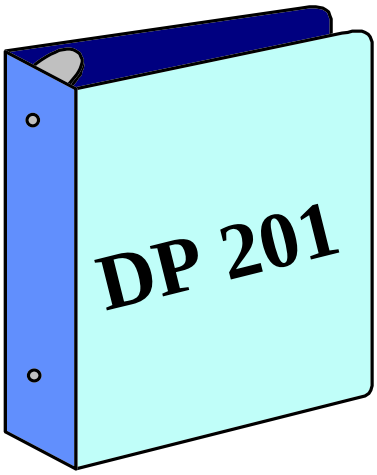
Defense Finance and Accounting Service

Columbus Center



Contract Input

September 1997

DFAS-CO-JXSB
Program Support Branch

DEFENSE FINANCE AND ACCOUNTING SERVICE
COLUMBUS CENTER
P.O. BOX 182317
COLUMBUS, OHIO 43218-2317

N REPLY
REFER TO: DFAS-CO/JXPB October 1, 1998

MEMORANDUM FOR DIRECTORS, DFAS-CO-J

SUBJECT: Change 2 to Desk Procedure 201, Initial Contract Input

Attached is Change 2 to DP 201, Initial Contract Input. Remove the pages listed below and insert the revised pages.

Remove Old	**Insert New**
Page 1-15	Page 1-15
Page 9-8	Page 9-8
Page 10-15	Page 10-15
Page 10-26	Page 10-26
Page 10-32	Page 10-32
Page 10-38	Page 10-38
Page 10-47	Page 10-47
Page 16-5	Page 16-5
Page 20-5	Page 20-5
Pages A-6 (a) - (ll)	Pages A-6(a) - (kkk)

Significant Changes: In accordance with guidance 97-PRO-040, June 26, 1997, Contract Input Technicians should input the remark "**EDA Contract**" in the **R5-RMKS** field of the Remarks Data Record whenever a document has been received via EDA. This information was inadvertently left out of the finalized version of DP 201. Also, guidance was omitted from the procedure that required FMS contracts to be stamped **FMS**. This change corrects both omissions.

During a recent meeting with a representative of DFAS Denver Center, we discovered that the Air Force does not need or use the CPN location code in the line of accounting. Therefore, this changes the procedure in that "if no station is cited, or if an invalid station is cited, enter the DoDAAC code of the issuing activity."

With the release of the Contract Inquiry System for Tracking and Reporting (CISTR) 1716 database, there are new operating instructions that must be incorporated into the procedure. The instructions for using CISTR 1716 replace the Enable 1716 processing instructions.

In addition, this change incorporates procedures used to input multiyear appropriations that are represented in a beginning/ending year (4-position) format. This change instructs that if the fiscal year of a multiyear appropriation is represented in a beginning/ending year format (4-position), the second position should be entered as the fiscal year.

Finally, the requirements regarding the input of non-procurement instruments have changed. This change removes the requirement to input **3** in the **FUNC-LMTN** field and a **9** in the **PROD-SUV-CD** field of the Contract Data Record.

For reference purposes, this memorandum should be filed in front of the desk procedure after changes have been inserted. If there are any questions, please contact Dan Harvey, Financial Specialist, DFAS-CO/JXPB, extension 3-8933.

Lori L. Hunter
Chief, Procedures Branch
Policy & Procedures Division

Attachment
As stated

cc:
DFAS-CO/J
DFAS-CO/J Division Chiefs
DCMC Liaison Office
CSRC

DEFENSE FINANCE AND ACCOUNTING SERVICE
COLUMBUS CENTER
P.O. BOX 182317
COLUMBUS, OHIO 43218-2317

N REPLY
REFER TO: DFAS-CO/JXPB March 20, 1998

MEMORANDUM FOR DIRECTORS, DFAS-CO-J

SUBJECT: Change 1 to Desk Procedure 201, Initial Contract Input

Attached is Change 1 to DP 201, Initial Contract Input. Remove the pages listed below and insert the revised pages.

Remove Old	**Insert New**
Pages 7-9 and 7-10	Pages 7-9 and 7-10

Significant Change: The original text of the procedure did not explain what progress payment rates should be input if only FAR 52-232.16 is cited, or if only FAR 52-232.16 with Alternate I clause is cited. This change corrects the omission.

In addition, the procedure stated that one specific set of rates would apply if no other figures are specified, and FAR 52-232.16 or DFARS 252-232.7002 is cited. This passage infers that progress payments may be made if only DFARS 252-232.7002 is cited. In order for the rates cited in DFARS 252-232.7002 to be applicable, the DFARS clause must be cited **in addition to** FAR 52-232.16. A contract **must** contain FAR 52.232-16 for progress payments to be permitted.

For reference purposes, this memorandum chould be filed in front of the desk procedure after changes have been inserted. If there are any questions, please contact Dan Harvey, Financial Specialist, DFAS-CO/JXPB, extension 3-8933.

//SIGNED//
Lori L. Hunter
Chief, Procedures Branch
Policy & Procedures Division

Attachment
As stated

cc:
DFAS-CO/J
DFAS-CO/J Division Chiefs
DCMC Liaison Office
CSRC

DFAS-CO-JXSB September 25, 1997

MEMORANDUM FOR DESK PROCEDURE USER

SUBJECT: **Desk Procedure 201 - Initial Contract Input**

Attached please find the finalized version of **Desk Procedure 201, Initial Contract Input,** September 1997. This final version of DP 201 supersedes all previous changes and versions of DP 201.

Significant changes or updates include:

- Pen and Ink Changes
- Holding ACRNs
- DD Form 1716s
- Foreign Remit-To Addresses
- Electronic Funds Transfer
- First Article Acceptance Date
- In-The-Clear
- BVN Streamlining
- Performance Based Payments
- Navy STARS
- Canceled Appropriations
- Updated Forms
- Coast Guard/Department of Transportation Appropriation Conversion
- Air Force Zero-Fill Guidelines

Our office would like to thank all offices which provided recommended changes or additions for inclusion into this final product.

Please follow the guidance outlined in Appendix A-8 when submitting future changes to this procedure. Additional copies of this procedure can be obtained through the Administrative Support Division (DFAS-CO-JXA) at extension 3-5977.

//Signed//
Lori L. Hunter
Chief, Program Branch
Program Support Division

Attachment
As stated

Overview

FOREWORD

The Mechanization of Contract Administration Services (MOCAS) system is the primary tool used by the Defense Finance and Accounting Service - Columbus Center (DFAS-CO) to maintain data records pertinent to the administration and payment of contracts assigned to DFAS-CO for payment.

At DFAS-CO, the Contract Input Branch, within each division, is responsible for the input of contractual documents into the MOCAS system.

Within the Contract Input Branch,

- Financial Data Clerks are responsible for updating and maintaining the Contractual Document Backlog List.
- Contract Input Technicians are responsible for the input of all contracts and modifications.
- Lead Contract Input Technicians perform the input function as well as reviewing, for accuracy, the input of Contract Input Technicians. Further, Lead Contract Input Technicians function as the first level for problem resolution.
- Contract Input Supervisors are responsible for reviewing problem documents and establishing and maintaining adequate control measures to ensure prompt and accurate processing of contractual documents.

This procedure will address the methods used to update and maintain the Contractual Document Backlog List, as well as the procedures necessary to perform the **initial input of contracts**. This procedure does not address the processing of contract modifications or corrections, as these are governed by Desk Procedure 202, Processing Modifications and Corrections.

Continued on next page

Overview

FOREWORD (Cont.)

The guidelines in this procedure have been established in accordance with the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and the DLA Manual (DLAM) 7000.5.

The function of inputting contractual documents is performed by DFAS-CO. In addition,the Defense Contract Management Command (DCMC) is participating in an initiative called ACO Direct Input. This initiative allows DCMC personnel to input contracts and modifications issued by Administrative Contracting Officers (ACOs). After a document has been input at the DCMC office, the document is forwarded to the appropriate DFAS-CO payment division. Upon receipt of the document, Contract Input Technicians perform a review of the document and the data contained in MOCAS to ensure that all data was input accurately.

Trusted Agent Procedural Guide, July, 1995 Revised

In addition to the initiative discussed above, and through joint cooperation between DFAS, DLA, and the Defense MegaCenter (DMC), authorization has been granted for selected individuals, at the DCMC offices, to have the capability to correct the MOCAS database. These individuals are referred to as **Trusted Agents**. Since the accuracy of MOCAS affects administration, delivery, acceptance, and payment of contracts, Trusted Agents have been granted access to correct and maintain the database.

Many of the MOCAS input fields are now available to Trusted Agents; however, since many of these affect payment, not all of these fields should be accessed. All Trusted Agents have their work monitored to ensure compliance with established guidelines. If any Trusted Agent makes changes to fields other than those authorized, their codes may be revoked.

Continued on next page

Overview

FOREWORD
(Cont)

The symbol has been inserted underneath the field name and field parameters definition to identify the fields which Trusted Agents are permitted access. Again, it must be stressed that other fields can be accessed, but only the fields identified with the Trusted Agent symbol should be accessed.

The has been inserted beneath the field name for those fields whose entries are system generated.

For fields which are required to be entered for successful input of a document, the field name block has been shaded gray. Fields which have a specific regulatory definition or reference have that regulatory clause cited at the bottom of the field name block.

Since this procedure was last published, in February 1992, there have been numerous policy changes and systems enhancements. These changes and enhancements have been incorporated into this procedure, as well the changes in policy which have been implemented since the last publication. Some of these changes to policy are noted below. Other changes are noted in the **FOREWORD** of the section to which they apply.

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

Pen and Ink Changes

Mar 11, 94, DP/CPF Memorandum

In a March 11, 1994 memorandum, Ms. Eleanor Spector, Director, Defense Procurement, stated that pen and ink changes "should ordinarily serve as a temporary measure that prevents Government breach of payment terms of the contract; routine reliance on pen and ink changes is unacceptable." The memorandum states that "corrections should be made by administrative modification to the contract as soon as possible after the deficiency has been identified."

Oct 3, 95 DFAS-CO-J Memorandum

This policy was extended in an October 3, 1995 memorandum from the DFAS-CO Director. The policy prohibits the acceptance of "pen and ink changes to data applicable to contract payments and the reporting of those payments." Specifically, "The Columbus Center will not accept pen and ink changes for the following data elements: Contract Line Item Numbers (CLINs), quantities and unit prices; Accounting Classification Reference Numbers (ACRNs) or any part of the long line accounting data."

May 9, 97 DFAS-CO-J Memorandum

In a May 9, 1997 memorandum from the DFAS-CO Director, this policy was finalized as follows: "In order to minimize the creation of problem disbursements, NULOs, and unnecessary reconciliation effort, **the DFAS-CO-J policy on the acceptance of pen and ink changes to contractual documents is that we will <u>not</u> accept <u>any</u> pen and ink changes.** DFAS-CO-J personnel shall require a formal contract modification issued by the Procurement Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) for any and all changes to a contract and/or previously issued contract modification."

July 7, 97 DFAS-HQ/FCC Memorandum

This prohibition against pen and ink changes was adopted as DFAS policy in a DFAS Headquarters memorandum dated July 7, 1997.

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

Feb. 26, 95, DFAS-CO-J Memorandum

Holding ACRNs

In a February 29, 1996 memorandum, the policy regarding the use of holding/dummy ACRNs was finalized. Previous to the directive, if no ACRN was cited, or an ACRN was duplicated, the appropriation would be input with a dummy/holding ACRN assigned. Typically, personnel used Z1 to identify a holding/dummy ACRN. However, please note, Z1, in some instances, can be a valid ACRN. DFAS-CO will no longer allow holding ACRNs to be input into MOCAS during the initial contract input process when an error is made in the assignment of the ACRN. If an error is made, a DD Form 1716, Procurement Data Package Recommendation Deficiency Report, should be prepared and sent to the ACO/PCO for resolution of the discrepancy.

