffix Code (when applicable)

6. Preparation of Services Line Item SPN - A separate services line item SPN record will be prepared for each service line item on the performance document (DD Form 250 or DD Form 1155) in accordance with the format and instructions at appendix C12.

7. Control Elements - The following fields represent control elements for discretely identifying one services line SPN from another.

- PIIN
- Call/Order Number
- ELIN or CLIN
- Performed-At Identity
- Contractor Shipment Number

D. INCOMPLETE ITEMS

1. Components Missing - Items may be shipped with components missing. When this occurs, the SPN will contain Contract Shipment Advice, appendix A25, code A. This advice code indicates that the items are incomplete.

2. Missing Components Furnished - When components are shipped to complete items previously shipped incomplete, the SPN will contain Contract Shipment Advice code B. This code indicates that the shipment is not an additional quantity of the line item, but the components required to complete previously shipped items.

E. QUANTITATIVE DISCREPANCIES

1. On acceptance at destination shipments, discrepancies between the quantity documented as shipped and the quantity accepted are reported to the CAO in the MILSCAP A/R.

2. Upon receipt of an MILSCAP A/R indicating a quantitative discrepancy, the CAO will prepare an additional SPN as follows:

a. When the quantity accepted is greater than the quantity documented as shipped, an SPN will be transmitted to reflect the difference. This SPN will be identified by Contract Shipment Advice code C and will be used to reflect the increase in the quantity shipped.

b. When the quantity accepted is less than the quantity documented as shipped, an SPN will be transmitted to reflect the difference. This SPN will be identified by Contract Shipment Advice code D and will be used to reflect the decrease in the quantity shipped.

F. REPLACEMENT SHIPMENTS

When a shipment consists of replacements for supplies previously shipped and subsequently reported as damaged, nonconforming, or missing (quantitative discrepancies) at destination, the SPN will contain Contract Shipment Advice code E. The SPN will reflect the contractor shipment number of the initial shipment with an alphabetic serial suffix to indicate the replacement shipment.

G. CANCELLATIONS

Conditions may arise that necessitate the cancellation of an SPN. When cancellation is necessary, this will be accomplished by transmitting the original records to be canceled, modified by adding an X-over-punch over the decade position of year in the PIIN. In the event that an SPN is transmitted in error, the erroneous record will be canceled. The

corrected record will be prepared in the appropriate format and will contain Transaction Status Indicator code C in position 80.

H. DATA DISCREPANCIES

At times, some of the information in the SPN will not agree with information that the CAO has on the contract. The CAO knows that the shipment information does not agree with the contract information and cannot resolve the difference. In these situations, the SPN will be issued with the appropriate Transaction Status Indicator code G, H, L, P, Q, S, or T. The explanations of these codes are at appendix A22.

I. EXEMPTIONS

Certain SPNs are exempted from the cited provisions of this chapter. For Army, Navy, and DLA fast pay contracts of \$25,000 or less, the SPN, DI Code PJJ, will not be provided to the PO. Army will use the Contract Completion Statement, DI code PK9, to indicate both final shipment and contract completion.

CHAPTER 6

DESTINATION ACCEPTANCE REPORTING

A. GENERAL

1. This chapter provides standard procedures for the receiving activity to report acceptance of material at destination. This procedure does not apply to contracts specifying acceptance at origin. The provisions of this chapter apply only to contracts assigned to the Defense Finance and Accounting Service (DFAS) for payment. Use of this procedure by all elements of DoD is recommended even when contracts are not assigned for field administration. Activities performing acceptance at destination will prepare and transmit an A/R, see appendix C14, whenever a DFAS is indicated in the "Payment Will Be Made By" block of the DD Form 250 or the DD Form 1155.

2. This procedure also provides for initial A/A, see appendix C13, and subsequent followup requests for A/Rs to be sent to the destination by the DFAS.

3. Purchase orders which contain fast pay provisions (see FAR, subpart 13.3) are exempt from the destination acceptance reporting provisions of this chapter. Neither inspection nor acceptance documentation is required to support payment of invoices under fast pay procedures.

B. FLOW OF DOCUMENTS

The A/A flows from the DFAS to the Defense Automatic Addressing System (DAAS) for further routing to the acceptance point when acceptance is at other than the origin. The A/R flows from the acceptance activity to the DAAS for further routing to the DFAS.

C. DELIVERY DATE

1. The A/R contains a field for reporting the date of delivery (record position (rp) 73-79). This date will be used in determining the contractor's performance under the contract. The date to be entered in this field is the date that the supplies are physically delivered to the

address of the Ship-To identity code shown in the contract delivery schedule.

2. In the event that the supplies are offered for delivery and the consignee is unable to receive them on the day offered, the supplies will be considered to have been delivered on the day offered if they are found to be acceptable when received. The date offered will be reported as the date delivered. This does not apply when supplies are offered for delivery in advance of the contract delivery schedule and the contract prohibits acceleration of deliveries by the contractor.

3. In the event that supplies documented as a single shipment on the DD Form 250 or the DD Form 1155 are delivered as partial transportation units, the A/R will be prepared when each transportation unit of the line shipped is delivered. The date of delivery will be the date that each transportation unit is delivered.

D. ACCEPTANCE ALERT

1. The A/A is the means by which the CAO notifies the Ship-To addressees of the shipment of material requiring acceptance at destination. The A/A is designed to facilitate preparation of the A/R. The A/A will also be used as a followup on a delinquent A/R or as a request for retransmission of an A/R. An A/A will not be sent to the destination by the CAO if an A/R has already been received by the CAO.

2. Liquidated Damages Clause - The A/A will contain a Special Contract Provisions code A (see appendix A11) to indicate the presence of the liquidated damages clause in a contract. Priority will be given to acceptance of deliveries under such contracts because of the urgent need for the supplies.

3. Cash Discounts - The A/A will contain a Cash Discount Stipulation code D (see appendix A27) to indicate the provisions for cash discounts in a contract. Priority will be given to inspection and/or acceptance of deliveries under such contracts to preclude the loss of discounts.

4. Time Standards - An A/A for each item shipped must be forwarded to the Ship-To addressee within 1 workday after receipt of the DD Form 250 or the DD Form 1155 by the CAO. In no case, however, will an A/A be generated when the shipment date is more than 30 days past. In such cases, a written document (letter or teletype message) must be used.

5. Preparation of Acceptance Alerts - A separate A/A will be prepared for each CLIN/ELIN on the shipping document in accordance with the format and instructions at appendix C13.

6. Control Elements - The following fields represent control elements for relating A/As and A/Rs, and for discretely identifying one A/A from another:

PIIN
Call/Order Number
Ship-To Identity
Contractor Shipment Number
Contractor Shipment Number Suffix
ELIN or CLIN

E. ACCEPTANCE REPORT

1. The A/R is the means by which the DFAS disbursing officer is notified that acceptance has been accomplished at destination and of the quantities accepted.

a. Because inspection is a prerequisite to acceptance, the forwarding of an A/R indicates that inspection has been accomplished either at source or at destination. The A/R replaces the acceptance copy of the DD Form 250 or DD Form 1155 for the DFAS disbursing officer. A signed copy of the acceptance document will not be mailed to the DFAS office.

b. To ensure that it does not issue fraudulent PKN or PKP transactions, the receiving activity is responsible for ensuring that its data system complies with the internal control requirements of chapter 14 of the DoD Accounting Manual. These requirements apply to electronic data systems that are used in lieu of signed hard copy documents.

2. Retention of Acceptance Documents - No routine external distribution of the DD Form 250 or the DD Form 1155 will be made by the accepting activity. A signed copy of the acceptance document will be retained in the files of the accepting activity. These documents will be retained in support of the A/R in accordance with contract records retention plans currently being employed by each Service/Agency.

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3. Nonreceipt or Late Receipt of A/A - In the event that supplies are received and accepted prior to the receipt of the A/A, the accepting activity will prepare the A/R using DI code PKP. Preparation and forwarding of the A/R will not be held in abeyance pending receipt of an A/A. If an A/A is received after an A/R has already been transmitted, no action is required.

4. Quantity Discrepancies - The A/R provides for reporting both the quantity documented on the DD Form 250 or the DD Form 1155 as shipped and the quantity accepted by the Government representative. The major reason for the difference is coded in the A/R as information for the CAO.

5. Interim Acceptance Report - Interim reports are submitted under the following conditions:

a. Acceptance Delayed - In the event that inspection and/or acceptance at destination requires extensive testing or other prolonged processes, an interim A/R will be forwarded with an estimated date of acceptance. An X-overpunch will be entered in position 66. The Quantity Accepted field will be zero filled. The Transaction Status Indicator code D will be used to indicate this is an interim report. The normal A/R will be forwarded upon completion of the acceptance.

b. Undelivered - Upon receipt of a followup request prior to the material being delivered, an interim A/R will be forwarded. The Quantity Accepted field will be zero filled and Acceptance Date field will be left blank. Enter an X-overpunch in position 66. The Shipment Acceptance Discrepancy Explanation code U will be assigned. The Transaction Status Indicator code D will be used to indicate this is an interim report.

6. Time Standards - The A/R will be forwarded to DFAS within 5 workdays after date of delivery.

7. Preparation of Acceptance Report - A separate A/R will be prepared for each exhibit/contract line item on the shipping document (DD Form 250 or DD Form 1155). The A/R will be prepared in accordance with the format and instructions at appendix C14.

8. Control Elements - The following fields represent control elements for relating A/As and A/Rs, and for discretely identifying one A/R from another:

PIIN
Call/Order Number
Ship-To Identity
Contractor Shipment Number
Contractor Shipment Number Suffix
ELIN or CLIN

F. FOLLOWUP

1. Followup Request - The DFAS will forward a followup to the Ship-To addressee when an A/R has not been received within a reasonable length of time. A reasonable length of time will be determined by adding to the date of shipment the normal delivery time to the destination by the mode of transportation and 7 workdays for accepting the material and forwarding the A/R. A followup will be identified in the Transaction Status Indicator field with a code "1" for the first followup and a code "2" for the second followup. Subsequent followups (if necessary) will be in the form of a narrative teletype message that will be transmitted from the DFAS to the communication center at the designated acceptance activity. The teletype message will cite the basic information contained in the initial A/A record and, in addition, will contain a short narrative in regard to the acceptance responsibility.

2. Followup Reply - When an A/R is submitted subsequent to the receipt of a followup, the report will contain the appropriate Transaction Status Indicator code A or D in position 80, as follows:

- a. If the reply is an interim A/R, enter code D.
- b. If the reply is not interim but acceptance has been reported previously or is being reported initially, enter code A.

3. Preparation of Followups - Followups will be prepared in accordance with the format and instructions at appendix C13.

G. CANCELLATIONS AND CORRECTIONS

1. Conditions may arise that necessitate the cancellation of an A/R. When cancellation is necessary, this will be accomplished by transmitting the original formats to be canceled modified by adding an X-overpunch over the decade position of year in the PIIN. Incorrect A/As will not be canceled.

2. A corrected A/R will be prepared in the appropriate format and will contain Transaction Status Indicator code C in position 80 (see appendix A22).

3. The DFAS may request retransmission of an A/R by preparing an A/A with Transaction Status Indicator code E in position 80. The receiving activity will prepare a new A/R from the source document and forward to the DFAS. This report will contain Transaction Status Indicator code C. If a further error still exists, the DFAS will communicate by message or telephone to resolve the error.

H. EXEMPTIONS/EXCLUSIONS

Air Force acceptance activities are exempted from receipt of A/As (DI Code PK5) and follow-on preparation of A/Rs (DI Code PKN or PKP). The DFAS sends a teletype message to the Air Force receiving activities and the Air Force sends an acceptance DD Form 250 to the DFAS.

CHAPTER 7

REVISED DELIVERY FORECAST

A. GENERAL

This chapter prescribes procedures for the reporting by the CAO of anticipated or actual deviations from the contract delivery schedule. These procedures will not be used for services line items or when progress reports are required by the contract. These procedures provide for reporting the major cause of deviation and forecasting a revised delivery date. The purpose of the RDF is to provide the PO with information in a timely manner concerning any delay in the contract delivery schedule. In the case of MILSTRIP requisitions, the RDF provides the information required for the preparation of supply status.

B. FLOW AND DISTRIBUTION

The RDF flows from the CAO to the PO that issued the contract or order under the contract. In those cases where the CAO issued the order, the RDF flows to the office that authorized the CAO to issue the order. In no case will the CAO send the RDF to more than one point for the same line item. Further distribution may be accomplished internally within the Service/Agency.

C. FORECAST DELIVERY DATE

The Forecast Delivery Date (FDD) is the best estimate of the CAO as to when the quantity of a line item scheduled under the Contract Delivery Date (CDD) and Ship-To will be delivered to the Free On Board (FOB) point. When the FOB point is at destination, the transportation time from the contractor to the destination must be considered in determining delays and in forecasting revised delivery dates. For the RDF to be effectively used, the FDD must be as accurate as possible. The FDD is memorandum information and does not replace or revise the CDD which can only be changed by a contract modification.

D. REASON FOR REVISION

Each RDF will include codes that identify who and what caused the delay (see appendices A23-A and A23-B). The purpose of these codes is to explain the difference between the scheduled CDD and the FDD. In those

instances when the revision is based upon more than one factor, the major or most significant reason will be indicated.

E. RECOMMENDED ACTION

When delivery is delayed or is anticipated to be delayed, the recommendation code (appendix A24) in the RDF serves as a notice of action that the CAO is taking or is recommending to the PO. When appropriate, the CAO will provide by correspondence, such as DD Form 375, Production Progress Report, detailed information for the PO to determine the proper course of action.

F. URGENCY OF PROCUREMENT

MILSCAP provides for the PO to assign a code to the contract abstract to indicate the Criticality Designator (appendix A9). For contracts with Criticality Designator A or B, the RDF will be issued no later than the CDD (or FDD, if applicable); for Criticality Designator C, within 30 workdays of the CDD (or FDD, if applicable).

G. REVISED DELIVERY FORECAST

1. Initiation of RDF - For each deliverable item that requires a DD Form 250, an RDF will be prepared by the CAO and forwarded to the PO when a delivery delay exists or is anticipated.

2. Delivery Delay - The RDF will be issued when a delivery delay beyond the CDD (or FDD, if applicable) exists or is anticipated.

3. Time Standard - The RDF must be issued within 2 workdays after determination that there will be a delivery delay.

4. Preparation of an RDF - A separate RDF will be prepared for each affected Ship-To address within the timeframes specified in section F., above. Stock numbered RDFs (for Navy and DLA) will use DI code PJA; MILSTRIP document numbered RDFs (for Army and Air Force) will use DI code PJB. The formats for the RDFs are shown at appendices C15 and C16.

5. Control Elements - The following fields represent control elements to discretely identify one RDF from another:

PIIN
Call/Order Number
CLIN or ELIN
Ship-To Identity

Delivery Schedule Date
MILSTRIP Document Number (for DI code PJB)
MILSTRIP Code (for DI code PJB, when applicable)
Transaction Date

H. HARD COPY REVISED DELIVERY FORECAST

1. All DoD activities cannot receive electronic RDF transactions. Therefore, those activities that are programmed to receive either the PJA or PJB are identified in appendix K.

2. The CAO will develop the RDF data for each delinquency. When the RDF recipient is listed in appendix K, an RDF will be issued. When the RDF recipient is not listed in appendix K, a clear text RDF will be mailed. The clear text format is shown at exhibit 7-1.

I. CHANGES, CORRECTIONS, AND CANCELLATIONS

1. Changes and corrections of RDFs are prepared in the same manner as the original RDFs with a new transaction date to reflect the latest status.

2. There is no cancellation transaction for the RDF. Therefore the MILSCAP reversal technique, X-overpunch in the decade position, does not apply to the RDF. An incorrect FDD will be revised to reflect the correct FDD. When no FDD is applicable, the correction RDF will post the CDD to the FDD field.

J. TRANSACTION STATUS INDICATOR CODES

1. When the RDF is a final reply in response to a request from the PO, it will contain a Transaction Status Indicator code A in position 80.

2. When the RDF is a correction of a previous RDF, it will contain a Transaction Status Indicator code C in position 80. This would occur without cancellation of the previous RDF as described in paragraph I.2., above.

3. When the RDF is an interim reply in response to a request from the PO, it will contain a Transaction Status Indicator code D in position 80.

EXHIBIT 7-1

SAMPLE CLEAR TEXT RDF LETTER

Oklahoma City ALC/PM
Tinker AFB, OK 73145

Your contract, F34601-81-G-3193-0021, Line Item Number 0001AA, MILSTRIP Document Number FY2031-4123-0000, is scheduled to be shipped to DoDAAC FX2065 by 12 September 1983. The contractor has advised that a quantity of 18 EA will be delivered by 30 October 1983.

The reason for delinquency is a design and engineering problem with software development, attributable to the Government. The CAO recommendation is no action; minor delay only.

CHAPTER 8

RESERVED FOR FUTURE USE

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CHAPTER 9

CONTRACT PAYMENT AND COLLECTION NOTIFICATION

A. GENERAL

This chapter prescribes procedures for preparation of detail payment/collection data (pertaining to funds cited on contracts) and their transmission from the CAO to an accounting point specified by the Service/Agency. All dollar figures in MILSCAP are U.S. dollars.

B. CONTRACT PAYMENT NOTICE FORMATS

1. The CPN is the means by which the disbursing element of the CAO reports contract payment and collection data to the designated accounting point of the Service/Agency listed in section J., below. As payments/collections are made on public vouchers, a separate CPN will be generated for each contract and accounting classification cited on the voucher.

2. The information to be included in the CPN, e.g., contract identity, accounting classification, voucher number, amount paid, makes it necessary to divide the data into segments with a separate record format for each segment. Each CPN will consist of two or more 80 position records depending on the amount of data required to fully report the transaction. A batch sequence code, A through Z (except I and O) will be assigned to each CPN record for batch control purposes. The record formats which can comprise a CPN are:

- a. Accounting Classification Header Record.
- b. Disbursement/Collection Record.
- c. Deduction Record.
- d. Variance Record.
- e. Line Item Report Record.

3. The records which constitute a CPN can be associated by a match of the following control elements in each set:

- a. PIIN.
- b. Call/Order Number.
- c. ACRN.
- d. Voucher Number.
- e. Batch Sequence Code.

C. ACCOUNTING CLASSIFICATION HEADER RECORD

This record format, DI code PV1, prepared as shown at appendix C17, will contain the accounting classification applicable to the payment and as cited in the contract. This record may also be used in a collection transaction (see section H., below). It is a mandatory record in every CPN.

D. DISBURSEMENT/COLLECTION RECORD

This record format, DI code PV2, prepared as shown at appendix C18, reports the gross and net amounts applicable to a payment and is a mandatory record in the CPN. This record may also be used in a collection or recoupment transaction (see section H., below). The Contract Payment Type code distinguishes between an advance payment, a progress payment, a non-CLIN payment, or a delivery payment. Two or more Disbursement/Collection Records will be furnished when payment made for CLINs and non-CLINs is disbursed on the same voucher.

E. DEDUCTION RECORD

This record format, DI code PV3, prepared as shown at appendix C19, will include each allowance applied against the gross amount to arrive at the net amount paid or identify amounts previously deducted. This record will be included as part of the CPN when the net amount paid is different from the gross amount because of discounts taken, trade-in allowance, etc. (all minus amounts) or refunds (plus amounts) of previous deductions from gross amounts now being paid. Each deduction or refund will be

will be identified by a type of contract deduction code. If applicable, the deduction will cite the exhibit or contract line/subline. As many as three different types of deductions and/or refunds may be reported in one deduction record; however, each deduction must relate to the exhibit or contract line/subline in that record. As many deduction records as needed will be prepared. Recoupment of advance and progress payments will be in a separate PV2 record in accordance with section H., below. A PV3 record may be prepared as part of a collection set of CPN records when reversing a previous disbursement.

F. VARIANCE RECORD

This record format, DI code PV4, prepared as shown at appendix C20, will include each variance between the gross amount (contained in the Disbursement/Collection Record) and the comparable contract amount. This record will be included as part of the CPN only when such gross and contract amounts differ because of quantity variances (overrun and underrun); unit price variances; added charges for transportation, packing, and handling; reusable containers; state and local taxes; royalty payments; and minimum guaranteed payments. Price and quantity variances will be reported at contract line item level and may be combined in one variance record. Transportation, packing and handling, reusable containers, state and local taxes, royalty payments, and minimum guaranteed payments will be reported on a separate record and will not be at line item level. Additional variance records will be used to report the variance types of payments as necessary.

G. LINE ITEM REPORT RECORD

1. This record format, DI code PV5, prepared as shown at appendix C21, will be used to report the gross amount for each exhibit or contract line/subline and contractor shipment number to which the CPN applies. Citation of the six digit line item number permits correlation of the payment to obligation and allotment accounting records maintained by the Army, Navy, Air Force, and DLA.

2. The contractor shipment number will be as shown on the DD Form 250, or the DD Form 1155 (when used in lieu of DD Form 250), and is provided to enable correlation of the payment notice document with the related delivery. The line item report record format will not be provided on cost type payments or on initial advance and progress payments. The line item report record format will, however, be furnished

as subsequent deliveries are made and previous advance and progress payments are recouped.

H. COLLECTION TRANSACTIONS

1. Collections occasioned by recoupments of advance/progress payments, refunds, correction of payment errors involving the appropriation, etc., require notification to the designated Service/Agency accounting points.

2. A recoupment or the collection of the overpayment of an advance or progress payment, whether deducted from the disbursement voucher or processed as a separate voucher, will be depicted in a PV2 record as a collection transaction.

3. Versions (four) of the CPN record formats (the Accounting Classifications Header, the Disbursement/Collection Record, the Variance Record and the Line Item Report) will normally be used for this purpose and prepared in accordance with procedures contained in sections C., D., F., and G. A PV3 record may be received as part of a collection transaction when reversing a previous disbursement. In some instances, it will not be possible to identify collections to the line item level, e.g., voluntary refunds or lack of capability. In these instances, the line item report record will not be provided by the CAO.

I. TEXT HEADER RECORD

1. This record format, DI code PVA, prepared as shown at appendix C22, will accompany each daily batch of CPNs. The Text Header Record will always be the first record in each batch. Each batch of CPNs will contain a batch serial number to be assigned consecutively by the CAO beginning at the number 001 on the 1st of October each year for each different accounting point to which CPNs are sent. Each batch will also contain an alpha batch sequence code to be assigned consecutively beginning with alpha A continuing through Z (*except* I and O). Repeat the alphabet after alpha Z has been used.

2. The Text Header Record contains a count of records in the batch (including the header record), a batch serial number, a batch sequence code, and control totals of disbursements/collections. It permits the recipient to:

a. Balance-control the number of records in the batch to the count in the text header.

b. Balance-control the sum of the individual CPN records in the batch to the totals in the text header. For this balancing, collected and disbursed amounts are defined as follows:

(1) Collected Amount - the sum of the PV2 Net Paid/ Collected Amount with a Contract Fund Reporting Transaction code C, plus the PV3 deducted amounts with a Plus/Minus code M.

(2) Disbursed Amount - the sum of the PV2 Gross Amount with a Contract Fund Reporting Transaction code D, plus the PV3 deducted amounts with a Plus/Minus code P.

c. Produce a "flash" report of the daily financial actions since, normally, only one batch of new CPNs will be transmitted each day to each accounting point.

d. Ascertain if all batches of CPNs have been received by checking for an unbroken sequence of batch serial numbers.

e. Relate CPNs to the proper Text Header Record (by use of the batch sequence code).

f. Notify each CPN recipient of the last transmission for the month.

3. A Text Header Record will be prepared for transmission of duplicate or missing CPNs from a previously transmitted batch. The header record will contain the batch serial number of the original batch. The Batch Sequence code will not necessarily be the same code as contained in the original batch. They will not be combined with other CPNs in current daily batches.

4. For the Text Header Records being prepared for the last transmission of CPNs for the month, a code F will be entered in position 80 to indicate that this is the final report. For those accounting stations which are not receiving CPNs on the last transmission, but have been transmitted CPNs during the accounting month, a dummy end of month (EOM) Text Header Record will be prepared and transmitted concurrently with the last day's batch which shows the last Batch Serial Number transmitted to a particular CPN recipient and a code F in position 80, with positions 46-79 left blank.

J. RECIPIENTS OF PAYMENT NOTICES

1. CPNs shall be sent to the following addresses based on the department identity codes in the appropriation being expended:

<u>Appropriation Department Identity</u>	<u>Transmit To</u>
Code 21, and any code 97 bearing limitation/subhead 0100 or 1301	Accounting station shown in contract or abstract.
Code 17, and any code 97 bearing limitation/subhead 0400 or 0500 or 1304	The Navy Regional Finance Center (NRFEC) serving the area in which the CAO is located.
Any code 97 bearing limitation/subhead in the 5100 series (DLA)	Accounting station shown in contract or abstract.

2. Transmission of payment data by the CAO to activities other than those shown above is not sanctioned. It is the responsibility of the designated accounting point to supply such data to those activities having a valid requirement.

CHAPTER 10

RESERVED FOR FUTURE USE



CHAPTER 11

CONTRACT COMPLETION STATUS REPORTING

A. GENERAL

This chapter prescribes standard procedures for reporting: (a) the status of unclosed contracts subsequent to physical completion, (b) major events leading to the closing of the contract files by the CAO, (c) the extension of contract closeout by the CAO, and (d) the extension of contract closeout by the PO. These reports provide a basis to the PO for closing its files. These procedures complement those in FAR 4.804-1 and DFARS 204.804-1, 4, and 5 and provide computer processable formats in lieu of hard copy documents.

B. BASIS FOR CONTRACT CLOSING

1. The basis for closing contract files is dependent upon the face value of the contract and the extent of administration accorded to it.

2. The conditions set forth in appendix A30, Contract Closeout Group, are used by the CAO to group the contracts for follow-on closing actions.

C. STANDARD TIMES FOR CONTRACT CLOSING

The time standards established for closing contracts are prescribed in FAR 4.804-1. These standards are based on the date that the contract is physically completed and on the pricing provisions. The contract closeout groups are contained in appendix A30. Contracts that are closed within the time standards are reported under the procedures in section D., below. Contracts that are not closed within the time standards are reported under the procedures in section E., below, until they are closed. Such contracts are also reported under section D., when they are closed.

D. CONTRACT COMPLETION STATEMENT

1. The CCS, DI Code PK9, is the DFARS authorized MILSCAP version of the DD Form 1594, Contract Completion Statement. It is the means by which the CAO informs the PO or Service designated ADP point of the major events of physical completion, final payment, and/or that the CAO

contract file is closed. For all contracts, a final CCS is the basis for the PO to closeout its contract file.

2. Reporting Physical Completion

a. A contract is physically completed when: (i) the contractor has completed the required deliveries of supplies and the Government has inspected and accepted such supplies, and (ii) the contractor has performed all services and the Government has accepted such services, or (iii) notice of complete contract termination has been given the contractor by the Government. Facilities contracts and rental, use, and storage agreements shall be considered to be physically complete when a notice of complete termination has been issued or the contract period has expired.

b. When a large purchase contract (Contract Closeout Group B, C, or D) is physically completed (i.e., delivered complete and the material or service accepted), the CAO with the primary contract administration responsibility will forward an interim CCS (i.e., a PK9 transaction with Transaction Status Indicator code J in rp 80) to the PO as a means of reporting physical completion.

c. Small purchase contracts (Contract Closeout Group A) usually do not require payment reporting for contract completion or file closeout. For these contracts the final CCS will normally be issued and may include only the physical completion dates.

3. Reporting Final Payment and Completion of All Administrative Actions

Contracts meeting the closing criteria for Contract Closeout Group A usually do not require final payment reporting for contract completion or file closeout. When the payment function on contracts meeting the closing criteria for Contract Closeout Groups B, C, or D is assigned to an office other than the office with primary contract administration responsibility, the disbursing office will notify the primary CAO when final payment has been made and the disbursing office file closed. When final payment is made and other actions completed, the CAO with primary contract administration responsibility will forward a final CCS (i.e., a PK9 transaction with Transaction Status Indicator code F in rp 80), designated as Contract Closeout Group B, C, or D to the PO based upon physical completion, final payment, and completion of all administrative actions.

4. In those cases when a PKZ transaction has been received from the PO, the CAO will issue a final PK9 transaction within 5 workdays after the Extended Closeout Date, only if the CAO had to perform an additional

contract administration function. The contract file will be closed and the last issued final PK9 will apply if the CAO did not have additional contract administration functions to perform after issuance of the final PK9 transaction.

5. Preparation of a CCS - DI Code PK9 will be prepared in accordance with the format and instructions at appendix C23 for each condition specified in paragraphs D.2., D.3., and D.4., above.

E. UNCLOSED CONTRACT STATUS (UCS)

1. Requirement for a UCS - a UCS will be furnished to the PO or designated ADP point for each contract that will not be closed within the timeframe established in FAR 4.804-1. The status will include the reasons for delay and the target date which has been set for closing. If the contract is not closed by the target date, a revised UCS will be forwarded with the new target date and reasons for further delay.

a. A Disbursing Officer with secondary contract administration responsibility will forward the status information to the CAO with primary responsibility. The status will be forwarded within 5 workdays after expiration of the standard closing period.

b. A CAO with primary contract administration responsibility will forward the UCS to the PO. The status will be forwarded within 15 workdays after the expiration of the standard closing period in accordance with FAR 4.804.

2. Preparation of UCS - a UCS report, DI Code PKX, will be prepared in accordance with the format and instructions at appendix C24 for each condition specified in paragraph E.1., above.

F. CONTRACT CLOSEOUT EXTENSION (CCE)

1. Requirements for CCE - The Contract Completed Date in the CCS will be used by the PO as the closeout date for file purposes. When completion of any pending significant PO action extends beyond this closeout date, the PO will advise the CAO of the Extended Closeout Date. The PO will forward a CCE to the CAO within 5 workdays after receipt of the CCS. The CAO will then hold the contract open until the Extended Closeout Date. The PO must ensure that when the Extended Closeout Date is to be revised, another PKZ transaction, with a new Extended Closeout Date, is sent to the CAO. The CAO will close the contract file after the Extended Closeout Date is passed. If an additional contract administrative function was performed by the CAO, another PK9 transaction

will be issued; otherwise, the previous PK9 transaction will remain in effect.

2. Preparation of a CCE - A CCE, DI Code PKZ, will be prepared for the condition specified in paragraph F.1., above, in accordance with the format and instructions for the CCS except as shown at appendix C25.

3. Reporting Final Payment and Completion of all Administrative Actions - Contracts meeting the closing criteria for Contract Closeout Group A usually do not require final payment reporting for contract completion or file closeout. When the payment function on contracts meeting the closing criteria for Contract Closeout Group B, C, or D is assigned to an office, other than the office with primary contract administration responsibility, the disbursing office will notify the primary CAO when final payment has been made and the disbursing office file closed. When final payment is made and other actions completed, the CAO with primary contract administration responsibility will forward a final CCS, designated as Contract Close Group B, C, or D to the PO based upon physical completion, final payment, and completion of all administrative actions.

4. In those cases when a PKZ transaction has been received from the PO, the CAO will issue a final PK9 transaction within 5 workdays after the Extended Closeout Date, only if the CAO had to perform an additional contract administration function. The contract file will be closed and the last issued final PK9 will apply if the CAO did not have additional contract administration functions to perform after issuance of the final PK9 transaction.

G. CANCELLATIONS

Conditions may arise that necessitate the cancellation of a CCS, a CCE, or a UCS report. When cancellation is necessary, it is accomplished by transmitting the first 35 positions of the original formats to be canceled and adding an X-overpunch over the decade position of the year in the PIIN.

H. FAST PAY CONTRACTS

Normally a PO receives both an SPN, DI Code PJJ, and a CCS, DI Code PK9, on each contract. On fast pay contracts which do not exceed \$25,000, however, an SPN is not required by the Army, Navy, and DLA. The Army will use the CCS, both to show performance and to close the contract. The Air Force still requires and receives the SPN and the CCS on fast pay contracts.

APPENDIX A

MILSCAP DATA ELEMENTS AND CODES

The Military Standard Contract Administration Procedures (MILSCAP), DoD Manual 4000.25-5-M, prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related data between and among DoD Components. This series of appendices is devoted to descriptions of data elements and codes used in MILSCAP. Data elements developed under the criteria outlined in DoD 5000.12-M, "DoD Manual for Standard Data Elements," reference (f), have been approved by the Washington Headquarters Services (Director for Information, Operations, and Reports). All other data elements in this manual are defined in DoD 4000.25-13-S1, "DoD Logistics Data Element Dictionary/Directory," reference (b), and are subject to change.



APPENDIX A1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three.

TYPE OF CODE: Alphanumeric.

DEFINITION: Each DI code consists of a first position Standard Logistics Data Systems code and a second and third position MILSCAP Format Identifier code. Each code signifies the type of automated documentary record format by identifying the layout of the data therein, thus permitting a man/machine recognition of the record.

CODE

EXPLANATION

Contract Abstract:

PAA	Contract Abstract, Administrative Data Record #1.
PAB	Contract Abstract, Administrative Data Record #2.
PAC	Contract Abstract, Accounting Classification Record.
PAD	Contract Abstract, Accounting Classification Trailer.
PAE	Contract Abstract, Supplies Line Item Data Record #1.
PAF	Contract Abstract, Supplies Line Item Data Record #2.
PAF	Contract Abstract, Supplies Schedule Data Record.
PAH	Contract Abstract, Services Line Item Data Record.