DD Form 1716s

The DD Form 1716 is prepared and maintained in the DD Form 1716 Database Control Log. This Enable database application is designed to provide Contract Input and Master Address File (MAF) personnel a reference to the open inventory of requests and to take follow-up action on overdue, outstanding items. In addition, statistical reports are generated and reported to activities external to the Columbus Center. Data integrity is critical in the DD 1716 reporting process. Guidance regarding the use of the DD Form 1716 Database Control Log is included in this procedure.

DFAS-CO-JXTB memorandum, June 23, 1997,

In addition, in order to develop a direct correlation between MOCAS and the DD Form 1716 database, a June 23, 1997 memorandum directs Contract Input personnel to re-assign backlogged documents with outstanding DD Form 1716s to a document location DD1716. This process identifies deficient documents on the backlog with the phrase “DD Form 1716 Issued”.

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

Foreign Remit-To Supplemental Guidance, August, 1995

Foreign Remit-To Addresses
Beginning September 1, 1995, DFAS-CO-J began accepting new contracts administered by the Defense Contract Management Command, International (DCMCI), and paid in US dollars. These contracts are input as **Payment Only** contracts. To facilitate this workload a systems enhancement was made to MOCAS to allow the input of foreign remit-to addresses. Guidance regarding the input of foreign remit-to adresses is included in this procedure.

DFAS-CO-JXSB memorandum, Oct. 17, 1996

Electronic Funds Transfer (EFT)
With the passage of the Debt Collection Improvement Act of 1996, Public Law 104-134, effective July 26, 1996, Electronic Funds Transfer (EFT) becomes the mandatory method of transmitting payments to contractors. Under certain circumstances, enrollment in EFT can be delayed.

To achieve the goal of transmitting all payments by EFT, contracts are now being written with the requirement that a contractor be enrolled in the EFT program. This requirement is identified on a contract by placing the phrase "**EFT: T**" in the **Payment Will Be Made By** field, on the face page of the contract.

When a contract is received with the **EFT: T** phrase, it is necessary that Contract Input personnel enter **T** in the **SPC-CON-PVN** field of the Contract Data Record during the initial contract input process. The input of this code will identify this contract as being required to be paid by EFT.

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

DFAS-CO-JXSB memorandum, Oct. 17, 1996

First Article

Due to a systems enhancement made in October, 1996, Contract Input Technicians no longer need to manually calculate the date on which First Article Acceptance is due. The systems enhancement allows the technician to input the number of days allowed for First Article Acceptance, and the system calculates the exact date, based on the delivery schedule date.

DFAS-CO-JXSB memorandum, Oct. 7, 1996

In-The-Clear

In the past, contracts in MOCAS which had special payment requirements which applied to progress payments, cost vouchers (BVNs), and line items which cited a "**9**" ACRN were coded with a Manual Review code "**9**", to stop all API payments. Voucher Examiners then referred to manually written notes, or pulled and reviewed the contract file, to determine the correct payment instructions.

Through the use of In-The-Clear remarks, special payment instructions are entered into MOCAS and generated to the MAAPR. The MAAPR message will consist of only the first **80** characters of the complete In-The-Clear message, which can be up to 468 characters. These remarks can only be added, corrected, or deleted by DFAS-CO personnel. No access, other than viewing, is permitted by Defense Contract Management Command (DCMC) personnel.

DFAS-CO-JXTB memorandum, June 24, 1996

Performance Based Payments

The Federal Acquisition Streamlining Act of 1994 includes a provision for the use of Performance Based Payments (PBPs). PBPs are a new type of contract financing, based upon certain specified performance criteria being accomplished, not payment for accepted items. FAR 52.232-32, Performance Based Payments, must be cited in a contract for PBPs to be applicable on a contract.

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

DFAS-CO-JXSB memorandum, June 28, 1996

BVN Streamlining

Since December 1993, DFAS-CO, in coordination with the Defense Contract Audit Agency (DCAA), has participated in an initiative to authorize contractors with adequate billing system internal controls to submit interim public vouchers directly to the Columbus Center.

Based on the success of the pilot program, DFAS-CO-J began to accept direct submission of public vouchers from authorized contractors. However, these authorized contractors continue to submit first and final vouchers on each contract the cognizant DCAA office for approval.

Upon approval of the initial voucher, DCAA forwards the voucher, along with an approval letter, to DFAS-CO. The contractor receives a letter of authorization for payment from DCAA, with an expiration date of one year from the date of issuance.

Navy STARS

MOCAS now has the capability of downloading Accounting Line Data from the Navy STARS system. This enhancement was made to identify any unmatched accounting lines between MOCAS and STARS before disbursements are made.

The enhancement created a STARS Obligation Database in MOCAS which is updated daily with the PIIN/SPIIN, accounting classification, and obligation amounts as entered in STARS. When a Navy ACRN is added in MOCAS, the Navy STARS Obligation Database is searched for a matching PIIN/SPIIN/ACRN. If a match is located, the STARS data is pulled and displayed in MOCAS, where Contract Input Technicians have the capability to overlay the data if it does not match the hard copy contractual document.

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

DFAS-CO-JXSB memorandum, May 3, 1996

Cancelled Appropriations

Prior to the Cancelled Funds systems change, appropriations cancelling at the end of each fiscal year had the ULO systematically reduced to $0.01 to prevent payments. These adjustments were identified by a dummy shipment number which appeared on the Disbursement History. Although this process prevented payments and allowed visibility of the adjustment, it created problems when processing correcting adjustments, closing contracts, and created contract-level negative ULOs (NULOs).

The Cancelled Funds systems change allows visibility of cancelled funds by placing an alpha indicator in the fiscal year field of the appropriation at the time of cancellation. MOCAS will reject any payments against these funds and will permit only adjustments and corrections.

DFAS-CO-JXSB memorandum, Nov. 19, 1996

FAR 4.203
FAR 4.903
FAR 4.904
FAR 52.204-3

IRS 1099 Indicator

An enhancement was made to MOCAS to allow for the generation of an IRS Form 1099-Miscellaneous to specific business entities which provde services and receive payments of $600.00 or more per calendar year. To facilitate this enhancement, new fields have been added to the master address file and the contract data record. These fields are as follows:

- **Taxpayer Identification Number (TIN)** is a 9 position, numeric field, added to the master address file, to identify a particular business entity. The TIN is an employer identificaiton number or, in the case of a sole proprietorship, the social security number of the owner.
- **Corporate Status Code (CSC)** is a 1 position, alpha field, added to the master address file, to identify the contractor as a sole proprietorship **"S"**, a partnership **"P"**, a corporation **"C"**, or a nonprofit hospital **"E"**.

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

- **IRS 1099 Indicator** is a 1 position, system generated field, added to the contract data record, that identifies whether or not the contract meets all criteria for IRS Form 1099-Miscellaneous reporting requirements.

The following table summarizes the criteria necessary for the issuance of IRS Form 1099-Miscellaneous.

Commodity Code	Kind Contract Code	Corporate Status Code	IRS 1099 Reporting Indicator
S1	ANY	S or P	Y
S1	ANY	C or E	N
9B	ANY	S, P, or C	Y
9B	ANY	E	N
ANY	6	S or P	Y
ANY	6	C or E	N

Contract Input personnel are encouraged to perform a CAGE Inquiry, either before or after input of the contract, to determine whether a TIN and CSC have been set up in MOCAS for that particular CAGE code. If it is found that this data has not been entered for the CAGE code, personnel should forward the data, which is found on the last page of the contract, to the Master Address File (MAF) section.

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

DFAS-CO-DG memorandum, July 16, 1993

DFAS-CO-JXSA memorandum, January 26, 1994

Modifications against Basic Ordering Agreements vs. Modifications against Indefinite Delivery Contracts

FAR 16.703(a) states the following:

> A basic ordering agreement is a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor, that contains (1) terms and clauses applying to future contracts (orders) between the parties during its term, (2) a description, as specific as practicable, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the basic ordering agreement. A basic ordering agreement is not a contract.

FAR 16.703(c)(2) continues by saying that “A basic ordering agreement shall be changed only by modifying the agreement itself and not by individual orders issued under it. Modifying a basic ordering agreement shall not retroactively affect orders previously issued under it.” However, individual orders under a BOA may be modified without modifying the BOA itself. If there is a conflict between an order and a BOA, the order will prevail, since the BOA is not a contract and is not of itself binding on the parties.

In contrast, Indefinite Delivery contracts, D-type contracts, are contracts in and of themselves. Modifications to D-type contracts affect all delivery orders, existing and subsequent.

Continued on next page

Overview

Commercial Contracts

DFAS-CO-JXTB memorandum, May 19, 1997

The Federal Acquisition Streamlining Act of 1994 (FASA) includes provisions for the acquisition of commercial items, as well as the financing of commercial item purchases. To facilitate the acquisition of commercial items, a new contract form has been developed. The Standard Form 1449 (SF1449), Solicitation/Contract/Order for Commercial Items is designed specifically for the acquisition of commercial items, as well as for documenting receipt, inspection, and acceptance of commercial items.

Aside from the use of the SF1449, a commercial item contract can be identified by the inclusion of FAR 52.212-4, Contract Terms and Conditions - Commercial Items. This reference will be included on all commercial item contracts. Contract financing can be accommodated on this type of contract; however, financing is permitted only when FAR 52.232-29 or 30 has been included in the contract.

A new Standard ACO Coded Remark (R9 Remark), 48, has been added to further identify a commercial item contract in MOCAS. Outside of the inclusion of this remark, input into MOCAS will be accomplished in the same manner as other contracts.

Elimination of Cross Disbursements

DFAS-CO-JXSB memorandum, July 11, 1997

Prior to the Elimination of Cross Disbursement system change appropriations beginning with department code “97” were input under Service Code 3 (DLA). When disbursements and/or collections were made against accounting lines, and the accounting station cited for that line was a service other than DLA, the transactions were referred to as cross disbursements.

In an effort to eliminate all unnecessary cross disbursements, a systems change was made to convert existing DLA accounting lines with Army accounting

Continued on next page

Overview

POLICY AND SYSTEM UPDATES

(Cont)

stations (excluding S33150 and S33181) to service code 1 (Army). Further, the systems change requires future appropriations beginning with “97” to be input according to the service of the accounting station cited in the long line of accounting, for all services except Air Force. While currently considering discontinuing this process, the Air Force will still process cross disbursements. Until the Air Force makes a final determination, it is necessary to maintain a new table, TB0095, Cross Disbursement Determination, in MOCAS to show the service, fund code, and limit/subhead of those lines that will be reported using the cross disbursement procedures.

IN THIS PROCEDURE

This procedure consists of the following 21 modules.

Module	Title	Page
1	Overview	1-1
2	Contracts At A Glance	2-1
3	Screening A Document For Accuracy	3-1
4	Placing a Document Into The Inventory • Contracts • Modifications • System Messages	4-1
5	Maintaining And Reviewing The Backlog Inventory	5-1
6	Inputting The Contract Data Record	6-1
7	Inputting The Provision Data Record	7-1

Continued on next page

Overview

Module	Title	Page
8	Inputting The Payee Name And Address Data Record	8-1
9	Inputting The Remarks Data Record	9-1
10	Inputting The Accounting Classification Data • Army • Air Force • DLA • Navy • Coast Guard/DoT Appropriations Conversion	10-1 10-13 10-24 10-36 10-45 10-55
11	Inputting The Supply Line Item Record	11-1
12	Inputting The Supply Schedule Data Record	12-1
13	Inputting The Service Line Item Record	13-1
14	Inputting The Department Of Energy Contracts	14-1
15	Inputting Other Disbursing Office Contracts	15-1
16	Inputting Non-Procurement Instruments • Cooperative Agreements, Grants, and Other Transactions	16-1
17	Inputting Notice of Awards	17-1
18	Inputting DD Forms 1423	18-1
19	Summary Edit Procedures	19-1
20	Folderizing Contracts	20-1
21	Supervisory Responsibilities	21-1

Continued on next page

Overview

APPENDIXES This procedure consists of the following 6 appendixes.

Appendix	Title	Page
1	Error Messages	A-1 (a)
2	Standard ACO Coded Remarks (R9 Remarks)	A-2 (a)
3	Org Code/DSSN/CAO/Directorate Cross-Reference	A-3 (a)
4	Units of Measure And Issue	A-4 (a)
5	International Country Codes	A-5 (a)
6 *Chg 2*	DD Form 1716 Processing	A-6 (a)
7	Air Force Zero-Fill Guidelines	A-7 (a)
8	Making Changes to this Procedure (Completing DFAS-CO Form 65)	A-8 (a)

Continued on next page

Overview

ENCLOSURES This procedure consists of the following 6 enclosures.

Encl	Title	Page
1	DFAS-CO Form 48, System Problem Sheet	E-1
2	DFAS-CO Form 54, Basic Abstract Card	E-2
3	DFAS-CO Form 200, Contract Review and Data Input Form	E-3
4	DFAS-CO Form 700, New Contractor Information	E-4
5	DFAS-CO Form 808, Addition to the Master File	E-5
6	DFAS-CO Form 4330, Request for Copy of Contractual Documentation	E-6

ACRONYMS The following is a list of acronyms and meanings referenced in this procedure.

Acronym	Meaning
ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
BOA	Basic Ordering Agreement
BVN	Bureau Voucher Number
CAGE Code	Contractor And Government Entity Code (Sometimes called an FSCM or H8 Code)
CAO-ORG-CD	Contract Administration Office Organization Code
CAR	Contract Administration Report

Continued on next page

Overview

Acronym	Meaning
CCN	Contract Close-out Notice
CLIN	Contract Line Item Number
CLR	Contingent Liability Record
CMA	Contract Management Assistant
CONUS	Continental United States
DCMC	Defense Contract Management Command
DCMD	Defense Contract Management District
DFARS	Defense Federal Acquisition Regulation Supplement
DLAM	Defense Logistics Agency Manual
DMC	Defense MegaCenter - Columbus
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Designator
DSSN	Disbursing Station Symbol Number
EAS	Entitlement Automation System
EDA	Electronic Document Access
EDI	Electronic Document Interchange
EDM	Electronic Document Management
ELIN	Exhibit Line Item Number
FAR	Federal Acquisition Regulation

Continued on next page

Overview

Acronym	Meaning
FMS	Foreign Military Sales
FOB	Free-on-Board
FSCM	Federal Supply Code for Manufacturers
GFM	Government Furnished Material
GFP	Government Furnished Property
GMSW	Guaranteed Maximum Shipping Weight
IBOP	International Balance of Payments
IDO	Indefinite Delivery Order
IS	Industrial Specialist
ISSO	Information System Security Officer
LISSR	Line Item Schedule Summary Report
MAAPR	Material Acceptance and Accounts Payable Report
MAF	Master Address File
MILSCAP	Military Standard Contract Administration Procedures
MILSTRIP	Military Standard Requisitioning Issue Procedures
MOCAS	Mechanization of Contract Administration Services
NLA	Notice of Last Action
NOA	Notice of Assignment
NULO	Negative Unliquidated Obligation

Continued on next page

Overview

Acronym	Meaning
ODO	Other Disbursing Office
OPR	Office of Primary Responsibility
PCO	Procurement Contracting Officer
PIIN	Procurement Instrument Identification Number
QAR	Quality Assurance Representative
RGS Code	Reading Group Specialist Code
SPIIN	Supplemental Procurement Instrument Identification Number
TASO	Terminal Area Security Officer
TCO	Termination Contracting Officer
ULO	Unliquidated Obligation
WIP	Work In Progress

DEFINITIONS AND CONCEPTS

The following is a list of concepts and words which are used and/or referenced in this desk procedure:

Word	Definition
Automatic Payment of Invoices (API)	An Invoice is coded API when the following are in agreement: • Material Acceptance and Accounts Payable Report (MAAPR) • Contractor’s Invoice • Contract terms and conditions or payment Funds

Continued on next page

Overview

Word	Definition
Canadian Commercial Corporation (CCC)	A Canadian government controlled firm providing the link between some privately owned Canadian firms and American Military buyers in Canada for contracts greater than $25,000. Payments are usually to CCC, and provided by contract terms are usually 17 days net. Canada does not fall under the US rule of Cash Management.
Discount	A cash reduction offered for early payment.
Entitlement Automation System (EAS)	A Windows-based application designed to automate the DFAS-CO Form 457 for use by the Entitlement branch during the manual payment process.
Electronic Document Access (EDA)	A business process which allows contractual documents, Procurement Contracting Officer modifications, and Government Bills of Laden (GBLs) to be viewed through a World Wide Web browser.
Electronic Document Interchange (EDI)	A computer-to-computer exchange of routine business information (i.e. contracts and invoices) in a standard format.
Electronic Document Management (EDM)	A system designed to convert paper documents into electronic documents that can be stored, retrieved, and processed electronically.

Continued on next page

Overview

Word	Definition
Invoice	An invoice is a contractor's claim for payment. An invoice can be: • Commercial Invoice • DD Form 250, Material Inspection and Receiving Report, which has been overstamped with "INVOICE" and as "ORIGINAL". • Standard Form 1034, Public Voucher for Purchases and Service Other Than Personal. • SF 1443, Contractor's Request for Progress Payments, which supersedes DD 1195. • Letter of request resulting from an invoice underpayment. • DD Form 1155, Contract for Small Purchase Orders
Material Acceptance and Accounts Payable Report (MAAPR)	This report is generated when an invoice has been input and automatically reviewed for eligibility for API or when a DD Form 250 is input for an invoice already in the system. • An **Automatic MAAPR** is generated when a coded API invoice is paid. (MYFC06) • A **Manual MAAPR** is generated when a payment is made by a Voucher Examiner or a correction to the MAAPR has been input. The manual MAAPR will provide in-the-clear messages giving the reason(s) why the invoice cannot be paid automatically. (MYFC05)
Prevalidation	The requirement, as mandated by Section 8137 of Public Law 103-335, the Grassley Amendment, to match disbursement amounts to specific obligations at the accounting station, prior to disbursement.

Continued on next page

Overview

REPORTS COMMONLY USED

This desk procedure references the following reports:

☞ Report numbers prefixed with any alpha-character other than “U” (universal) are cellularized at the Operating Division level. Conversely, report numbers prefixed with a “U” have been generated at the Directorate level. Generally, all MOCAS generated reports can be found in both formats.

Report	Title	How Often	Description	DLAM 7000.5 Reference
MNMD040A	Contract Abstract - New/Mod/ Change	Daily	Provides visibility of contract terms and conditions for new contracts, modified contracts, and changed contracts.	Chapter 16 Section 379
MNMC070A	Contractual Document Backlog List	Daily	Identifies all contracts and modifications which have been received but have not yet been processed into the MOCAS system. Also, it identifies all contracts received via MILSCAP for which hard copies have not been received.	Chapter 16 Section 307

RELATED DPs

The following Desk Procedure (DP) is referenced in this procedure:

DP	TITLE
202	Processing Modifications and Corrections

Continued on next page

Overview

SYMBOLS USED

The following symbols are used in this procedure:

Note

Good Idea Or Hint

Field Which Trusted Agents Are Permitted To Access

Data Element is System Generated

Warning, Do not Continue Without Reading This Note

Warning, Do Not Make Disbursement

Caution

Check or verify that a specific action has been taken or accomplished

End of Module

Contracts At A Glance

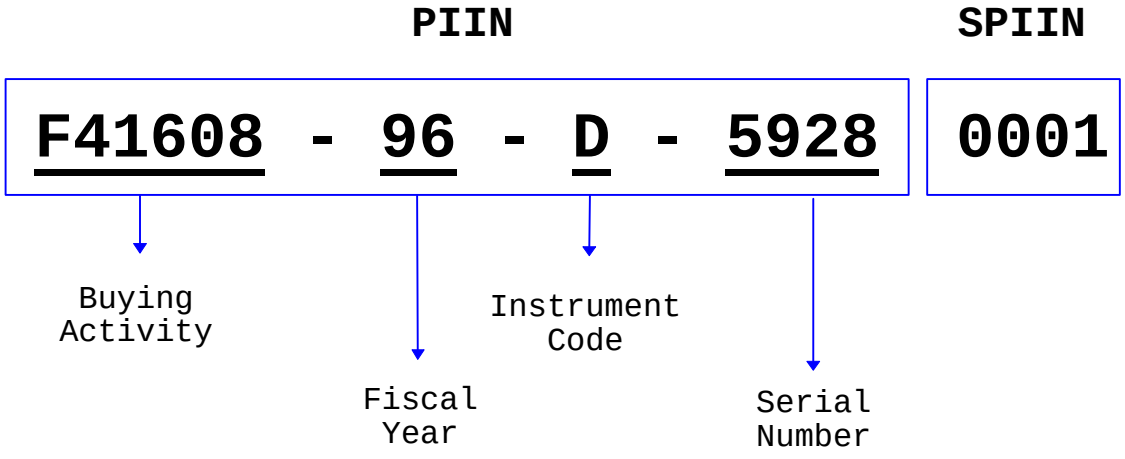
PURPOSE This module will discuss the following concepts:

- Structure of a contract number
- Terminal Digit (TD) Sequence
- Unilateral vs. Bilateral Contracts
- Contract Forms
- Contract Abstracts

Procurement Instrument Identification Numbers (PIIN) are composed of the first 13 alpha/numeric characters of the contract number and are sub-divided into 4 elements.

The Supplemental Procurement Instrument Identification Number (SPIIN) is a 4 digit alpha/numeric serial number added to the basic PIIN to place delivery orders under indefinite delivery contracts, basic ordering agreements, and calls under blanket purchase agreements.

The construction of a contract number, with a description of the data elements, is outlined below.



Continued on next page

Contracts At A Glance

The **PIIN** is composed of the following elements:

- **Buying Activity -** Positions 1 through 6 - Identifies the department/agency which issued the contract. A complete listing of all buying activities can be found in DFARS Appendix G.

If the buying activity begins with	then the contract has been issued by a branch of this service.
DA	Department of the Army
N	Department of the Navy
F	Department of the Air Force
DCA	Defense Information Systems Agency
S	Defense Logistics Agency
DNA	Defense Nuclear Agency
DMA	Defense Mapping Agency
MDA	Miscellaneous Defense Activities
M	Marine Corps
HQ0006	Ballistic Missile Defense Organization
OSIA	On Site Inspection Agency
DECA	Defense Commissary Agency
USZA	United States Special Operations Command

Continued on next page

Contracts At A Glance

- Services may fund portions of contracts issued by other services. For example, if the Navy has an interest in obtaining research data derived under an Air Force contract, the Navy may elect to provide partial funding for the contract.

- Services may also issue orders under basic ordering agreements and indefinite delivery orders issued by other services. For example, if the Navy has an interest in purchasing a product for which the Air Force has already issued a basic ordering agreement, or an indefinite delivery order, it may place a delivery order against that basic contract.

- **Fiscal Year -** Positions 7 through 8 - Identifies the last 2 digits of the fiscal year in which the contract is issued.