Modification Abstract:

PB1	Modification Header Record.
PBA	Modification, Administrative Data Record #1.

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
PBB	Modification, Administrative Data Record #2.
PBC	Modification, Accounting Classification Record.
PBD	Modification, Accounting Classification Trailer.
PBE	Modification, Supplies Line Item Data Record #1.
PBF	Modification, Supplies Line Item Data Record #2.
PBG	Modification, Supplies Schedule Data Record.
PBH	Modification, Services Line Item Data Record.
Correction of Erroneous or Omitted Abstract Data:	
PE1	Correction Header Record.
PEA	Correction, Administrative Data Record #1.
PEB	Correction, Administrative Data Record #2.
PEC	Correction, Accounting Classification Record.
PED	Correction, Accounting Classification Trailer.
PEE	Correction, Supplies Line Item Data Record #1.
PEF	Correction, Supplies Line Item Data Record #2.
PEG	Correction, Supplies Schedule Data Record.
PEH	Correction, Services Line Item Data Record.
Acknowledgment/Cancellation:	
PEK	Abstract Cancellation Record.
PFK	Abstract Acknowledgment Record.

CODE EXPLANATION (CON.)**Revised Delivery Forecast:**

PJA Revised Delivery Forecast with Stock Number.
 PJB Revised Delivery Forecast with MILSTRIP Document Number.

Shipment and Performance:

PJJ Shipment Performance Notice - Supplies Line Item.
 PJR Shipment Performance Notice - Services Line Item.

Destination Acceptance:

PK5 Destination Acceptance Alert.
 PKN Destination Acceptance Report in response to an alert.
 PKP Destination Acceptance Report, no alert received.

Contract Completion Status:

PK9 Contract Completion Statement.
 PKX Unclosed Contract Status.
 PKZ Contract Closeout Extension.

Contract Payment Notice:

PV1 Accounting Classification Header Record.
 PV2 Disbursement/Collection Record.
 PV3 Deduction Record.
 PV4 Variance Record.
 PV5 Line Item Report Record.
 PVA Text Header Record.

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APPENDIX A2

DATING TECHNIQUES

NUMBER OF CHARACTERS: Three, five, or seven.

TYPE OF CODE: Alphanumeric.

DEFINITION: To identify the type of date/time period configurations used in the MILSCAP manual.

EXPLANATION

A. Seven Position Date

"Date" is a notation that specifies a given day of the Gregorian year. This notation provides for the identification of the year, the month, and the day, in that sequence.

Positions 1 and 2: A period of either 365 or 366 (for leap year) days of a century as defined by the Gregorian calendar (00 to 99).

Positions 3, 4, and 5: One of the 12 parts into which a year is divided as defined by the Gregorian calendar:

Jan - January	Jul - July
Feb - February	Aug - August
Mar - March	Sep - September
Apr - April	Oct - October
May - May	Nov - November
Jun - June	Dec - December

Positions 6 and 7: One of the 24-hour periods of a month as defined by the Gregorian calendar (01 to 31).

EXPLANATION (CON.)

B. Five Position Month-Day

Positions 1, 2, and 3: Alphabetic month abbreviation (as detailed above).

Positions 4, and 5: Numeric day of month (01 through 31).

C. Three Position Day

Positions 1, 2, and 3: Ordinal (Julian) day 001-366.

APPENDIX A3

DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM

NUMBER OF CHARACTERS: Four.

TYPE OF CODE: Alphanumeric.

DEFINITION: The Defense Priorities and Allocations System (DPAS) requires prime contractors of Defense Agencies, their subcontractors, and suppliers to employ the priority powers of the Defense Production Act on their purchase orders for products and materials needed to complete production, construction, and research and development schedules for Defense programs. Under DPAS, Defense contractors must identify their Defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified Defense orders must be given delivery preference over non-Defense business by the suppliers who receive them.

EXPLANATION

Priorities are assigned to prime contracts only by Defense Agencies. The prime contractors to whom the priority ratings are assigned must place them on their subcontracts and purchase orders which they place to complete their Defense contracts. Codes will be as specified in the DPAS handbook, dated October 1984, and published by:

Office of Industrial Resource Administration
International Trade Administration
U.S. Department of Commerce
Washington, DC 20230

This code should be the same as that which appears in the Rating block at the top of the contract or order.

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APPENDIX A4

IDENTITY CODES

NUMBER OF CHARACTERS: Six.

TYPE OF CODE: Alphanumeric.

DEFINITION: Identification code of contractors; purchasing, contract administration offices, finance and accounting offices; consignees; etc. These codes are used to interchange MILSCAP data within DoD.

EXPLANATION

A. Government Entities - utilize codes published in DoD 4000.25-6-M, "DoD Activity Address Directory" (DoDAAD), reference (o), and DoD 4000.25-8-M, "Military Assistance Program Address Directory" (MAPAD), reference (p). (MAPAD codes are generally used to identify ship-to and mark-for in Foreign Military Sales (FMS) and Grant Aid requisitions.) The objective of MILSCAP is to perpetuate the data as reflected in the MILSTRIP requisition through the procurement process and back to the requisition processing point in the RDF and/or the SPN. Therefore, the Ship-To field of MILSCAP transactions will contain the data reflected in positions 30-35 of the MILSTRIP requisition and the Mark-For field will contain the data reflected in positions 45-50 of the MILSTRIP requisition. These data fields will not necessarily represent address codes and therefore will not be validated against master address files. When these codes cannot be cross-referenced to MAPAD, the contract may be the source of in-the-clear addresses for marking containers and addressing documents.

B. Non-Government Entities - utilize codes published in the Cataloging Handbook H4/H8, Commercial and Government Entity (CAGE), reference (q). These are five position codes and, for MILSCAP use, they must be preceded with a blank in the first position.

C. DFARS Appendix G - the first six positions of each PIIN are identified in DFARS Appendix G to an individual purchasing office name and location.

EXPLANATION (CON.)

D. Disbursing Station Symbol Number (DSSN) - the coded identity of the disbursing officer. Retain current four position DSSN and suffix with zeros.

E. Accounting Station - the identity of the activity that is the recipient of the Contract Payment Notice.

F. Examples of coding for MILSCAP purposes are as follows:

	APPLICABLE ADDRESSING				
	DoDAAD	MAPAD	CAGE	DFARS App. G	DSSN
Purchasing Office			X	X	
Issued By	X				
Contract Administration Office	X				
Contractor			X		
Contractor Facility			X		
ADP Point	X				
Paying Office	X				
Accounting Station	X				
Item or Project Manager	X				
Ship-To (including Contractor)	X	X			
Mark-For	X	X			
Performed At	X				
Disbursing Officer					X
CPN Recipient	X				

APPENDIX A5

FREE ON BOARD SITE

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: The designated site, under a sales agreement, where the seller agrees to deliver merchandise onboard the conveyance without extra charge to the buyer.

<u>CODE</u>	<u>EXPLANATION</u>
D	Destination.
S	Origin (Source).
O	Intermediate.

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APPENDIX A6

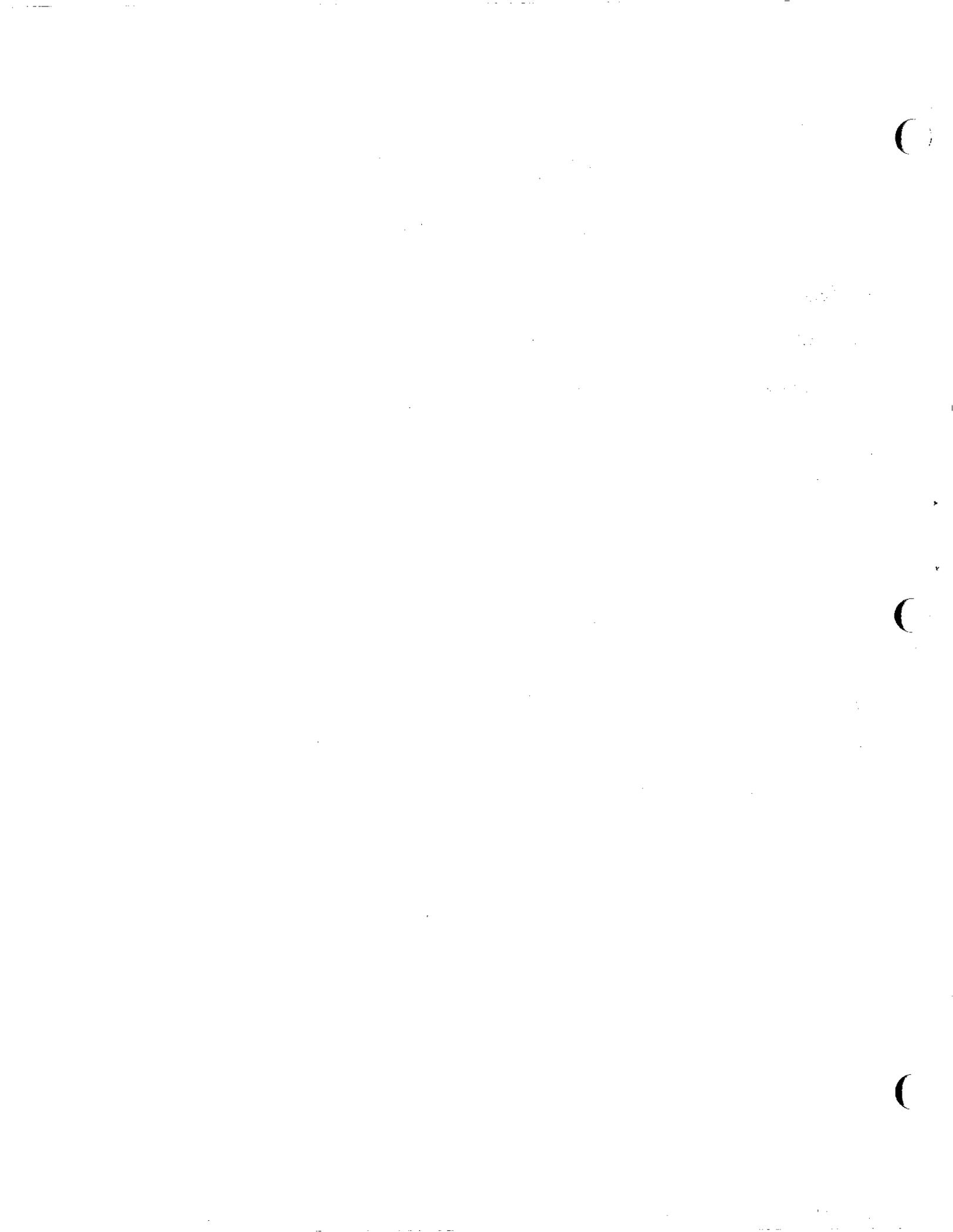
TYPE OF BUSINESS

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: The classification of contractor's business in accordance with the guidance in DFARS **253.204(d)(5)(i), block D1, Type of Business.** These are the Type of Business codes as published in block D1 of the DD Form 350, Individual Contracting Action Report, dated **August 1992.**

<u>CODE</u>	<u>EXPLANATION</u>
A	Small Disadvantaged Business (Performing in United States).
B	Other Small Business (Performing in United States).
C	Large Business (Performing in United States).
D	Workshop for the Blind or Other Severely Handicapped.
F	Hospital.
L	Foreign Concern/Entity.
M	Domestic Firm Performing Work Outside United States.
N	Historically Black Colleges and Universities or Minority Institutions (HBCUs/MIs).
P	Other Educational.
Z	Other Nonprofit (e.g., Intergovernmental).



APPENDIX A7

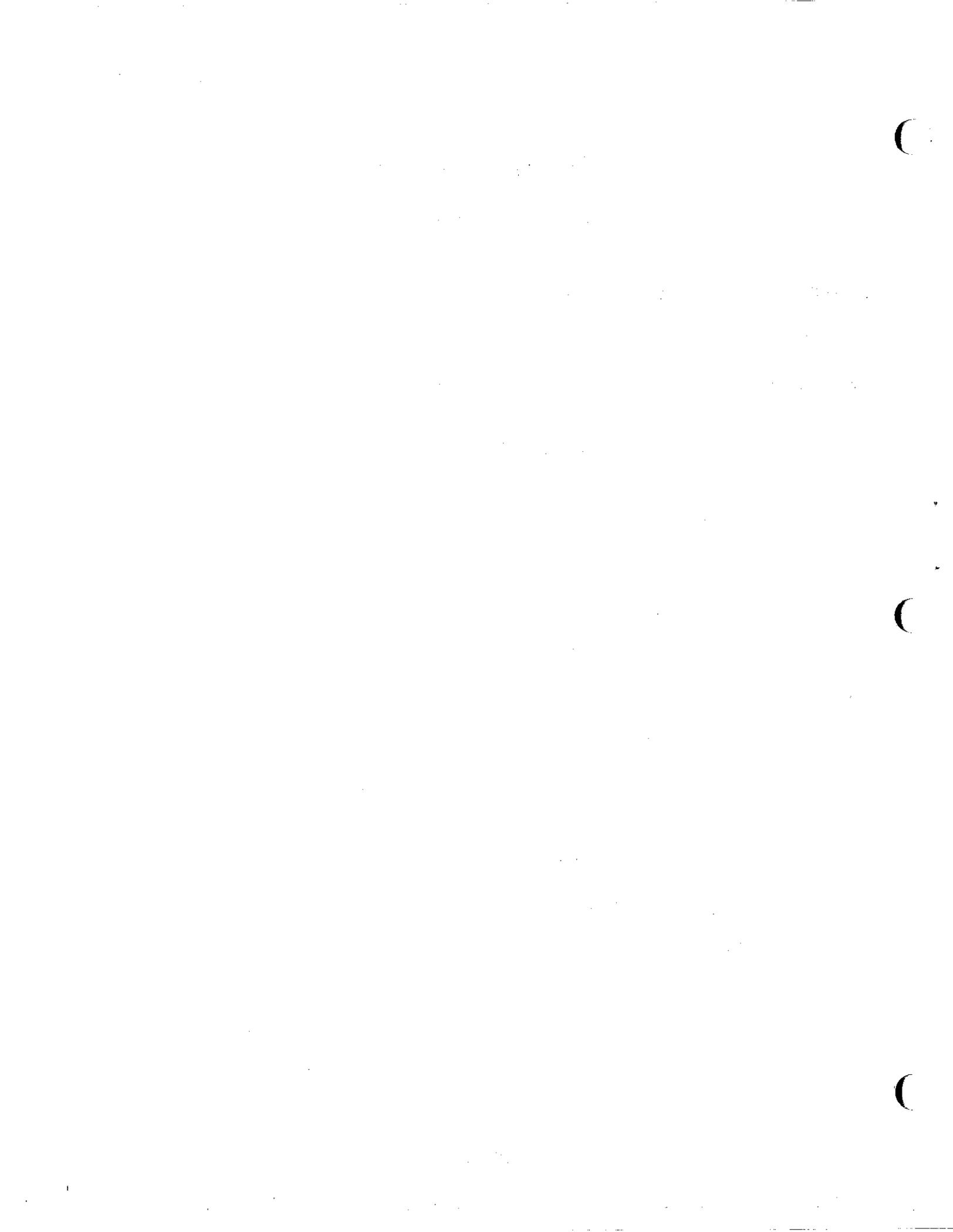
KIND OF CONTRACT

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Numeric.

DEFINITION: Identifies various kinds of contracts for the purpose of tailoring MILSCAP abstracts.

<u>CODE</u>	<u>EXPLANATION</u>
1	Supply Contracts and Priced Orders.
2	Research and Development Contracts.
3	System Acquisition Contracts.
5	Maintenance Contracts.
6	Service Contracts.
7	Facilities Contracts.
8	Undefinitized Letter Contracts.
9	Unpriced Order Against a Basic Ordering Agreement.
0	Other.



APPENDIX A8

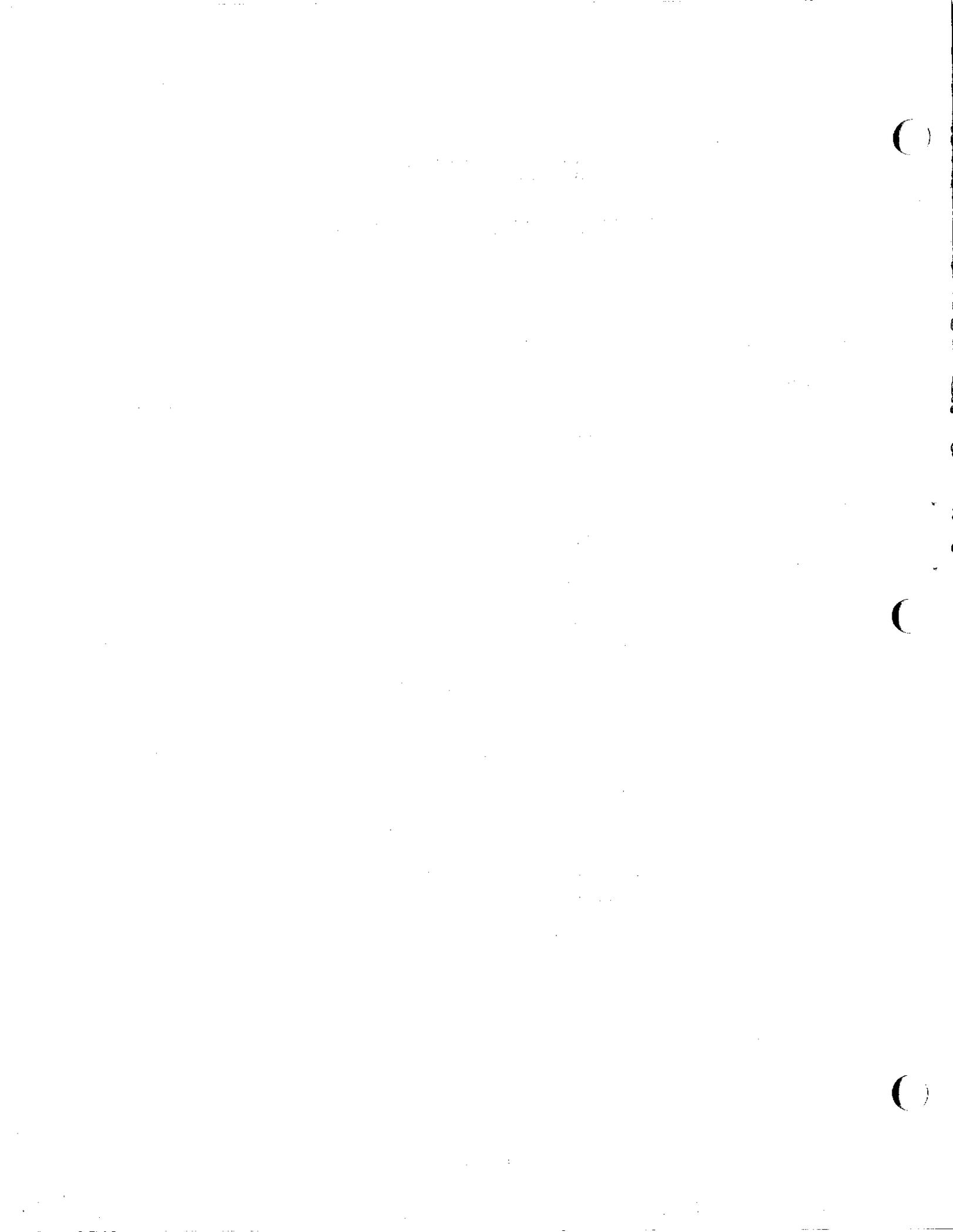
TYPE OF CONTRACT

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: The specific kinds of contract pricing provisions as differentiated by the structure and clause content of the contract. (See DFARS *253.204-70(c)(4)(v)(C)* on page *253.204-14.*)

<u>CODE</u>	<u>EXPLANATION</u>
A	Fixed Price Redetermination.
J	Firm Fixed Price.
K	Fixed Price Economic Price Adjustment.
L	Fixed Price Incentive.
R	Cost Plus Award Fee.
S	Cost Contract.
T	Cost Sharing.
U	Cost Plus Fixed Fee.
V	Cost Plus Incentive Fee.
Y	Time and Materials.
Z	Labor Hour.



APPENDIX A9

CRITICALITY DESIGNATOR

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

EXPLANATION: Classification by the order of importance of procurement contracts for purpose of contractor production and performance surveillance. (See FAR 42.1105 and DFARS 242.1105.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Critical contracts, including: <ul style="list-style-type: none"> (i) DX-rated contracts (see FAR subpart 12.3), (ii) contracts negotiated under public exigency (see FAR 6.302.2), (iii) contracts for major systems, or (iv) contracts for items with a priority 01, 02, 03, or 06 (if emergency supply of clothing) under DoDD 4410.6, Uniform Materiel Movement and Issue Priority System (see DFARS 242.1105).
B	Contracts (other than those designated "A") for items: <ul style="list-style-type: none"> (i) Needed to maintain a Government or contractor production or repair line, (ii) to preclude out-of-stock condition, or (iii) to meet user needs for nonstock items.
C	All contracts other than those designated "A" or "B."

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APPENDIX A10

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APPENDIX A11

SPECIAL CONTRACT PROVISIONS

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: The identification of certain contract clauses/provisions which require specialized attention and handling. (When more than five codes apply to a given contract, the codes with the lowest priority sequence numbers should be used.)

<u>CODE</u>	<u>PRIORITY SEQUENCE</u>	<u>EXPLANATION</u>
A	3	Liquidated Damages.
B	13	Advance Payments Authorized.
C	1	Progress Payments Authorized.
D	5	Remittance Address Different From Bid/Offer Address.
E	4	Administration of Government Property Anticipated.
F	2	First Article/Pre-Production Sample/Laboratory Test Approval Required.
G	11	Flight Operations Involved (Aircraft Acceptance).
H	6	Dangerous/Hazardous Material Involved (Safety Clauses).
J	10	Anticipatory Government Furnished Facilities Cost Approval Required.

<u>CODE</u>	<u>PRIORITY SEQUENCE</u>	<u>EXPLANATION (CON.)</u>
K	14	Bond Bailment (DPSC Clothing Contracts Only).
L	12	Delivery Schedules on Maintenance Contract Requiring Future Definitization.
M	15	Formalized Delivery Schedules on Maintenance Contract Unnecessary.
N	16	Payment to be Made in Canadian Funds.
P	9	Delivery Schedule Required Based Upon Delegation Assignment and Upon Approval of First Article.
Q	8	Contract Schedule Subline Items Not Separately Priced - Withholding of Billing and Payment Clause Included.
R	7	Incentive Subcontracting Program for Small and Small Disadvantaged Business Concerns (FAR Clause 52.219-10).

Cross-Reference Table in Priority Sequence:

<u>PRIORITY SEQUENCE</u>	<u>CODE</u>	<u>PRIORITY SEQUENCE</u>	<u>CODE</u>
1	C	9	P
2	F	10	J
3	A	11	G
4	E	12	L
5	D	13	B
6	H	14	K
7	R	15	M
8	Q	16	N

APPENDIX A12

APPROPRIATION

NUMBER OF CHARACTERS: Ten.

TYPE OF CODE: Alphanumeric.

DEFINITION: A combination of numbers established by the Treasury Department consisting of: (a) the department identity, (b) appropriation fiscal year, and (c) the serial number of the appropriation, to account for funds made available for obligation and disbursement from the Treasury.

EXPLANATION

Positions 1 and 2: Department Identity - The number assigned by the Treasury to identify the Government Service/Agency to which an appropriation applies or to which it has been transferred.

Positions 3 and 4: Transfer Department - The number assigned by the Treasury to identify the Government Service/Agency from which an appropriation was transferred.

Position 5: Appropriation Fiscal Year - The low order digit of the beginning fiscal year in which a multiyear appropriation is effective. If the appropriation is not a multiyear type, leave this space blank.

Position 6: Appropriation Fiscal Year - The low order digit of (a) the ending fiscal year in which a multiyear appropriation is effective or (b) the fiscal year in which an annual appropriation is effective. If the appropriation is a no-year type, an alphabetic X is used in this position.

EXPLANATION (CON.)

Positions 7
through 10:

Appropriation Fund - A serial number assigned
by the Treasury for the purpose of identifi-
cation, control, accounting, and reporting.

APPENDIX A13

PURCHASE UNIT

NUMBER OF CHARACTERS: Two.

TYPE OF CODE: Alphabetic.

DEFINITION: The term which connotes the physical measurement of quantities of an item for procurement such as each, dozen, gallon, pair, pound, ream, set, yard, etc.

EXPLANATION

Codes are as identified in DoD 5000.12-M (reference f) referenced number UN-MT, data element "Unit of Materiel Measurement."

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APPENDIX A14

PROCUREMENT QUALITY ASSURANCE SITE

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: The designated site at which quality assurance is performed to determine conformance with contractual requirements. (See FAR 46.4 and DFARS **F**-301, block 21.)

<u>CODE</u>	<u>EXPLANATION</u>
D	Destination.
S	Origin (Source).

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all entries are supported by appropriate documentation and are entered in a timely manner.

3. The second part of the document outlines the procedures for reconciling bank statements with the company's records.

4. This process involves comparing the company's ledger balances with the bank's statement balances to identify any discrepancies.

5. Any differences should be investigated and explained, and the records should be adjusted accordingly.

6. The final part of the document provides a summary of the key points and emphasizes the importance of regular reconciliation.

7. It is recommended that reconciliation be performed on a monthly basis to ensure the accuracy of the financial statements.

8. The document concludes by stating that maintaining accurate records and performing regular reconciliations are crucial for the success of any business.

9. The information provided in this document is intended to serve as a guide and should be adapted to the specific needs of each company.

10. For further information or assistance, please contact the accounting department at [phone number].

11. Thank you for your attention and cooperation in maintaining the integrity of our financial records.

12. Sincerely,
[Signature]

13. [Name]
[Title]

APPENDIX A15

ACCEPTANCE SITE

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: The designated site at which the Government assents to ownership of contract line items. (See FAR 46.503 and DFARS **F**-301, block 8.)

<u>CODE</u>	<u>EXPLANATION</u>
D	Destination.
S	Origin (Source).

MEMORANDUM FOR THE RECORD

DATE: 10/26/2011

TO: SAC, [Redacted]

FROM: SA [Redacted]

SUBJECT: [Redacted]

[Redacted]

APPENDIX A16

ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN)

NUMBER OF CHARACTERS: Two.

TYPE OF CODE: Alphanumeric.

DEFINITION: The identification of the long line accounting classification number used in the contract.

EXPLANATION

A unique code assigned to each long line accounting classification number in a contract. (See DFARS 204.7108.) Used to relate the long line accounting classification number in the contract to the applicable line items. Required in all contracts that are assigned to a contract administration services activity identified in DLAH 4105.4, reference (1).

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APPENDIX A17

ACCOUNTING CLASSIFICATION DATA

NUMBER OF CHARACTERS: Fifty.

TYPE OF CODE: Alphanumeric.

DEFINITION: The long line accounting data that is specified in the contract and identifies the obligated funds.

EXPLANATION

Accounting Classification Data consists of:

- a. Ten position Appropriation data, see appendix A12,
- b. Four position Limit/Subhead data, and
- c. Thirty-six position Supplemental Accounting Classification data (see appendix B, pages B1 thru B5).

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APPENDIX A18

DISCOUNT TERMS

NUMBER OF CHARACTERS: Fifteen.

TYPE OF CODE: Numeric.

DEFINITION: The specific prompt payment discount terms that apply to a given contract.

EXPLANATION

A data chain that reflects the discount in the contract price, offered by the contractor to the Government, for prompt payment of the invoice. The data chain allows for two discount periods and a net payment period. Each of the two discount periods consists of a four position percent (i.e., 3-1/4% = 0325) and a two position number of days. The net payment period consists of a two position number of days when the invoice is to be paid without discount. The final position in the data chain allows for entry of a "9" when other terms cited in the contract are different from or in addition to the terms cited in the preceding 14 positions.

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APPENDIX A19

INDICATOR

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphanumeric.

DEFINITION: An indication that a specific condition applies to the contract or abstract. Each individual data element and explanation is identified below.

<u>CODE</u>	<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
9	Partial Abstract	See contract for missing data. See DI Code P_A, rp 61.
1	Foreign Military Sales (FMS) Requirements	Contract includes FMS requirements. See DI Code P_A, rp 75.
F	Fast Pay	Contract includes fast pay provisions. See DI Code P_B, rp 44.
3	Contract Administra- tion Functional Limitations	Contract is assigned for payment only. See DI Code P_B, rp 71.

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APPENDIX A20

AMOUNT

NUMBER OF CHARACTERS: Various (see below).

TYPE OF CODE: Numeric.

DEFINITION: A collection of monetary values with individual definitions that are used in various places in MILSCAP transactions. Each individual data element and explanation is identified below.

DATA ELEMENT

EXPLANATION

Total Amount of Contract	The face value of the contract being abstracted. See DI Code P_B, rp 45-54.
Obligated Amount	The obligated amount of the contract being abstracted for a given accounting classification. See DI Code P_D, rp 45-54.
Total Item Amount	The amount of the item quantity on order, i.e., unit price times quantity. See DI Codes P_E and P_H, rp 65-74.
Unit Price	The amount of a single purchase unit; includes two positions for mills. See DI Code P_E, rp 54-64.
Gross Amount	The amount, before deductions, applicable to the payment. See DI Code PV2, rp 59-68.
Net Paid/Collected Amount	The amount, after deduction, paid or collected. See DI Code PV2, rp 69-78.
Deduction Amount	The amount deducted from the invoice payment for a specific reason. See DI Code PV3, rp 45-54, 57-66, and 69-78.

DATA ELEMENT

EXPLANATION (CON.)

Net Variance Amount	The net variance is the difference between the gross amount and the amount payable to the contractor. See DI Code PV4, rp 51-60 and 69-78.
Item Gross Amount	The overall payment amount for the item, including price and quantity variances, but not netted for deductions. See DI Code PV5, rp 69-78.
Collected Amount	The sum of monies shown as collections in the CPNs. See DI Code PVA, rp 58-68.
Disbursed Amount	The sum of monies shown as payments in the CPNs. See DI Code PVA, rp 69-79.
Unliquidated Amount	The remainder of the accumulated amounts paid as netted by all collections subtracted from the amount obligated against the contract and adjusted by deductions and variances. See DI Code PK9, rp 35-42.

APPENDIX A21

NUMBERING

NUMBER OF CHARACTERS: Various (see below).

TYPE OF CODE: Alphanumeric.

DEFINITION: A collection of data elements that serve a counting or numbering purpose. Each individual data element and explanation is identified below.

DATA ELEMENT

EXPLANATION

Record Count	The count of all records being abstracted for this PIIN/SPIIN. When counter exceeds 9999, transmit last four positions of count only. See page E-2. Also see DI Codes P_A and P_1, rp 77-80.
Voucher Number	The five position voucher serial number assigned to the payment/collection (prefixed with a zero). See various locations in PV_ transactions; and see DI Codes PK9 and PKZ, rp 72-77.
Batch Sequence Code	A sequential code assigned to each CPN transaction set for batch control purposes. The same code is assigned to each record within the CPN set. The disbursing office sequentially assigns the code to each CPN set it issues. Use codes A through Z, except I and O, and repeat the alphabet after use of Z. See PV_ transactions, rp 29.
Batch Serial Number	A consecutive number which identifies the number of the batches transmitted to the accounting point since the first day of the fiscal year. See DI Code PVA, rp 42-44.

DATA ELEMENT

EXPLANATION (CON.)

Item Count

The number of items (i.e., transactions) in the batch, including the Text Header Record. See DI Code PVA, rp 21-24.

APPENDIX A22

TRANSACTION STATUS INDICATOR

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphanumeric.

EXPLANATION: Identifies a transaction as other than normal and therefore requires special handling, or as a reply to a previously submitted request.

<u>CODE</u>	<u>EXPLANATION</u>
A ^{1/}	Reply to a previous request. <i>PKW/PKP</i>
B	No record.
<i>PJT</i> C ^{1/}	Corrected transaction. — <i>PJR</i> <i>PKW/PKP</i>
D	Interim reply. — <i>PKW/PKP</i>
E	Request for corrected transaction.
F	Final reply/report.
<i>G</i>	Ship-to code differs from contract.
<i>H</i>	Stock number/part number differs from contract.
J	Physically completed and accepted.
L	MILSTRIP document number differs from contract.
<i>P</i>	Final quantity shipped exceeds quantity variance for this CLIN.
<i>Q</i>	Mark-for differs from contract.
<i>S</i>	Two or more of the following control data elements do not match contract (ship-to, mark-for, MILSTRIP document number).

^{1/} NOTE: Status Code A or C will take precedence when they, as well as other status codes, are applicable to the same record.

CODE EXPLANATION (CON.)

- (T) Two noncontrol data elements do not match contract (quantity shipped exceeds on order quantity and stock number/part number differs from contract).
- 1 First followup.
- 2 Second followup.

Appendix A22 Code MATRIX

This matrix shows all of the MILSCAP Appendix A22 codes and the MILSCAP transactions in which the individual codes can be used. The footnotes identify the references in the MILSCAP Manual.