- **Instrument Code -** Position 9 - Identifies the type of contract being issued. All possible instrument codes are listed in the following table, with a brief description of when that particular code would be used.

Code	Indicates
A	Blanket Purchase Agreement
B	Invitation for bids
C	Contracts of all types, except indefinite delivery contracts, facilities contracts, sales contracts, contracts placed with or through other Government departments or agencies, or against contracts placed by such departments or agencies outside the DoD
D	Indefinite Delivery Contracts
E	Facilities contracts

Continued on next page

Contracts At A Glance

Code	Indicates
F	Contracting actions placed with or through other Government departments or agencies, or against contracts placed by such departments or agencies outside the DoD (including actions with the National Industries for the Blind (NIB), the National Industries for the Severely Handicapped (NISH), and the Federal Prison Industries (UNICOR))
G	Basic Ordering Agreements
H	Agreements, including basic agreements and loan agreements, but excluding basic purchasing agreements, basic ordering agreements, and leases
K	Short Form Research Contract
L	Lease Agreements
M	Purchase Orders - Manual
N	Notice of intent to purchase
P	Purchase Orders - Automated
Q	Request for quotation - Manual
R	Request for proposal
S	Sales Contract
T	Request for quotation - Automated
U	Use when the numbering capacity of T has been exhausted for the fiscal year.
V	Use when the numbering capacity of P has been exhausted for the fiscal year.
W	Use when the numbering capacity of M has been exhausted for the fiscal year.

Continued on next page

Contracts At A Glance

Code	Indicates
Y	Imprest Fund
1	Grants
2	Cooperative Agreements
3	Other Non-Procurement Instruments (Other Transactions)

- **Serial Number -** Positions 10 through 13 - Assigned by the buying activity, this serial number will help to further distinguish a contract from other contracts issued by the same buying activity. The activity will assign these numbers sequentially throughout the fiscal year.

Continued on next page

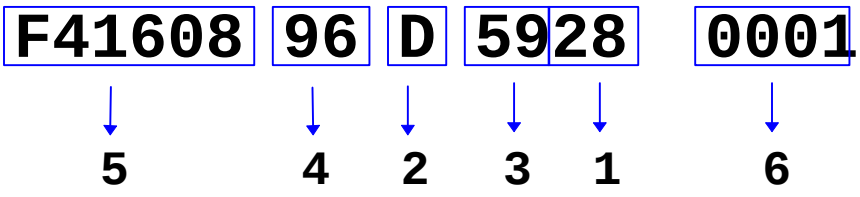
Contracts At A Glance

The **SPIIN** is constructed as follows:

- If the order is being placed by the activity which issued the basic contract, the SPIIN will be identified using numbers 0001 through 9999. When all possible numbers have been used, alpha characters will be used in the third and fourth positions.

- If the order being placed is against a contract issued by another activity, the first 2 positions will contain the 2-digit identifier of the buying activity placing the order. (The 2-digit identifier of each activity can be found just under the 6-digit buying activity code in DFARS Appendix G.) Numeric characters 01 through 99 will be used in the third and fourth positions. If the number of orders exceeds 99, the ordering activity will assign various combinations of alpha/numeric characters.

- Contracts are placed into sequential order using **Terminal Digit (TD) Sequence**. This process involves breaking contract numbers into their own separate elements and placing them in order based on their alpha/numeric relationship to each other.



Above is an example of how a contract number is broken into elements. The numbers below the contract number represent the order in which the elements are evaluated for sequencing purposes.

Continued on next page

Contracts At A Glance

For the purposes of placing documents into TD Sequence:

- When evaluating sets of numbers, such as **28** in the first element above, view the number as one number between **00** and **99**. For example, **28** should be viewed as the number 28, not the separate numbers of 2 and 8.

- When evaluating alpha characters, place them in alphabetical order. For example, B is greater than A, C is less than D, etc.

- When, within one element, there is a mixture of alpha and numeric characters, evaluate the characters in order, remembering that the order of precedence is **Alpha then Numeric**. For example, if there is a contract with an element of **1A**, and there is another contract with the same element consisting of **A1**. The contract with **A1** would be first because when comparing the first character of each, alpha characters come before numeric characters. In another example, if the elements are **B1** and **B2, B1** will come first since the first character of each is the same, but the second character of one is greater than the second character of the other.

Continued on next page

Contracts At A Glance

Step	Action
1	Look at the first element in the example above, the last 2 digits of the serial number. These digits are **28**. F41608 96 D 59**28** 0001

If	Then
the digits of the first element are less than the digits of the first element of other contract numbers,	• this contract number should be placed before the other contract numbers. • Go to step 2.
the digits of the first element are greater than the digits of the first element of other contract numbers,	• this contract number should be placed after the other contract numbers. • Go to step 2.
the digits of the first element are the same as the digits of the first element of other contract numbers	• Go to step 2.

Continued on next page

Contracts At A Glance

Step	Action
2	Look at the second element in the example above, the instrument code. The element is **D**. F41608 96 **D** 5928 0001

If	Then
the instrument code of the contract number is less than that of other contract numbers, for example D is less than G,	• this contract number should be placed before the other contract numbers. • Go to step 3.
the instrument code of the contract number is greater than that of other contract numbers, for example D is greater than C,	• this contract number should be placed after the other contract numbers. • Go to step 3.
the instrument code of the contract is the same as that of other contract numbers,	• Go to step 3.

Continued on next page

Contracts At A Glance

Step	Action
3	Look at the third element in the example above, the first 2 digits of the serial number. These digits are **59**. F41608 96 D **59**28 0001

If	Then
the digits of the third element are less than the digits of the third element of other contract numbers,	• this contract number should be placed before the other contract numbers. • Go to step 4.
the digits of the third element are greater than the digits of the third element of other contract numbers,	• this contract number should be placed after the other contract numbers. • Go to step 4.
the digits of the third element are the same as the digits of the third element of other contract numbers	• Go to step 4.

Continued on next page

Contracts At A Glance

Step	Action
4	Look at the fourth element in the example above, the fiscal year. These digits are **96**. F41608 **96** D 5928 0001

If	Then
the digits of the fourth element are less than the digits of the fourth element of other contract numbers,	• this contract number should be placed before the other contract numbers. • Go to step 5.
the digits of the fourth element are greater than the digits of the fourth element of other contract numbers,	• this contract number should be placed after the other contract numbers. • Go to step 5.
the digits of the fourth element are the same as the digits of the fourth element of other contract numbers	• Go to step 5.

Continued on next page

Contracts At A Glance

Step	Action
5	Look at the fifth element in the example above, the buying activity. These digits are **F41608**. **F41608** 96 D 5928 0001

If	Then
the digits of the fifth element are less than the digits of the fifth element of other contract numbers,	• this contract number should be placed before the other contract numbers. • Go to step 6.
the digits of the fifth element are greater than the digits of the fifth element of other contract numbers,	• this contract number should be placed after the other contract numbers. • Go to step 6.
the digits of the fifth element are the same as the digits of the fifth element of other contract numbers	• Go to step 6.

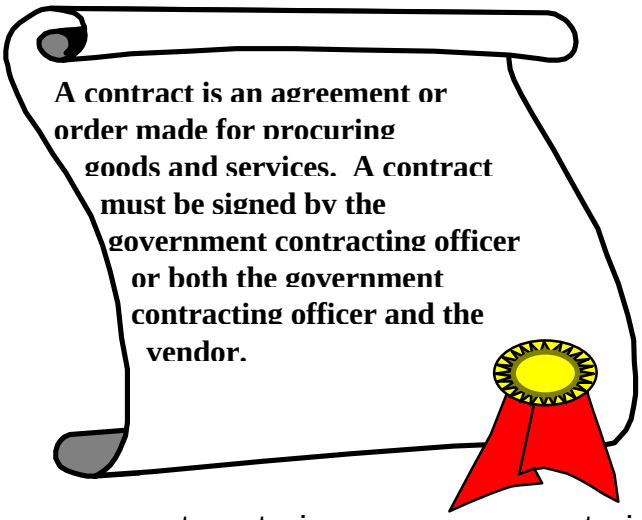
Continued on next page

Contracts At A Glance

Step	Action
6	Look at the sixth element in the example above, the SPIIN. These digits are **0001**. F41608 96 D 5928 **0001** **If** / **Then** the digits of the sixth element are less than the digits of the sixth element of other contract numbers, — this contract number should be placed before the other contract numbers. the digits of the sixth element are greater than the digits of the sixth element of other contract numbers, — this contract number should be placed after the other contract numbers.

Continued on next page

Contracts At A Glance



As described above, a contract is a procurement instrument used for the purchase of goods or services by government activities.

These procurement instruments are described as being either:

- **Unilateral** - Requires only the signature of a government contracting officer. This type of instrument becomes binding only when the contractor begins performance, delivery or shipment of goods or services, on the contract. These are also referred to as **Purchase Orders**.
- **Bilateral** - A contractual agreement which requires the signature of the contractor, as well as a government contracting officer. The government agrees to pay a contractor for goods or services, and the contractor agrees to provide goods or services to the government.

A procurement may be made through the use of one of the following instruments.

- DD Form 1155
- Standard Form 26
- Standard Form 33
- Standard Form 1449
- Standard Form 1447
- DD Form 2222

Of the various forms used, the first 3 are the most commonly used. These 3 forms, as well as the SF 1449, are illustrated and described in the next several pages.

Continued on next page

Contracts At A Glance

DD FORM 1155 (ORDER FOR SUPPLIES AND SERVICES)

ORDER FOR SUPPLIES OR SERVICES
(Contractor must submit four copies of invoice.)

Form Approved
OMB No. 0704-0187
Expires Dec 31, 1993

PAGE 1 OF

Public reporting burden for this colloection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES.
SEND YOUR COMPLETED FORM TO THE PROCUREMENT OFFICIAL IDENTIFIED IN ITEM 6.

1. CONTRACT/PURCH ORDER NO.
2. DELIVERY ORDER NO.
3. DATE OF ORDER *(YYMMMDD)*
4. REQUISITION/PURCH REQUEST NO.
5. PRIORITY

6. ISSUED BY — CODE
7. ADMINISTERED BY (*If other than 6*) — CODE
8. DELIVERY FOB
☐ DEST
☐ OTHER
(See Schedule if other)

9. CONTRACTOR — CODE — FACILITY CODE
NAME AND ADDRESS
10. DELIVER TO FOB POINT BY (*Date*) (*YYMMDD*)
11. MARK IF BUSINESS IS
☐ SMALL
☐ SMALL DISAD VANTAGED
☐ WOMEN OWNED
12. DISCOUNT TERMS
13. MAIL INVOICES TO

14. SHIP TO — CODE
15. PAYMENT WILL BE MADE BY — CODE

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY ☐ This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE ☐ Reference your furnish the following on terms specified.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE FOLLOWING OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR — SIGNATURE — TYPED NAME AND TITLE — DATE SIGNED *(YYMMDD)*
☐ If this box is marked, supplier must sign Acceptance and return the following copies:

17. ACCOUNTING AND APPROPRIATION DATE/LOCAL USE

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/	21. UNIT	22. UNIT PRICE	23. AMOUNT

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA
BY: CONTRACTING/ORDERING OFFICER
25. TOTAL
29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN
☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
DATE — SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
27. SHIP. NO.
☐ PARTIAL
☐ FINAL
28. D.O. VOUCHER NO.
30. INITIALS
32. PAID BY
33. AMOUNT VERIFIED CORRECT FOR
31. PAYMENT
☐ COMPLETE
☐ PARTIAL
☐ FINAL
34. CHECK NUMBER
35. BILL OF LADING NO.
36. I certify this account is correct and proper for payment.
DATE — SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT
38. RECEIVED BY (Print)
39. DATE RECEIVED *(YYMMDD)*
40. TOTAL CONTAINERS
41. S/R ACCOUNT NUMBER
42. S/R VOUCHER NO.

DD FORM 1155, APR 93 (EF) PREVIOUS EDITION MAY BE USED

Continued on next page

Contracts At A Glance

The DD Form 1155 is the form used to purchase goods or services by the simplest and fastest means. When used to place a delivery order against an existing basic ordering agreement or indefinite delivery order, the DD Form 1155 is considered to be a binding document on both the government and the contractor. If the DD Form 1155 is used as a purchase order, neither party is bound until the contractor begins performance, i.e. delivery or shipment of goods or services, against the order. Once the parties are bound, the DD Form 1155 may be referred to as a contract.

Below is a description of the information that goes in each blocks:

Block	Name	Description
1	**PIIN**	Contract number
2	**SPIIN**	Delivery order number, if applicable
3	**CONTRACT DATE**	Date of contract/delivery order; effective date of the contract
4	**REQUISITION PURCHASE REQUEST NUMBER**	Number assigned by the Purchasing Activity which may be used to solicit the contractor prior to awarding a contract.
5	**COMMODITY CODE**	2-digit alpha/numeric character that designates grouping of supplies, construction or other services.
6	**ISSUED BY**: **CODE**	Address of the purchasing office issuing the contract. DODAAC, a 6-digit alpha/numeric referencing the DoD Activity Address Code of the Government Agency

Continued on next page

Contracts At A Glance

Block	Name	Description
7	**ADMINISTERED BY**	DCMC office assigned to be responsible for administering the contract.
	CODE	DODAAC for administration office
8	**DELIVERY FOB**	FOB is Free on Board
	DESTINATION	Contractor is responsible for shipment and pays for shipment.
	FOB OTHER	Government is responsible for payment of freight charges. (source same as origin)
9	**CONTRACTOR/**	Name and address of the contractor
	FACILITY CODE	CAGE (FSCM) Code for production done at a plant other than contractor's plant (can also be a sub-contractor).
	CODE	Five digit alpha/numeric that represents the CAGE (FSCM) Code.
10	**DELIVER TO FOB POINT BY**	Date by which goods must be delivered or services rendered.
11	**MARK IF BUSINESS IS**	Indicates whether contractor is a small, disadvantaged, or women or minority owned business.
12	**DISCOUNT TERMS**	Percent of discount that can be taken within a specified number of days. ☞ This field may be blank. If so, this indicates that the terms will be NET 30 days.

Continued on next page

Contracts At A Glance

Block	Name	Description
13	**MAIL INVOICE TO**	Specifies where invoices are to be mailed.
14	**SHIP TO**	Name and address of point to which the goods should be shipped or the point at which services are to be performed.
15	**PAYMENT WILL BE MADE BY** **CODE**	Agency responsible for paying the contractor DODAAC identifying payment office.
16	**TYPE OF ORDER**	Indicates type of contract: Delivery Order or Purchase Order. ☞ If a signature is required in this block, the contract will be a bilateral agreement and the contractor will sign here.
17	**ACCOUNTING AND APPROPRIATION DATA**	Funds and accounting information that will be used to pay the contract.
18	**ITEM NO**	This block identifies the CLIN, sub-CLIN, or ELIN representing the supplies and/or services being ordered.
19	**SCHEDULE OF SUPPLIES SERVICES**	May find the following in this block: • NSN (National Stock Number) • Description of the item (NOUN) • FOB point • Inspection/acceptance points • Quantity variation • Ship to and/or mark for points

Continued on next page

Contracts At A Glance

Block	Name	Description
20	**QUANTITY ORDERED/ACCEPTED**	Indicates the quantity on order or how often service is to be performed.
21	**UNIT**	Unit of measure for the quantity ordered.
22	**UNIT PRICE**	Unit price of each unit ordered.
23	**AMOUNT**	Total dollar amount of the items ordered (quantity X unit price)
24	**UNITED STATES OF AMERICA**	Signature of authorized government contracting officer
25	**TOTAL**	Total dollar value of this order.
26-40		Are used when the DD Form 1155 is used as an invoice or as an acceptance document.
41-42		Are not used by MOCAS.

Continued on next page

Contracts At A Glance

STANDARD FORM 26

AWARD/CONTRACT	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING DO-C9	PAGE OF PAGES
2. CONTRACT (Proc. Inst. Ident.) NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUEST/PROJECT NO.	

5. ISSUED BY	CODE	6. ADMINISTERED BY (If other than Item 5)	CODE

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)	8. DELIVERY ☐ FOB ORIGIN ☐ OTHER (See below)
	9. DISCOUNT FOR PROMPT PAYMENT
	10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN :
CODE FACILITY CODE	

11. SHIP TO / MARK FOR	CODE	12. PAYMENT WILL BE MADE BY	CODE

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION	14. ACCOUNTING AND APPROPRIATION DATA
☐ 10 U. S. C. 2304 (c) ( ) ☐ 41 U. S. C. 253 (c) ( )	

15A. ITEM NO.	15B. SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL CPFF
			15G. TOTAL AMOUNT OF CONTRACT	

16. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE (S)	(X)	SEC.	DESCRIPTION	PAGE (S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
	A	SOLICITATION / CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES / COSTS				PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	C	DESCRIPTION / SPECS. / WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING				PART IV - REPRESENTATIONS AND INSTRUCTIONS	
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES AND PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. ☐ CONTRACTOR 'S NEGOTIATED AGREEMENT (Contractor is required to sign this documentand return ___ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall besubject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, and certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)	18. ☐ AWARD (Contractor is not required to sign this document.) Your offer on Solicitaion Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consumates the contract which consists of the following documents (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
19A. NAME AND TITLE OF SIGNER (Type or print)	20A. NAME OF CONTRACTING OFFICER
19B. NAME OF CONTRACTOR / 19C. DATE SIGNED BY _____ (Signature of person authorized to sign)	20B. UNITED STATES OF AMERICA / 20C. DATE SIGNED BY _____ (Signature of contracting officer)

NSN 7540-01.152-8069 25-106 STANDARD FORM 26 (REV. 4-85) Prescribed by GSA FAR (48 cfr) 53.214 (a) 53-17

PREVIOUS EDITION UNUSABLE * U.S. GOVERNMENT PRINTING OFFICE : 1983 0--380--498 (91)

Continued on next page

Contracts At A Glance

The SF 26, Award/Contract, is used to award an offer to a contractor who has submitted a solicitation for bids. It is a bilateral contract form when the contract is negotiated, unilateral when it is used for solicitations and awards.

Below is a description of the information that goes in each block:

Block	Name	Description
1	**RATING**	The rating (DO or DX) identifies the priority of the contract. DX is the higher rating. The commodity code, a 2-digit alpha-numeric suffix, is located after the rating.
2	**CONTRACT**	The contract number
3	**EFFECTIVE DATE**	The effective date of the contract (the date from which date of performance is calculated).
4	**REQUISITION PURCHASE REQUEST NO.**	Identification number assigned by the ordering activity prior to determining a need to solicit a bid from a contractor.
5	**ISSUED BY** **CODE**	Address of the purchasing activity which issued the contract. The DODAAC for the Government office listed.
6	**ADMINISTERED BY** **CODE**	Contract administration office (CAO) address. The DODAAC for the office administering the contract.

Continued on next page

Contracts At A Glance

Block	Name	Description
7	**NAME AND ADDRESS OF CONTRACTOR** **CODE** **FACILITY**	The name and address of the contractor. The CAGE code of the contractor. CAGE code for point of production, if different from the address on the prime contractor's CAGE code.
8	**DELIVERY FOB** **DESTINATION** **FOB OTHER**	FOB is Free on Board Contractor is responsible for shipment and pays for shipment. Government is responsible for payment of freight charges. (source same as origin)
9	**DISCOUNT FOR PROMPT PAYMENT**	Terms the contractor is offering for payment of invoices before 30-days old.
10	**SUBMIT INVOICES**	Where invoices are to be submitted for payment.
11	**SHIP TO** **MARK FOR**	The name and address of the point to which the goods should be shipped or the point at which the services are to be performed. The ultimate destination of the goods.
12	**PAYMENT WILL BE MADE BY**	The Agency responsible for payment to the contractor. (i.e., DFAS-CO).

Continued on next page

Contracts At A Glance

Block	Name	Description
13	**AUTHORITY FOR USING FOR OTHER THAN FULL AND OPEN COMPETITION**	Indicates that the contract has been awarded to a contractor that is the sole source provider of the product or service being ordered.
14	**ACCOUNTING AND APPROPRIATION**	Funds and accounting information used to pay the contract.
15A	**ITEM NO**	This block identifies the CLIN, sub-CLIN, or ELIN representing the supplies and/or services being ordered.
15B	**SUPPLIES/SERVICES**	May find the following in this block: • NSN (National Stock Number) • Description of the item (NOUN) • FOB point • Inspection/acceptance points • Quantity variation • Ship to and/or mark for points
15C	**QUANTITY**	Indicates the quantity on order or how often service is to be performed.
15D	**UNIT**	Unit of measure (unit of issue)for the quantity ordered.
15E	**UNIT PRICE**	Unit price of each unit ordered.
15F	**AMOUNT**	Total dollar amount of the items ordered (quantity X unit price)
15G	**TOTAL**	Total dollar amount of the contract.

Continued on next page

Contracts At A Glance

Block	Name	Description
16	**TABLE OF CONTENTS**	Lists the pages you may find contract information by the section indicated. Example: SEC B = Supplies
17	**CONTRACTOR NEGOTIATED AGREEMENT**	When there is an "**X**" in this block, it means that this is a bilateral contract, and the contractor must sign for this to be a valid and binding contract.
18	**AWARD**	When there is an "**X**" in this block, it means that this is a unilateral contract.
19A	**NAME AND TITLE OF SIGNER**	Name and title of officer authorized to sign for the contractor.
19B	**NAME**	Actual signature of contractor.
19C	**DATE SIGNED**	Date contractor signed the contract.
20A	**NAME OF CONTRACTING OFFICE**	Name and title of authorized government representative.
20B	**UNITED STATES OF AMERICA**	Signature of government representative.
20C	**DATE SIGNED**	Date signed by Government representative.

Continued on next page

Contracts At A Glance

STANDARD FORM (SF) 33

SOLICITATION OFFER AND AWARD ☐ J ☐ K

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) ▷ RATING

PAGE OF PAGES

2. CONTRACT NO.

3. SOLICITATION NO.

4. TYPE OF SOLICITATION ☐ SEALED BID (IFB) ☐ NEGOTIATED (RFP)

5. DATE ISSUED

6. REQUISITION / PURCHASE NO.

7. ISSUED BY CODE

8. ADDRESS OFFER TO (If other than Item 7)

NOTE In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

☐ SPECIAL REVIEW ☐ FMS REQUIREMENT SOLICITATION

☐ Award issued pursuant to the Small Business Competitiveness Demonstration Program

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or handcarried, in the depository located in _____ until _____ local time _____
(Hour) (Date)

CAUTION LATE Submissions, Modifications, and Withdrawals See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL ▷ A. NAME B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) A/C

16. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE (S)	(X)	SEC.	DESCRIPTION	PAGE (S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
	A	SOLICITATION / CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES / COSTS				PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	C	DESCRIPTION / SPECS. / WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING				PART IV - REPRESENTATIONS AND INSTRUCTIONS	
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES AND PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

OFFER (Must be fully completed by offeror)

NOTE Item 12 does not apply if the solicitation includes the provisions of 52.214-16, Minimum Bid Acceptance Period. See Provision K19.