App.	Chapter 5		Chapter 6		Chapter 7		Chapter 9		Chapter 11		
	A22	SPN	Dest. Acc.		RDF		CPN		CCS		
Code	PJJ	PJR	PK5	PKN/P	PJA	PJB	PV-	PVA	PK9	PKX	PKZ
A				A(4)	A(7)	A(7)					
B											
C	C(1)	C(1)		C(5)	C(7)	C(7)					
D				D(4)	D(7)	D(7)					
E			E(6)								
F								F(8)	F(10)		
G	G(2)										
H	H(2)										
J									J(9)		
L	L(2)										
P	P(2)										
Q	Q(2)										
S	S(2)										
T	T(2)										
1			1(3)								
2			2(3)								

- (1) See page 5-3, paragraph 5 G.
- (2) See page 5-4, paragraph 5 H.
- (3) See page 6-5, paragraph 6 F.1.
- (4) See page 6-5, paragraph 6 F.2.
- (5) See page 6-6, paragraphs 6 G.2. and 3.
- (6) See page 6-6, paragraph 6 G.3.
- (7) See page 7-4, paragraph 7 J.
- (8) See page 9-5, paragraph 9 I.4.
- (9) See page 11-2, paragraph 11 D.2.
- (10) See page 11-2, paragraph 11 D.3.

APPENDIX A22

TRANSACTION STATUS INDICATOR

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphanumeric.

EXPLANATION: Identifies a transaction as other than normal and therefore requires special handling, or as a reply to a previously submitted request.

<u>CODE</u>	<u>EXPLANATION</u>
A ^{1/}	Reply to a previous request.
B	No record.
C ^{1/}	Corrected transaction.
D	Interim reply.
E	Request for corrected transaction.
F	Final reply/report.
G	Ship-to code differs from contract.
H	Stock number/part number differs from contract.
J	Physically completed and accepted.
L	MILSTRIP document number differs from contract.
P	Final quantity shipped exceeds quantity variance for this CLIN.
Q	Mark-for differs from contract.
S	Two or more of the following control data elements do not match contract (ship-to, mark-for, MILSTRIP document number).

^{1/} NOTE: Status Code A or C will take precedence when they, as well as other status codes, are applicable to the same record.

CODE **EXPLANATION (CON.)**

T Two noncontrol data elements do not match contract (quantity shipped exceeds on order quantity and stock number/part number differs from contract).

1 First followup.

2 Second followup.

Appendix A22 Code MATRIX

This matrix shows all of the MILSCAP Appendix A22 codes and the MILSCAP transactions in which the individual codes can be used. The footnotes identify the references in the MILSCAP Manual.

App.	Chapter 5		Chapter 6		Chapter 7		Chapter 9		Chapter 11		
	A22	SPN		Dest. Acc.		RDF		CPN		CCS	
Code	PJJ	PJR	PK5	PKN/P	PJA	PJB	PV-	PVA	PK9	PKX	PKZ
A				A(4)	A(7)	A(7)					
B											
C	C(1)	C(1)		C(5)	C(7)	C(7)					
D				D(4)	D(7)	D(7)					
E			E(6)								
F								F(8)	F(10)		
G	G(2)										
H	H(2)										
J									J(9)		
L	L(2)										
P	P(2)										
Q	Q(2)										
S	S(2)										
T	T(2)										
1			1(3)								
2			2(3)								

- (1) See page 5-3, paragraph 5 G.
- (2) See page 5-4, paragraph 5 H.
- (3) See page 6-5, paragraph 6 F.1.
- (4) See page 6-5, paragraph 6 F.2.
- (5) See page 6-6, paragraphs 6 G.2. and 3.
- (6) See page 6-6, paragraph 6 G.3.
- (7) See page 7-4, paragraph 7 J.
- (8) See page 9-5, paragraph 9 I.4.
- (9) See page 11-2, paragraph 11 D.2.
- (10) See page 11-2, paragraph 11 D.3.

APPENDIX A23-A

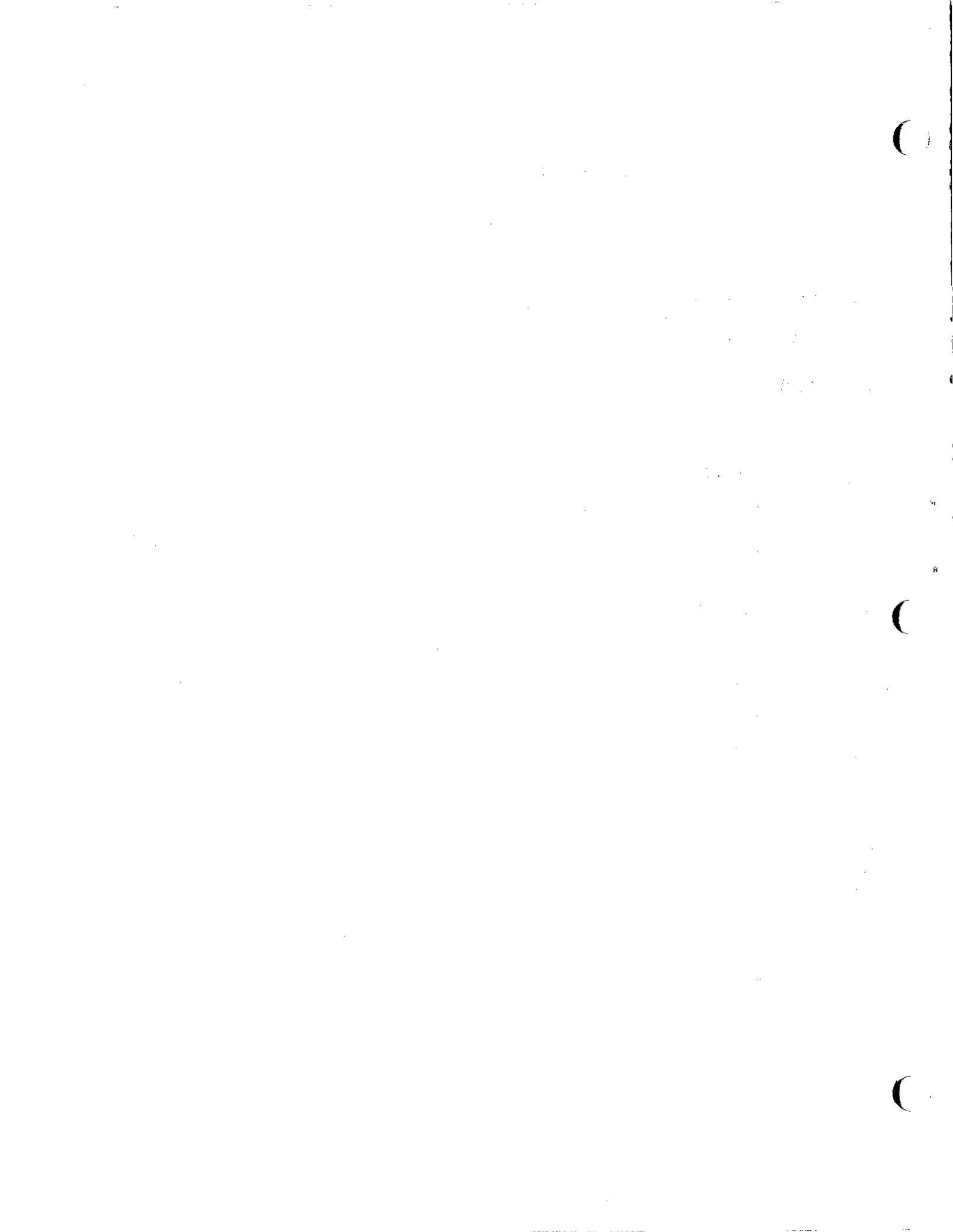
CONTRACT DELIVERY DATE REVISION AGENT

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

EXPLANATION: The kind of organization which causes an item to be undeliverable within the contractual time schedule.

<u>CODE</u>	<u>EXPLANATION</u>
G	Government.
K	Contractor.
U	Unknown.



APPENDIX A23-B

REASON FOR CONTRACT DELIVERY DATE REVISION

NUMBER OF CHARACTERS: Two.

TYPE OF CODE: Alphanumeric.

DEFINITION: Coded expressions that describe the reason delivery of an item will not be made by the contract delivery date.

<u>CODE</u>	<u>EXPLANATION</u>
A1	Design and engineering problem; ECP/VECP action pending.
A2	Design and engineering problem; part number feasibility being studied.
A3	Design and engineering problem; method interchangeability being studied.
A4	Design and engineering problem; software development.
A5	Design and engineering problem; software integration.
A6	Design and engineering problem; hardware integration.
A7	Design and engineering problem; software redesign required.
A8	Design and engineering problem; mechanical redesign required.
A9	Design and engineering problem; electrical redesign required.
B1	Specifications, drawings, or technical data submitted late.
B2	Specifications, drawings, or technical data approved late.
B3	Specifications, drawings, or technical data inadequate.
B4	Specifications, drawings, or technical data defective.

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
B5	Specifications, drawings, or technical data change request for deviation.
B6	Specifications, drawings, or technical data change request for waiver.
B7	Specifications not received by contractor.
B8	Drawings not received by contractor.
B9	Obsolete/incorrect drawings or specifications.
C1	Production facility; inadequate space/physical layout.
C2	Production facility; inadequate equipment.
C3	Production facility; inadequate equipment capacity.
C4	Production facility; safety violation.
C5	Production facility; health violation.
D1	Special tooling or test equipment contractor provided; requested late.
D2	Special tooling or test equipment contractor provided; received late.
D3	Special tooling or test equipment manufactured in-house; late.
D4	Special tooling or test equipment contractor provided; inadequate.
D5	Special tooling or test equipment contractor provided; defective.
D6	Special tooling or test equipment contractor provided; not available.
E1	Production - tooling breakdown.
E2	Production - machinery breakdown.

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
E3	Production - unsatisfactory quality/rework required.
E4	Production - items rejected by QAR.
E5	Production process inadequate.
E6	Production scheduling deficiencies.
E7	Production - shop overload.
E8	Production - items scrapped/remanufacture required.
F1	Manpower problem; insufficient skilled personnel.
F2	Manpower problem; inexperienced skilled personnel.
F3	Manpower problem; loss of key management personnel.
F4	Manpower problem; production unit understaffed.
G1	Planning; unrealistic delivery schedule.
G2	Planning; untimely purchasing practices.
G3	Planning; inadequate purchasing practices.
G4	Planning; vendor selection inadequate.
G5	Planning; vendor followup inadequate.
G6	Planning; submitted items to packagers late.
G7	Production plan inadequate.
G8	Production plan not followed.
H1	GFM/GFP requested late.
H2	GFM/GFP supplied late.
H3	GFM/GFP inadequate.

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
H4	GFM/GFP defective.
H5	GFM/GFP uneconomically reparable.
H6	Government installation site unavailable.
J1	First article, prototype; lot sample or test data submitted late.
J2	First article, prototype; lot sample or test data approved late.
J3	First article, prototype; lot sample or test data rejected by the Government.
J4	First article, prototype; lot sample or test data awaiting Government disposition.
K1	Financial problem; filed under chapter 11.
K2	Financial problem; withdrawal of financial backing.
K3	Financial problem; inadequate cash flow.
K4	Financial problem; vendor(s) not paid.
L1	Vendor/subcontractor problem; shop overload.
L2	Vendor/subcontractor problem; materiel furnished rejected.
L3	Vendor/subcontractor problem; basic materiel shortage.
L4	Vendor/subcontractor problem; tooling breakdown.
L5	Vendor/subcontractor problem; equipment breakdown.
L6	Vendor/subcontractor problem; scheduling deficiencies.
M1	Contract modification/amendments; in process.
M2	Contract modification/amendments; not received by contractor.
M3	Contract modification/amendments; contractual requirements not definitized.

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
M4	Contract modification/amendments; requested by contractor.
M5	Termination/cancellation pending.
M6	Contractual delivery date not in conformance with bid proposal.
M7	Contractor misinterpreted contract requirements.
M8	Contractual clarification required - DD Form 1716, Contract Data Package Recommendation/Deficiency Report, pending.
N1	Priority problem; prior receipt of DX rated contract at contractor.
N2	Priority problem; prior receipt of DX rated purchase order/subcontract at vendor/subcontractor.
N3	Priority problem; prior receipt of DO rated contract at contractor.
N4	Priority problem; prior receipt of DO rated purchase order/subcontract at vendor/subcontractor.
N5	Priority problem; accomplished production out of schedule sequence of readiness/acceleration request.
P1	Natural disaster; fire.
P2	Natural disaster; flood.
P3	Natural disaster; extreme weather.
P4	Natural disaster; earthquake.
Q1	Strike, prime contractor.
Q2	Strike, subcontractor.
Q3	Strike, supplier.
Q4	Strike, carrier.
Q5	Strike, other.

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
T1	Transportation problem; GBL not requested.
T2	Transportation problem; GBL requested late.
T3	Transportation problem; GBL received late.
T4	Transportation problem; carrier deficiencies.
T5	Transportation problem; shipping instructions not requested.
T6	Transportation problem; shipping instructions requested late.
T7	Transportation problem; shipping instructions not received.
T8	Transportation problem; TCN not requested.
T9	Transportation problem; TCN received/requested late.
U0	Unknown/not identified.
V1	Energy shortage; natural gas.
V2	Energy shortage; electricity.
V3	Energy shortage; coal.
V4	Energy shortage; gasoline.
V5	Energy shortage; fuel oil (all types).
V6	Energy shortage; liquefied gas (all types).
W1	Delivery documentation; shipped without source inspection or acceptance.
W2	Delivery documentation; shipped without DD Form 250.
W3	Delivery documentation; DD Form 250 prepared incorrectly.
W4	Delivery documentation; unsigned DD Form 250 for destination acceptance, items not sent to CAO.
W5	Delivery documentation; shipped without certificate of conformance.

APPENDIX A24

CONTRACT ADMINISTRATION OFFICE RECOMMENDATION REGARDING DELAYED DELIVERIES

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alpha.

DEFINITION: The contract administration officer's recommendation to the procuring contracting officer for action which should be taken in relation to delayed deliveries from contractors.

<u>CODE</u>	<u>EXPLANATION</u>
A	No action; minor delay only.
B	Taking action within authorized delegation.
C	Extend delivery schedule without consideration.
D	Extend delivery schedule with consideration in favor of the Government.
E	Terminate contract.
F	None.
G	Hard copy report to follow within 5 days.
H	Issue cure notice.
J	Issue show cause notice.
K	Issue modification.

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APPENDIX A25

CONTRACT SHIPMENT ADVICE

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alpha.

DEFINITION: An expression of information concerning a shipment of material from a contractor to the Government.

<u>CODE</u>	<u>EXPLANATION</u>
A	Components Missing. Authorized shipment of an end item less some of the Components required by specifications.
B	Missing Components Furnished. The subsequent shipment of components missing at the time of shipment of the original end item. NOTE: The MOCAS system of DLA will issue an SPN only on the final shipment, i.e., it will not issue an SPN on a partial shipment furnishing missing components.
C	Quantity Increase. Due to overages, the quantity is an increase over that previously reported as shipped.
D	Quantity Decrease. Due to missing, damaged, or nonconforming supplies, the quantity is a decrease to that previously reported as shipped.
E	Replacement Shipment. Supplies were previously reported as quantity decrease due to missing, damaged, or nonconforming supplies.
F	Shipped and held in bond at contractor's plant. Shipment has been accepted.
G	Shipped and held as Government furnished property. Shipment has been accepted.
H	Shipped or performed as indicated. No special circumstances.
Z	Underrun Quantity. Final shipment of contract line item where underrun variation is authorized and the condition exists.

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APPENDIX A26

MODE OF SHIPMENT

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphanumeric.

DEFINITION: Identifies the initial line haul of an item when shipped.

<u>CODE</u>	<u>EXPLANATION</u>
A	Motor, truckload.
B	Motor, less than truckload.
C	Van (unpacked, uncrated personal or Government property).
D	Driveaway, truckaway, towaway.
E	Bus.
F	Military Airlift Command (MAC) Channel and Special Assignment Airlift Mission.
G	Surface parcel post.
H	Air parcel post.
I	Government trucks, for shipment outside local delivery area.
J	Air - Small package carrier.
K	Rail, carload ^{1/} .
L	Rail, less than carload ^{1/} .
M	Surface - Freight forwarder.
N	LOGAIR.
O	Organic military air (including aircraft of foreign governments).

^{1/} Includes trailer/container-on-flat car (excluding SEAVAN).

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
P	Through Government Bill of Lading (TGBL).
Q	Commercial air freight.
R	European Distribution System/Pacific Distribution System (EDS/PDS).
S	Scheduled Truck Service (STS) (applies to contract carriage, guaranteed traffic routings and/or scheduled service).
T	Air freight forwarder.
U	QUICKTRANS.
V	SEAVAN.
W	Water, river, lake, coastal (commercial).
X	Bearer, walk-thru (customer pickup of materiel).
Y	Military Intratheater Airlift Service.
Z	Military Sealift Command (MSC) (controlled contract or arranged space).
2	Government watercraft, barge, lighter.
3	Roll On Roll Off (RORO) service.
4	Armed Forces Courier Service (ARFCOS).
5	Surface - small package carrier.
6	Military Official Mail (MOM).
7	Express mail.
8	Pipeline.
9	Local delivery by Government or commercial truck including on-base transfers and deliveries between air, water, or motor terminals, and adjacent activities. Local delivery areas are identified in commercial carriers' tariffs which are filed and approved by regulatory authorities.

APPENDIX A27

CASH DISCOUNT STIPULATION

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

EXPLANATION: A code that identifies when cash discount terms for prompt payment apply to the contract.

<u>CODE</u>	<u>EXPLANATION</u>
D	Discount (contract contains cash discount terms).
N	No discount (contract does not contain cash discount terms).

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1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of the names and addresses of the members of the committee.

3. The third part of the document is a list of the names and addresses of the members of the committee.

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APPENDIX A28

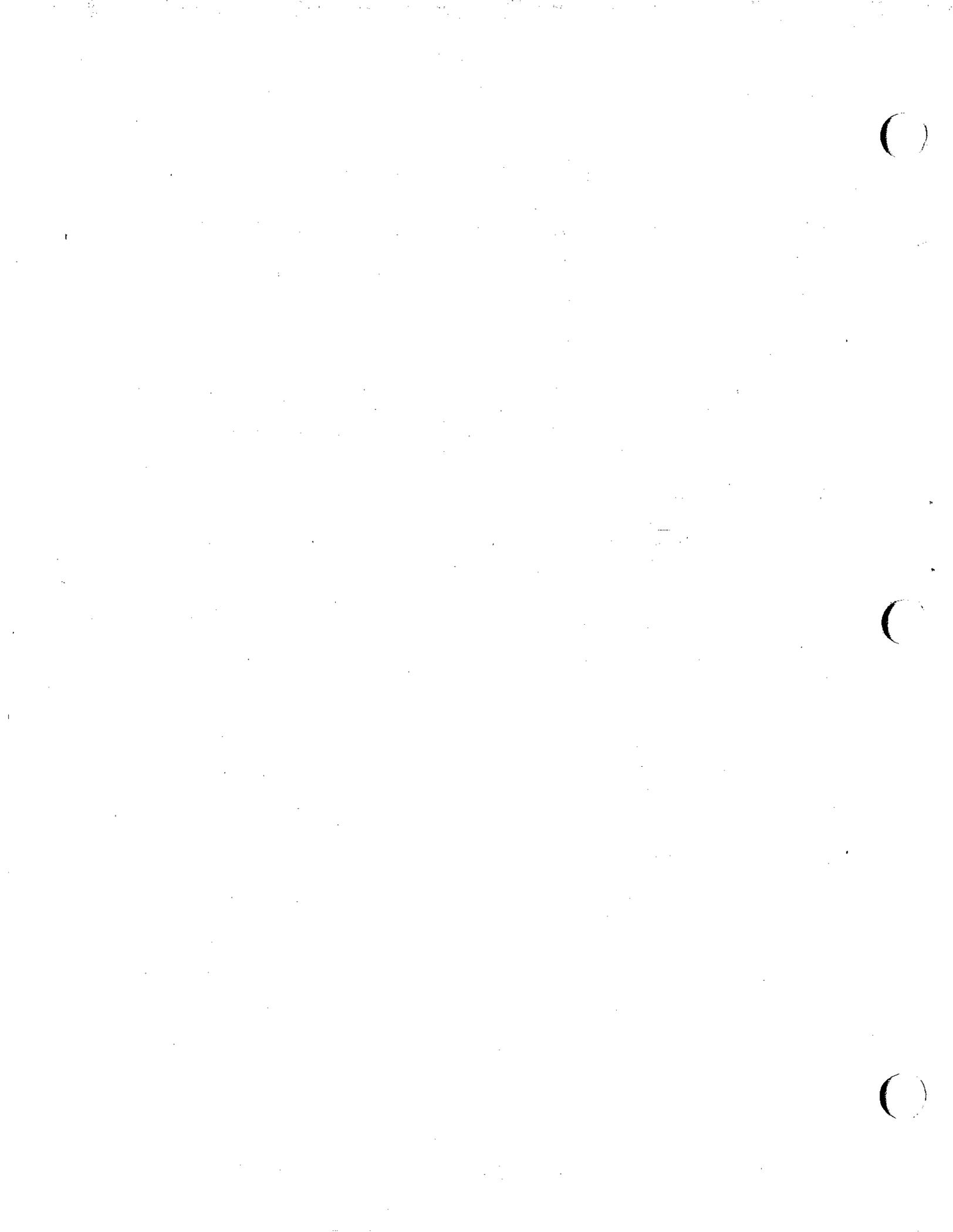
SHIPMENT/ACCEPTANCE DISCREPANCY EXPLANATION

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

EXPLANATION: A code that identifies the reason for either a difference between the quantity shipped and the quantity accepted, or when documentation is missing or incomplete.

<u>CODE</u>	<u>EXPLANATION</u>
D	Documentation (incomplete, improper, or without authority and which precludes acceptance).
E	Documentation (shipment number missing or incomplete, but does not preclude acceptance).
M	Misdirected (material addressed to wrong activity).
N	Nonconforming (items do not conform to the contract specifications).
O	Overage (quantity received in excess of quantity on shipping document).
S	Shortage (quantity received less than quantity on shipping document).
T	Inadequate technical data (missing, mutilated, incomplete (includes warranty data)).
U	Undelivered.
W	Wrong item (incorrect item received).
X	Damaged (received in damaged condition).
Z	UID data on items do not conform to shipping report



APPENDIX A28

SHIPMENT/ACCEPTANCE DISCREPANCY EXPLANATION

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

EXPLANATION: A code that identifies the reason for either a difference between the quantity shipped and the quantity accepted, or when documentation is missing or incomplete.

<u>CODE</u>	<u>EXPLANATION</u>
D	Documentation (incomplete, improper, or without authority and which precludes acceptance).
E	Documentation (shipment number missing or incomplete, but does not preclude acceptance).
M	Misdirected (material addressed to wrong activity).
N	Nonconforming (items do not conform to the contract specifications).
O	Overage (quantity received in excess of quantity on shipping document).
S	Shortage (quantity received less than quantity on shipping document).
T	Inadequate technical data (missing, mutilated, incomplete (includes warranty data)).
U	Undelivered.
W	Wrong item (incorrect item received).
X	Damaged (received in damaged condition).

THE HISTORY OF THE

ROYAL SOCIETY OF LONDON

The Royal Society of London, for the Improvement of Natural Knowledge, was instituted in the year 1662, by a charter from Charles II. It is the most illustrious and most useful of all the academies of Europe, and has been the great nursery of the sciences, and the seat of the most eminent philosophers and mathematicians of the age.

The society is composed of twenty-four members, who are elected by the society itself, and are divided into three classes, viz. the natural philosophers, the mathematicians, and the physicians. The members are bound to meet weekly, and to read papers and to discuss the subjects of the day.

APPENDIX A29

TRANSPORTATION PRIORITY

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Numeric.

EXPLANATION: Identifies the precedence of handling and method of shipment (see DoD 4500.32-R, MILSTAMP) based on DoDD 4410.6, "Uniform Materiel Movement and Issue Priority System" (UMMIPS).

<u>CODE</u>	<u>EXPLANATION</u>
1	UMMIPS 01-03; air shipment.
2	UMMIPS 04-08; air shipment.
3	UMMIPS 09-15; surface shipment.

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APPENDIX A30

CONTRACT CLOSEOUT GROUP

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: A classification of contracts for the purpose of evaluating the closing of physically completed contracts against an established time standard (see FAR 4.804 and DFARS 204.804) and specifying the conditions under which the final Contract Completion Statement (PK9) is issued.

<u>CODE</u>	<u>EXPLANATION</u>
A	Fixed price unilateral purchase orders. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when the purchase order is physically complete; payment date may be included. (See FAR 204.804-1(a)(1).)
B	Firm fixed price contracts. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when final payment is made; normally within 6 months. (See FAR 4.804-1(a)(2).)
C	Contracts requiring settlement of overhead rates, i.e., contracts that are appendix A8 codes R, S, T, and U. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when all administrative actions are completed and final payment has been made; normally within 36 months. See FAR 4.804-1(a)(3).
D	All other contracts. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when all administrative actions are completed and final payment has been made; normally within 20 months. (See FAR 4.804.1(a)(4).)

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APPENDIX A31

TEXT

NUMBER OF CHARACTERS: Various (see below).

TYPE OF CODE: Alphabetic.

DEFINITION: A series of statements that are included in various MILSCAP transactions. Each individual statement and, where applicable, explanation is identified below.

DATA ELEMENT

EXPLANATION

Noun	Identifies the name of the item as shown in the contract. See DI Code P_F, rp 29-39.
Description of Services	Identifies the service purchased or delivered. See DI Codes P_H, rp 29-53 and P_JR, rp 62-79.
Message	Cancels the abstract. See DI Code PEK, rp 35-52.
Message	Acknowledges the abstract or acknowledges a notice to cancel the abstract. See DI Code PFK, rp 35-52.
Modification Authority	Identifies the authority for the contract modification as shown on the SF 30. See DI Code PBl, rp 30-44.
Record Legend	Identifies the Payment Text Header. See DI Code PVA, rp 4-20.

SECRET

CONFIDENTIAL

1. The purpose of this document is to provide a comprehensive overview of the current state of the project and to identify the key challenges that must be addressed in order to ensure its successful completion. It is intended for the use of senior management and other stakeholders who are responsible for the overall direction and funding of the project.

2. The project has made significant progress since its inception, and it is clear that the team is capable of meeting the objectives set out in the project charter. However, there are several areas where the project is currently facing difficulties, and these must be addressed as a matter of priority.

3. The primary challenge is the lack of sufficient resources to complete the project on time and within budget. This is due to a combination of factors, including the high cost of materials and the need for additional personnel to manage the increased workload. It is essential that a plan be developed to address these resource constraints as soon as possible.

4. Another major challenge is the need for improved communication and coordination between the various teams involved in the project. There is a significant amount of duplication of effort, and it is often difficult to get a clear picture of what is going on in different parts of the project. A more structured approach to communication is required to ensure that everyone is working towards the same goals.

5. In conclusion, the project is currently in a state of flux, and it is essential that a clear plan be developed to address the challenges that have been identified. This plan should focus on securing the necessary resources, improving communication, and ensuring that the project remains on track. It is the responsibility of senior management to ensure that the project is given the support and funding it needs to succeed.

APPENDIX A32

CONTRACT PAYMENT TYPE

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: A code that identifies the type of payment made to a contractor in anticipation of performance, for actual performance or partial performance of a contract.

<u>CODE</u>	<u>EXPLANATION</u>
A	Advance.
B	Progress.
C ^{1/}	Partial (if not advance or progress). (Non-cost type contract).
D	Collection reversal (other than progress payment and advancement recoupments).
F ^{1/}	Final (non-cost type contract).
H	Special tooling.
J	Value engineering.
K	Termination charges.
L	Escalating clause payments.
M	Price redetermination payments.
Q	Partial (cost type contracts).
R	Final (cost type contracts).
Z	Other lump-sum settlement (non-CLIN).

^{1/} Codes C and F will be used only when other codes are not applicable.

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APPENDIX A33

CONTRACT FUND REPORTING TRANSACTION

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: Identification of the type of cash record specified in an MILSCAP contract payment notice.

<u>CODE</u>	<u>EXPLANATION</u>
C	Collection.
D	Disbursement.

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APPENDIX A34

CONTRACT PAYMENT DEDUCTION/COLLECTION

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: Authorized deduction/collection conditions that can be used to:

- a. Adjust the gross amount of the contract to arrive at the net amount paid the contractor, and
- b. Reflect monies collected from the contractor which can be handled via applicable payment regulations/procedures which do not require contractual modification.

<u>CODE</u>	<u>EXPLANATION</u>
D	Disbursement reversal (other than progress and advance payments).
E	Transportation overpay recovery.
F	Recovery of overpayment for unauthorized quantity variation.
G	Recovery of previous progress overpayment/erroneous payment.
H	Recovery of previous advance overpayment/erroneous payment.
J	Recovery of previous cost overpayment/erroneous payment.
N	Price redetermination.
P	Recovery of previous overpayment/erroneous payment (other than progress, advance and cost).
Q	Voluntary refund.

<u>CODE</u>	<u>EXPLANATION CON.)</u>
R	Cash discounts.
S	Trade discounts.
T	Trade-in allowance.
U	Proceeds from sale of surplus materiels.
V	Liquidated damages.
W	Temporary withholding of funds.
X	Recoupment of advance payments.
Y	Recoupment of progress payments.
Z	Recoupment of other contractor indebtedness.

APPENDIX A35

CONTRACT OBLIGATION VARIANCE

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: A difference which changes the gross amount to be paid the contractor from those amounts recorded as payable by the contract.

<u>CODE</u>	<u>EXPLANATION</u>
A	Packaging and handling charges billed by the contractor for which no obligation was recorded.
B	Reusable containers billed by the contractor for which no obligation was recorded.
C	State and local taxes billed by the contractor for which no obligation was recorded.
D	Royalty payments billed by the contractor for which no obligation was recorded.
E	Minimum guarantee payments billed by the contractor for which no obligation was recorded.
P	The difference between the unit price used to compute the obligation and the unit price billed on the contractor's invoice.
Q	The difference between the quantity of items used to compute the obligation and the quantities delivered by the contractor (overruns and underruns).
T	Transportation charges paid and billed by the contractor for which no obligation was recorded.

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APPENDIX A36

COUNTRY CODE

NUMBER OF CHARACTERS: Two.

TYPE OF CODE: Alphabetic.

DEFINITION: A series of codes assigned to friendly foreign nations and used to identify the countries in international balance of payment transactions.

EXPLANATION

(See DoD 5000.12-M, (reference f) reference number CO-XV of the data element "Countries of the World.")

1. The first part of the document discusses the importance of maintaining accurate records.

2. It also covers the various methods used to collect and analyze data.

3. The following table provides a summary of the key findings from the study.

4. The data shows a significant correlation between the variables studied, indicating that the hypothesis is supported.

5. These results have important implications for the field of research and practice.

6. Further research is needed to explore the underlying mechanisms and to test the generalizability of the findings.

APPENDIX A37

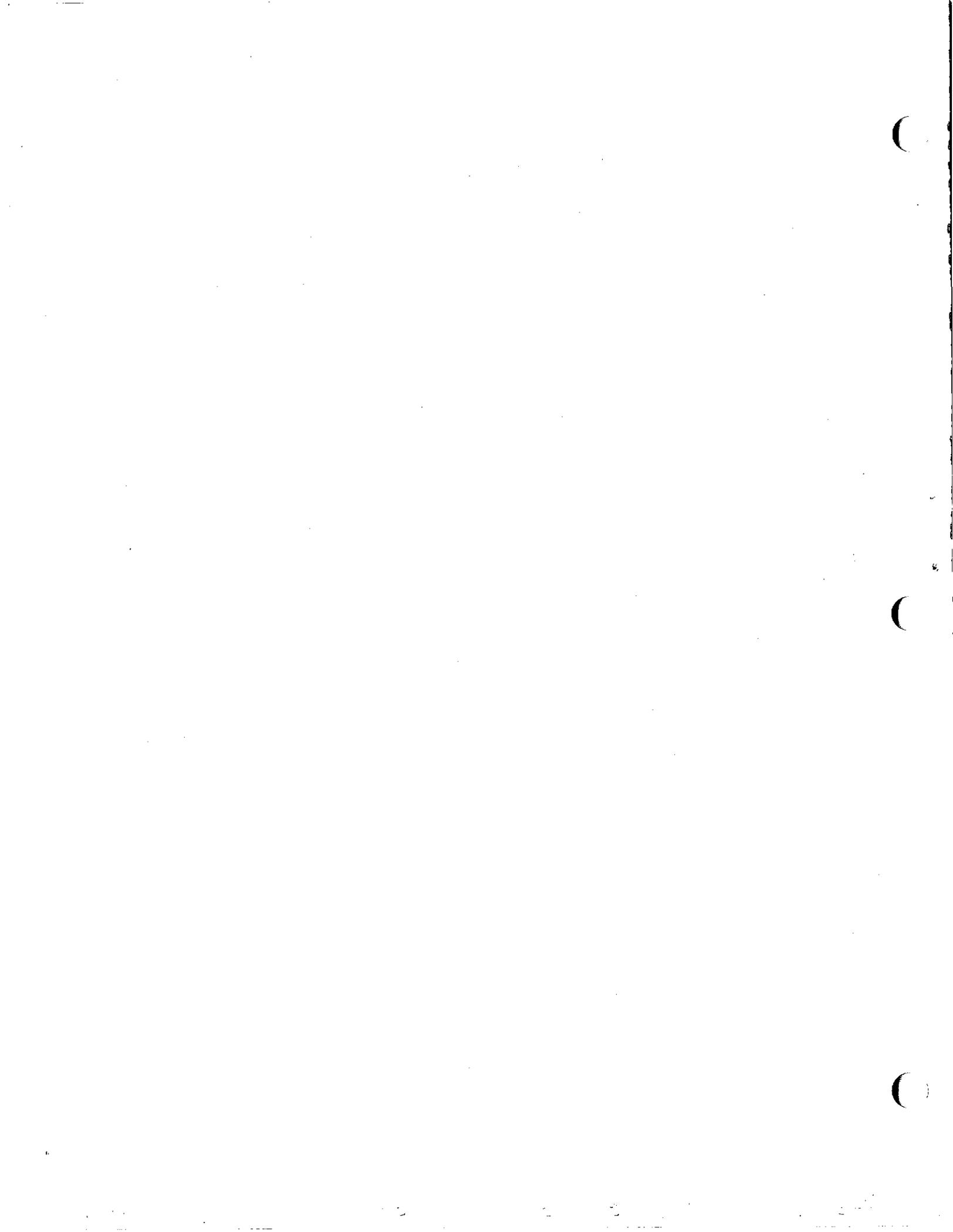
PLUS/MINUS INDICATOR

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: Signifies whether a data field is to be considered algebraically positive or negative. This data element is listed in DoD 4000.25-13-S1 (reference (b)) as "Mathematical Computation Sign".

<u>CODE</u>	<u>EXPLANATION</u>
P	Plus.
M	Minus.



APPENDIX A38

REASON FOR DELAYED CLOSING OF CONTRACT FILE

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphanumeric.

DEFINITION: The factors which contribute to the delay in closing the contract file within the time period established as the norm.

<u>CODE</u>	<u>EXPLANATION</u>
A	Contractor has not submitted final invoice/voucher.
B	Final acceptance not received.
C	Contractor has not submitted patent/royalty report.
D	Patent/royalty clearance required.
E	Contractor has not submitted proposal for final price redetermination.
F	Supplemental agreement covering final price redetermination required.
G	Settlement of subcontracts pending.
H	Final audits in process.
J	Disallowed cost pending.
K	Final audit of Government property pending.
L	Independent research and development rates pending.
M	Negotiation of overhead rates pending.
N	Additional funds requested but not yet received.

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
P	Reconciliation with paying office and contractor being accomplished.
Q	Armed Services Board of Contract Appeals case.
R	Public Law 85-804 case.
S	Litigation/investigation pending.
T	Termination in process.
U	Warranty clause action pending.
V	Disposition of Government property pending.
W	Contract modification pending.
X	Contract release and assignment pending.
Y	Awaiting notice of final payment.
Z	Disposition of classified material pending.
1-5	Reserved.
6	Fee withheld. ^{1/}
7	Awaiting removal of excess funds.
8-9	Reserved.

^{1/} Fee is being withheld because a question about the fee must be resolved before final payment can be made and the contract can be closed.

APPENDIX A39

CONTRACT PAYMENT LINE ITEM STATUS

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: The status of a contract line item after a particular payment or collection has been applied.

<u>CODE</u>	<u>EXPLANATION</u>
C	Interim.
F	Complete.

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APPENDIX A40

SPECIAL REIMBURSABLE PROVISIONS

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: Requirements expressing contractor responsibilities not directly involving performance on the supply line item(s) or service(s), but for which the contractor may be reimbursed or the Government may collect. The Special Reimbursable Provision codes identify those non-CLIN/ELIN materials, services, or lump sum cost items authorized in the contract. Some of these costs will definitely be incurred, while others may or may not be incurred. The dollar amount of the cost may or may not be known at the time of the award. When the costs are known at the time of award, and will definitely be incurred, the funds will be included in the obligated amount of the award and reflected in DI code PAD, positions 45-54. **Codes A, B, C, D, E, and T do not require an obligated amount.**

<u>CODE</u>	<u>EXPLANATION</u>
A	Packing, packaging, and marking.
B	Reusable containers.
C	Federal, state, local taxes.
D	Royalty.
E	Minimum guarantee.
F	Testing.

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
G	DD Form 250 charges.
H	Special tooling.
J	Value engineering.
K	Termination charges.
L	Escalation clause.
M	Price redetermination.
P	Set-up charge.
T	Transportation charges.
Z	Other lump-sum settlements (CLIN and non-CLIN).

APPENDIX A41

KIND OF MODIFICATION

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: A special designation for modification header records to identify specific conditions concerning the modification.

<u>CODE</u>	<u>EXPLANATION</u>
A	Change order including exercise of unpriced options (requires code G definitization).
B	Change order/funding action/administration change (definitization not required).
C	Supplemental agreement, including no cost partial termination settlement (does not require further definitization).
D	Transfer of contract between purchasing activities.
E	Transfer of contract between administering activities.
F	Correction of hard copy error.
G	Supplemental agreement (definitizes code A document).
H	Definitized provisioned item order (PI0) (a one step PI0; does not definitize a previous PI0).
I	Refund or recoupment resulting from a spare parts acquisition initiative (does not require further definitization).
J	Work order/task order (requires code Z definitization).
K	Unpriced order definitization (definitizes an unpriced order, which is a Kind of Contract, appendix A7, code 9 document).

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
L	Letter contract definitization (definitizes a letter contract, which is either a Kind of Contract, appendix A7, code 8 document, or a Kind of Modification, appendix A41, code W document).
M	Reserved for internal Service/Agency use (Army uses this code to identify the complete cancellation of a purchase order which is administered in-house and on which no deliveries have been made).
N	Exercise of priced option (definitization not required).
O	Lease adjustment (modification to facility contract).
P	Partial termination for convenience (requires code U definitization).
Q	Partial termination for default (requires code U definitization).
R	Obligation adjustment after physical completion of contract.
S	PI0 (requires code V definitization).
T	Complete termination for convenience (requires code U definitization).
U	Termination settlement (definitizes code P, Q, T, and X documents).
V	Provisioned item order (definitizes code S document, partial or total).
W	Letter contract modification (requires code L definitization).
X	Complete termination for default (requires code U definitization).
Y	Excess funds removal (decommit and deobligate ...due to partial or complete termination).
Z	Work and task order definitization (definitizes code J document).

APPENDIX A42

STOCK NUMBER

NUMBER OF CHARACTERS: Thirteen.

TYPE OF CODE: Numeric.

DEFINITION: A number usually assigned under the Federal Cataloging System and/or North Atlantic Treaty Organization (NATO) Codification of Equipment System to each approved item identification which provides a unique identification of an item of supply within a specified Federal Supply Classification (FSC).

EXPLANATION

The National Stock Number (NSN) consists of a four position FSC, a two position National Codification Bureau (NCB) Code, and a seven position National Item Identification Number (NIIN).

Occasionally, a local stock number may be used that is constructed like an NSN except that it will include alphas, usually in the fifth and sixth positions (the NCB field).

The P_E transaction allows 15 positions for stock number. When appropriate, the 13 position stock number is suffixed with a 2 position management data code.



APPENDIX A43

PART NUMBER

NUMBER OF CHARACTERS: Thirty-two.

TYPE OF CODE: Alphanumeric.

DEFINITION: A number assigned by a manufacturer to an item of production.

EXPLANATION

For purposes of MILSCAP the part number includes:

a. In the first five positions, the **CAGE** code to identify the manufacturer.

b. Beginning in the sixth position, the identifying number the manufacturer has assigned to the item. When the identifying number requires less than 27 positions, the unused positions are left blank. When fractions are included use three positions, e.g., 1/2.



APPENDIX A44

SHIPMENT IDENTIFICATION DATA

NUMBER OF CHARACTERS: Eight.

TYPE OF CODE: Alphanumeric.

DEFINITION: A number assigned by the contractor to identify each individual shipment (see DFARS, I-301, block 2).

EXPLANATION

Shipment Identification Data consists of a shipment number and, when applicable, a suffix code.

a. The shipment number consists of a three position alpha code identifying the contractor and a four position alphanumeric serial number identifying each shipment against the contract.

(1) The code in the first three positions is controlled and assigned by the prime contractor and is different for each shipping address or facility. The code remains constant throughout the life of the contract.

(2) The contractor shipment serial number is consecutively assigned and is used to identify each shipment from the same shipping address or for the numbering sequence.

b. The shipment number suffix code is a one position code attached to the shipment number. The final shipment of the contract will use code Z. Replacement shipments will use code A for the first replacement, B for the second, etc.

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APPENDIX A45

MILSTRIP DATA

NUMBER OF CHARACTERS: Fifteen.

TYPE OF CODE: Alphanumeric.

DEFINITION: This data element consists of the 14 position MILSTRIP document number and, when applicable, a one position MILSTRIP document number suffix code.

EXPLANATION

MILSTRIP Data consists of an MILSTRIP document number and, when applicable, a suffix code.

a. The MILSTRIP document consists of the requisition number of a requirement that resulted in a new procurement or a modification to a contract.

b. The MILSTRIP document number consists of a six position DoDAAC to identify the requisitioner, a four position ordinal date, and a four position serial number.

c. The MILSTRIP document number suffix code is a one position code attached to the document number that further identifies the requisition. Suffix codes are normally used to relate the parts when a requisition is divided, e.g., when a portion is furnished from stock and a portion is put on contract.

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1. The first part of the document is a list of names and addresses of the members of the committee.

2.

3. The second part of the document is a list of names and addresses of the members of the committee.

4. The third part of the document is a list of names and addresses of the members of the committee.

5. The fourth part of the document is a list of names and addresses of the members of the committee.

6.

7. The fifth part of the document is a list of names and addresses of the members of the committee.

8. The sixth part of the document is a list of names and addresses of the members of the committee.

9.

10. The seventh part of the document is a list of names and addresses of the members of the committee.

11.

12. The eighth part of the document is a list of names and addresses of the members of the committee.

13.

14. The ninth part of the document is a list of names and addresses of the members of the committee.

15.

16. The tenth part of the document is a list of names and addresses of the members of the committee.

17.

18. The eleventh part of the document is a list of names and addresses of the members of the committee.

19.

20. The twelfth part of the document is a list of names and addresses of the members of the committee.

21.

22. The thirteenth part of the document is a list of names and addresses of the members of the committee.

23.

24. The fourteenth part of the document is a list of names and addresses of the members of the committee.

25.

26. The fifteenth part of the document is a list of names and addresses of the members of the committee.

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APPENDIX A46

QUANTITY

NUMBER OF CHARACTERS: Various (see below).

TYPE OF CODE: Numeric.

DEFINITION: A collection of data elements that identify individual quantities used in various places in MILSCAP transactions. Each individual data element and, where applicable, explanation is identified below.

DATA ELEMENT

EXPLANATION

Order Quantity	The total quantity on order for a given CLIN/ELIN. See DI Code P_E, rp 44-51.
Delivery Schedule Quantity	The quantity on the delivery schedule; may be by MILSTRIP, Ship-To, and Delivery Schedule Date. See DI Code P_G, rp 48-55.
Quantity Shipped	The quantity shipped by the contractor against the delivery schedule; may be by MILSTRIP, Ship-To, and Delivery Schedule Date. See DI Codes PJJ, rp 46-51; PK5, rp 47-54; PKN and PKP, rp 47-54.
Quantity Accepted	The quantity accepted by the receiving activity. See DI Codes PKN and PKP, rp 57-64.
RDF Delivery Schedule Quantity	The undelivered quantity on the delivery schedule. See DI Codes PJA and PJB, rp 40-47.
Expenditure Quantity	The quantity of items for which expenditure was made. See DI Code PV5, rp 55-62.



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APPENDIX A47

QUANTITY VARIANCE

NUMBER OF CHARACTERS: Two.

TYPE OF CODE: Alphanumeric.

DEFINITION: A coded percentage which identifies the variation in quantity authorized by the contract. This variance may be an increase (over), a decrease (under), or a combination of both. Coded percentages are shown below.

EXPLANATION

Variances will be entered as overruns and underruns in the Supplies Line Item Data Record #2, DI Code PAF, according to the following:

1%	01	1/2 of 1%	OD
2%	02	5/8 of 1%	OE
3%	03	3/4 of 1%	OF
4%	04	7/8 of 1%	OG
5%	05	1/10 of 1%	OH
6%	06	1-1/8%	1A
7%	07	1-1/4%	1B
8%	08	1-3/8%	1C
9%	09	1-1/2%	1D
10%	10	1-5/8%	1E
1/8 of 1%	OA	1-3/4%	1F
1/4 of 1%	OB	1-7/8%	1G
3/8 of 1%	OC	2-1/8%	2A

For fractions of 2-1/8 through 9 percent, the whole number percentage will be substituted for the 1 percent in the above chart. If none of the above combinations accurately express the variation, enter 9 blank (i.e., see contract) in these positions.

6-1-1952

CONFIDENTIAL

MEMORANDUM FOR THE DIRECTOR, FBI

RE: [Illegible]

[Illegible]

[Illegible]

[Illegible]

APPENDIX A48

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

NUMBER OF CHARACTERS: Thirteen.

TYPE OF CODE: Alphanumeric.

DEFINITION: As used in MILSCAP, this is the contract number. It uniquely identifies one contract from all other contracts. The PIIN is developed by the contracting office in accordance with DFARS 204.7003.

EXPLANATION

The number consists of:

a. Contracting Office - A six position alphanumeric code listed in DFARS appendix N that identifies the office issuing the contract.

b. Fiscal Year - A two position numeric code identifying the fiscal year in which the contract was awarded.

c. Type of Instrument - A one position alpha code that identifies the type of contract as fixed price, etc.

d. Serial Number - The four position alphanumeric serial number of the contract.

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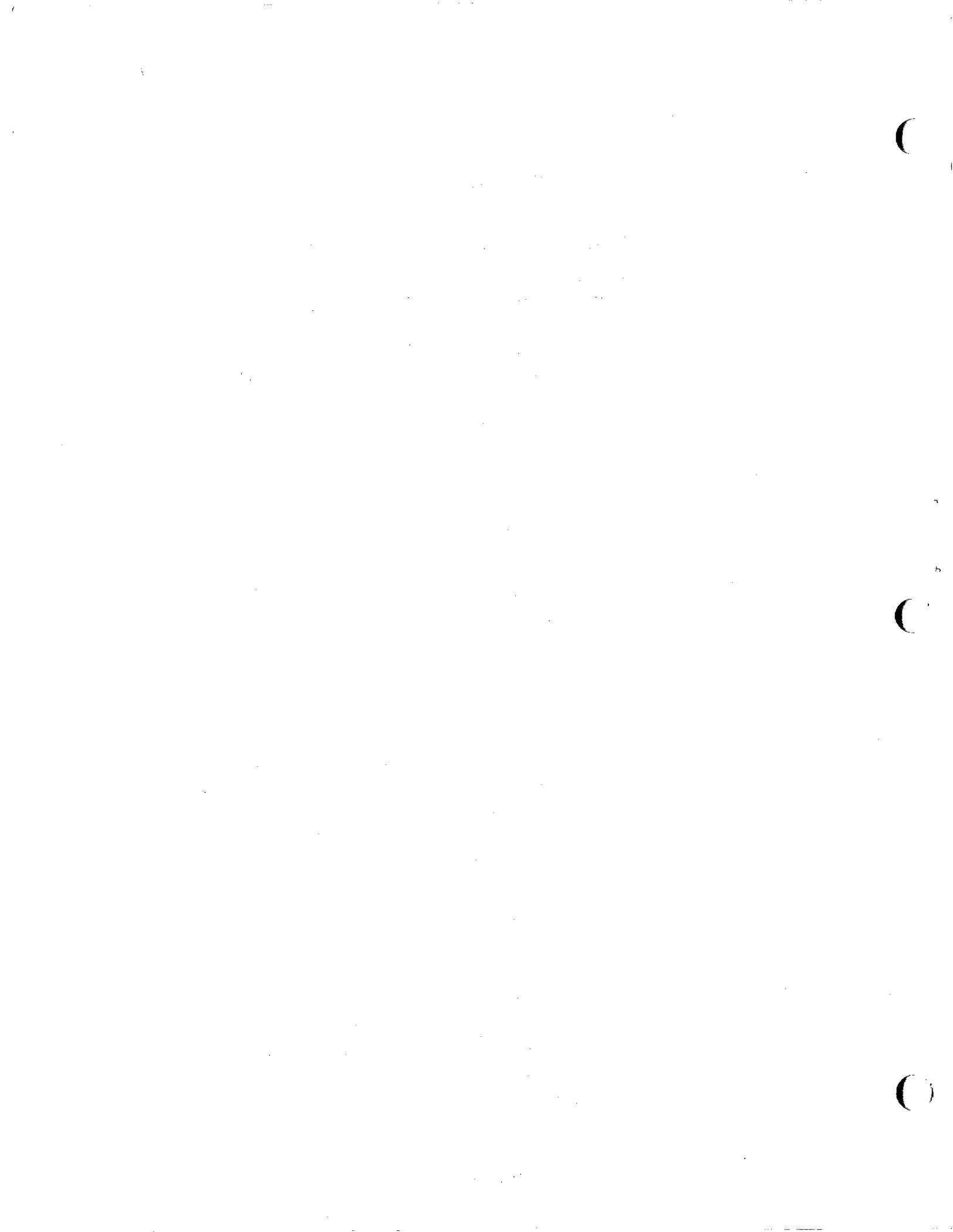
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APPENDIX B

MILSCAP TELECOMMUNICATION AND SUPPLEMENTAL ACCOUNTING INFORMATION

This appendix addresses both MILSCAP telecommunications details and the details of the unique Service requirements for the use of Supplemental Accounting Classification data in both the abstract and the Contract Payment Notice processes in MILSCAP.



APPENDIX B1

MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MILSCAP) TELECOMMUNICATION PRECEDENCE GUIDE

<u>DOCUMENT IDENTIFIER CODE</u>	<u>NORMAL PRECEDENCE</u>	<u>DURING MINIMIZE</u> ^{1/}	<u>CONTENT INDICATOR CODE</u> ^{2/}
PAA, PAB, PAC, PAD, PAE, PAF, PAG, PAH, PB1, PBA, PBB, PBC, PBD, PBE, PBF, PBG, PBH, PE1, PEA, PEB, PEC, PED, PEE, PEF, PEG, PEH, PEK, PFK	ROUTINE	ROUTINE	_MAZ
PJA, PJB, PJJ, PJR, PK9, PKX, PKZ	ROUTINE	ROUTINE	_MCZ
PK5, PKN, PKP	ROUTINE	ROUTINE	_MDZ
PV1, PV2, PV3, PV4, PV5, PVA	ROUTINE	ROUTINE	_MEZ
OTHER THAN ABOVE	ROUTINE	ROUTINE	_MFZ

^{1/} See footnote on next page.

^{2/} The Content Indicator code is four positions. The first position is assigned by the sending communications center in accordance with the AUTODIN Operating Procedure, JANAP 128.

Footnote 1 from previous page:

When an emergency situation authorizes MINIMIZE, the first priority for electronic traffic is that it must be essential. Essential traffic is defined in Allied Communication Publication 121 as traffic that "... must be transmitted electrically in order for the command/activity concerned to avoid a serious detrimental impact on mission accomplishment or safety of life." Therefore, the local commander has the final authority to determine which telecommunication traffic will be released. MILSCAP traffic that cannot be dispatched electronically should not be held for more than a day. It should then be sorted by addressee and mailed.

DLA regulation 4630.2, Reduction and Control of Telecommunications Traffic in an Emergency (MINIMIZE), exempts all DLA issued MILSCAP transactions from the restrictions of MINIMIZE.

MILSCAP traffic from the Services should be given similar consideration, wherever possible; especially transactions issued by receiving activities, because these will affect payments to contractors. Navy does this now in Naval Warfare Publication 4, a document involving MINIMIZE. Army (AR 25-10, Reduction and Control of Information Transfer in an Emergency (MINIMIZE) and Air Force (AF 700-7, Information Processing Center Operations Management) MINIMIZE regulations do not address MILSCAP transactions.

Whenever possible, local commanders are encouraged to authorize MILSCAP data to be transmitted during MINIMIZE conditions. Because MILSCAP data are contained in system generated transactions, they are not manually processed. This authorization is best given as a pre-emergency decision that includes the prepositioned "MINIMIZE Considered" statement allowing MILSCAP transactions to flow (with routine precedence) during the MINIMIZE condition.

Questions concerning this policy should be addressed to the appropriate Service/Agency MILSCAP representative identified in chapter 1 of this manual.

APPENDIX B2

LOCATION OF SUPPLEMENTAL ACCOUNTING CLASSIFICATION IN MILSCAP

Position 39-74 of the PAC Record equals position 44-79 of the PVI Record.

<u>RECORD</u> <u>POSITIONS</u>	<u>DATA</u> <u>ELEMENT</u>	<u>DATA</u> <u>CONFIGURATION</u>	<u>REMARKS</u>
<u>ARMY</u>			
39	Program Year	Alphanumeric	May be blank.
40-41	General Operating Agency Code	Alphanumeric	See AR 37-100 (reference (t)) paragraph 2-4.
42-45	Allotment Serial	Alphanumeric	Right justify and prefix with zeros. May be blank.
46-52	Program Element/Budget Project	Alphanumeric	Left justify and suffix with blanks. May be blank.
53-56	Element of Expense/Object Class	Alphanumeric	Left justify and suffix with blanks. See AR 37-100 paragraphs 1-13 and 2-2.
57-58	Country Code	Alphanumeric	Leave blank for CONUS, Alaska, and Hawaii. See AR 37-100 for other country codes.
59-64	Fiscal Station Number	Alphanumeric	Enter a code S in rp 59 followed by the appropriate fiscal station number, reflected in AR 37-101-2 (reference (u)).

<u>RECORD</u> <u>POSITIONS</u>	<u>DATA</u> <u>ELEMENT</u>	<u>DATA</u> <u>CONFIGURATION</u>	<u>REMARKS</u>
65-70	Procurement Request Order Number (PRON)	Alphanumeric	For all cost or cost reimbursable type contracts, and those fixed price type contracts for which progress or advance payments are authorized, enter the following data. For all other type contracts, leave blank. Mandatory for activities under jurisdiction of the USA Materiel Development and Readiness and USA Ballistic Missile Defense Systems Commands. For other Army activities, optional Agency use or leave blank.
(65)	Fiscal Year	Numeric	Enter applicable fiscal year as contained in the PRON.
(66-70)	PRON Serial	Alphanumeric	Enter the five digit serial number of the PRON.
71-74	Reserved		Leave blank.
<u>NAVY</u>			
39-41	Object Class	Numeric	Right justify and prefix with zeros.
42-46	Bureau Control Number	Alphanumeric	Right justify and prefix with zeros.

<u>RECORD</u> <u>POSITIONS</u>	<u>DATA</u> <u>ELEMENT</u>	<u>DATA</u> <u>CONFIGURATION</u>	<u>REMARKS</u>
47	Suballotment or Operating Bud- get Subdivision	Alphanumeric	If not applicable, zero fill.
48-53	Authorization Accounting Activity (AAA)	Alphanumeric	Right justify and prefix with zeros.
54-55	Transaction Type	Alphanumeric	
56-61	Property Accounting	Alphanumeric	Right justify and prefix with zeros.
62-73	Cost Code	Alphanumeric	Right justify and prefix with zeros.
74	Reserved		Leave blank.

Air Force

39-40	Fund Code	Alphanumeric	
41	Program Year	Alphanumeric	
42-43	Operating Agency Code	Numeric	
44-45	Allotment Serial Number/Operating Budget Account Number	Alphanumeric	If not applicable, zero fill.
46-51	Budget Program Activity Code (BPAC) / Project- Subproject/Respon- sibility Center (RC) -Cost Center (CC) /Advance Research Project Agency (ARPA) Pro- gram	Alphanumeric	BPAC - Left justify and suffix with zeros.

<u>RECORD</u> <u>POSITIONS</u>	<u>DATA</u> <u>ELEMENT</u>	<u>DATA</u> <u>CONFIGURATION</u>	<u>REMARKS</u>
52-57	Materiel Program Code (MPC)/RC-CC for RDT&E (Fund Code 28)	Alphanumeric	RC-CC for fund code 28, OAC 47. Four digit MPC in positions 2-5; add zero in positions 1 and 6. Zero fill if MPC/RC-CC is not applicable. Leave blank for open allotment.
58-62	Element of Expense (E of E) Subaccount/Record Control Number (RCN)—Grant Aid/Modification ID/ARPA Order Number/Reimbursable Order Number (RON)/FMS Country Code—FMS Case Code/Budget Authorization Account Number (BAAN)	Alphanumeric	E of E in rp 1-3; subaccount in rp 4-5. RCN in rp 1-5. Modification ID in rp 1-5. ARPA order in rp 2-5. RON in rp 1-5. FMS case code in rp 1-2. Case in rp 3-5. BAAN in rp 1-3.
63-68	Program Element. Major Force Program for Fund Code 30	Alphanumeric	The significant digit of the major force will be shown in rp 1 for fund code 30. Zero fill non-significant parts of this field.
69-74	Accounting Station	Numeric	
<u>DLA</u>			
39	Reserved		Leave blank.
40-42	Allotment or Suballotment	Numeric	Right justify and prefix with zeros.
43	Reserved		Leave blank.

<u>RECORD</u> <u>POSITIONS</u>	<u>DATA</u> <u>ELEMENT</u>	<u>DATA</u> <u>CONFIGURATION</u>	<u>REMARKS</u>
44-48	Program and Cost Account Number	Numeric	Left justify and suffix with zeros.
49	Reserved		Leave blank.
50-52	Object Class	Numeric	Left justify and suffix with zeros.
53-74	Reserved		Leave blank.



APPENDIX C

MILSCAP RECORD LAYOUTS

The Military Standard Contract Administration Procedures (MILSCAP), DoD Manual 4000.25-5-M, prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related information between and among DoD Components.

This series of appendices describes the various MILSCAP record layouts and the data elements included in each. The data elements are considered from the user perspective of the data being entered, as opposed to appendix E which considers the data elements from the programmers perspective for validation of the data entered. Rp is the acronym used throughout these appendices for record position.

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APPENDIX C1

ADMINISTRATIVE DATA RECORD #1

A single Administrative Data Record #1 will be prepared per contract.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAA.
PIIN	4-16	Enter the number assigned to the contract. See appendix A48 and DFARS subpart 204.70 for explanation of the PIIN.
SPIIN: Call/Order	17-22	Enter the assigned call or order number in rp 17-20, if applicable, and leave rp 21-22 blank. See appendix A49. If not applicable, leave blank. (See chapter 4 for the use of this field with contract modifications.)
Effective Date or Order Date	23-29	Enter the Effective Date from the Award/Contract forms or the Order Date from the DD Form 1155. This date is expressed as year-month-day in accordance with appendix A2.
Reserved	30-44	Leave blank.
Defense Priorities and Allocations System (DPAS)	45-48	Enter the code assigned to the contract in accordance with the DPAS handbook. See appendix A3. DO or DX should be entered in the first two positions followed by a two position Program Identification code.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		(A fifth position suffix code, which is appended to the DPAS code for reporting purposes, will not be entered.) When more than one rating applies to a contract, enter code 9 in rp 45 and leave the remainder of the field blank; this indicates "see contract." If no DPAS rating is assigned, enter code N in rp 45 and leave the remainder of the field blank. See appendix A3.
Identity Code: Issued By	49-54	Enter the identity code of the purchasing office issuing the contractual document. See appendix A4.
Identity Code: Administered By	55-60	Enter the identity code of the office administering the contract. See appendix A4.
Indicator: Partial Abstract	61	Enter 9 indicating "see contract," when all other data elements are not included in this abstract set (PAA-PAH). See appendix A19. Otherwise, leave blank.
Identity Code: Contractor	62-67	Enter the identity code of the contractor shown in the contractor's block of the procurement instrument. See appendix A4. Right justify.
Identity Code: Contractor Facility	68-73	If the work covered by the contract is to be performed in a facility at an address other than the address shown in the contractor's block of the

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		contract, enter the appropriate identity code of the facility at which the work is to be performed. See appendix A4. Right justify. When more than one facility is involved in performing the contract, enter code 9 in rp 68 and leave the remainder of the field blank; this indicates "see contract." Otherwise, leave blank.
Type of Business	74	Enter the appropriate type of contractor code as listed in appendix A6.
Indicator: Foreign Military Sales (FMS) Requirement	75	Enter code 1 if the contract includes FMS requirements. See appendix A19. Otherwise, leave blank.
Reserved	76	Leave blank.
Numbering: Record Count	77-80	Enter the count of all the records being abstracted for this PIIN/SPIIN. See appendix A21. (When the counter exceeds 9999, transmit last four positions of count only.) Use with PAA only. Count for PBA and PEA is recorded in the related PB1 or PE1 record.



APPENDIX C2

ADMINISTRATIVE DATA RECORD #2

A single Administrative Data Record #2 will be prepared per contract.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAB.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
Discount Terms	23-37	Enter discount percentage and corresponding number of days allowed for prompt payment. See appendix A18. Percentages should be expressed in terms of two positions for the whole number and two positions for the decimal. For example, 03.25 percent; 15.00 percent. Enter the first discount percentage in rp 23-26, with the corresponding number of days in rp 27-28. Enter the second discount percentage in rp 29-32, with the corresponding number of days in rp 33-34. If net days appear in the contract, they will be entered in rp 35-36; however, if net days are not specified in the contract, enter a code N in

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Paying Office	38-43	rp 35 and leave rp 36 blank. If discount terms are not applicable to a given contract, an N will be entered in rp 23, leaving rp 24-37 blank. If other terms are cited in the contract in lieu of or in addition to those shown in rp 23-36, code 9 will be entered in rp 37; otherwise, leave rp 37 blank. Enter the identity code of the office making payment. See appendix A4. If more than the one office is designated in the contract for payment purposes, enter code 9 in rp 38 and leave the remainder of the field blank. In this case, the responsible paying offices will be identified in rp 55-60 of the PAD record.
Indicator: Fast Pay	44	Enter code F for fast pay provision. See appendix A19. Otherwise, leave blank.
Amount: Total Amount of Contract	45-54	Enter, in dollars (rp 45-52) and cents (rp 53-54), the face value of the contract being abstracted. See appendix A20. Right justify and prefix with zeros to fill the field. As specified in paragraph 4.D.3., increases and decreases will reflect net changes. An X-overpunch in rp 54 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 53 indicates the amount exceeds the limit of

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		the field; another PAB transaction will follow with the overflow amount and a code T in rp 45. If no costs are involved, enter zeros in rp 45-54.
Date of Signature	55-61	Enter the date of signature or date of award in the case of a formal advertised procurement. For purchase orders, this is the same as the date in DI Code PAA, rp 23-29. Year-month-day will be expressed in accordance with appendix A2.
Kind of Contract	62	Enter the appropriate kind of contract code in accordance with appendix A7.
Type of Contract	63	Enter the appropriate type of pricing provision code in accordance with appendix A8. If no costs are involved in this contract, leave blank.
Identity Code: Abstract Recipient ADP Point	64-69	Enter the identity code of the activity furnishing ADP support to the abstract recipient. See appendix A4. For contracts issued by the PO, the Abstract Recipient is always the CAO activity reflected in the "Administered by" block, rp 55-60 of DI Code PAA, as modified, of the basic contract. For calls/orders issued by the CAO, enter the identity code of the activity furnishing ADP support to the office indicated in the letter of delegation

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		which authorized the CAO to issue the call/order. See paragraph 1.N., for further explanation of ADP point.
Criticality Designator	70	Enter the appropriate Criticality Designator in accordance with appendix A9.
Indicator: Contract Administration Functional Limitations	71	Enter the Contract Administration Functional Assignment Limitation code 3 when a contract is assigned to a CAS component for payment only. See appendix A19.
Reserved	72-74	Leave blank.
Special Contract Provisions	75-79	Enter one or more of the applicable codes listed in appendix A11. Entries indicate the existence of certain clauses or provisions in the contract. When more than five codes apply, the code with the lowest sequence number, as shown in the appendix, will be used. Entries will be left justified and suffixed with zeros to fill the field. If no entry, leave blank.
Reserved	80	Leave blank.

APPENDIX C3

ACCOUNTING CLASSIFICATION RECORD

A separate record will be prepared for each accounting classification in a given contract. However, a record need not be prepared for information to the transportation officer for citation on Government Bills of Lading for shipment at Government expense of items on an FOB origin contract. Each accounting classification will be assigned a reference number for the purpose of associating accounting classification trailers, supplies schedule data records, and service line item data records with the appropriate long line accounting classification.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAC.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
ACRN	23-24	Enter the accounting classification reference number assigned to the accounting classification. See appendix A16.
Accounting Classification Data:	25-74	Structured as shown below (also see appendix A17).
Appropriation	(25-34)	Enter the appropriation as shown in the contract. See appendix A12.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Limit/Subhead	(35-38)	Enter the appropriation limit or subhead code. Left justify and suffix with blank spaces to fill the field.
Supplemental Accounting Classification	(39-74)	Enter the balance of the accounting classification data in any arrangement desired by the Service/Agency. However, this arrangement should be consistent as it will be reported back to the Service/Agency in payment data, in the same manner as recorded in the abstract. See pages B2-1 through B2-5 for current data structure.
Identity Code: Accounting Station	75-80	Enter the appropriate accounting station identity (CPN recipient) code for the Army, DLA, and Air Force. See appendix A4. This field will be left blank for the Navy funds.