12. In compliance with the above the undersigned agrees if this offer is accepted within __(See Note Above)__ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item delivered at the designated point(s) with the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section 1, Clause No.52.232 8) ▷ 10 CALENDAR DAYS % 20 CALENDAR DAYS % 30 CALENDAR DAYS % CALENDAR DAYS %

14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated)

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR CAGE CODE FACILITY

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NO. (Include area code)

15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE. ENTER SUCH ADDRESS IN SCHEDULE 112

17. SIGNATURE

18. OFFER DATE

AWARD (To be completed by Government) FOR POST AWARD INFORMATION SEE CLAUSE G01

19. ACCEPTED AS TO ITEMS NUMBERED

20. AMOUNT

21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION

☐ 10 USC 2304 (c) ( ) ☐ 41 USC 253 (c) ( )

23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ▷ ITEM

24. ADMINISTERED BY (If other than Item 7) CODE

25. PAYMENT WILL BE MADE BY CODE

26. NAME OF CONTRACTING OFFICER (Type or print)

27. UNITED STATES OF AMERICA (Signature of Contracting Officer)

28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice SECTION A

NSN 7540-01-152-8064 PREVIOUS EDITION NOT USABLE OP 301-33.9-2 (RIO) (OCT 83) 33-132 STANDARD FORM 33 Prescribed by GSA FAR (48 CFR) 53.214(c)

Continued on next page

Contracts At A Glance

The SF 33 is a commonly used form because it is a combination solicitation and award. The SF 33 often starts as a small purchase and increases the dollar amount of the purchase during its life as an active contract.

A solicitation is sent out with terms of performance. The contractor then fills in his price for the goods or services on Schedule B, signs the offer, and returns it to the PCO. When the information from the contractor has been verified and accepted, the PCO signs the contract. SF 33s are always bilateral.

Below is a description of the information that goes in each block:

Block	Name	Description
1	**CONTRACT IS A RATED ORDER**	States whether a contract is a priority order (DO or DX) and adds the two-digit commodity code to it.
2	**CONTRACT NO.**	Contract Number
3	**SOLICITATION NO.**	Identification number assigned by the purchasing activity to solicit a bid from a contractor.
4	**TYPE OF SOLICITATION**	Indicator of whether bid was sealed or negotiated.
5	**DATE ISSUED**	The date the solicitation is offered for consideration.
6	**REQUISITION PURCHASE NO.**	The number of the document that initiated the solicitation.
7	**ISSUED BY** **CODE**	The name and address of the buying activity that issued the solicitation. DODAAC of buying activity.

Continued on next page

Contracts At A Glance

Block	Name	Description
8	**ADDRESS OFFER TO**	The name and address of the buying activity to receive the bid, if different than block 7.
9	**SOLICITATION INFORMATION**	Specific terms for receiving sealed bids from contractors.
10	**FOR INFORMATION**	Contact point for questions about bids and procedures.
11	**TABLE OF CONTENTS**	Lists the pages you may find contract information by the section indicated. Example: SEC F = Performance, page 10.
12	**LEAD TIME FOR ACCEPTANCE OF BID**	The amount of time that the Government may hold the contractor bound to the offer.
13	**DISCOUNT FOR PROMPT PAYMENT**	Terms the contractor is offering the government if payment is made within 30 days of invoice submission.
14	**ACKNOWLEDGMENT OF AMENDMENTS**	Indication that bidder received changes to the solicitation and took them into consideration.
15	**NAME AND ADDRESS** **CAGE CODE** **FACILITY CODE**	Name and address of the contractor. CAGE code of the prime contractor. CAGE code for point of production, if different from the address on the prime contractor's CAGE code.
16	**NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER**	Officer of the company who can commit the company to the terms of the offer.

Continued on next page

Contracts At A Glance

Block	Name	Description
17	**SIGNATURE**	The written signature of the contractor representative who is authorized to sign the offer.
18	**OFFER DATE**	Date the company stated their offer will take effect.
19	**ACCEPTANCE AS TO ITEMS NUMBERED**	List of items (CLINs and SubCLINs) which have been accepted on this offer.
20	**AMOUNT**	Total dollar value of the contract.
21	**ACCOUNTING AND APPROPRIATION**	The accounting information used to obligate funding to the contract.
22	**AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION**	Indicates that the contract has been awarded to a contractor that is the sole source provider of the product or service being ordered.
23	**SUBMIT INVOICES TO ADDRESS SHOWN IN**	Where invoices are to be submitted for payment.
24	**ADMINISTERED BY** **CODE**	Contract administration office (CAO) address. The DODAAC for the office administering the contract.
25	**PAYMENT WILL BE MADE BY** **CODE**	Agency responsible for paying the contractor DODAAC identifying payment office.
26	**NAME OF CONTRACTING OFFICER**	Typed name of government representative authorized to enter into contract with a contractor.

Continued on next page

Contracts At A Glance

Block	Name	Description
27	**UNITED STATES OF AMERICA**	Signature of the authorized government representative.
28	**AWARD DATE**	Date the Government representative signed the offer.

Continued on next page

Contracts At A Glance

STANDARD FORM (SF) 1449

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER
PAGE 1 OF

2. CONTRACT NUMBER
3. AWARD/EFFECTIVE DATE
4. ORDER NUMBER
5. SOLICITATION NUMBER
6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:
a. NAME
b. TELEPHONE NUMBER (No collect calls)
8. OFFERDUE DATE/ LOCAL TIME

9. ISSUED BY
CODE

10. THIS ACQUISITION IS
☐ UNRESTRICTED
☐ SET ASIDE: % FOR
☐ SMALL BUSINESS
☐ SMALL DISADV BUSINESS
☐ 8(A)
SIC:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
☐ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
☐ RFQ ☐ IFB ☐ RFP

15. DELIVER TO
CODE

16. ADMINISTERED BY
CODE

17a. CONTRACTOR/ OFFEROR
CODE
FACILITY CODE
TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY
CODE

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED
☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	(Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA
26. TOTAL AWARD AMOUNT (For Govt. Use Only)

☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.213-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. ☐

29. AWARD OF CONTRACT: REFERENCE _____OFFER DATED_____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: ☐

30a. SIGNATURE OF OFFEROR/CONTRACTOR
31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
30c. DATE SIGNED
31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
31c. DATE SIGNED

32a. QUANTITY IN COLUMN 21 HAS BEEN
☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

32B. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE
32C. DATE

33. SHIP NUMBER
☐ PARTIAL ☐ FINAL
34. VOUCHER NUMBER
35. AMOUNT VERIFIED CORRECT FOR

36. PAYMENT
☐ COMPLETE ☐ PARTIAL ☐ FINAL
37. CHECK NUMBER

38. S/R ACCOUNT NUMBER
39. S/R VOUCHER NUMBER
40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
41c. DATE

42a. RECEIVED BY (Print)
42b. RECEIVED AT (Location)
42c. DATE REC'D (YY/MM/DD)
42D. TOTAL CONTAINERS

AUTHORIZED FOR LOCAL REPRODUCTION
SEE REVERSE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT
STANDARD FORM 1449 (10-95)
Prescribed by GSA - FAR (48 CFR) 53.212

Continued on next page

Contracts At A Glance

Block	Name	Description
1	**REQUISITION NUMBER**	Identification number assigned by the ordering activity prior to determining a need to solicit a bid from a contractor.
2	**CONTRACT NUMBER**	Contract Number
3	**AWARD/EFFECTIVE DATE**	The effective date of the contract (the date from which date of performance is calculated).
4	**ORDER NUMBER**	Delivery order number, if applicable
5	**SOLICITATION NUMBER**	Identification number assigned by the purchasing activity to solicit a bid from a contractor.
6	**SOLICITATION ISSUE DATE**	The date the solicitation is offered for consideration.
7a	**SOLICITATION INFORMATION - NAME**	Point Of Contact for information regarding the solicitation.
7b	**SOLICITATION INFORMATION - TELEPHONE NUMBER**	Telephone Number at which the point of contact may be reached for information regarding the solicitation.
8	**OFFER DUE DATE/LOCAL TIME**	The time and date by which a bid must be received by the purchasing activity.
9	**ISSUED BY**	The name and address of the purchasing activity that issued the solicitation.

Continued on next page

Contracts At A Glance

Block	Name	Description
10	**THIS ACQUISITION IS**	Specifies the type of business to which the solicitation for bid is being opened.
11	**DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED**	FOB is Free on Board. Delivery will be FOB Destination, unless the block is marked. In that case, the FOB point will be specified in the schedule data.
12	**DISCOUNT TERMS**	Terms the contractor is offering the government if payment is made within a specified number of days following invoice submission.
13a	**CONTRACT RATED ORDER**	If block is checked, the contract is a priority order.
13B	**RATING**	The Defense Material System rating code of the contract. (If applicable)
14	**METHOD OF SOLICITATION**	Identifies the method used to issue the solicitation.
15	**DELIVER TO**	The name, address, and DoDAAC of the point to which the goods should be shipped.
16	**ADMINISTERED BY**	The name, address, and DoDAAC of the Contract Administration Office (CAO) administering the contract.

Continued on next page

Contracts At A Glance

Block	Name	Description
17a	**CONTRACTOR/OFFEROR**	The name, address, telephone number, CAGE code, and, if necessary, the facility code of the contractor/offeror.
17b	**REMITTANCE ADDRESS**	If block is checked, a separate remittance will be cited later in the contract.
18a	**PAYMENT WILL BE MADE BY**	The name, address, and DoDAAC code of the payment office.
18b	**INVOICE ADDRESS**	If block is checked, a separate address for invoice submission will be cited later in the contract.
19	**ITEM NO.**	This block identifies the CLIN, sub-CLIN, or ELIN representing the supplies and/or services being ordered.
20	**SCHEDULE OF SUPPLIES/SERVICES**	Description of items ordered. May find the following in this block: • NSN (National Stock Number) • MILSTRIP (if applicable) • Description of the item (NOUN) • FOB point • Inspection/acceptance points • Quantity variation • Ship to and/or mark for points

Continued on next page

Contracts At A Glance

Block	Name	Description
21	**QUANTITY**	Indicates the quantity on order or how often service is to be performed.
22	**UNIT**	Unit of measure for the quantity ordered.
23	**UNIT PRICE**	Unit price of each unit ordered.
24	**AMOUNT**	Total dollar amount of the items ordered (quantity X unit price)
25	**ACCOUNTING AND APPROPRIATION DATA**	Funds and accounting information that will be used to pay the contract.
26	**TOTAL AWARD AMOUNT**	Total dollar value of this contract.
27a	**FAR INCORPORATION IN SOLICITATION**	If block is checked, the solicitation incorporates FAR clauses by reference.
27b	**FAR INCORPORATION IN CONTRACT**	If block is checked, the contract incorporates FAR clauses by reference.
28	**CONTRACTOR COPIES REQUIREMENT**	If block is checked, the contractor is required to sign the contract and return the specified number of copies to the issuing office.
29	**AWARD NOTIFICATION**	If block is checked, the contract has been awarded to the contractor.

Continued on next page

Contracts At A Glance

Block	Name	Description
30a	**SIGNATURE OF OFFEROR/CONTRACTOR**	Signature of the offeror/contractor.
30b	**NAME AND TITLE OF SIGNER (TYPE OR PRINT)**	Typed or printed name and title of the person who signed block 30a.
30c	**DATE SIGNED**	The date that block 30a was signed.
31a	**UNITED STATES OF AMERICA**	The signature of the contracting officer.
31b	**NAME OF CONTRACTING OFFICER (TYPE OR PRINT)**	Typed or printed name of contracting officer who signed block 31a.
31c	**DATE SIGNED**	The date block 31a was signed.
32 -42		Blocks 32 through 42 are used when the SF 1449 is used as an invoice and/or acceptance documentation for items shipped and received.