APPENDIX C4

ACCOUNTING CLASSIFICATION TRAILER

The trailer record is at the accounting classification level and is required for each accounting classification and each paying office cited in a contract.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAD.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
ACRN	23-24	Perpetuate the ACRN in the Accounting Classification Record.
Special Reimbursable Provisions	25-35	Enter the applicable code(s): <ul style="list-style-type: none"> a. When the contract authorizes contingent services for which the contractor may be reimbursed (i.e., if the cost is incurred) with a charge to this ACRN but for which no CLIN/ELIN is applicable and no obligation has been established (i.e., codes A thru E, T, or Z).

or

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Reserved	36-44	<p>b. When the contract authorizes material, services, or lump sum payments for which the contractor will be reimbursed (i.e., the cost will be incurred) with a charge to this ACRN but for which no CLIN/ELIN has been established (i.e., codes F thru H, J thru M, P, or Z).</p> <p>See appendix A40. Left justify, leaving the unused portion of the field blank.</p>
Amount: Obligated Amount	45-54	<p>Leave blank.</p> <p>Enter, in dollars (rp 45-52) and cents (rp 53-54), the obligated amount of the contract being abstracted for a given accounting classification. See appendix A20. Right justify and prefix with zeros to fill the field. As specified in paragraph 4.D.3., increases and decreases will reflect net changes. An X-overpunch in rp 54 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 53 indicates the amount exceeds the limit of the field; another PAD transaction will follow with the overflow amount and a code T in rp 45. If this record is issued only to identify the accounting classification chargeable for a non-CLIN/ELIN payment for which no obligation has been established, zero fill.</p>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Paying Office	55-60	Enter the identity code of each office making payment when more than one office is designated in the contract. See appendix A4. Otherwise, leave blank.
Reserved	61-80	Leave blank.

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APPENDIX C5

SUPPLIES LINE ITEM DATA RECORD #1

A Supplies Line Item Data Record #1 will be prepared for each line item pertaining to supplies or deliverable items as expressed by a four or six position CLIN or ELIN in the contract except for those ELINs on a DD Form 1423 for which a DD Form 250 is not required.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAE.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Stock Number	29-43	Enter the National Stock Number (NSN) or local stock number in rp 29-41. Rp 42-43 may be used for management data related to a stock number. See appendix A42. When a stock number is not available but will be furnished later, a U for "undefinitized" will be entered in rp 29, leaving the remainder of the field blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Quantity: Order Quantity	44-51	<p>A code U will be entered in rp 29 when a stock number is not applicable. If this line item references an exhibit, enter code N in rp 29, leave rp 30 blank, insert "EXHIBIT" in rp 31-37, and leave the remainder of the field blank. If delivery schedules are applicable to a services line item, enter code N in rp 29, leave rp 30 blank, insert "SERVICES" in rp 31-38, and leave the rest of the field blank. In this case, the services line record will not be used.</p> <p>Enter the total quantity on order for a given CLIN or ELIN. See appendix A46. Right justify and prefix with zeros to fill the field. An X-overpunch will be entered in rp 44 when the quantity is estimated. When the quantity is unknown, a code U will be entered in rp 44, leaving the remainder of the field blank. If this line item references an exhibit or service, a code N will be entered in rp 44 and the remainder of the field left blank. An X-overpunch in rp 51 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 50 indicates the quantity exceeds the limit of the field; another PAE transaction will follow with the overflow quantity and a code T in rp 44.</p>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Purchase Unit	52-53	Enter the two position purchase unit to reflect the unit of purchase as shown in the contract. See appendix A13. Leave blank if no unit is shown in the contract.
Amount: Unit Price	54-64	Enter the unit price, in dollars (rp 54-60), cents (rp 61-62), and mills (rp 63-64). See appendix A20. The dollar and cents segments of the field will be right justified and prefixed with zeros, the mills segment will be left justified and suffixed with zeros. If blank, zero fill the field. An X-overpunch in rp 54 indicates that the unit price is estimated. When the unit price is unavailable but will be furnished later, a code U will be entered in rp 54, leaving the remainder of the field blank. On other than fixed price services, unit price may not be applicable, in which case a code N will be entered in rp 54, leaving the remainder of the field blank. Enter a code C in rp 54, leaving the remainder of the field blank if the unit price for this contract subline or exhibit subline item is not separately priced and the unit price for this contract subline is included within the unit price of a related subline item. (If mills exceed two positions, enter 9, indicating "see contract," in rp 54 and leave remainder of the field blank.)

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Amount: Total Item Amount	65-74	Enter, in dollars (rp 65-72) and cents (rp 73-74) the amount of the item quantity on order (i.e., unit price times quantity rounded to the nearest cent) except when a code C, N, U, or 9 appears in rp 54. See appendix A20. Right justify and prefix with zeros to fill the field. As specified in paragraph 4.D.3., increases and decreases will reflect net changes. An X-overpunch will be entered in rp 65 when the Total Item Amount is estimated. When the Total Item Amount is undefinitized, a code U will be entered in rp 65, leaving the remainder of the field blank. If the Total Item Amount is not applicable, a code N will be entered in rp 65 and the remainder of the field left blank. An X-overpunch in rp 74 indicates decrease. As specified in paragraph 2.F., an X-overpunch in rp 73 indicates the amount exceeds the limit of the field; another PAE transaction will follow with the overflow amount and a code T in rp 65.
Identity Code: Item or Project Manager	75-80	If the activity to receive MILSCAP follow-on records of shipment performance is not the Issued By of the initial abstract or an activity colocated with the Issued By, enter the identity code of the authorized activity. See appendix A4. Otherwise, leave blank.

APPENDIX C6

SUPPLIES LINE ITEM DATA RECORD #2

A Supplies Line Item Data Record #2 will be prepared for each line item except for contract lines that reference exhibits and for those lines on a DD Form 1423 for which a DD Form 250 is not required, pertaining to any deliverable item or end item as expressed by a four position CLIN or ELIN on the procurement instrument.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAF.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Text: Noun	29-39	Enter the first 11 positions of the name and description of the item being procured as shown in the contract. See appendix A31.
Part Number	40-71	Enter the manufacturer's Federal Supply Code for Manufacturers in rp 40-44 and the part number in

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		rp 45-71. See appendix A43. If not available, leave blank. Left justify and suffix with blank spaces. If fractions are involved, use three positions, i.e., 1/2.
Procurement Quality Assurance (PQA) Site	72	Enter the code, in accordance with appendix A14, indicating the site where PQA (inspection) of supplies will take place.
Acceptance Site	73	Enter the code, in accordance with appendix A15, indicating the site where acceptance of supplies (i.e., when the Government assumes ownership of the supplies) will take place.
Free on Board (FOB) Site (CLIN/ELIN Level)	74	Enter appropriate FOB code for this line item, in accordance with appendix A5.
Quantity Variance Over	75-76	Enter permissible quantity overage in terms of percentage. See appendix A47 for appropriate codes. Right justify and prefix with zeros to fill the field. If no entry, leave blank.
Quantity Variance Under	77-78	Enter permissible quantity shortage in terms of percentage. See appendix A47 for appropriate codes. Right justify and prefix with zeros to fill the field. If no entry, leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Reserved: (for Controlled Item Report Requirement)	79	Leave blank. (Although some contracts may require serial number reporting, this data is not yet an MILSCAP requirement.)
Reserved	80	Leave blank.

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APPENDIX C7

SUPPLIES SCHEDULE DATA RECORD

A Supplies Schedule Data Record will be prepared for each ship-to, mark-for, delivery date, and MILSTRIP document number, when applicable, within a six position CLIN or ELIN in the contract. This record pertains to procurement of supplies or end items as opposed to procurement of services. Records will not be provided when the contract line item references an exhibit or when the ELIN on a DD Form 1423 does not require a DD Form 250.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAG.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Identity Code: Ship-To	29-34	Enter the destination identity code. See appendix A4. If shipping instructions are to be furnished later, enter code U

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Mark-For	35-40	in rp 29 (i.e., undefinitized) and leave the remainder of the field blank. Enter the identity code of the ultimate recipient of the supplies. See appendix A4. The following MILSTRIP technique may also be used: code Y entered in rp 35 indicates the remainder of the coding in the field is meaningful only to the recipient and is not a formally established identity code. If no entry, leave blank.
Delivery Schedule Date	41-47	Enter the contract date for delivery of material which will be addressed to the destination shown in the Ship-To and Mark-For fields. This date is expressed as year-month-day in accordance with appendix A2. An X-overpunch will be entered in rp 41 when the date is estimated. When the date is undefinitized, a code U will be entered in rp 41, leaving the remainder of the field blank.
Quantity: Delivery Schedule Quantity	48-55	Enter the quantity scheduled for delivery on the date shown in the Delivery Schedule Date field and addressed to the destination in the Ship-To and Mark-For fields. See appendix A46. Right justify and prefix with zeros to fill the field. An X-overpunch will be entered in rp 48 where the quantity is estimated. When the quantity is

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
ACRN	56-57	<p>undefinitized, a code U will be entered in rp 48, leaving the remainder of the field blank. As specified in paragraph 4.D.3., increases and decreases will reflect net changes; an X-overpunch in rp 55 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 50 indicates the quantity exceeds the limit of the field; another PAG transaction will follow with the overflow quantity and a code T in rp 48.</p>
		<p>Perpetuate the entry in the Accounting Classification Record of the reference number which represents the accounting classification that is applicable to a given destination (ship-to/mark-for), delivery date, and quantity. See appendix A16. In rare cases, when multiple accounting classifications apply to a single unit so the quantity cannot be subdivided to relate to a single accounting classification, enter a code 9 followed by a blank. The "nine blank" indicates that information under the heading "Payment Instructions for Multiple Fund Accounting Citations" is provided in the contract. (See DFARS 204.7108.) In those cases where the ACRN cannot be determined for a Supplies Schedule Data Record, shipping instructions are to be furnished later and a code U for undefinitized</p>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		appears in rp 29; a code U for undefinitized may be entered in rp 56, leaving rp 57 blank. This will require entry of the proper ACRN at the time shipping instructions are issued prior to the shipment.
Reserved	58	Leave blank.
Transportation Priority (TP)	59	Enter the applicable code from the contract. See appendix A29. The TP code will appear in the consignment instructions of the contract as required by DFARS 247.305-10. The codes are constructed in accordance with DoD 4500.32-R, (reference (j)). Leave blank when a TP is not included in the contract.
MILSTRIP Data:	60-74	When an MILSTRIP requisition results in a new procurement or amendment to a contract, the following MILSTRIP data will be entered. Otherwise, leave blank. See appendix A45.
MILSTRIP Document Number	(60-73)	Enter the MILSTRIP document number for a given requisition.
MILSTRIP Suffix	(74)	Enter the MILSTRIP document number suffix if given; otherwise, leave blank.
CLIN/Subline (for Exhibit)	75-80	Enter the contract line/subline item number which establishes the exhibit line item number shown in rp 23-28. See appendix A50. Leave blank if no ELIN is involved.

APPENDIX C8

SERVICES LINE ITEM DATA RECORD

A Services Line Item Data Record will be prepared for each CLIN pertaining to procurement of services. Procurement of services is not confined to a service contract but may be included in other contracts such as research and development (R&D) and system acquisition contracts.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAH.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for related Administrative Data Record #1.
CLIN	23-28	Enter the basic contract line number in rp 23-26. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Text: Description of Services	29-53	Enter a portion of the services description, not to exceed 25 positions. See appendix A31.
Procurement Quality Assurance (PQA) Site	54	Enter the code, in accordance with appendix A14, indicating the site where PQA (inspection) of services will take place.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Acceptance Site	55	Enter the code, in accordance with appendix A15, indicating the site where acceptance of services (i.e., where the Government approves specific services) will take place.
ACRN	56-57	Perpetuate the entry in the Accounting Classification Record of the reference number which represents the accounting classification that is applicable to a given service CLIN. See appendix A16. In rare cases when multiple accounting classifications apply to the same CLIN/subline and the quantity cannot be subdivided to relate to a single accounting classification, enter a code 9 followed by a blank. The nine blank indicates that information under the heading "Payment Instructions for Multiple Fund Accounting Citations" is provided in the contract. (See DFARS 204.7108.)
Service Completion Date	58-64	Enter the date a given service is scheduled for completion. This date is expressed as year-month-day in accordance with appendix A2. An X-overpunch will be entered in rp 58 when the date is estimated. When the date is undefinitized, a code U will be entered in rp 58, leaving the remainder of the field blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Amount: Total Item Amount	65-74	Enter, in dollars (rp 65-72) and cents (rp 73-74), the amount of the item on order for a given CLIN. See appendix A20. Right justify and prefix with zeros to fill the field. As specified in paragraph 4.D.3., increases and decreases will reflect net changes. An X-overpunch will be entered in rp 65 where the Total Item Amount is estimated. When Total Item Amount is underfinitized, a code U will be entered in rp 65, leaving the remainder of the field blank. If Total Item Amount is not applicable, a code N will be entered in rp 65 and the remainder of the field left blank. An X-overpunch in rp 74 indicates a decrease. As specified in paragraph 2.F., an X-overpunch in rp 73 indicates the amount exceeds the limit of the field; another PAH transaction will follow with the overflow amount and a code T in rp 65.
Identity Code: Item or Project Manager	75-80	If the activity to receive MILSCAP follow-on records of performance is not the PO (the Issue-By of the initial abstract) or an activity collocated with the Issue-By, enter the identity code of the authorized activity. See appendix A4. Otherwise, leave blank.



APPENDIX C9

ACKNOWLEDGMENT/CANCELLATION

This format serves two purposes. Only the DI code and the message in record positions 35-52 are different.

a. To cancel a previously submitted abstract, or withdraw an abstract where the data entries are erroneous to the extent that the abstract originator desires to start over, the Cancellation Record (DI Code PEK) will be used. Internal procedures will back the related abstract records out of the applicable internal system. This method does not apply to contract modifications and can be initiated only by the originator of the abstract. The recipient of the request for canceling an abstract will provide a PFK transaction to indicate that the original abstract has been deleted from their files. It should be noted that the cancellation acknowledgment must be received before a new abstract can be sent.

b. An Acknowledgment Record (DI Code PFK) will be generated by the abstract recipient upon receipt of each contract abstract and on receipt of each abstract Cancellation Record (DI Code PEK). This will serve to confirm receipt of a basic abstract (PA_ records) by the recipient and will be transmitted to the originator of the contract abstract within 5 workdays from abstract or cancellation submission date. Confirmation not received within 7 workdays may be subject to followup via message, advising that the acknowledgment has not been received for the contract abstract or the abstract cancellation of the contract number.

c. The data format for both the acknowledgment and cancellation records is as follows:

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PEK for a Cancellation Record; enter code PFK for an Acknowledgment Record.
PIIN	4-16	Enter the number assigned to the contract. See appendix A48.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
SPIIN: Call/Order	17-22	Enter the assigned call/order number in rp 17-20, and leave rp 21-22 blank. See appendix A49. If no call/order number, leave blank.
Identity Code: Abstract Recipient ADP Point	23-28	Enter the identity code of the activity that received the abstract or the cancellation notice. See appendix A4.
Identity Code: Issued By	29-34	Enter the identity code of the activity that originated the abstract. See appendix A4.
Text: Message	35-52	Enter "CANCEL" for a Cancellation Record; "ABSTRACT RECEIVED" for an abstract Acknowledgment Record; or "ABSTRACT CANCELED" for a cancellation Acknowledgment Record.
Transaction Date	53-57	Enter the date of preparation of this transaction. This date is expressed as month-day in accordance with appendix A2.
Reserved	58-80	Leave blank.

APPENDIX C10

MODIFICATION HEADER RECORD/ CORRECTION HEADER RECORD

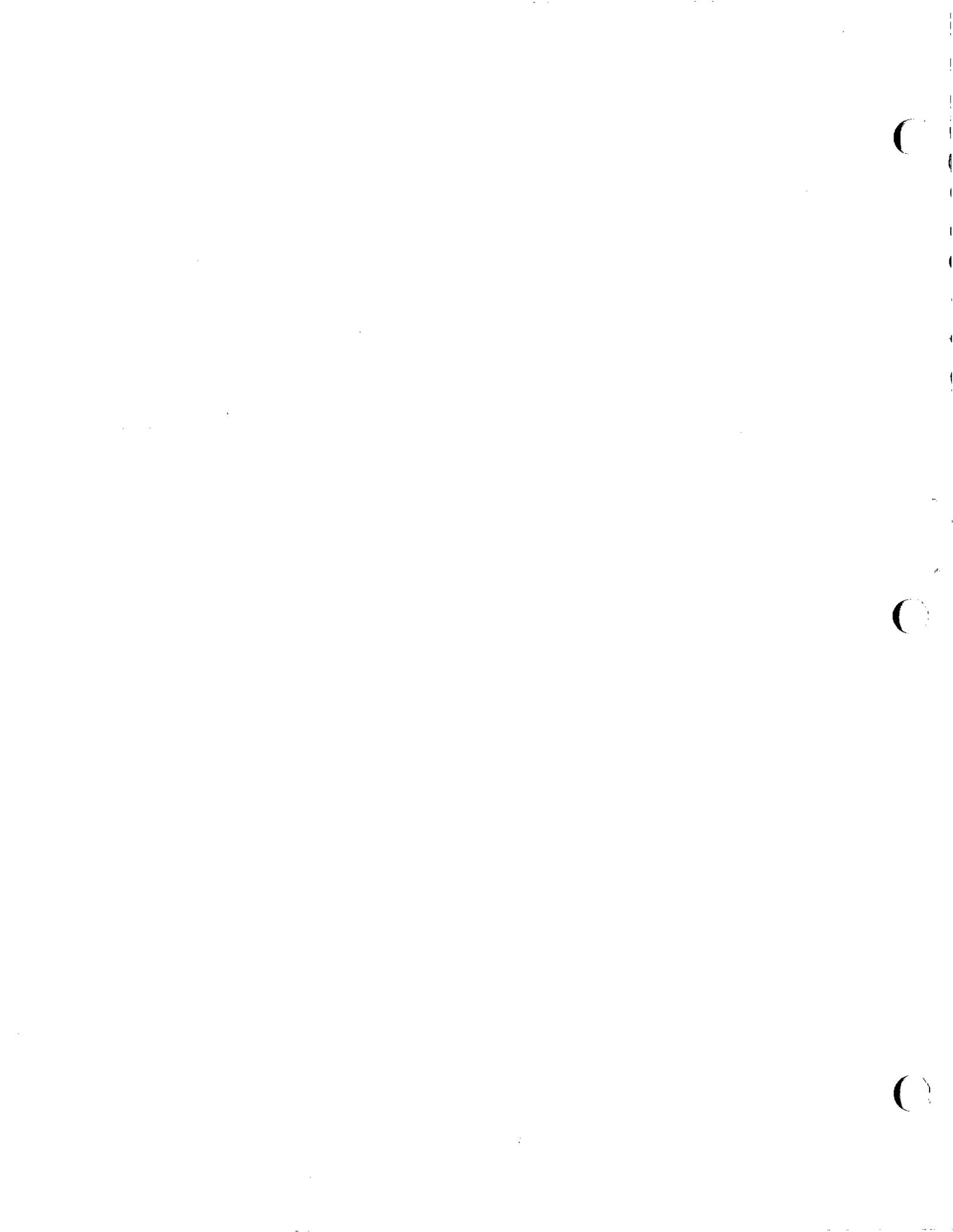
The Modification Header Record reflects the information contained in the header portion of the SF 30. The Correction Header Record reflects the correction of information that was furnished in a previous abstract. (Following the PB1 or PE1 record will be the applicable PA_ records involved in the modification or correction. The second position of these records will change the A to B or E, as appropriate. They will be PB_ or PE_ records.)

In general, changing noncontrol data requires the overlay technique; changing control data requires delete and add. Refer to chapter 4 for the control data in the succeeding change formats and for detailed instructions for changing both control and noncontrol data.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PB1 for a contract modification abstract or PE1 for a correction abstract.
PIIN	4-16	Enter the number assigned to the contract against which the modification or correction is issued. See appendix A48.
SPIIN	17-22	For modification to contracts, enter the modification number in rp 17-22. For modifications to calls or orders, enter the call/order number in rp 17-20 and the modification number in rp 21-22. See appendix A49. This number will be perpetuated in all abstract records required to effect a given change to the contract.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Effective Date of Modification	23-29	Enter the effective date of the modification, if applicable. The date is expressed as year-month-day in accordance with appendix A2.
Text: Modification Authority	30-44	Enter the modification authority from the SF 30, if applicable. See appendix A31. This is an optional entry and may be left blank.
Reserved	45-48	Leave blank.
Identity Code: Issued By	49-54	Enter the identity code of the office issuing the modification or correction. See appendix A4.
Identity Code: Administered By	55-60	Enter the identity code of the office administering the contract. See appendix A4.
Kind of Modification	61	Enter the appropriate code for the Kind of Modification outlined in appendix A41, if applicable. Otherwise, enter the kind of modification as indicated by paragraph numbers in block #13 of SF 30, i.e., a - change order, b - administrative change, etc.
Reserved	62-63	Leave blank.
Identity Code: Abstract Recipient ADP Point	64-69	Enter the identity code of the activity furnishing ADP support to the abstract recipient. See appendix A4. For modifications or corrections issued by the CAO activity, see paragraph 4.C.1.,

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		for determining the abstract recipient.
Date of Signature	70-76	Enter the date that the modification document was signed, if applicable. The date is expressed as year-month-day in accordance with appendix A2.
Numbering: Record Count	77-80	Enter the count of all records being abstracted (including the P_1 Header Record) for this PIIN/SPIIN. See appendix A21. When the counter exceeds 9999, transmit the last four positions of count only.



APPENDIX C11

SHIPMENT PERFORMANCE NOTICE SUPPLIES LINE ITEM

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJJ.
PIIN	4-16	Enter the number signed to the contract against which the shipment was made. See appendix A48. An X-overpunch in rp 10 indicates a cancellation.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the shipment was made. See appendix A49. Modification numbers, including Provisioned Item Order numbers will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Ship-to	27-32	Enter the identity code of the consignee to whom shipment was made. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Mark-For	33-38	Enter the identity code of the ultimate recipient of the supplies. See appendix A4. If no entry, leave blank.
Date Shipped	39-45	Enter the date of shipment as reflected on the DD Form 250 or DD Form 1155. This date is expressed as year-month-day in accordance with appendix A2. If the shipping document indicates that the shipping date is estimated, enter an X-overpunch in rp 39.
Quantity: Quantity Shipped	46-51	Enter the quantity shown as shipped on the shipping document. See appendix A46. Right justify and prefix with zeros to fill the field.
Shipment Identification Data:	52-59	See appendix A44.
Shipment Number	(52-58)	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to discretely identify this shipment under the contract.
Shipment Number Suffix	(59)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155, if applicable. This code will be a Z (final shipment against the contract) or an alpha, indicating a replacement shipment (see chapter 5, section F). Otherwise, leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Mode of Shipment	60	Enter the appropriate code from appendix A26 to indicate the transportation mode used to ship the supplies.
Contract Shipment Advice	61	Enter the appropriate code in accordance with appendix A25.
Stock Number or MILSTRIP data:	62-76	
Stock Number	(62-74)	For Navy and DLA contracts, enter the National Stock Number (NSN) or local stock number as reflected on the shipping document. See appendix A42.
	(75-76)	Blank.
MILSTRIP Document Number	(62-75)	For Army and Air Force contracts, enter the MILSTRIP document number as reflected on the shipping document;
MILSTRIP Suffix	(76)	and enter the MILSTRIP document number suffix code when reflected on the shipping document. See appendix A45. If no entry, leave blank.
Transaction Date	77-79	Enter the ordinal date on which this transaction was prepared. This date will be all numeric in accordance with appendix A2.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. If no entry, leave blank.

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APPENDIX C12

SHIPMENT PERFORMANCE NOTICE SERVICES LINE ITEM

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJR.
PIIN	4-16	Enter the number assigned to the contract against which the services were performed. See appendix A48. An X-overpunch in position rp 10 indicates a cancellation.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the services were performed. See appendix A49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix A49. Right justify and prefix with zeros to fill this field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Performed-At	27-32	Enter the identity code of the activity at which the services were performed (this may be a contractor's facility or a Gov-

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		ernment activity). See appendix A4.
Reserved	33-38	Leave blank.
Date Completed	39-45	Enter the date of completion of the services as reflected on the DD Form 250 or DD Form 1155. This date is expressed as year-month-day in accordance with appendix A2. If the shipping document indicates that the completion date is estimated, enter an X-overpunch in rp 39.
Reserved	46-51	Leave blank.
Shipment Identification Data: Shipment Number	52-58	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to discretely identify this increment of services performed by the contractor. See appendix A44.
Reserved	59-60	Leave blank.
Contract Shipment Advice	61	Enter the appropriate code in accordance with appendix A25.
Text: Description of Services	62-79	Enter a portion of the description of services performed, not to exceed 18 positions. See appendix A31.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. If no entry, leave blank.

APPENDIX C13

ACCEPTANCE ALERT

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PK5.
PIIN	4-16	Enter the number assigned to the contract against which acceptance is to be reported. See appendix A48.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, under which the shipment was made. See appendix A49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
Identity Code: Contract Administration ADP Point	21-26	Enter the identity code of the DCMR ADP point. This code is prescribed in appendix A4. (The A/R is later forwarded through DAAS to this ADP point.)
Identity Code: Ship-To	27-32	Enter the identity code of the consignee to whom shipment was made. See appendix A4.
Shipment Identification Data:	33-40	See appendix A44.
Shipment Number	(33-39)	Enter from the DD Form 250 or the DD Form 1155 the shipment number assigned to discretely identify this shipment under the contract.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Shipment Number Suffix	(40)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract) or an alpha (replacement shipment). See chapter 5, section F. Otherwise, leave blank.
CLIN or ELIN	41-46	Enter the basic exhibit line item number in rp 41-44, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 45-46; if no subline, leave blank.
Quantity: Quantity Shipped	47-54	Enter the quantity shown as shipped on the shipping document. See appendix A46. Right justify and prefix with zeros to fill the field.
Purchase Unit	55-56	Enter the purchase unit shown on the shipping document. See appendix A13.
Stock Number	57-69	Enter the National Stock Number (NSN) or local stock number for the CLIN as reflected on the shipping document. See appendix A42. When a stock number is not applicable, enter the manufacturer's part number if 13 positions or less, FSCM in rp 57-61 and part number in (see appendix A43) rp 62-69. When neither a stock number nor a part number

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Date Shipped	70-76	applies and there is a mark-for code in the DD Form 1155 or in block 4 of the DD Form 250, enter the DoDAAC in rp 58-63. When none of the above applies, enter other identifying information, such as an office symbol or name, in rp 58-69. Otherwise, leave blank.
Procurement Quality Assurance (PQA) Site	77	Enter the date of shipment as reflected on the shipping document. This date is expressed as year-month-day in accordance with appendix A2. When the shipping document indicates that the shipping date is estimated, enter an X-overpunch in rp 70.
Special Contract Provision: Liquidated Damages Clause	78	When quality assurance (inspection) is to be performed at destination, enter code D; otherwise, enter code S. See appendix A14.
Cash Discount Stipulation	79	If the contract contains a Liquidated Damages clause, enter code A from appendix A11; otherwise, leave blank. This advises the consignee that acceptance action should be expedited.
Transaction Status Indicator	80	Enter the appropriate code from appendix A27. This advises the consignee that a cash discount applies and acceptance should be expedited.
		Enter the appropriate code in accordance with appendix A22. See chapter 6, sections F and G. If no entry, leave blank.



APPENDIX C14

ACCEPTANCE REPORT

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKN if A/A has been received; enter PKP if A/A has not been received.
PIIN	4-16	Enter the number assigned to the contract against which acceptance is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation of the report.
SPIN: Call/Order	17-20	Enter the call or order number, if applicable, under which the shipment was made. See appendix A49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
Identity Code: Contract Administration ADP Point	21-26	Enter the identity code of the DCMR ADP point. This code is prescribed in appendix A4. (The A/R is forwarded through DAAS to this ADP point.)
Identity Code: Ship-To	27-32	Enter the identity code of the consignee to whom shipment was made. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Shipment Identification Data:	33-40	See appendix A44.
Shipment Number	(33-39)	Enter from the DD Form 250 or DD Form Number 1155 the shipment number assigned to discretely identify this shipment under the contract.
Shipment Number Suffix	(40)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract) or an alpha indicating a replacement shipment (see chapter 5, section F). Otherwise, leave blank.
CLIN or ELIN	41-46	Enter the basic exhibit line item number in rp 41-44, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 45-46; if no subline, leave blank.
Quantity: Quantity Shipped	47-54	Enter the quantity shown as shipped on the shipping document. See appendix A46. Right justify and prefix with zeros to fill the field.
Purchase Unit	55-56	Enter the purchase unit shown on the DD Form 250 or DD Form 1155. See appendix A13.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Quantity: Quantity Accepted	57-64	Enter only that quantity actually accepted by the Government representative at the destination. Right justify and prefix with zeros to fill the field. See appendix A46. If this is an interim report, enter zeros.
Shipment/Acceptance Discrepancy Explanation	65	Enter the appropriate code from appendix A28 when either a difference exists between the quantity shipped and the quantity accepted, or the material is accepted when the complete shipping information is not available, i.e., documentation is missing or incomplete. If more than one reason is applicable, enter the major reason for the difference. Leave blank if no discrepancy is involved.
Actual/Estimated Acceptance Date	66-72	Enter the date that the material was accepted by the Government representative as indicated on the DD Form 250 or DD Form 1155. This date is expressed as year-month-day in accordance with appendix A2. If this is an interim report, insert an X-overpunch in rp 66 and enter estimated date material will be accepted. Leave blank if material has not been received.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Date Delivered/ Offered	73-79	Enter the date that the material was delivered or offered for delivery (see chapter 6, section C). This date is expressed as year-month-day, in accordance with appendix A2. Leave blank if material has not been delivered.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. See chapter 6, sections F and G. If no entry, leave blank.

APPENDIX C15

STOCK NUMBERED RDF

A separate RDF will be prepared for each affected Ship-To address. Stock numbered RDFs (for Navy and DLA) will use DI code PJA.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJA for a Navy or DLA contract or order.
PIIN	4-16	Enter the number assigned to the contract against which revised delivery is forecast. See appendix A48.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the shipment is to be made. See appendix A49. Modification numbers, including Provisioned Item Order numbers will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Ship-To	27-32	Enter the identity code of the consignee for the delivery

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		affected by the revision. See appendix A4.
Delivery Schedule Date	33-39	Enter the date, as reflected in the contract delivery schedule, for the delivery affected by the revision. This date is expressed as year-month-day in accordance with appendix A2.
Quantity: RDF Delivery Schedule Quantity	40-47	Enter that portion of the quantity reflected in the contract delivery schedule affected by the revision. See appendix A46. Right justify and prefix with zeros to fill the field. This quantity cannot exceed the contract quantity for the specified Ship-To identity and Contract Delivery Date. The quantity must be in terms of the purchase unit contained in the contract. If the quantity is less than the contract quantity, the balance will be delivered as scheduled.
Contract Delivery Date Revision Agent	48	Enter the appropriate code from appendix A23-A to reflect the organization that caused the delay. Do not leave blank.
Reason for Contract Delivery Date Revision	49-50	Enter the appropriate code from appendix A23-B to reflect the reason for the revised delivery forecast. When more than one factor caused the delay, the code for the major or most significant factor will be entered. Do not leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Forecast Delivery Date	51-57	Enter the best estimate of the date by which delivery will take place. This date is expressed as year-month-day in accordance with appendix A2.
CAO Recommendation Regarding Delayed Deliveries	58	Enter the appropriate code from appendix A24 to reflect the action that the CAO is taking or is recommending to the PO.
Reserved	59	Leave blank.
Stock Number	60-72	For Navy and DLA contracts, enter the 13 position National Stock Number (NSN) or local stock number as reflected in the contract. See appendix A42.
Purchase Unit	73-74	Enter the two position purchase unit as shown in the contract. See appendix A13. Leave blank when no unit is shown in the contract.
Transaction Date	75-79	Enter the date of preparation of this transaction. The date will be expressed as month-day in accordance with appendix A2.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. If no entry, leave blank.

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APPENDIX C16

MILSTRIP DOCUMENT NUMBERED RDF

A separate RDF will be prepared for each affected Ship-To address. MILSTRIP document numbered RDFs (for Army and Air Force) will use DI Code PJB.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJB for an Army or Air Force contract or order.
PIIN	4-16	Enter the number assigned to the contract against which revised delivery is forecast. See appendix A48.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the shipment is to be made. See appendix A49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Ship-To	27-32	Enter the identity code of the consignee for the delivery

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Delivery Schedule Date	33-39	affected by the revision. See appendix A4. Enter the date, as reflected in the contract delivery schedule, for the delivery affected by the revision. This date is expressed as year-month-day in accordance with appendix A2.
Quantity: RDF Delivery Schedule Quantity	40-47	Enter that portion of the quantity reflected in the contract delivery schedule affected by the revision. See appendix A46. Right justify and prefix with zeros to fill the field. This quantity cannot exceed the contract quantity for the specified Ship-To identity and Contract Delivery Date. The quantity must be in terms of the purchase unit contained in the contract. If the quantity is less than the contract quantity, the balance will be delivered as scheduled.
Contract Delivery Date Revision Agent	48	Enter the appropriate code from appendix A23-A to reflect the organization that caused the delay. Do not leave blank.
Reason for Contract Delivery Date Revision	49-50	Enter the appropriate code from appendix A23-B to reflect the reason for the revised delivery forecast. When more than one factor caused the delay, the code for the major or most significant factor will be entered. Do not leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Forecast Delivery Date	51-57	Enter the best estimate of the date by which delivery will take place. This date is expressed as year-month-day in accordance with appendix A2.
CAO Recommendation Regarding Delayed Deliveries	58	Enter the appropriate code from appendix A24 to reflect the action that the CAO is taking or is recommending to the PO.
MILSTRIP Data:	59-73	For Army and Air Force contracts. See appendix A45.
MILSTRIP Document Number	(59-72)	Enter the 14 position MILSTRIP document number as reflected in the contract.
MILSTRIP Suffix	(73)	Enter the MILSTRIP document number suffix code when reflected in the contract. If no entry, leave blank.
Reserved	74	Leave blank.
Transaction Date	75-79	Enter the date of preparation of this transaction. The date will be expressed as month-day in accordance with appendix A2.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix A22. If no entry, leave blank.