Continued on next page

Contracts At A Glance

The MNMD040G, New Contract Abstract, is used to provide visibility of the data elements entered during the initial contract input process. The report will be generated during the first cycle following the successful summary edit of the contract or can retrieved via the On-line Reports (ORS).

```
REPORT NUMBER MNMD040G                                    DATE 94 AUG 16                    CAO CODE  GB                          PAGE 1

                                        C O N T R A C T  A B S T R A C T -------NEW CONTRACT/SHORT ABSTRACT

                        RGS     SYM     MOD/CALL/NAME
  REASON FOR REQUEST   C000001  GMJ     CYCLE GEN
PIIN SP0700 96 CJS10  SPIIN     ORG CODE GB        WPNS-CD/ACAT-CD: ZZZZ             W T-----NEW CONTRACT/SHORT ABSTRACT

                                                C O N T R A C T O R  D A T A
               TYPE    CAGE        FACIL            NAME                      CITY                  STATE           ZIP CODE
                 C     99167                  SUNDSTRAND AVIATION OPNS        ROCKFORD                 IL           61125-7002

                                                C O N T R A C T  D A T A

PRT   SEC   ASG   KND   TYP   ACO   PA   IS/PC   CRIT   DMS RTG   PS   COMM   I/A   SCL   UNL   DEP   BA   ISS BY   ADM BY   PAY OFF     NOUN      PROC DATE
 A     1     P     1     J    GEE        GMJ            DOA1       2     1A    1     U           S    UB   SC0700   S1403A   SC1026    TESTED FDD  96 FEB 26

EFFECTIVE  SIGNATURE  RECEIVED    FIN DEL    SCHFINL SHIP     FINL ACCP   PHYS COMP      OVERAGE    EST CLOSG      FINL VOU     FINAL PAY      CLOSED DT
96 FEB 01  96 FEB 01  96 FEB 26   99 JUN 30

        TOTAL AMOUNT OF CONTRACT     TOTAL OBLIGATION              ODO OBLIGATION         UNLIQUIDATED PRG PAY      NOTEBOOK IND
                $500,000.00               $500,000.00                      $.00                        $.00        A B C P

                                                C O N T R A C T  P R O V I S I O N S
D I S C O U N T S  T E R M S ------            PROGRESS PAYMENTS PERCENTAGES-----------     --QTY VAR---   WITHHOLD       A/A/A     MAN  -F O B-   PKG
    %   DAY   %  DAY    NET    OTH    CEIL   US PAY   US RECOUP   FMS PAY   FMS RECOUP       O/R   U/R     DATA NSP       CERT      REV  MIN ESR   CHG   VE
.00  00   .00  00       30             .0     .0         .0          .0       .0              00   00

TRAN           LIQ   PAT   SPEC           ADV     HC   ----FAPPS---- ------IBOP------        REMIT             FEE                COST
CHG    GMSW    DMG   RTS   TOOL           PAY   RCPT    STATUS DATE    %  CC I CT CUR     N/A ADDRESS        AMOUNT              AMOUNT

                                                N O  C O N T R A C T  R E M A R K S  L O C A T E D
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Continued on next page

Contracts At A Glance

```
REPORT NUMBER MNMD040G                                    DATE 94 AUG 16                  CAO CODE  GB                        PAGE 2

                                                                        F I N A N C I A L   D A T A

PAYEE     SUNDSTRAND AVIATION OPNS                          4747 HARRISON     PO BOX 7002              ROCKFORD  IL    61125-7002
ADDRESS
S AC                 LIM/            SUPPLEMENTAL            CPN     MULTT     NON CLIN/       CHG         OBLIGATED          UNLIQUIDATED
C RN  FC  APPROP     SUBH       ACCOUNTING CLASSIFICATION    RECIP   PAYOFC    ELIN PROV   TC  DATE          AMOUNT              AMOUNT
3 CG  D3             5CC0   000    260     S33150             S33150                            6057        $250,000.00         $250,000.00
3 EG  D3             5CE0   000    260     S33150             S33150                            6057        $250,000.00         $250,000.00
                                                      L I N E   I T E M   /   S C H E D U L E   D A T A
CLIN   SUB   SPN    NAT'L STOCK NO.            NOUN         FOB  O/R       TOT ON ORDR   E  SVC  COMP DT E   UNIT PRICE E
ELIN   L/I   REC    PART NO/SERVICE           LNE ACRN      I/A  U/R   UM  TOT SHIPPED      TOT ACCEPTED      FAA DT             LNE PROC DT

      BASIC CLIN       MILSTRIP              SCH ACRN   SHP TO   MRK FOR     SCHED QTY  E  SCHED DATE   E   MOD NO    MOD DATE  SCH PROC DT

0001             YPC87264002525             PACKING         D                38
                                               CG          SS         EA     38              38
                                               CG        SW3500              38              38

0002             YPC87299005245             PACKING         D                43
                                               CG          SS         EA     43              43
                                               CG        SW3500              43              43

                                          N O   A P P L I E D   M O D I F I C A T I O N S   L O C A T E D
                                                 N O   S H I P M E N T   D A T A   L O C A T E D
                                                          N O T E B O O K   D A T A

ACO NOTEBOOK REMARKS
All "Lot" progress payments should be signed by the ACO.

BVN SPECIAL PAYMENT INSTRUCTIONS
Pay oldest funds first.