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APPENDIX C17

ACCOUNTING CLASSIFICATION HEADER RECORD

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV1.
PIIN	4-16	Enter the number assigned to the contract involved in the payment/collection. See appendix A48.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the payment/collection is being applied. See appendix A49. Leave blank if no call/order number applies.
ACRN	21-22	Enter the Accounting Classification Reference Number applicable to the accounting classification against which the payment/collection is being applied. See appendix A16. (This code is identical to the code in the contract or the contract abstract Accounting Classification Record prepared by the purchasing office.)
Numbering: Voucher Number	23-28	Enter the voucher serial number assigned to the payment/collection. See appendix A21.
Numbering: Batch Sequence	29	Enter a sequential alpha code A through Z except I and O, for each CPN transaction set. See appendix A21.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Accounting Classification Data:	30-79	Structured as shown below. Also see appendix A17.
Appropriation	(30-39)	Enter the appropriation (exactly as furnished in the abstract or contract) applicable to the payment/collection. See appendix A12.
Limit/Subhead	(40-43)	Enter the appropriation limit or subhead (exactly as furnished in the abstract or contract) applicable to the payment/collection.
Supplemental Accounting Classification	(44-79)	Enter the balance of the accounting classification data (exactly as furnished in the abstract or contract) applicable to the payment/collection.
Transaction Status Indicator	80	Leave blank.

APPENDIX C18

DISBURSEMENT/COLLECTION RECORD

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV2.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Identity Code: CPN Recipient	30-35	Enter the identity code of the accounting point to which the CPN is being sent. See chapter 9, section J and appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Disbursing Officer	36-41	Enter the identity code as reflected in the voucher of the disbursing officer who made payment. See appendix A4.
Voucher Date	42-48	Enter the date of the voucher pertinent to the CPN. This date is expressed as year-month-day in accordance with appendix A2.
Contract Payment Type	49	Enter the code (for payments) which identifies the kind of payment being made. See appendix A32. Code C or F will be used only when another code is not applicable. Leave blank for collections.
Country Code	50-51	Enter the appropriate code if the payment/collection is an International Balance of Payments transaction as defined in DoD Instruction 7060.2 (reference (s)). Country codes are published in DoD 5000.12-M (reference (f)), DoD Manual for Standard Data Elements, under reference number CO-XV of data element "Countries of the World." See appendix A36.
Numbering: (Original) Voucher Number	52-57	Enter the original voucher number of the previous transaction being corrected by SF 1081 or other adjustment document in the reversed and corrected CPN. See appendix A21. Otherwise, leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Contract Payment Deduction/Collection (Type of Collection)	58	Enter the code which identifies the type of collection. See appendix A34. Leave blank for disbursements.
Amount: Gross Amount	59-68	Enter, in dollars (rp 59-66) and cents (rp 67-68), the gross amount before deductions (plus or minus), applicable to the payment. See appendix A20. Right justify and prefix with zeros to fill the field. For example, on fixed price contracts, this is computed as unit price multiplied by quantity being paid for. Leave blank for collections and reverse deductions (if net amount paid includes reverse deductions, do not add reverse deductions to gross amount).
Amount: Net Paid/Collected Amount	69-78	Enter, in dollars (rp 69-76) and cents (rp 77-78), the net amount paid, after deductions, if a payment. Enter the amount collected if a collection. See appendix A20. Right justify and prefix with zeros to fill the field.
Contract Fund Reporting Transaction	79	Enter the appropriate code which identifies the CPN as a disbursement or a collection. See appendix A33.
Reserved	80	Leave blank.



APPENDIX C19

DEDUCTION RECORD

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV3.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
CLIN or ELIN	30-35	Enter the basic exhibit line item number in rp 30-33, if applicable; if not, enter the basic contract line item number.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 34-35; if no subline, leave blank.
Reserved	36-43	Leave blank.
Contract Payment Deduction/Collection (Type of Deduction)	44	Enter the primary code which identifies a reason for deduction, i.e., difference between Gross Amount and Net Amount in the Disbursement/Collection Record, DI Code PV2. See appendix A34.
Amount: Deduction Amount	45-54	Enter, in dollars (rp 45-52) and cents (rp 53-54), the amount of the deduction. See appendix A20. Right justify and prefix with zeros to fill the field.
Plus/Minus	55	Enter the code which indicates the amount is a deduction (minus) or a refund (plus) or a reverse deduction (plus). See appendix A37.
Contract Payment Deduction/Collection (Type of Deduction)	56	Enter the second deduction code, if any. See appendix A34. Otherwise, leave blank.
Amount: Deduction Amount	57-66	Enter second deduction amount (dollars in rp 57-64, cents in rp 65-66), if any. See appendix A20. Otherwise, leave blank.
Plus/Minus	67	Enter the code applicable to the second deduction/refund/reverse

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
		deduction amount, if any. See appendix A37. Otherwise, leave blank.
Contract Payment Deduction/Collection (Type of Deduction)	68	Enter third deduction code, if any. See appendix A34. Otherwise, leave blank.
Amount: Deduction Amount	69-78	Enter third deduction amount (dollars in rp 69-76, cents in rp 77-78), if any. See appendix A20. Otherwise, leave blank.
Plus/Minus	79	Enter the code applicable to the third deduction/refund/reverse deduction amount, if any. See appendix A37. Otherwise, leave blank.
Reserved	80	Leave blank.

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APPENDIX C20

VARIANCE RECORD

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV4.
PIIN	4-6	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Reserved	30-43	Leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
CLIN or ELIN	44-49	Enter the basic exhibit line item number in rp 44-47, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 48-49; if no subline, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Contract Obligation Variance	50	Enter the primary code which identifies the reason for variance between the Gross Amount and the comparable contract amount. See appendix A35.
Amount: Net Variance Amount	51-60	Enter, in dollars (rp 51-58) and cents (rp 59-60), the amount of the net variance. See appendix A20. Right justify and prefix with zeros to fill the field.
Plus/Minus	61	Enter the code which indicates whether the variance is an addition to the contract obligation amount (plus) or a subtraction therefrom (minus). See appendix A37.
CLIN or ELIN	62-67	Enter the basic exhibit line item number in rp 62-65, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 66-67; if no subline, leave

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Contract Obligation Variance	68	blank. If rp 50 is code A, B, C, D, E, or T, leave blank. Enter the code applicable to the second variance amount, if any. See appendix A35. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Amount: Net Variance Amount	69-78	Enter the second variance amount, if any. See appendix A20. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Plus/Minus	79	Enter the code applicable to the second variance amount, if any. See appendix A37. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Reserved	80	Leave blank.



APPENDIX C21

LINE ITEM REPORT RECORD

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV5.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Shipment Identification Data:	30-37	See appendix A44.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Shipment Number	(30-36)	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to the items for which payment is being made. If no number is applicable, e.g., advance payment, leave blank.
Shipment Number Suffix	(37)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract) or an alpha indicating a replacement shipment (see chapter 5, section F). Otherwise, leave blank.
Reserved	38-39	Leave blank.
Identity Code: Ship-To	40-45	Enter the identity code of the consignee from the shipping document covering the items for which payment is being made. See appendix A4.
Reserved	46-53	Leave blank.
Contract Payment Line Item Status	54	Enter the code which indicates whether or not this payment/collection transaction completes the line action. See appendix A39.
Quantity: Expenditure Quantity	55-62	Enter the quantity of items for which expenditure was made. See appendix A46. Right justify and prefix with zeros to fill the field.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
CLIN or ELIN	63-68	Enter the basic exhibit line item number in rp 63-66, if applicable; if not, enter the basic contract line item number. See appendix A50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 67-68; if no subline, leave blank.
Amount: Item Gross Amount	69-78	Enter, in dollars (rp 69-76) and cents (rp 77-78), the overall payment amount which applies to the line item cited. See appendix A20. (This gross amount includes price and quantity variances but is not netted by deductions.) Right justify and prefix with zeros to fill the field.
Contract Fund Reporting Transaction	79	Enter the appropriate code which identifies the reported transaction as a disbursement or a collection. See appendix A33.
Reserved	80	Leave blank.

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APPENDIX C22

TEXT HEADER RECORD

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PVA.
Text: Record Legend	4-20	Enter the words "PAYMENT TEXT HDR" with a blank space between words.
Numbering: Item Count	21-24	Enter the number of items (i.e., records) in the batch, including the Text Header Record. See appendix A21.
Reserved	25-28	Leave blank.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1. If this is a dummy end of month (EOM) report, enter a sequential alpha code A through Z (excluding I and O). See appendix A21. Repeat the alphabet after use of code Z.
Identity Code: CPN Recipient	30-35	Enter the identity code of the accounting point to which the CPN is being sent. See chapter 9, section J and appendix A4.
Identity Code: Disbursing Officer	36-41	Enter the identity code, as reflected on the voucher, of the disbursing officer who made the payment. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Numbering: Batch Serial Number	42-44	Enter a consecutive serial number which identifies the number of the batches transmitted to the accounting point since the first day of the fiscal year. If this is a dummy EOM report, perpetuate the last batch serial number transmitted to the CPN recipient this month. See appendix A21.
Reserved	45	Leave blank.
Reserved	46-51	Leave blank (until first voucher number becomes operational).
Reserved	52-57	Leave blank (until last voucher number becomes operational).
Amount: Collected Amount	58-68	Enter, in dollars (rp 58-66) and cents (rp 67-68), the sum of monies shown as collections in the CPNs. See appendix A20. Right justify and prefix with zeros to fill the field. If this is a dummy EOM report or if no amount is applicable, leave blank.
Amount: Disbursed Amount	69-79	Enter, in dollars (rp 69-77) and cents (rp 78-79), the sum of monies shown as payments in the CPNs. See appendix A20. Right justify and prefix with zeros to fill the field. If this is a dummy EOM report or if no amount is applicable, leave blank.
Transaction Status Indicator	80	If this is the last transmission of the month or a dummy EOM report, enter code F, in accordance with appendix A22. See chapter 9, paragraph I.4. Otherwise, leave blank.

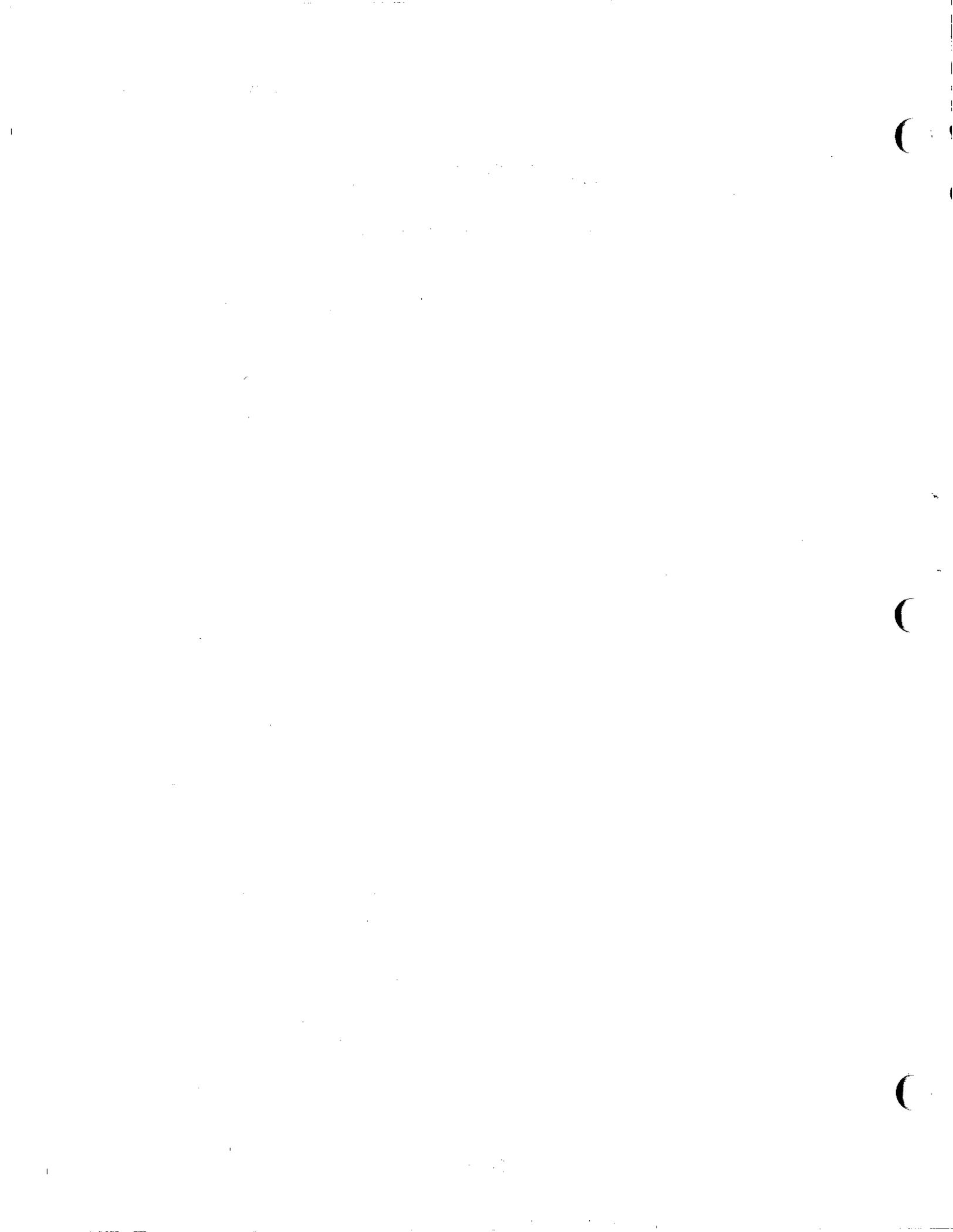
APPENDIX C23

CONTRACT COMPLETION STATEMENT

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PK9.
PIIN	4-16	Enter the number assigned to the contract against which contract completion status is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation, in which case rp 35-80 should be left blank.
SPIIN: Call/Order or Last Modification Number	17-22	Enter the call or order number in rp 17-20 for which completion status is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix A49. Leave this field blank if not applicable.
Identity Code: Administered By	23-28	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix A4.
Identity Code: Purchasing Office	29-34	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Amount: Unliquidated Amount	35-42	Enter, in dollars (rp 35-40) and cents (rp 41-42), the remainder of the accumulated amounts paid as netted by all collections subtracted from the amount obligated on the contract by any contract modifications and adjusted by deductions and all variance codes. See appendix A20. Right justify and prefix with zeros to fill the field. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.2.(c)).
Contract Close-out Group	43	Enter the appropriate code in accordance with appendix A30. This code indicates the time and condition under which this contract is closed.
Reserved	44	Leave blank.
Date Physically Completed	45-51	Enter the date that the contract is physically completed, in accordance with chapter 11, paragraph D.2.(a). This date will be expressed as year-month-day in accordance with appendix A2.
Date of Final Payment	52-58	Enter the date of the voucher reflecting the final payment of the contract. This date will be expressed as year-month-day in accordance with appendix A2. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.2.(c)).

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Date Contract Completed	59-65	Enter the date that the contract was completed in accordance with the contract closing criteria. This date will be expressed as year-month-day in accordance with appendix A2. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.2.(c)).
Identity Code: Disbursing Officer	66-71	Enter the identity code, as reflected on the voucher, of the disbursing officer that made final payment. See appendix A4. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.2.(c)).
Numbering: Voucher Number	72-77	Enter the serial number assigned to the final payment voucher. See appendix A21. May be blank when not applicable, i.e., when rp 43 is code A (see chapter 11, paragraph D.2.(c)).
Reserved	78-79	Leave blank.
Transaction Status Indicator	80	Enter code F (for final) or J (for physically completed). See appendix A22.



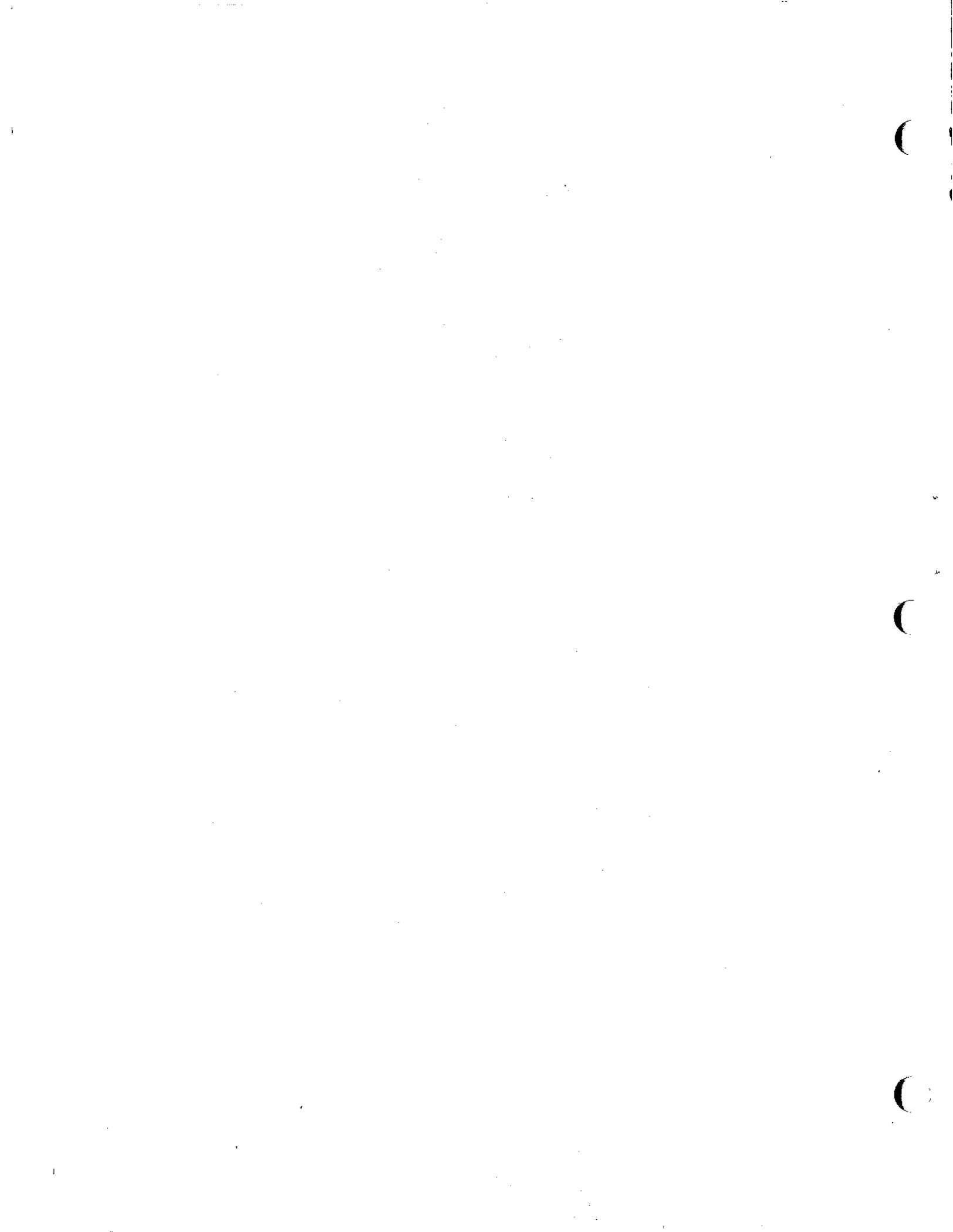
APPENDIX C24

UNCLOSED CONTRACT STATUS

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKX.
PIIN	4-16	Enter the number assigned to the contract against which the unclosed contract status is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation.
SPIIN: Call/Order or Last Modification Number	17-22	Enter the call or order number in rp 17-20 for which unclosed status is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix A49. Leave this field blank if not applicable.
Reserved	23-24	Leave blank.
Identity Code: Administered By	25-30	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix A4.
Identity Code: Purchasing Office	31-36	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Contractor	37-42	Enter the identity code, as reflected in the contract, of the contractor. See appendix A4. Right justify.
Contract Close- out Group	43	Enter the appropriate code from appendix A30. This code will indicate the time and condition under which the contract is to be closed.
Reserved	44	Leave blank.
Date Physically Completed	45-51	Enter the date that the contract was physically completed in accordance with chapter 11, paragraph D.2.(a). This date is expressed as year-month-day in accordance with appendix A2.
Date of Final Payment	52-58	If final payment has been made, enter the date of the voucher reflecting final payment of the contract. Otherwise, leave blank. This date is expressed as year-month-day in accordance with appendix A2.
Estimated Com- pletion Date	59-65	Enter the best estimate of the date by which the contract will be completed in accordance with the contract closing criteria. This date is expressed as year-month-day in accordance with appendix A2.
Reserved	66-71	Leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Reason For Delayed Closing of Contract File	72	Enter the appropriate code, in accordance with appendix A38, that indicates the most significant reason the contract has not been closed.
Reason for Delayed Closing of Contract File	73	Enter the appropriate code, in accordance with appendix A38, for the second most significant reason that the contract has not been closed, if applicable. Otherwise, leave blank.
Reason for Delayed Closing of Contract File	74	Enter the appropriate code, in accordance with appendix A38, for the third most significant reason that the contract has not been closed, if applicable. Otherwise, leave blank.
Transaction Date	75-79	Enter the date of preparation of this transaction. The date is expressed as month-day (see appendix A2).
Reserved	80	Leave blank.



APPENDIX C25

CONTRACT CLOSEOUT EXTENSION

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKZ.
PIIN	4-16	Enter the number assigned to the contract against which contract completion status is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation.
SPIIN: Call/Order or Last Modification	17-22	Enter the call or order number in rp 17-20 for which the contract closeout extension is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix A49. Leave this field blank if not applicable.
Identity Code: Administered By	23-28	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix A4.
Identity Code: Purchasing Office	29-34	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Reserved	35-42	Leave blank.
Contract Closeout Group	43	Enter the appropriate code in accordance with appendix A30. This code indicates the time and condition under which this contract is closed.
Reserved	44	Leave blank.
Date Physically Completed	45-51	Enter the date that the contract is physically completed, in accordance with chapter 11, paragraph D.2.(a). This date will be expressed as year-month-day in accordance with appendix A2.
Reserved	52-58	Leave blank.
Extended Close-out Date	59-65	Enter the date that the contract file will be closed by the PO. This date is expressed as year-month-day in accordance with appendix A2.
Reserved	66-80	Leave blank.

APPENDIX E

MILSCAP VALIDATION CRITERIA

A. PURPOSE

1. The Military Standard Contract Administration Procedures (MILSCAP), DoD Manual 4000.25-5-M, prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related information between and among DoD Components.

2. This appendix provides detailed validation criteria which will form the basis for accepting or rejecting data into the internal operating systems of the Services/Agency.

B. SCOPE

These criteria will be utilized by the Services/Agency whenever the transactions cited herein are prepared. The preparing (originating) organization is responsible for validating the various data which make up the MILSCAP records. Validation and correction is to be performed by the originator prior to transmission of MILSCAP records.

C. IMPLEMENTATION

The provisions of this appendix will be implemented concurrent with the implementation of applicable segments of MILSCAP.

D. GENERAL

Listed below are the detailed validation criteria for each transaction in the initial contract abstract and the follow-on transactions, as well as instructions for validating contract modification abstracts. Since the originating activity is responsible for the data validation and corrective action thereto prior to release of the MILSCAP records, the internal systems should be designed to reject erroneous data and reinput corrected data based upon these criteria. Receivers of MILSCAP records may also choose to use these validation criteria. Rejection of erroneous

data by the receiver will necessitate research and corrective action by the receiver when possible. The originator of the data should be advised by message or letter whenever the receiver corrects the data. In the event the correction cannot be made at the data receiving site because it requires contractual corrective action by the originator, a notification to the originator and request for action will be made.

E. VALIDATION CRITERIA

1. The entire abstract will be checked, record for record, and all errors identified before reporting erroneous conditions to the originator.
2. Reject all transactions (PAB thru PAH) on basic abstracts when a PAA is not included. Reject all transactions (PAA thru PAH) when the PIIN/SPIIN is not formatted correctly.
3. All PA_ transactions must equal the total quantity (record count) shown in record positions (rp) 77-80 of the PAA, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PAA record does not equal all PA_ transactions, reject all PA_ transactions for that PIIN/call/order.
4. Reject all transactions (PBA thru PBH) when a PBl is not included.
5. All PB_ transactions must equal the total quantity (record count) shown in rp 77-80 of the PBl, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PBl record does not equal all PB_ transactions, reject all PB_ transactions for that PIIN/call/order.
6. When letter type contracts are definitized, rp 62 of the PBB must indicate the Kind of Contract.
7. Reject all transactions (PEA thru PEH) on error correction abstracts when a PE1 is not included.
8. All PE_ transactions must equal the total quantity (record count) shown in rp 77-80 of the PE1, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PE1 record does not equal all PE_ transactions, reject all PE_ transactions for that PIIN/call/order.

9. PB_ and PE_ transactions can be accepted with an X-overpunch in rp 10 or 11:

a. When an X-overpunch is present in rp 10, noncontrol fields may be left blank.

b. When X-overpunch is present in rp 11, all data fields must be filled. For modifications, the fields may be filled with X's for deleting data from the master files.

10. PB_ transactions correcting a modification can have an X-overpunch in the units position of any quantity or amount field (excluding unit price) to denote a decrease.

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APPENDIX E1

ADMINISTRATIVE DATA RECORD #1

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAA, PBA, or PEA.
PIIN:	4-16	
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric. (NOTE: A possible X-overpunch in rp 10 (to delete) or in rp 11 (to add) when changing control data. See chapter 4.)
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	
Call/Order Number	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank.
Call/Order Modification Number	(21-22)	Must be blank in the PAA record. The PBA and PEA records may be any combination of alphanumerics. I and O cannot be used.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Contract Modification Number	(17-22)	Must be blank in the PAA record. In the PBA and PEA records, when Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.
Effective Date or Order Date:	23-29	May be blank in the PBA and PEA records. The PAA record must be structured as shown below.
Year	(23-24)	Numeric.
Month	(25-27)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(28-29)	Applicable day for the month in rp 25-27.
Reserved	30-44	Blank.
Defense Priorities and Allocations System (DPAS):	45-48	May be blank in the PBA and PEA records. The PAA record must be structured as shown below.
Rating Prefix	(45-46)	DO, DX, 9 blank, or N blank. If DX, then rp 70 of P_B record must contain a code A.
Program Identification	(47-48)	Blank when rp 45-46 is either 9 blank or N blank; otherwise, must be A1, A2, A3, A4, A5, A6, A7, B1, B8, B9, C2, C3, C8, C9, D1, D2, D3, E1, E2, E3, F1, F2, F3, G1, G2, G3, H1, H2, H3, H4, H5, H6, H7, J1, K1, N1.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Identity Code: Issued By	49-54	<i>May be blank in the PBA and PEA records. The PAA record must be a valid Department of Defense Activity Address Code (DoDAAC).</i>
Identity Code: Administered By	55-60	<i>May be blank in the PBA and PEA records. The PAA record must be a valid DoDAAC. Verify that the CAO code is in agreement with the CAO code listed in the CAGE file for the contractor code in rp 63-67.</i>
Indicator: Partial Abstract	61	Blank or 9.
Identity Code: Contractor ^{1/}	62-67	Rp 62 must be blank. Rp 63-67 <i>may be blank in the PBA and PEA records; the PAA record must be a valid CAGE code. Verify that the CAGE code and DoDAAC in rp 55-60, are proper, i.e., administration point is valid for contractor specified.</i>
Identity Code: Contractor Facility ^{1/}	68-73	Rp 68 must be 9 or blank. Rp 63-67 <i>may be blank in the PBA and PEA records. In the PAA record when rp 68 is 9, then 69-73 must be blank; if 68 is blank, then 69-73 may be either blank or a valid CAGE code.</i>

1/ The **CAGE** structure consists of a five position code. For MILSCAP abstract coding, these entries must be preceded with a blank in the high order position.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Type of Business	74	May be blank in the PBA and PEA records. The PAA record must be: A, B, C, D, F, L, M, N, P or Z.
Indicator: FMS Requirement	75	Blank or 1.
Reserved	76	Blank.
Numbering: Record Count	77-80	May be blank in the PBA and PEA records. The PAA record must be numeric.

APPENDIX E2

ADMINISTRATIVE DATA RECORD #2

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAB, PBB, or PEB.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
Discount Terms	23-37	May be blank in the PBB and PEB records. The PAB record must be as follows: rp 23-34 may be numeric or blank; rp 35-36 may be numeric or N blank; rp 37 may be blank or 9; and if 23 is N, then rp 24-37 must be blank. Rp 23-34 may be blank with numerics in rp 35-36 and blank in rp 37.
Identity Code: Paying Office	38-43	May be blank in PBB and PEB records. In the PAB record it must be a valid DoDAAC; or 9 in rp 38 and blank in rp 39-43.
Indicator: Fast Pay	44	F or blank.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Amount: Total Amount of Contract ^{1/}	45-54	May be blank in PBB and PEB records. The PAB record must be a numeric value with a possible X-overpunch in rp 53 or 54. If this amount is less than the sums of the Obligated Amounts contained in related P_E/P_H records, it may be erroneous and must be reviewed against the hard copy contract prior to transmission of the abstract.
Date of Signature:	55-61	May be blank in the PBB and PEB records. The PAB record must be structured as shown below.
Year	(55-56)	Numeric, current or prior year.
Month	(57-59)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC
Day	(60-61)	Applicable day for the month in rp 57-59.
Kind of Contract	62	May be blank in the PBB and PEB records. The PAB record must be 0-3 or 5-9.
Type of Contract	63	May be blank in the PBB and PEB records. The PAB record must be A-C, J-M, R-W, Y, Z or blank. If blank, then the Total Amount of Contract, rp 45-54 of this record, and Total Item Amount,

^{1/} An X-overpunch in rp 53 indicates the Total Amount of Contract exceeds \$99,999,999.99 and must be followed by an identical P_B, except with a code T in rp 45, and the additional overflow amount. An X-overpunch in rp 54 denotes a decrease.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
		rp 65-74 of the related P_E record, must be zero filled or N blank, respectively.
Identity Code: Abstract Recipient ADP Point	64-69	May be blank in PBB and PEB records. The PAB record must be a valid DoDAAC for the ADP point of the CAO in rp 55-60 of PAA record.
Criticality Designator	70	May be A, B, C, or blank in PBB and PEB records. The PAB record must be an A, B, or C. When rp 45-46 of the related P_A transaction is DX, the entry must be an A.
Indicator: Contract Administrative Functional Limitations	71	Blank or 3.
Reserved	72-74	Blank.
Special Contract ^{2/} Provisions	75-79	Rp 75-79: blanks; or rp 75: A-H, J-N, or P-R, and rp 76-79: zeros; or rp 75-76 each: A-H, J-N, or P-R, and rp 77-79: zeros; or rp 75-77 each: A-H, J-N, or P-R, and rp 78-79: zeros; or rp 75-78 each: A-H, J-N, or P-R, and rp 79 zero: or rp 75-79 each: A-H, J-N, or P-R.
Reserved	80	Blank.

^{2/} If codes L, M, or P are reflected, Contract Abstract Supplies Schedule Data (P_G records) do not have to be submitted with the initial abstracts.



APPENDIX E3

ACCOUNTING CLASSIFICATION DATA RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAC, PBC, or PEC.
PIIN	4-6	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
ACRN	23-24	May be blank in the PBC and PEC records. The PAC record must be alphanumeric; cannot have a duplicate ACRN within a contract. I and O cannot be used.
Accounting Classification Data:	25-74	May be blank in the PBC and PEC records. The PAC record must reflect the data in the contract and should agree with appendix B criteria.
Appropriation:	[25-34]	Must be authorized Appropriation Data and structured in accordance with appendix A12.
Department Identity	(25-26)	
Transfer Department	(27-28)	
Appropriation Fiscal Year (Beginning)	(29)	

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Appropriation Fiscal Year (Ending)	(30)	
Appropriation Fund	(31-34)	
Limit/Subhead	(35-38)	Must be an authorized Limit/Subhead.
Supplemental Accounting Classification	(39-74)	
Identity Code: Accounting Station	75-80	May be blank in the PBC and PEC records. In the PAC record, it must be a valid DoDAAC. Applies only when rp 25-26 is Department Code 21, 43, or 57; or when rp 25-26 equals Department Code 97 and Limitation/Subhead, rp 35-38, is 0100, 1301, 1302, 0200, or 5100 series. This field will be blank for Navy accounting stations.

APPENDIX E4

ACCOUNTING CLASSIFICATION DATA TRAILER

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAD, PBD, or PED.
PIIN	4-16	Must agree with the related P_A record. CC 11 may contain an X-overpunch to indicate a new record.
SPIIN	17-22	Must agree with the related P_A record.
ACRN	23-24	Must agree with the related P_C record.
Special Reimbursable Provisions	25-35	A-H, J-M, P, T, Z, or blanks. Entries must be left justified with no duplications.
Reserved	36-44	Blank.
Amount: Obligated Amount ^{1/}	45-54	May be blank in the PBD and PED records. The PAD record must be a numeric value with a possible X-overpunch in rp 53 or rp 54. It can be zero filled if codes A-E, T, or blank are in rp 25-35. If the sum of all Obligated Amounts is greater than the Total Amount of Contract contained in the related P_B record, it may be erroneous and must be reviewed against the

^{1/} An X-overpunch in rp 53 indicates that the Obligated Amount exceeds \$99,999,999.99 and must be followed by another P_D record, except with a code T in rp 45, and the additional overflow amount. An X-overpunch in rp 54 denotes a decrease.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
		hard copy contract prior to transmission of the abstract.
Identity Code: Paying Office	55-60	Must be a valid DoDAAC when PAB rp 38 is code 9; otherwise, leave it blank.
Reserved	61-80	Blank.

APPENDIX E5

SUPPLIES LINE ITEM DATA RECORD #1

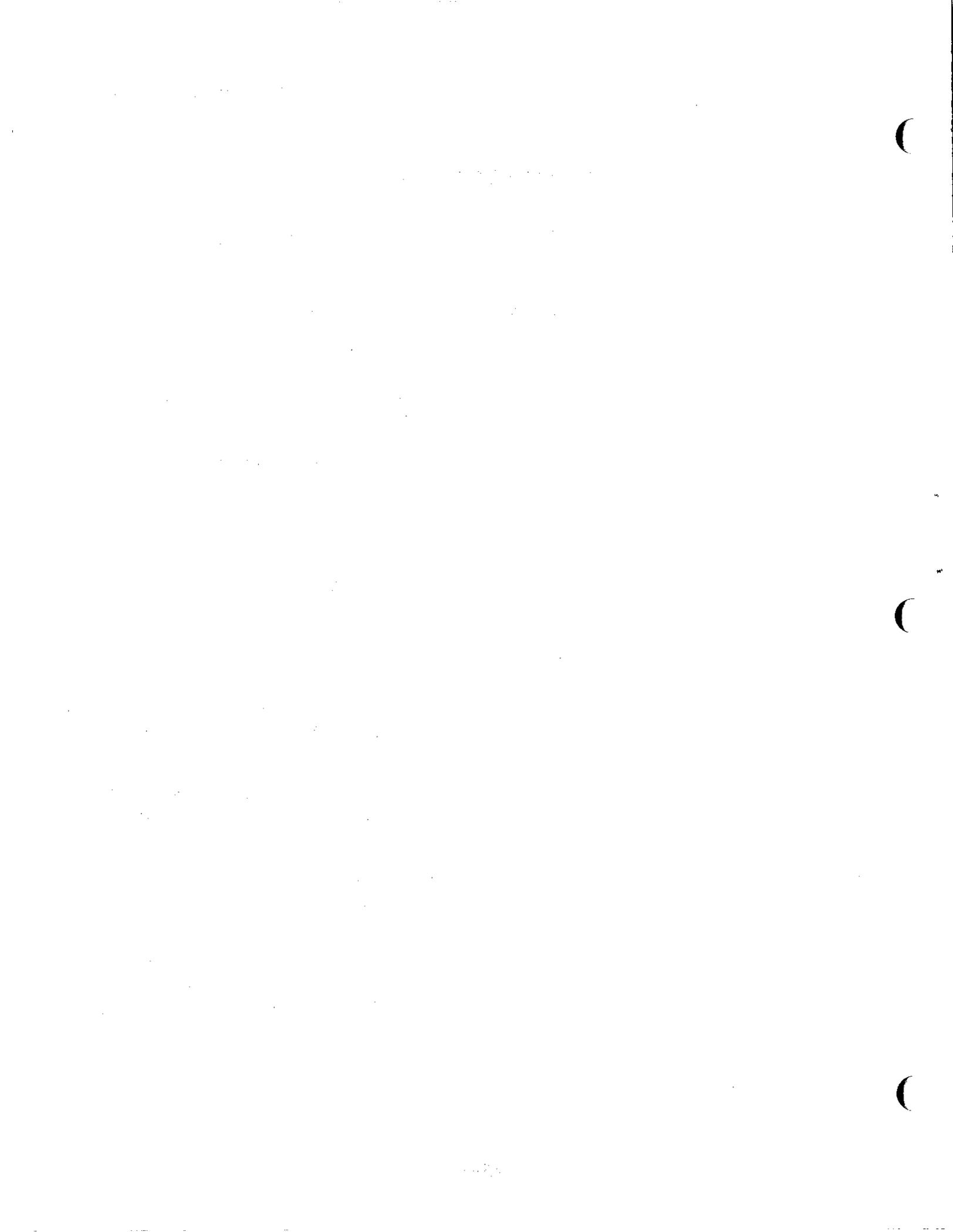
<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAE, PBE, or PEE.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN or ELIN:	23-28	
CLIN	(23-26)	0001-9999 and any given number cannot be repeated for this type record within a given contract.
ELIN	(23-26)	Rp 23 must be alpha and rp 24-26 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(27-28)	AA-ZZ or blank. This entry cannot be repeated within the CLIN/ELIN of rp 23-26 for a given contract. I and O cannot be used.
Stock Number:	29-43	May be blank in the PBE and PEE records. The PAE record must be as shown below.
Stock Number	(29-41)	If rp 29 contains "N," the remainder of the field can be blank or contain a blank in rp 30 and the word "EXHIBIT" in rp 31-37 and the remainder of the field will be blank.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
		May contain code N in position 29, blank in 30, and the word "SERVICES" in rp 31-38. If rp 29 is code U, then rp 30-41 must be blank. Otherwise enter stock number or management control number.
Management Data	(42-43)	No validation required.
Quantity: Order Quantity ^{1/}	44-51	May be blank in the PBE and PEE records. The PAE record must be as follows: rp 44-51 each: 0-9 with a possible X-overpunch in rp 44. If rp 44 is code N or U, then rp 45-51 must be blank. Must be a valid entry when rp 54-64 is 9 blank.
Purchase Unit	52-53	Alpha or blank.
Amount: Unit Price	54-64	May be blank in the PBE and PEE records. The PAE record must be as follows: rp 54-64 each, 0-9 with a possible X-overpunch in rp 54; or if rp 54 is code 9, C, N, or U, then rp 55-64: blank. When 9 blank is used, Order Quantity, rp 44-51, and Total Item Amount, rp 65-74, must be entered.

^{1/} The Order Quantity must agree with the sum of the CLIN/ELIN related Delivery Schedule Quantities in the Supplies Schedule Data Record (DI Code P_G) or it will be considered erroneous except when rps 29-37 contain "N EXHIBIT" and there are no Supplies Schedule Data Records or Supplies Line Item Data Record #2 (DI Code P_F) required. An X-overpunch in rp 50 indicates the Order Quantity exceeds 99,999,999 and must be followed by another P_E record with a code T in rp 44 and the additional overflow quantity. An X-overpunch in rp 51 denotes a decrease.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Amount Total Item Amount ^{2/}	65-74	May be blank in the PBE and PEE records. The PAE record must be as follows: Unit Price, rp 54-64, times Order Quantity, rp 44-51, rounded to the nearest cent, equals Total Item Amount, rp 65-74. May be N blank, or have an X-overpunch in rp 65. The sum of all Total Item Amounts, rp 65-74, of all P_E and P_G records in the contract abstract must be equal to or less than Total Amount of Contract, rp 45-54, of the P_B record. If this sum is greater than the Total Amount of Contract, rp 45-54, in P_B record, it may be erroneous and must be reviewed against the hard copy contract prior to the abstract transmission. N blank when rp 63 of the PAB record is blank or when rp 54 contains code C.
Identity Code: Item or Project Manager	75-80	Must be a valid DoDAAC or blank.

^{2/} An X-overpunch in rp 73 indicates that the Total Item Amount exceeds \$99,999,999.99 and must be followed by another P_E record with a code T in rp 65 and the additional overflow amount. An X-overpunch in rp 74 denotes a decrease.



APPENDIX E6

SUPPLIES LINE ITEM DATA RECORD #2

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAF, PBF, or PEF.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN or ELIN	23-28	Must agree with the related P_E record.
Text: Noun (Item Description)	29-39	No validation.
Part Number	40-71	No validation.
Procurement Quality Assurance (PQA) Site	72	May be blank in the PBF and PEF records. The PAF record must be D or S.
Acceptance Site	73	May be blank in the PBF and PEF records. The PAF record must be D or S.
Free on Board (FOB) Site (CLIN/ELIN Level)	74	May be blank in the PBF and PEF records. The PAF record must be D, S, or O.
Quantity Variance: Over	75-76	Rp 75 may be 0, 1, 2, 9, or blank and rp 76 may be A-H, numeric, or blank.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Quantity Variance: Under	77-78	Rp 77 may be 0, 1, 2, 9, or blank and rp 78 may be A-H, numeric, or blank.
Reserved	79-80	Blank.

APPENDIX E7

SUPPLIES SCHEDULE DATA RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAG, PBG, or PEG.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN or ELIN	23-28	Must agree with the related P_E record.
Identity Code: Ship-To	29-34	May be blank in the PBG and PEG records. The PAG record must be as follows: if B, D, P, K, or T in rp 29, do not validate, if code U in rp 29 and blank in 30-34, do not validate, otherwise, must be a valid DoDAAC.
Identity Code: Mark-For	35-40	If rp 35 is B, D, P, K, T, or Y, do not validate. Otherwise, must be a valid DoDAAC or blank.
Delivery Schedule Date:	41-47	May be blank in the PBG and PEG records. The PAG record must be as follows: code U in rp 41, with rp 42-47 blank; or
Year	(41-42)	Numeric year with a possible X-overpunch in rp 41.
Month	(43-45)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(46-47)	Applicable day for the month in rp 43-45.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Quantity: Delivery Schedule Quantity ^{1/}	48-55	May be blank in the PBG and PEG records. The PAG record must be as follows: if a code U is in rp 48, then rp 49-55 will be blank. No comparison to CLIN/ELIN Order Quantity is required. If other than U in rp 48, then rp 48-55 may be 0-9 with a possible X-overpunch in rp 48. A sum of all Delivery Schedule Quantities for a given CLIN/ELIN must be equal to the Order Quantity, rp 44-51 (for that CLIN/ELIN), of the related P_E record. If this sum is not equal, all the Delivery Schedule Quantities for the applicable CLIN/ELIN are considered erroneous, except for those abstracts in which the Administrative Data Record #2, rp 75-79, contains a Special Contract Provision code L, M, or P; then the sum of the schedules may be less than the Order Quantity of the line.
ACRN	56-57	May be blank in the PBG and PEG records. The PAG record must be as follows: if 9 or U in rp 56, then rp 57 is blank. If other than 9 or U in rp 56, then rp 56-57 must agree with an ACRN in rp 23-24, of a related P_C record. Control levels for

^{1/} An X-overpunch in rp 54 indicates that the Delivery Schedule Quantity exceeds 99,999,999 and must be followed by another P_G record with a code T in rp 48 and the additional overflow quantity. An X-overpunch in rp 55 denotes a decrease.

T in rp 48 and the additional overflow quantity. An X-overpunch in rp 55 denotes a decrease.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
		this entry extend to destination (i.e., Ship-To/Mark-For) and Schedule Delivery Date.
Reserved	58	Blank.
Transportation Priority	59	May be 1, 2, 3, 4, or blank.
MILSTRIP Data:	60-74	Total field may be blank or validated as follows:
Service	(60)	A-H, J-N, P-W, Z, or 0-9.
Requisitioner	(61-65)	Must be filled.
Ordinal Date:	[66-69]	
Year of Decade	(66)	0-9.
Day of Year	(67-69)	001-365 (366 for leap year).
Serial Number	(70-73)	A-Z or 0-9.
MILSTRIP Suffix	(74)	If filled, then rp 60-73 must be filled.
CLIN/Subline (for EXHIBIT)	75-80	
CLIN	(75-78)	Numeric if rp 23-26 contains ELIN. Otherwise, blank. Two different CLINs cannot be submitted for the same alpha ELIN designator in rp 23-26.
Subline	(79-80)	AA-ZZ or blank. I and O cannot be used. Must be blank if rp 75-78 are blank.

MEMORANDUM FOR THE RECORD

Re: [Illegible]

Date: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]

12. [Illegible]

13. [Illegible]

14. [Illegible]

15. [Illegible]

16. [Illegible]

17. [Illegible]

18. [Illegible]

19. [Illegible]

20. [Illegible]

APPENDIX E8

SERVICES LINE ITEM DATA RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAH, PBH, or PEH.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN	23-28	Must agree with the related P_E record.
Text: Description of Services	29-53	No validation.
Procurement Quality Assurance (PQA) Site	54	May be blank in the PBH and PEH records. The PAH record must be code D or S.
Acceptance Site	55	May be blank in the PBH and PEH records. The PAH record must be code D or S.
ACRN	56-57	May be blank in the PBH and PEH records. The PAH record must be as follows: if 9 in rp 56, then rp 57 blank. If other than 9 in rp 56, then 56-57 must agree with an ACRN in rp 23-24, of a related P_C record.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Service Completion Date:	58-64	May be blank in the PBH and PEH records. The PAH record must be as follows: if rp 58 is code U, then 59-64 is blank. Otherwise, as shown below.
Year	(58-59)	Numeric, with a possible X-over-punch in rp 58.
Month	(60-62)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(63-64)	Applicable day for the month in rp 60-62.
Amount: Total Item Amount ^{1/}	65-74	May be blank in the PBH and PEH records. The PAH record must be as follows: if rp 65 is code N or U, then rp 66-74 is blank. If other than code N or U in rp 65, then rp 65-74 each 0-9 with a possible X-overpunch in rp 65. If rp 63 of the P_B record is blank, then rp 65 will contain code N with the remainder of the field blank. Balancing criteria for this amount will be the same as for the Total Item Amount of the related P_E record.
Identity Code: Item or Project Manager	75-80	Must be a valid DoDAAC or blank.

^{1/} An X-overpunch in rp 73 indicates that the Total Line Amount exceeds \$99,999,999.99 and must be followed by another P_H record with a code T in rp 65 and the additional overflow amount. An X-overpunch in rp 74 denotes a decrease.

APPENDIX E9

ACKNOWLEDGMENT/CANCELLATION

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PEK for Cancellation; or PFK for Acknowledgment.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If Type of Instrument (rp 12) is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank.
Call/Order Modification Number	(21-22)	Blank.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Identity Code: Abstract Recipient ADP Point	23-28	Must be a valid DoDAAC for the CAO that received the abstract.
Identity Code: Issued By	29-34	Must be a valid DoDAAC for the activity that issued the abstract.
Text: Message	35-52	"CANCEL" for PEK record: "ABSTRACT RECEIVED" or "ABSTRACT CANCELED" for PFK record.
Transaction Date:	53-57	
Month	(53-55)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(56-57)	Applicable day for the month in rp 53-55.
Reserved	58-80	Blank.

APPENDIX E10

MODIFICATION HEADER RECORD/ CORRECTION HEADER RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PB1 for the Modification Header Record; or PE1 for the Correction Header Record.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank.
Call/Order Modification Number	(21-22)	Must be any combination of alphanumerics or blank. I and O cannot be used.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Contract Modification Number	(17-22)	If the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P. Rp 18-22 must contain alphanumeric data. I and O cannot be used.
Effective Date of Modification:	23-29	May be blank in the PE1 record. In the PB1 record, structured as shown below.
Year	(23-24)	Numeric year.
Month	(25-27)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(28-29)	Applicable day for the month in rp 25-27.
Text: Modification Authority	30-44	No validation.
Reserved	45-48	Blank.
Identity Code: Issued By	49-54	Must be a valid DoDAAC.
Identity Code: Administered By	55-60	Must be a DoDAAC and agree with previously submitted contract abstract record.
Kind of Modification	61	May be blank in the PE1 record. In the PB1 record, must be alpha A through Z, including I and O.
Reserved	62-63	Blank.
Identity Code: Abstract Recipient ADP Point	64-69	Must be a valid DoDAAC.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Date of Signature:	70-76	May be blank in the PE1 record. In the PBI record, must be structured as shown below.
Year	(70-71)	Numeric year.
Month	(72-74)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(75-76)	Applicable day for the month in rp 72-74.
Numbering: Record Count	77-80	Numeric.



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APPENDIX E11

SHIPMENT PERFORMANCE NOTICE SUPPLIES LINE ITEM

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PJJ.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
CLIN or ELIN:	21-26	Must match the contract line to which it applies.
CLIN	(21-24)	0001-9999.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
ELIN	(21-24)	Rp 21 must an be alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(25-26)	AA-ZZ or blank. I and O cannot be used.
Identity Code: Ship-To	27-32	Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 is blank, do not validate. Otherwise, must be a valid DoDAAC.
Identity Code: Mark-For	33-38	Must match the contract line to which it applies. If rp33 is B, D, P, K, T, or Y, do not validate. Otherwise, must be either a valid DoDAAC or blank.
Date Shipped:	39-45	
Year	(39-40)	Numeric year, with a possible X-overpunch in rp 39.
Month	(41-43)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(44-45)	Applicable day for the month in rp 41-43.
Quantity: Quantity Shipped	46-51	Numeric.
Shipment Identifi- fication Data:	52-59	
Shipment Number	(52-58)	52-54 alpha; 55-58 alphanumeric.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Shipment Number Suffix	(59)	Z or blank.
Mode of Shipment	60	Alphanumeric, except numerics one and zero are excluded.
Contract Shipment Advice	61	A-H or Z.
Stock Number or MILSTRIP Data:	62-76	
For Navy or DLA, Stock Number	(62-74)	Alphanumeric.
Reserved	(75-76)	Blank.
For Army or AF, MILSTRIP Data	[62-76]	Field may be blank or validated as follows:
Service	(62)	A-F, H, J-N, P-W, Z, or 0-9.
Requisitioner	(63-67)	Must be filled.
Ordinal Date:	[68-71]	
Year of Decade	(68)	0-9.
Day of Year	(69-71)	001-365 (366 for leap year).
Serial Number	(72-75)	A-Z or 0-9.
MILSTRIP Suffix	(76)	Z or blank.
Transaction Date	77-79	001-365 (366 for leap year).
Transaction Status Indicator	80	C, G, H, L, P, Q, S, T, or blank.



APPENDIX E12

SHIPMENT PERFORMANCE NOTICE SERVICES LINE ITEM

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PJR.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
CLIN or ELIN:	21-26	Must match the contract line to which it applies.
CLIN	(21-24)	0001-9999.
ELIN	(21-24)	Rp 21 must be an alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
CLIN/ELIN Subline	(25-26)	AA-ZZ or blank. I and O cannot be used.
Identity Code: Performed-At	27-32	Must be a valid DoDAAC.
Reserved	33-38	Blank.
Date Completed:	39-45	
Year	(39-40)	Numeric year, with a possible X-overpunch in rp 39.
Month	(41-43)	JAN, FEB, MAR, APR, MAY JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(44-45)	Applicable day for month in rp 41-43.
Reserved	46-51	Blank.
Shipment Identifica- tion Data: Shipment Number	52-58	52-54 alpha; 55-58 numeric.
Reserved	59-60	Blank.
Contract Shipment Advice	61	A-H or Z.
Text: Description of Services	62-79	No validation.
Transaction Status Indicator	80	C or blank.

APPENDIX E13

ACCEPTANCE ALERT

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PK5.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
Identity Code: Contract Administration ADP Point	21-26	Must be a valid DoDAAC.
Identity Code: Ship-To	27-32	Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 are

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
		blank do not validate. Otherwise, must be a valid DoDAAC.
Shipment Identification Data:	33-40	
Shipment Number	(33-39)	33-35 alpha; 36-39 alphanumeric.
Shipment Number Suffix	(40)	Alpha or blank.
CLIN or ELIN:	41-46	Must match the contract line to which it applies.
CLIN	(41-44)	0001-9999.
ELIN	(41-44)	Rp 41 must be an alpha and rp 42-44 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(45-46)	AA-ZZ or blank. I and O cannot be used.
Quantity: Quantity Shipped	47-54	Numeric.
Purchase Unit	55-56	Alpha.
Stock Number	57-69	No validation.
Date Shipped:	70-76	
Year	(70-71)	Numeric year, with a possible X-overpunch in rp 70.
Month	(72-74)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(75-76)	Applicable day for the month in rp 72-74.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Procurement Quality Assurance (PQA) Site	77	D or S.
Special Contract Provision: Liquidation Damages Clause	78	A or blank.
Cash Discount Stipulation	79	D or N.
Transaction Status Indicator	80	May be 1, 2, E, or blank.

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APPENDIX E14

ACCEPTANCE REPORT

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PKN, when PK5 has been received; or PKP, when PK5 has not been received.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
Identity Code: Contract Administration ADP Point	21-26	Must be a valid DoDAAC.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Identity Code: Ship-To	27-32	Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T and 28-32 are blank, do not validate. Otherwise, must be a valid DoDAAC.
Shipment Identification Data:	33-40	
Shipment Number	(33-39)	33-35 alpha; 36-39 alphanumeric.
Shipment Number Suffix	(40)	Alpha or blank.
CLIN or ELIN	41-46	Must match the contract line to which it applies.
CLIN	(41-44)	0001-9999.
ELIN	(41-44)	Rp 41 must be an alpha and rp 42-44 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(45-46)	AA-ZZ or blank. I and O cannot be used.
Quantity: Quantity Shipped	47-54	Numeric
Purchase Unit	55-56	Alpha.
Quantity: Quantity Accepted	57-64	Numeric. Zero fill, if necessary. Do not leave blank.
Shipment/Acceptance Discrepancy Explanation	65	D, E, M-O, S-U, W, X, or blank.
Actual/Estimated Acceptance Date:	66-72	Blank only when rp 65 is code U. Otherwise, must be filled, with a possible X-overpunch in rp 66.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Year	(66-67)	Numeric year.
Month	(68-70)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(71-72)	Applicable day for the month in rp 68-70.
Date Delivered/ Offered:	73-79	Blank when rp 65 is coded U.
Year	(73-74)	Numeric year.
Month	(75-77)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(78-79)	Applicable day for the month in rp 75-77.
Transaction Status Indicator	80	A, C, D, or blank. When coded D, rp 57-64 must be zero filled and rp 66-72 must be filled.



APPENDIX E15

STOCK NUMBERED RDF

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PJA.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
CLIN or ELIN	21-26	Must match the contract line to which it applies.
CLIN	(21-24)	0001-9999.
ELIN	(21-24)	Rp 21 must be alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
CLIN/ELIN Subline	(25-26)	AA-ZZ or blank. I and O cannot be used.
Identity Code: Ship-To	27-32	Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 are blank, do not validate. Otherwise, must be a valid DoDAAC.
Delivery Schedule Date:	33-39	
Year	(33-34)	Numeric year.
Month	(35-37)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(38-39)	Applicable day for the month in rp 35-37.
Quantity: RDF Delivery Schedule Quantity	40-47	Numeric.
Contract Delivery Date Revision Agent	48	G, K, or U.
Reason for Contract Delivery Date Revision	49-50	Rp 49 must be an alpha; rp 50 must be a numeric.
Forecast Delivery Date:	51-57	
Year	(51-52)	Numeric year.
Month	(53-55)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Day	(56-57)	Applicable day for the month in rp 53-55.
CAO Recommendation Regarding Delayed Deliveries	58	A-H, J, or K.
Reserved	59	Blank.
Stock Number	60-72	Must be alphanumeric and match the contract line to which it applies.
Purchase Unit	73-74	Alpha.
Transaction Date:	75-79	
Month	(75-77)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(78-79)	Applicable day for the month in rp 75-77.
Transaction Status Indicator	80	A, C, D, or blank.



APPENDIX E16

MILSTRIP DOCUMENT NUMBERED RDF

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PJB.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
CLIN or ELIN	21-26	Must match the contract line to which it applies.
CLIN	(21-24)	0001-9999.
ELIN	(21-24)	Rp 21 must be alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
CLIN/ELIN Subline	(25-26)	AA-ZZ or all blank. I and O cannot be used.
Identity Code: Ship-To	27-32	Must match contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 are blank, do not validate. Otherwise, must be a valid DoDAAC.
Delivery Schedule Date:	33-39	
Year	(33-34)	Numeric year.
Month	(35-37)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(38-39)	Applicable day for the month in rp 35-37.
Quantity: RDF Delivery Schedule Quantity	40-47	Numeric.
Contract Delivery Date Revision Agent	48	G, K, or U.
Reason for Contract Delivery Date Revision	49-50	Rp 49 must be alpha; rp 50 must be numeric.
Forecast Delivery Date:	51-57	
Year	(51-52)	Numeric year.
Month	(53-55)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Day	(56-57)	Applicable day for the month in rp 53-55.
CAO Recommendation Regarding Delayed Deliveries	58	A-H, J, or K.
MILSTRIP Data:	59-73	Must match the contract line to which it applies.
Service	(59)	A-F, H, J-N, P-W, Z, or 0-9.
Requisitioner	(60-64)	Must be filled.
Ordinal Day:	(65-68)	
Year of Decade	(65)	0-9.
Day of Year	(66-68)	001-365 (366 for leap year).
Serial Number	(69-72)	A-Z or 0-9.
MILSTRIP Suffix	(73)	If filled, rp 59-72 must be filled.
Reserved	74	Blank.
Transaction Date:	75-79	
Month	(75-77)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(78-79)	Applicable day for the month in rp 75-77.
Transaction Status Indicator	80	A, C, D, or blank.



APPENDIX E17

ACCOUNTING CLASSIFICATION HEADER RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PV1.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this contract. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
ACRN	21-22	Must be alphanumeric and match the contract funds applicable to the payment. I and O cannot be used.
Numbering: Voucher Number	23-28	Alphanumeric.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
Accounting Classification Data:	30-79	Must agree with the Accounting Classification Data in the contract applicable to this payment.
Appropriation	[30-39]	Must be authorized Appropriation Data and structured in accordance with appendix A12.
Department Identity	(30-31)	
Transfer Department	(32-33)	
✓ Appropriation Fiscal Year (Beginning)	(34)	
✓ Appropriation Fiscal Year (Ending)	(35)	
Appropriation Fund	(36-39)	
✓ Limit/Subhead	(40-43)	Must be an authorized Limit/Subhead.
Supplemental Accounting Classification	(44-79)	
Reserved	80	Blank.

APPENDIX E18

DISBURSEMENT/COLLECTION RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PV2.
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
Identity Code: CPN Recipient	30-35	Must be a valid DoDAAC.
Identity Code: Disbursing Officer	36-41	Must be a valid Disbursing Symbol.
Voucher Date:	42-48	
Year	(42-43)	Numeric year.
Month	(44-46)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(47-48)	Applicable day for the month in rp 44-46.
Contract Payment Type	49	A-D, F, H, J-M, Q, R, or Z.

DoD 4000.25-5-M

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Country Code	50-51	Alpha.
Numbering: (Original) Voucher Number	52-57	Alphanumeric.
Contract Payment Deduction/Collection (Type of Collection)	58	D-H, J, N, P-Z, or blank.
Amount: Gross Amount	59-68	Numeric.
Amount: Net Paid/Collected Amount	69-78	Numeric.
Contract Fund Reporting Transaction	79	C, when rp 58 contains a code; or D, when rp 58 is blank.
Reserved	80	Blank.

APPENDIX E19

DEDUCTION RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PV3.
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
CLIN or ELIN:	30-35	Must match the contract line to which it applies.
CLIN	(30-33)	0001-9999.
ELIN	(30-33)	Rp 30 must be alpha and rp 31-33 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(34-35)	AA-ZZ or blank. I and O cannot be used.
Reserved	36-43	Blank.
Contract Payment Deduction/Collection (Type of Deduction)	44	D-H, J, N, or P-Z.

DoD 4000.25-5-M

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Amount: Deduction Amount	45-54	Numeric.
Plus/Minus	55	P or M.
Contract Payment Deduction/Collection (Type of Deduction)	56	D-H, J, N, P-Z, or blank.
Amount: Deduction Amount	57-66	Numeric. Must enter if entry in rp 56.
Plus/Minus	67	P or M. Must enter if entry in rp 56.
Contract Payment Deduction/Collection (Type of Deduction)	68	D-H, J, N, P-Z, or blank.
Amount: Deduction Amount	69-78	Numeric. Must enter if entry in rp 68.
Plus/Minus	79	P or M. Must enter if entry in rp 68.
Reserved	80	Blank.

APPENDIX E20

VARIANCE RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PV4.
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
Reserved	30-43	Blank.
CLIN or ELIN:	44-49	Required when rp 50 is P or Q and must match the related PV3 record. When rp 50 is A-E or T, leave blank.
CLIN	(44-47)	0001-9999.
ELIN	(44-47)	Rp 44 must be alpha and rp 45-47 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(48-49)	AA-ZZ or blank. I and O cannot be used.

DoD 4000.25-5-M

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Contract Obligation Variance	50	A-E, P, Q, or T.
Amount: Net Variance Amount	51-60	Numeric.
Plus/Minus	61	P or M.
CLIN/ELIN:	62-67	When applicable, it must match the related PV3 record. When rp 50 is A-E or T, leave blank.
CLIN	(62-65)	0001-9999.
ELIN	(62-65)	Rp 62 must be alpha and rp 63-65 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(66-67)	AA-ZZ or blank. I and O cannot be used.
Contract Obligation Variance	68	A-E, P, Q, T, or blank. When rp 50 is A-E or T, leave blank.
Amount: Net Variance Amount	69-78	Blank when rp 68 is blank. Otherwise, numeric.
Plus/Minus	79	Blank when rp 68 is blank. Otherwise, P, or M.
Reserved	80	Blank.

APPENDIX E21

LINE ITEM REPORT RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PV5.
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
Shipment Identifica- tion Data:	30-37	
Shipment Number	(30-36)	Rp 30-32 must be alpha; rp 33-36 must be numeric.
Shipment Number Suffix	(37)	Z or blank.
Reserved	38-39	Blank.
Identity Code: Ship-To	40-45	Must match the contract line to which it applies. If rp 40 is B, D, P, K, or T, do not validate. If rp 40 is code U and 41-45 are blank, do not validate. Otherwise, must be a valid DoDAAC.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Reserved	46-53	Blank.
Contract Payment Line Item Status	54	C or F.
Quantity: Expenditure Quantity	55-62	Numeric.
CLIN or ELIN:	63-68	Must match the related PV3 record.
CLIN	(63-66)	0001-9999.
ELIN	(63-66)	Rp 63 must be an alpha and rp 64-66 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(67-68)	AA-ZZ or blank. I and O cannot be used.
Amount: Item Gross Amount	69-78	Numeric.
Contract Fund Reporting Transaction	79	C or D.
Reserved	80	Blank.

APPENDIX E22

TEXT HEADER RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PVA.
Text: Record Legend	4-20	Enter the words "PAYMENT TEXT HDR" with a blank space in rps 11, 16, and 20.
Numbering: Item Count	21-24	Numeric.
Reserved	25-28	Blank.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
Identity Code: CPN Recipient	30-35	Must be valid DoDAAC.
Identity Code: Disbursing Officer	36-41	Must be a valid Disbursing Symbol.
Numbering: Batch Serial Number	42-44	Alphanumeric.
Reserved	45-57	Blank.
Amount: Collected Amount	58-68	Numeric.
Amount: Disbursed Amount	69-79	Numeric.
Transaction Status Indicator	80	F or blank.



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APPENDIX E23

CONTRACT COMPLETION STATEMENT

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PK9.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Alphanumeric. Normally, numeric, except when X-over-punched for cancellation.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
Call/Order Modification Number	(21-22)	When applicable, must be any combination of alphanumerics. I and O cannot be used.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Contract Modification Number	(17-22)	When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.
Identity Code: Administered By	23-28	Must be a valid DoDAAC.
Identity Code: Purchasing Office	29-34	Must be a valid DoDAAC.
Blank	35-80	When rp 10 is X-overpunched, then rp 35-80 will be blank; otherwise, continue as below.
Amount: Unliquidated Amount	35-42	Numeric or blank.
Contract Closeout Group	43	A, B, C, or D.
Reserved	44	Blank.
Date Physically Completed:	45-51	
Year	(45-46)	Numeric year.
Month	(47-49)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(50-51)	Applicable day for the month in rp 47-49.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Date of Final Payment:	52-58	Blank when rp 43 is code A; otherwise, continue as shown below.
Year	(52-53)	Numeric year.
Month	(54-56)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(57-58)	Applicable day for the month in rp 54-56.
Date Contract Completed:	59-65	Blank when rp 43 is code A; otherwise, continue as shown below.
Year	(59-60)	Numeric year.
Month	(61-63)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(64-65)	Applicable day for the month in rp 61-63.
Identity Code: Disbursing Officer	66-71	Must be a valid Disbursing Symbol, or may be blank if rp 43 is code A.
Numbering: Voucher Number	72-77	Alphanumeric, or may be blank if when rp 43 is code A.
Reserved	78-79	Blank.
Transaction Status Indicator	80	F or J.

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APPENDIX E24

UNCLOSED CONTRACT STATUS

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PKX.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric. <i>Normally, numeric, except when X-overpunched for cancellation.</i>
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank.
Call/Order Modification Number	(21-22)	When applicable, must be any combination of alphanumerics. I and O cannot be used.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Contract Modification Number	(17-22)	When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.
Reserved	23-24	Blank.
Identity Code: Administered By	25-30	Must be a valid DoDAAC.
Identity Code: Purchasing Office	31-36	Must be a valid DoDAAC.
Identity Code: Contractor	37-42	Rp 37 must be blank. Rp 38-42 must be valid CAGE code.
Contract Close-out Group	43	A, B, C, or D.
Reserved	44	Blank.
Date Physically Completed:	45-51	
Year	(45-46)	Numeric year.
Month	(47-49)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(50-51)	Applicable day for the month in rp 47-49 .
Date of Final Payment:	52-58	Blank when rp 43 is code A; otherwise, continue as shown below.
Year	(52-53)	Numeric year.
Month	(54-56)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Day	(57-58)	Applicable day for the month in rp 54-56.
Estimated Completion Date:	59-65	
Year	(59-60)	Numeric year.
Month	(61-63)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(64-65)	Applicable day for the month in rp 61-63.
Reserved	66-71	Blank.
Reason for Delayed Closing of Contract File	72	6 or 7, or any alpha, except that I and O cannot be used.
Reason for Delayed Closing of Contract File	73	6 or 7, or any alpha, except that I and O cannot be used.
Reason for Delayed Closing of Contract File	74	6 or 7, or any alpha, except that I and O cannot be used.
Transaction Date:	75-79	
Month	(75-77)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(78-79)	Applicable day for the month in rp 75-77.
Reserved	80	Blank.



APPENDIX E25

CONTRACT CLOSEOUT EXTENSION

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PKZ.
PIIN:	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric. <i>Normally, numeric, except when X-overpunched for cancellation.</i>
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank.
Call/Order Modification Number	(21-22)	When applicable, must be any combination of alphanumerics. I and O cannot be used.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Contract Modification Number	(17-22)	When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.
Identity Code: Administered By	23-28	Must be a valid DoDAAC.
Identity Code: Purchasing Office	29-34	Must be a valid DoDAAC.
Reserved	35-42	Blank.
Contract Closeout Group	43	A, B, C, or D.
Reserved	44	Blank.
Date Physically Completed:	45-51	
Year	(45-46)	Numeric year.
Month	(47-49)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(50-51)	Applicable day for the month in rp 47-49.
Reserved	52-58	Blank.
Extended Closeout Date:	59-65	
Year	(59-60)	Numeric year.
Month	(61-63)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Day	(64-65)	Applicable day for the month in rp 61-63.
Reserved	66-80	Blank.

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APPENDIX K

MILSCAP PARTICIPANTS

A. The total implementation of MILSCAP is not simple to portray because different parts of MILSCAP are implemented at different locations in various Services/DLA Activities. At very few locations is it necessary to implement all of the MILSCAP processes.

B. The purpose of this appendix is to identify the activities that process MILSCAP transactions. The activities are grouped by Service/Agency and by MILSCAP functional participation within the Service/Agency. The automatic data processing (ADP) system used by each of the participants is also identified.

C. MILSCAP Focal Point representatives are required to ensure that the data in this appendix is kept current. All changes should be furnished in writing to the DoD MILSCAP System Administrator who will include them in the next change to the manual.

D. As an overview, the groups of MILSCAP participants that appear on the following pages are identified as follows:

<u>Activities</u>		<u>Group</u>	<u>Page</u>
Army	5 AMC Subordinate Commands	A1	K-2
	5 Depots	A2	K-4
	3 Test Sites	A3	K-5
Navy	2 ICPs	N1	K-6
	24 Stock Points	N2	K-7
Air Force			
AFMC	17 Contracting Activities	F1	K-9
DLA	5 DSCs	D1	K-12
	6 Depots	D2	K-14
	5 DCMDs	D3	K-15
DFAS	5 DFAS Activities	D4	K-22

Group A1Army Commands

<u>Name/Location</u>	<u>DFARS Appendix G Code</u>		<u>Issued by DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
	<u>PIIN Identifier</u>	<u>Call/Order Identifier</u>			
AMCCOM Rock Island, IL	DAAA09 DAAA21	BA 2T	W52P1J W15QKN	W52H09 W15QKN	RUCIHMA
ATCOM St. Louis, MO	DAAJ09 *DAAK50 *DAAK51 DAAK01 DAAK70	BS BB E1	W58RGZ W58P05 W26AAQ	W58RGZ W58P05 W26AAQ	RUCIBGH RUCIBGB
CECOM Ft. Monmouth, NJ	DAAB07 *DAAK80 *DAAK20 *DAAK21	BG	W15P7T	W15P7T	RUEDMTA
MICOM Redstone Arsenal, AL	DAAH01	CC	W31P4Q	W31P4Q	RUCDGDA
TACOM Warren, MI	DAAE07	BR	W56HZV	W56HZV	RUCIWMA

* Command that utilized this PIIN no longer exists separately.

The five major commodity commands, all responsible to the Army Materiel Command, use the Commodity Command Standard System (CCSS) and issue Procurement Automated Document and Distribution System (PADDS) generated award documents. CCSS is programmed to:

1. Issue:
 - a. Contract, modification, and correction abstracts.
 - b. Cancellation Records (PEK).

Group A1 (con.)

- c. Shipment Performance Notices (PJJ) (to MIPR initiators and within AMC CCSS sites).
 - d. Acceptance Reports (PKN/PKP) (in lieu of acceptance DD Form 250).
 - e. Contract Closeout Extensions (PKZ).
2. Receive:
- a. Modification and correction abstracts.
 - b. Acknowledgment Records (PFK).
 - c. Shipment Performance Notices (PJJ/PJR).
 - d. Acceptance Alerts (PK5).
 - e. Revised Delivery Forecasts (PJB).
 - f. ~~Contract Payment Notices (PV_)~~.
 - g. Contract Completion Statements (PK9).
 - h. Unclosed Contract Status (PKX).

Group A2

Army Depots

<u>Name/Location</u>	<u>Receiving Activity DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
Tobyhanna, PA ^{1/}	W25G1V	W25G1V	RUEOFRA
Tooele, UT ^{1/}	W67G22	W67G22	RUWJBTA
Red River Texarkana, TX ^{1/}	W45G18	W45G18	RUWTBFA
Letterkenny, Chambersburg, PA ^{1/}	W25G1R	W25G1R	RUEPABA
Anniston, AL ^{1/}	W31G1Y	W31G1Y	RUCLNNC
Sacramento, CA ^{1/}	W62G2R	W62G2R	RUWMFWA
Corpus Christi, TX ^{1/}	W45N7Z	W45N7Z	RUWTNBC

The five principal Army depots use the Standard Depot System (SDS) which is programmed to:

1. Issue Acceptance Reports (PKN/PKP) (in lieu of acceptance DD Form 250).
2. Receive Acceptance Alerts (PK5).

^{1/} Supply mission assumed by DLA.

Group A3Army Test Sites

<u>Name/Location</u>	Receiving Activity <u>DoDAAC</u>	ADP Point <u>DoDAAC</u>	<u>COMM RI</u>
Directorate of Contracting (STEAP-PR) Aberdeen Proving Ground, MD	W23QL0	W23QL0	RULNAPC
Directorate of Contracting (STEWS-PR) White Sands Missile Range, NM	W43SAN	W43SAN	RUCGWSM
Directorate of Contracting (STEYP-CR) Yuma Proving Ground Yuma, AZ	W61HZF	W61HZF	RUWJHUA

These three test sites use their own local systems which are programmed to accept Shipment Performance Notices (PJJ/PJR). White Sands is also programmed to accept PK9 and PK5 transactions.

Group N1Navy Inventory Control Points

<u>Name/Location</u>	<u>DFARS Appendix G Code</u>		Issued by <u>DoDAAC</u>	ADP Point <u>DoDAAC</u>	<u>COMM RI</u>
	<u>PIIN Identifier</u>	<u>Call/Order Identifier</u>			
ASO Philadelphia, PA	N00383	GB/GC	N00383	N00383	RUEOITA
SPCC Mechanicsburg, PA	N00104	EP	N00104	N00104	RUEORGA

These two inventory control points (ICPs) use the ICP Uniform Automated Data Processing System (UADPS). Abstracts are issued through a special module that receives data from the ICP UADPS and arranges it in MILSCAP formats. ICP UADPS is programmed to:

1. Issue limited contract abstracts on some items by using a special module.
2. Receive:
 - a. Shipment Performance Notices.
 - b. Contract Payment Notices - TEST.
 - c. Contract Completion Statements.

Group N2Navy Stock Points

<u>Name/Location</u>	<u>Receiving Activity DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
NAS Corpus Christi, TX	N00216	N00216	RUWTNBA
NAS Jacksonville, FL	N00207	N00207	RUCLDKA
NAS Norfolk, VA	N00188	N00188	RUEBBHR
NAS North Island, San Diego, CA	N00246	N00246	RUWMFFF
NAS Pensacola, FL	N00204	N00204	RUCLMHA
NAS Barbers Point, HI	N00334	N00334	RUHJFEE
NAS Cecil Field, FL	N60200	N60200	RUWTAWC
NAS Lemoore, CA	N63042	N63042	RUWMFFE
NAS Moffett Field, CA	N00296	N00296	RUWMMEO
NAS Miramar, San Diego, CA	N60259	N60259	RUWFVAA
NAWC Patuxent River, MD	N00421	N00421	RUEBRDA
NAS Whidbey Island, WA	N00620	N00620	RUWJAWO
NSC Charleston, SC	N00612	N00612	RUCIFLN
NSC Norfolk, VA	N00189	N00189	RUEOIUO
NSC Oakland, CA	N00228	N00228	RUWMEKO
NSC Pearl Harbor, HI	N00604	N00604	RUHHJBO
NSC Puget Sound, Bremerton, WA	N00406	N00406	RUWMBWO
NSC San Diego, CA	N00244	N00244	RUWJPHK
NSC Jacksonville, FL	N68836	N68836	RUCLDKO
NSC Pensacola, FL	N68860	N68860	RUCLMHD
NSY Norfolk, Portsmouth, VA	N00181	N00181	RUEDMPA
MCAS Cherry Point, NC	N00146	N00146	RUEBBEC
MCAS El Toro, CA	N60050	N60050	RUWJCFA
MCAS Yuma, AZ	N62974	N62974	RUWJMRA

Twenty-four receiving activities (21 Navy and 3 Marine Corps) use the Navy Uniform Automated Data Processing System for stock points (UADPS SP) to:

1. Issue Acceptance Reports (PKN), in lieu of acceptance DD Form 250, Material Inspection and Receiving Report.

Group N2 (con.)

2. Receive Acceptance Alerts (PK5).

UADPS SP posts PK5 transactions when they pass validation. A large number reject because the stock number is missing. When receipt data is posted and matches a PK5, a PKN transaction is automatically issued. When the receipt data does not match a PK5, an acceptance DD Form 250 is mailed to the DCMD.

Group F1AFMC Air Logistics Centers

<u>Name/Location</u>	<u>DFARS Appendix G Code</u> PIIN	<u>Call/Order</u> Identifier	<u>Issued</u> by <u>DoDAAC</u>	<u>ADP</u> Point <u>DoDAAC</u>	<u>COMM RI</u>
Oklahoma City ALC Tinker AFB, OK	F34601	SD	FD2030	FD2030	RUVORIA
Ogden ALC Hill AFB, UT	F42600	QP	FD2020	FD2020	RUVHRIA
San Antonio ALC Kelly AFB, TX	F41608	SA	FD2050	FD2050	RUVKRIA
Sacramento ALC McClellan AFB, CA	F04606	SM	FD2040	FD2040	RUVMRIA
Warner Robins ALC Robins AFB, GA	F09603	RJ/RR	FD2060	FD2060	RUVRRIA

These five air logistics centers (ALCs) (responsible to the Air Force Material Command (AFMC)) use the AFMC Automated Contract Preparation System (ACPS) and J023 (Small Purchase System) to system generate fixed price contracts. The J041 (Acquisition and Due-in System) is programmed to:

1. Issue "tailored" contract abstracts.
2. Receive:
 - a. Shipment Performance Notices (PJJ/PJR).
 - b. Revised Delivery Forecasts (PJB).
 - c. Contract Completion Statements.

Group F2AFMC Contracting Activities

<u>Name/Location</u>	<u>DFARS Appendix G Code</u>		<u>Issued by DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
	<u>PIIN Identifier</u>	<u>Call/Order Identifier</u>			
Air Force Flight Test Ctr Edwards AFB, CA	F04611	QQ	FQ7623	FY4179	RUVAAHB
Space and Missile Center Los Angeles, CA	F04701	TB	FQ7616	FY4179	RUVAAHB
Ballistics Missile Organi- zation, Norton AFB, CA	F04704	R9	FQ7653	FY4179	RUVAAHB
Western Space and Missile Center Vandenberg AFB, CA	F04703	R8	FQ7626	FY4179	RUVAAHB
Eastern Space and Missile Ctr Patrick AFB, FL	F08606	RG	FQ7625	FY4179	RUVAAHB
Air Force Development Test Center, Eglin AFB, FL	F08635	RH	FQ7621	FY4179	RUVAAHB
Electronics System Center Hanscom AFB, MA	F19628	RS	FQ7620	FY4179	RUVAAHB
Phillips Laboratory Kirtland AFB, NM	F29601	RW	FQ7617	FY4179	RUVAAHB
Rome Air Development Labo- ratory, Griffiss AFB, NY	F30602	RX	FQ7619	FY4179	RUVAAHB
Wright Laboratory Wright-Patterson AFB, OH	F33615	SG	FQ8419	FY4179	RUVAAHB
Aeronautical System Center Wright-Patterson AFB, OH	F33657	SC	FQ7615	FY4179	RUVAAHB

Group F2 (con.)

<u>Name/Location</u>	<u>DFARS Appendix G Code</u>		<u>Issued</u> <u>by</u> <u>DoDAAC</u>	<u>ADP</u> <u>Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>PIIN</u> <u>Identifier</u>	<u>Call/Order</u> <u>Identifier</u>			
Arnold Engineering Development Center Arnold AFB, TN	F40600	Q4	FY8922	FY4179	RUVAAHB
AF Office of Scientific Research Bolling AFB, DC	F49620		FQ8671	FY4179	RUVAAHB

These 12 contracting activities (responsible to the Air Force Material Command (AFMC)) share (with the contract administration activities) the AFMC Acquisition Management Information System (AMIS) operating on a central computer located at Wright-Patterson Air Force Base. AMIS is programmed to:

1. Issue contract, modification, and correction abstracts.

2. Receive:

- a. Modification and correction abstracts.
- b. Shipment Performance Notices (PJJ/PJR).
- c. Revised Delivery Forecasts (PJB) - TEST.
- d. Contract Payment Notices (from AFAFC).
- e. Contract Closeout Notices (PK9).
- f. Unclosed Contract Status (PKX).

Group D1DLA Supply Centers

<u>Name/Location</u>	<u>DFARS Appendix G Code</u>		<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
	<u>PIIN Identifier</u>	<u>Call/Order Identifier</u>			
DCSC Columbus, OH	DLA700	UB	SC0700	SC0700	RUEDKFA
	DLA720*	YM*	SC0700	SC0700	
DPSC Dayton, OH	DLA900	UD	SC0900	SC0900	RUEOMAA
DGSC Richmond, VA	DLA400	TY	SP0400	SP0400	RUCLBGA
DISC Philadelphia, PA	DLA500	TZ	SC0500	SC0500	RUEOPHA
DPSC Medical Materiel Clothing & Textile Subsistence Philadelphia, PA	DLA120	TX	SP0101	SP0101	RUEOBKA
	DLA100	TW	SC0100	SC0100	
	DLA13H	UE	SP0102	SP0102	

* Wood Products Contracts

The four hardware centers and the Medical Materiel and Clothing and Textile Directorate at the Defense Personnel Support Center (DPSC) use the Standard Automated Materiel Management System (SAMMS). SAMMS is programmed to:

1. Issue contract abstracts.
2. Receive:
 - a. Modification abstracts.
 - b. Shipment Performance Notices (PJJ).

Group D1 (con.)

- c. Revised Delivery Forecasts (PJA).
- d. Contract Payment Notices (PV_).
- e. Contract Completion Statements (PK9).

The Subsistence Directorate at DPSC has programmed its local system, DISMS, to receive:

1. Shipment Performance Notices (PJJ).
2. Contract Completion Statements.
3. Contract Payment Notices.

<u>Name/Location</u>	<u>Group D2</u>		<u>COMM RI</u>
	<u>DLA Depots</u>		
	<u>Receiving Activity DoDAAC</u>	<u>ADP Point DoDAAC</u>	
Defense Depot Region East ^{1/} Mechanicsburg, PA	SW3100	SW3100	RUEDAMA
Defense Depot Region West ^{2/} Tracy, CA	SW3200	SW3200	RUWJSHA
Defense Depot Columbus Columbus, OH	SW0700	SW0700	RUEDKFA
Defense Depot Region Central Memphis, TN	SW3500	SW3500	RUCLETA
Defense Depot Region East Richmond, VA	SW0400	SW0400	RUCLBGA
Defense Depot Ogden ^{3/} Ogden, UT	SW3400	SW3400	RUWMDAA

1/ Being combined with New Cumberland Army Depot.

2/ Being combined with Sharpe and Sacramento Army Depots, NSC Oakland, and the depot operation at the Sacramento Air Logistics Center.

3/ Being combined with Red River Army Depot.

These six depots use the DLA Warehousing and Shipment Processes (DWASP). DWASP is programmed to:

1. Issue Acceptance Reports (PKN/PKP) (in lieu of acceptance DD Form 250).

2. Receive Acceptance Alerts (PK5).

When the Acceptance Alert (PK5) is received, it is posted to DWASP. After the shipment is received and the receiving information is posted, DWASP automatically issues the PKN (if PK5 has been posted) or PKP (when PK5 has not been posted).

Group D3Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>		<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
	<u>PIIN</u>	<u>Call/Order</u>	<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD Northeast, Boston, MA			S2202A	S2202A	RUEDFPA
DFAS-CO/ALBUQUERQUE, NM			F59240	FY7628	RJWTFBT
DPRO Pratt & W, CT	DLA8PE	T5	S0708A	"	"
DPRO Textron, MA	DLA8TW	SQ	S2209A	"	"
DPRO Eaton AIL, NY	DLA8EG	ST	S3318A	"	"
DFAS-CO/LIBERTY			SC1012	SC1012	RUQAICH
DCMAO Garden Cty, NY	DLA8GN	VX	S3309A	"	"
DCMAO Bridgeport, CT	DLA8BC	UP	S0702A	"	"
DPRO Harris, NY	DLA8NN	YN	S3314A	"	"
DPRO Textron, CT	DLA8BL	Y4	S0706A	"	"
DFAS-CO/BUNKER HILL			SC1016	SC1012	RUQAICH
DCMAO Boston, MA	DLA8ES	Y3	S2206A	"	"
DCMAO Syracuse, NY	DLA8SN	XU	S3306A	"	"
DPRO Raytheon, MA	DLA8RB	XF	S2205A	"	"
DPRO Lockheed, NH	DLA8NH	YS	S3001A	"	"
DPRO GTE, G S, MA	DLA8SY	XX	S2203A	"	"
DPRO IBM Owego, NY	DLA8NM	YR	S3315A	"	"
DPRO CAE Link, NY	DLA8SK	XQ	S3304A	"	"
DPRO GE, Pitt., MA	DLA8GR	M0/NJ	S2208A	"	"
DPRO GE, Lynn, MA	DLA8GE	7Q	S2207A	"	"
DFAS-CO/MINUTEMAN			SC1032	SC1012	RUQAICH
DCMAO Hartford, CT	DLA8HC	WB	S0701A	"	"
DPRO Ham. Std., CT	DLA8HS	XT	S0703A	"	"
DPRO KamenAero, CT	DLA8KA	XY	S0704A	"	"
DPRO Sikorsky, CT	DLA8SS	LF	S0707A	"	"
DPRO Grumman, NY	DLA8GB	KK	S3316A	"	"
DPRO Paramax, NY	DLA8UG	NH	S3317A	"	"

Group D3 (con.)
Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>		<u>Issued</u>	<u>ADP</u>	<u>COMM RI</u>
	<u>PIIN</u>	<u>Call/Order</u>	<u>by</u>	<u>Point</u>	
			<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD Mid Atlantic, Phila., PA			S3910A	S3910A	RUJEDEBB
DFAS-CO/ALBUQUERQUE, NM			F59240	FY7628	RUWTFBT
DPRO GE Aero, NJ	DLA8PR	X7	S3110A	"	"
DFAS-CO/INDEPENDENCE			SC1010	SC1010	RUQAICS
DCMAO Springfld., NJ	DLA8NJ	WT	S3101A	"	"
DCMAO Pittsburgh, PA	DLA8PP	XD	S3910A	"	"
DCMAO Reading, PA	DLA8RP	XM	S3912A	"	"
DPRO Allied S., NJ	DLA8BT	UU	S3102A	"	"
DPRO ITT Def., NJ	DLA8FL	VN	S3104A	"	"
DPRO Kerfott, NJ	DLA8HD	WC	S3109A	"	"
DPRO IBM Manassas, VA	DLA8PM	XB	S4710A	"	"
DFAS-CO/ALL-AMERICAN			SC1014	SC1010	RUQAICS
DCMAO Philadelphia	DLA8PL	X3	S3915A	"	"
DPRO Boeing, Phila	DLA8BQ	TU	S3916A	"	"
DFAS-CO/ERIE			SC1018	SC1010	RUQAICS
DCMAO Detroit, MI	DLA8DM	Y7	S2305A	"	"
DCMAO Dayton, OH	DLA8DP	VL	S3605A	"	"
DCMAO Ottawa, Can.	DLA8NC	WV	SCN01A	"	"
DPRO Westingh., OH	DLA8GD	YB	S3613A	"	"
DPRO Loral, OH	DLA8CO	X6	S3616A	"	"
DPRO BMY, Marysv., OH	DLA8CM	U5	S3617A	"	"
DPRO GE Air., OH	DLA8GC	SB	S3619A	"	"
DPRO Wms. Intl., MI	DLA8WR	YH	S3615A	"	"
DPRO GD, Lima, OH	DLA8GP	YF	S3618A	"	"
DPRO GD, Warren, MI	DLA8GW	Z2	S2306A	"	"
DFAS-CO/CHESAPEAKE			SC1030	SC1010	RUQAICS
DCMAO Baltimore, MD	DLA8BM	UR	S2404A	"	"
(VA contractors, except for contracts awarded to UNISYS Corp., educational institutions in Virginia, and contractors of SUPSHIP in Portsmouth and Newport News)					
DFAS-CO/CAPITOL			SC1034	SC1010	RUQAICS
DCMAO Baltimore, MD	DLA8BM	UR	S2101A	"	"
(contractors in MD, DC, and VA exceptions shown above)					
DPRO Westinghouse Elec.	DLA8WB	S2	S2103A	"	"

Group D3 (con.)Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>		<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
	<u>PIIN</u>	<u>Call/Order</u>	<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD South, Marietta, GA			S1102A	S1102A	RUCLSGA
DFAS-CO/ALBUQUERQUE, NM			F59240	FY7628	RUWTFBT
DPRO Bell Heli., TX	DLA8BF	W1	S4418A	"	"
DPRO GD, Ft Worth, TX	DLA8GF	SL/TH	S4419A	"	"
DPRO LTV Aero., TX	DLA8LD	WP	S4420A	"	"
DFAS-CO/SOUTHEASTERN			SC1020	SC1020	RUQAICG
DCMAO Atlanta, GA	DLA8AL	Y1	S1103A	"	"
DCMAO Clearwater, FL	DLA8AN	Z4	S1109A	"	"
DCMAO Orlando, FL	DLA8NF	WW	S1002A	"	"
DCMAO Puerto Rico	DLA8MF	QF	SPR01A	"	"
DPRO AT&T, NC	DLA8BN	US	S3401A	"	"
DPRO Grum. St. A, FL	DLA8AP	Z5	S1110A	"	"
DPRO Grum. Stua., FL	DLA8WT	Z8	S1008A	"	"
DPRO Harris, FL	DLA8MB	V1	S1009A	"	"
DPRO Lockheed, GA	DLA8LG	RK	S1111A	"	"
DPRO Martin M., FL	DLA8MM	XL	S1005A	"	"
DPRO McDonnell, FL	DLA8AM	YQ	S1010A	"	"
DPRO Michoud, LA	DLA8AR	--	S1903A	"	"
DPRO Pemco Aero, AL	DLA8HB	WA	S0102A	"	"
DPRO Pratt & W., FL	DLA8PW	T2	S1011A	"	"
DPRO Rockwell, GA	DLA8MC	V2	S1104A	"	"
DCMC APMO, Marietta, GA	DLA8AQ	U8	S1211A	S1102A	"
DFAS-CO/GULF COAST			SC1024	SC1020	RUQAICG
DCMAO Dallas, TX	DLA8DB	Z7	S4402A	"	"
DCMAO San Antonio, TX	DLA8SA	XN	S4404A	"	"
DPRO E-Systems, TX	DLA8LT	WN	S4407A	"	"
DPRO Rockwell, TX	DLA8DD	U4	S4406A	"	"
DPRO Texas Inst., TX	DLA8TE	XZ	S4408A	"	"

Group D3 (con.)Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>		<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
	<u>PIIN</u>	<u>Call/Order</u>	<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD North Central, Chicago, IL			S1402A	S1402A	RUCIAHA
DFAS-CO/ALBUQUERQUE			F59240	FY7628	RUWTFBT
DPRO Boeing, KS	DLA8BW	RP	S1702A	"	"
DPRO Thiokol, UT	DLA8TB	R6	S4503A	"	"
DFAS-CO/GATEWAY			SC1028	SC1022	RUQAICV
DCMAO Cedar Rapids, IA	DLA8CD	UZ	S1601A	"	"
DCMAO Denver, CO	DLA8DN	VK	S0602A	"	"
DCMAO Twin Cities, MN	DLA8MN	WQ	S2401A	"	"
DCMAO Wichita, KS	DLA8WK	YD	S1701A	"	"
DPRO FMC, MN	DLA8FM	3N	S2403A	"	"
DPRO Hercules, UT	DLA8HN	--	S4502A	"	"
DPRO Honeywell, MN	DLA8HM	WD	S2402A	"	"
DPRO McDonnell, MO	DLA8MS	JZ	S2606A	"	"
DPRO Martin M., CO	DLA8MD	RE	S0605A	"	"
DFAS-CO/GREAT LAKES			SC1026	SC1022	RUQAICV
DCMAO Chicago, IL	DLA8EC	YP	S1403A	"	"
DCMAO Indianapolis, IN	DLA8JJ	WG	S1501A	"	"
DCMAO Milwaukee, WI	DLA8MW	WR	S5001A	"	"
DCMAO Grand Rapids, MI	DLA8GM	VW	S2303A	"	"
DPRO Magnavox, IN	DLA8JL	X2	S1505A	"	"

Group D3 (con.)Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>		<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
	<u>PIIN</u>	<u>Call/Order</u>	<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD West, El Segundo, CA			S0506A	S0506A	RUEDKML
DFAS-CO/ALBUQUERQUE			F59240	FY7628	RUWTFBT
DPRO Aerojet, CA	DLA8AU	QV	S0537A	"	"
DPRO Boeing, WA	DLA8BR	SP	S4804A	"	"
DPRO Douglas, CA	DLA8DL	TC	S0544A	"	"
DPRO Hughes, CA	DLA8HL	QT	S0539A	"	"
DPRO Hughes, AZ	DLA8HT	SR	S0305A	"	"
DPRO Northrop, CA	DLA8NK	QR	S0546A	"	"
DPRO Rockwell Ana., CA	DLA8RD	RB	S0540A	"	"
DPRO Rockwell Can., CA	DLA8RC	RY	S0542A	"	"
DPRO TRW, Redon, CA	DLA8TR	S6	S0545A	"	"
DFAS - EL SEGUNDO			SC1002	SC1002	RUQAICZ
DPRO Hughes, CA	DLA8HU	XG	S0533A	"	"
DPRO Ford Newport, CA	DLA8FT	Y2	S0532A	"	"
DPRO FMC San Jose, CA	DLA8FS	VR	S0520A	"	"
DPRO McDonnell, CA	DLA8MH	X9	S0530A	"	"
DPRO Lockheed, Sun. CA	DLA8LF	QX	S0543A	"	"
DFAS - VAN NUYS			SC1004	SC1002	RUQAICZ
DCMAO Van Nuys, CA	DLA8VC	YC	S0512A	"	"
DCMAO Phoenix, AZ	DLA8PA	WY	S0302A	"	"
DPRO GD, San Diego, CA	DLA8CS	VE	S0524A	"	"
DPRO Westingh., CA	DLA8WS	YG	S0523A	"	"
DPRO GD, Pomona, CA	DLA8GG	KD	S0536A	"	"
DPRO McDonnell, AZ	DLA8ML	TR	S0304A	"	"
DFAS - SAN FRANCISCO			SC1008	SC1002	RUQAICZ
DCMAO San Francisco, CA	DLA8SF	XR	S0507A	"	"
DCMAO San Diego, CA	DLA8DC	VH	S0514A	"	"
DCMAO Hawaii, Resid.	DLA8HR	Z9	S1201A	"	"
DFAS - SANTA ANA			SC1006	SC1002	RUQAICZ
DCMAO Santa Ana, CA	DLA8AC	UG	S0513A	"	"
DCMAO Seattle, WA	DLA8SW	XW	S4801A	"	"

Group D3 (con.)

Defense Contract Management Districts (DCMDs)

The five DCMDs use the Mechanization of Contract Administration Services (MOCAS) System. Each has its own data base from which it sends and receives MILSCAP data. These 5 DCMDs represent about 125 DCMAOs and DPROs, each of which has its own DFARS appendix G code.

MOCAS is programmed to:

1. Issue:
 - a. Modification abstracts (but not clerical correction abstracts).
 - b. Shipment Performance Notices (PJJ/PJR) (in lieu of DD Form 250).
 - c. Acceptance Alerts (PK5).
 - d. Revised Delivery Forecasts (PJA/PJB) (in lieu of DD Form 375-2, Delay in Delivery, or DLA Test Form).
 - e. Contract Payment Notices (PV_).^{1/}
 - f. Contract Completion Statements (PK9) (in lieu of DD Form 1594, Contract Completion Statement).
 - g. Unclosed Contract Status (PKX).
2. Receive:
 - a. Contract abstracts.
 - b. Contract modification abstracts (but not clerical correction abstracts).
 - c. Acceptance Reports (PKN, PKP).
 - d. Contract Closeout Extensions (PKZ).

^{1/} CPNs will be improved when MOCAS Financial redesign is implemented in 1993.

Group D3 (con.)Defense Contract Management Districts (DCMDs)

Some of the former Air Force CAS activities that have been transferred to DCMC will continue to use AMIS until their data base is transferred to the MOCAS system data base. The payment office at Kirtland Air Force Base, formerly the Air Force Contract Management Division (AFCMD), is now under DFAS. This office will remain responsible for the DCMC contract administration data entered into AMIS until it is transferred into MOCAS. AMIS is programmed to:

1. Issue:

- a. Modification and correction abstracts.
- b. Shipment Performance Notices (PJJ) (in lieu of DD Form 250).
- c. Contract Payment Notices.
- d. Contract Completion Statements (PK9) (in lieu of DD Form 1594).
- e. Unclosed Contract Status (PKX).

2. Receive contract, modification, and correction abstracts.

Group D4Defense Finance and Accounting Service (DFAS)
Columbus Center

<u>Activity</u>	<u>Issued by DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
Northeastern Directorate		SC1012	RUQAICH
DFAS-CO/Liberty	SC1012	"	"
DFAS-CO/Bunker Hill	SC1016	"	"
DFAS-CO/Minuteman	SC1032	"	"
Mid-Atlantic Directorate		SC1010	RUQAICS
DFAS-CO/Independence	SC1010	"	"
DFAS-CO/All-American	SC1014	"	"
DFAS-CO/Erie	SC1018	"	"
DFAS-CO/Chesapeake	SC1030	"	"
DFAS-CO/Capitol	SC1034	"	"
Southern Directorate		SC1020	RUQAICG
DFAS-CO/Southeastern	SC1020	"	"
DFAS-CO/Gulf Coast	SC1024	"	"
North Central Directorate		SC1022	RUQAICV
DFAS-CO/Gateway	SC1028	"	"
DFAS-CO/Great Lakes	SC1026	"	"
Western Directorate		SC1002	RUQAICZ
DFAS-CO/El Segundo	SC1002	"	"
DFAS-CO/Van Nuys	SC1004	"	"
DFAS-CO/San Francisco	SC1008	"	"
DFAS-CO/Santa Ana	SC1006	"	"
DFAS-CO/ALBUQUERQUE	F59240	FY7628	RUWTFBT

The payment responsibility for all the DCMDs has been transferred to the DFAS-Columbus. All MILSCAP transactions for DCMC activities will be sent to the DFAS.

Group D4 (con.)DFAS - Denver Center (DFAS-DE)

(Formerly Air Force Accounting and Finance Center (AFAFC), at page K-12)

<u>Name/Location</u>	<u>DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
DFAS-DE Denver, CO			

DFAS-DE is responsible for accounting and reporting for all funds of the United States Air Force. It uses the Air Force Standard Base Level General Accounting and Finance System (AFSBS).

AFSBS performs the following functions and processes:

1. Issues Contract Payment Notices to AMIS, on a weekly basis.
2. Receives Contract Payment Notices from the DFAS-CO/Columbus and from DFAS-CO/Albuquerque.
3. Balances and controls CPN monetary value.
4. Validates data element codes in the accounting classification.
5. Converts data from CPN format to an Air Force/DFAS-DE standard format.
6. Consolidates CPN data received from the DFAS and sends to AFMC accountable stations for recording in AMIS.
7. Works closely with DFAS-CO and AFMC stations using AMIS to assist in resolving discrepancies.

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