CLIN/ELIN SPECIAL PAYMENT INSTRUCTIONS
DATA:  LINE ITEM 0001 SHOULD BE PAID ONLY OFF OF ACRN CG

PROGRESS PAYMENT SPECIAL PAYMENT INSTRUCTIONS
Lot A - 75% (items 0001-0003)  Lot B - 82% (items 0004-0005)  Lot C - 95%  (items 0006-0007)
LAST PAGE
```

Heading	Description
REPORT NUMBER	This identifies which one of the abstract reports you are looking at. The six types of abstract reports are: **MNMD040A = New/Mod/Change** MNMD040B = Production MNMD040C = Reconciliation MNMD040D = Inquiry Response MNMD040E = Contract Closing MNMD040F = PIIN/Org Changes ☞ The **MNMDA040A** Inquiry Response is the abstract we will use.

Continued on next page

Contracts At A Glance

Heading	Description
DATE	Date of the cycle that the report ran.
CAO CODE	Contract Administration Office: a 2-digit alpha/numeric code which identified the CAO that administers this contract.
REQUEST DATE	Date that the abstract was requested, if you are looking at a requested type abstract.
CONTRACT ABSTRACT	Because we are going over the UNMDA040D this will say INQUIRY REQUESTED.
RGS	This is a 2 to 8-digit alpha-numeric code that represents the person who processed the input to generate the abstract. RGS means Reader Group Specialist.
SYM	This is the office symbol of the division which input the document.
MOD/CALL/NAME	This is the name of the requester of the abstract.
PIIN	13-digit alpha-numeric number assign to the Contract (contract number).
SPIIN	4-digit alpha-numeric number assign (if applicable). Also known as delivery order number.
ORG CODE	This is the DCMAO or DPRO who administers the contract.
WPNS-CD/ACAT-CD	This is the Weapons Code assigned by the buying activity.

Continued on next page

Contracts At A Glance

Heading	Description
WPNS SYSTEM	This is the name of the Weapons system for which the contract has been placed. This field is system generated and can not be accessed by DFAS-CO personnel.
AS OF	This is the date of the abstract.
TYPE	This is a 1-digit code telling the type of contract (large or small business).
CAGE	This is the 5-digit alpha-numeric Contractor and Government Entity code assigned to all contractors doing business with DoD.
FACIL	This is a code identifying the facility doing the production of the goods if other than the plant listed.
NAME	This is the name of the contractor.
CITY	This is the city (location) where the contractor is located.
STATE	This is the state in which the contractor is located.
ZIP CODE	This is the ZIP Code for the address of the contractor.
PRT	This field will have an “A, B, or C” in it. The meaning can be found in the Contract Reference Guide on page 10.

Continued on next page

Contracts At A Glance

Heading	Description
SEC	This is a 1-digit Section Number code: • 1 - Active Contract, • 2 - Physically Completed Contract, • 3 - Dormant Contract, • 4 - Payment Adjustment, • 5 - Closed Contract, • 8 - Computer assigned at the end of the month if it had been a 5 during the month, and • 9 - Computer assigned at the end of the month that are section 8's.
ASG	Code designating the level of administration required on this contract by the CAO.
KND	This is a code specifying the kind of contract, i.e., supplies, services, etc.
TYP	This is a code specifying the type of contract, i.e., fixed price redetermination, firm-fixed price, etc.
ACO	This is a code for the Administrative Contracting Officer.
PA	This is the code for the Property Administrator who oversees Government Furnish Property.
IS/PC	This is a code issued by the CAO for the Industrial Specialist.
CRIT	This is a 1-digit code telling the criticality of the priority of the goods or services.

Continued on next page

Contracts At A Glance

Heading	Description
DMS RTG	This is a 2-digit Defense Military Service Rating (DO or DX) plus a 2 digit commodity code rating, i.e., DOA1.
PS	This is the Production Surveillance code assigned by the CAO telling the level of surveillance required on a contract.
COMM	This is a 2-digit commodity code which designates a grouping of supplies, construction, or other services.
I/A	This is the Inspection/Acceptance code.
SCL	This is the security classification: C = Classified or U = Unclassified
UNL	This field will have a “U” in it for a Purchase Order with one signature or the field will be left blank.
DEP	This is the Department or Military service that funded the contract.
BA	This is a 2-digit Buying Activity code.
ISS BY	This is the DoD Activity Address Code of the Buying Activity.
ADM BY	This is the DoD Activity Address Code of the DCMAO/DPRO office administering the contract.
PAY OFF	This is the DoD Activity Address Code for the office paying this contract.
NOUN	This is a description of the product or services being provided on this contract.

Continued on next page

Contracts At A Glance

Heading	Description
PROC DATE	This is the last processing date of any action on this contract.
EFFECTIVE	This is the effective date of the contract.
SIGNATURE	The Contractor or Government official both have to sign the contract. This date will be the later of the two.
RECEIVED	This is the date that this contract was received by DFAS.
FIN DEL SCH	This is the final delivery schedule date.
FINL SHIP	This is the final shipment as noted on the DD 250.
FINL ACCP	This is the final acceptance as noted on the DD 250.
PHYS COMP	This is the date the contract moved from Active to Physically Complete.
OVERAGE	This is the date all closing actions are scheduled for completion based on the date the contract moved in to Physically Complete (CAR Section 2).
EST CLOSG	This is the date the ACO thinks the Overage contract will close.
FINL VOU	This is the final voucher number assigned to final payment.
FINAL PAY	This is the date of the final payment.
CLOSED DT	This is the date the contract closed.
TOTAL AMOUNT OF CONTRACT	This is the total contract dollar value based on the contract data record.

Continued on next page

Contracts At A Glance

Heading	Description
TOTAL OBLIGATION	This is the total amount obligated based on ACRNs.
ODO OBLIGATION	This is the amount of obligations paid by Other Disbursing Office.
UNLIQUIDATED OBLIG	This is total remaining dollar obligation on a contract, call, or order after disbursements have been made.
UNLIQUIDATED PRG PAY	This is the amount of money paid to the contractor not yet recouped.
NOTEBOOK INDS	This field may contain as many as 4 different codes, which indicate that a contract contains special payment instructions or ACO Notebook remarks. The 4 codes are as follows: • **A** - indicates that ACO Notebook remarks are contained on the contract. • **B** - Indicates that there are BVN Special Payment Instructions on the contract. • **C** - Indicates that there are CLIN/ELIN Level Special Payment Instructions contained on the contract. • **P** - Indicates that there are Progress Payment Special Payment Instructions contained on the contract.

Continued on next page

Contracts At A Glance

The second section is the "**Contract Provisions Data Section**." As you can tell by the section name, this section is a summary of the specific provisions of the contract.

Heading	Description
DISCOUNT TERMS	The discount terms as set forth in the contract are converted to a 4 digit numeric code for input into the MOCAS system. The following fields deal with the Discount Terms: **%**: This is the first of the two authorized discount term percentages allowed. **DAY**: This is the rest of the first discount terms, i.e., 10, 20, etc. **%**: This is the second of the two authorized discount term percentages allowed. **DAY**: This is the rest of the second discount terms, i.e., 10, 20, etc. **NET**: If there are percentages in the % fields then this field is blank. If the terms are NET 30 then a 30 will be input into this field.

Continued on next page

Contracts At A Glance

Heading	Description
PROGRESS PAYMENT PERCENTAGES	The percentages for progress payments as set forth by regulation and the ACO are converted to three digits when entered into the MOCAS system. The following fields deal with the Progress Payment Percentages: (The customary payment rate is 80%, applicable to the total costs of performing the contract. The customary rate for contracts with small business concerns is 85%). **CEIL**: This is the maximum (ceiling) payable percentage for progress payments on this contract. **US PAY**: This is the percentage figure used to determine dollar limits for payments of U.S. dollars on a progress payment. **US RECOUP**: This is the percentage figure used to determine recoupment on progress payment invoices on this contract. **FMS PAY**: This is the Foreign Military Sales percentage figure used to determine dollar limits payable to a foreign government on this contract. **FMS RECOUP**: This is the percentage used to determine recoupment on FMS type progress payment invoices on this contract.
QTY VAR O/R	This field is used for the input of the percentage authorized for OverRun per line item.
QTY VAR U/R	This field is used for the input of the percentage authorized for UnderRun per line item.

Continued on next page

Contracts At A Glance

Heading	Description
WITHHOLD DATA	This field is used to withhold payment until receipt of technical data from the contractor.
WITHHOLD NSP	This field is used to withhold payment until all not-separately-priced line items are received.
A/A/A CERT	This is a 1-digit alpha code specifying that approval on the invoice is required by the Disbursing Officer, Auditor, PCO, ACO, TCO, or USDA. If no requirement is necessary, this field will be blank.
MAN REV	If this field is used, the Voucher Examiners are required (Mandatory) to review invoices to determine payment entitlements.
FOB MIN	This field will be blank if Minimum Size of Shipments is **not applicable** or an "F" if the Minimum Size Shipment Clause is applicable for this contract.
FOB ESR	This field will be blank if the Evidence of Shipment Requirement clause is **not applicable** or a "T" if the Evidence of Shipment Requirement clause is applicable for the contract.
PKG CHG	This field will be blank if billing for Packaging Charges is not authorized, or a "P" if charges are authorized.

Continued on next page

Contracts At A Glance

Heading	Description
VE	This field will be blank if the Value Engineering clause is not in the contract. If a “V” is here, the contract includes the Value Engineering incentive clause; a “Y” indicates the contract includes Value Engineering program or both incentive and program clauses.
TRAN CHG	This field will contain: • “F” if Transportation freight charges are authorized by CLIN or Sub-CLIN on the contract, • “Y” if Transportation freight charges authorized by special provision of the contract, or • “P” if Parcel Post charges are authorized.
GMSW	This field will be blank if the Guaranteed Maximum Shipping Weight/Dimension clause is not used or a “G” if the clause is used.
LIQ DMG	This field will be blank if Liquidated Damages clause is not used, and an “A” if the clause does apply to this contract.
PAT RTS	This field will contain a 1-digit alpha character if Patent/Royalty/Technical Data requirements for the contractor to submit a patent, royalty, or technical data clearance certificate upon completion of the contract, otherwise this field will be blank.
SPEC TOOL	This field will be blank if the Special Tooling clause is not applicable or an “S” if the clause applies.

Continued on next page

Contracts At A Glance

Heading	Description
ADV PAY	If Advance Payment is authorized, this field will be filled.
HC RCPT	This field will contain: "**A**" if we are awaiting receipt of the hard copy of the contractual document or "**B**" if the hard copy of the contractual document has been received.

FAPPS	First Article/Pre-Production Sample fields:
	
	• **STATUS**: This field will contain:
	
	  • "A" if the first article is complete, or
	
	  • "F" if the first article has not been completed.
	
	• **DATE**: This date will be the date of acceptance or the due date for accomplishment.

Continued on next page

Contracts At A Glance

Heading	Description
IBOP	International Balance of Payments fields: • %: If there is an IBOP clause in the contract this is the conversion rate on U.S. currency to foreign currency. • **CC**: This is the Country Code identifying the territory or nation in which payment will be addressed to the contractor. • **I**: If the IBOP clause is applicable a "K" will be input, otherwise this field will be blank. • **CT**: This is a 1-digit alpha character for IBOP Supplemental Payment Category Codes. • **CUR**: This will indicate the type of currency specified for payment of the contractor's invoice.
N/A	This is the Name and Address indicator and will have one of the following codes: blank - no alternate payee is applicable, "R" - Contractor remittance address, "N" - Notice of assignment, and "C" - Canadian Commercial Corp.
REMIT ADDRESS	This is the address where the contractor desires the payments to be sent to if different from the Contractor's street address.
FEE AMOUNT	This is the dollar and cent negotiated amount of profit/fee authorized for performance of a cost-plus-fixed-fee contract.

Continued on next page

Contracts At A Glance

Heading	Description
COST AMOUNT	This is the amount of moneys reimbursable to a contractor for performance based on costs approved by an ACO or auditor in accordance with the terms of the contract.

The third section is called the "**Contract Remarks Data Section**." It contains a list of specific remarks regarding the contract.

Heading	Description
SPECIAL CONTRACT PROVISIONS	This is a code followed by the related In-The-Clear message(s) identifying certain contract provisions which require specialized attention and handling.
NON CLIN/ELIN PROVISIONS	This is a code followed by the related In-The-Clear message(s) of 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.
NAR 9	This is a code followed by the related In-The-Clear message(s) of standard ACO Remarks used to indicate the presence of contract clauses and other contract administration requirements.
NAR 1	This section is used with support (secondary) administration type contracts.
NAR 2	This is used only on those contracts assigned for prime administration which are physically complete and are being reported to Section 2.

Continued on next page

Contracts At A Glance

Heading	Description
NAR 3	This section is used to report data on dormant contracts.
NAR 4	This section is reserved for use by the Finance Office in conjunction with its responsibility for the CAR.
NAR 5, 6, 7 ACO UNCODED REMARKS	These sections are used as unrestricted uncoded data input by the ACOs and to portray functional limitations.
NAR 8	This section is reserved for use by production when submitting production closeout information.

The fourth section, the "**Financial Data Section**" contains all of the specific financial details of the contract. For example:

Heading	Description
PAYEE ADDRESS	This is the name and address where payment on the contract is to be made.
SC	This is the Service Code used to identify the service agency designation. This will be a single digit numeric code. "**1**" for Army, "**2**" for Air Force, "**3**" for DLA, "**4**" for Navy, and "**5 - 8**" deal with Canadian funds.

Continued on next page

Contracts At A Glance

Heading	Description
ACRN	This is the Accounting Classification Reference Number which relates to the Long Line Accounting Classification Citation Number that details the Line Item Schedule.
FC	This is the Fund Code which designates the appropriation of the funds to be charged.
APPROP	The appropriation is a 7-digit alpha-numeric number assigned by the Treasury Department representing the service or agency, the fiscal year, and serial number of the apparition, to account for the obligation and disbursement from the Treasury.
LIM/SUBH	The Limit/Subhead field is a breakdown of a receipt, appropriation, or fund account for a specified purpose.
SUPPLEMENTAL ACCOUNTING CLASSIFICATION	This is a 36-character field identifying any subdivisions of the appropriation.
CPN RECIP	This is the DoD Activity Address code of the accounting station where the Contract Payment Notice is being sent.
MULTI PAYOFC	If multiple paying offices are involved in payment responsibilities, the DoD Activity Address code of the additional paying office will be shown here.
NON CLIN/ELIN PROV	This is a single digit alpha character code expressing the contractor’s responsibilities that are 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.

Continued on next page

Contracts At A Glance

Heading	Description
TC	This is a 1 or 2-character Transaction Code describing the type of action for this line of accounting.
CHG DATE	This is the latest date that contract elements have been changed by input of appropriate transactions.
OBLIGATED AMOUNT	This is the amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for foods or services under that contract or call/order.
UNLIQUIDATED AMOUNT	This is the total remaining dollar obligation on a contract, call, or order after disbursements have been made.
TOTAL FINANCIAL	These are the totals of the Obligated Amounts and the Unliquidated Amounts.

The fifth section is called the "**Line Item/Schedule Data Section**." It contains information specific to the line items of the contract. This section is generally broken into two parts due to the amount of data provided.

Heading	Description
CLIN/ELIN	This data may refer to the Contract Line Item Number, Subline Item Number, Exhibit Line Item Number, or Sub-Exhibit Line Item Number.
SUB L/I	This will be blank or it will contain the Subline Item Number used to identify separate ship-to locations on a contract line item.

Continued on next page

Contracts At A Glance

Heading	Description
SPN REC	This is the DoD Activity Address Code that depicts the activity which is to receive the shipment performance notice as a result of shipment of material or completion of services under a contract.
NAT'L STOCK NO. PART NO/SERVICE	This is the National Stock Number assigned by the Federal Cataloging Program.
NOUN LNE	This is the name of the item.
FOB I/A	This is the Free On Board codes without charge to the buyer: "D" for Destination, "O" for Intermediate, and "S" for Source/Origin. The Inspection/Acceptance code reflects where the inspection and acceptance will happen. This is a two-digit alpha code.
O/R U/R	This is the percentage that the contractor can OverRun or UnderRun shipment.
UM	This is the 2-position Unit of Measure field, i.e., HD for Hundred, EA for Each, etc.
TOT ON ORDR E / TOT SHIPPED	This is the total number on Order and the Total number shipped. If an "E" is in this field, it means the items on order are estimated. The "E" will print out next to the actual number of items to be estimated.
SVC COMP DT E / TOT ACCEPTED	This is the date the service is scheduled for completion. The "E" is for Estimate and will print next to the date. This is also the Total quantity Accepted by the Government.

Continued on next page

Contracts At A Glance

Heading	Description
UNIT PRCE / FAA DT	This is the price per unit of each item. This is also the First Article Approval date.
E	If an “E” appears on the line adjacent the Unit Price, then the price is an estimate.
LNE PROC DT	This is the date of the last transaction on this record.
BASIC CLIN	This is a number that is used to identify the ordering of an exhibit for the item(s) being produced.
MILSTRIP	This is a 14-position alpha-numeric code (representing the Military Standard Tracking Requisition and Issuing Procedure) used to track requisitions and issuing information.
SCH ACRN	This is the Scheduled ACRN that will pay the breakdown of the line item by Ship-to/Mark-for/MILSTRIP/Date.
SHP TO	This is the DoD Activity Address code of the initial receiving activity for the item(s) shipped.
MRK FOR	This is the DoD Activity Address code for the activity that will ultimately receive the item(s) or the final destination.
SCHED QTY E	This is the quantity of items scheduled for shipment. If an “E” is next to the quantity, the quantity is estimated.
SCHED DATE E	This is the scheduled date of the shipment of these items. If an “E” is next to the date, the date is an estimate.

Continued on next page

Contracts At A Glance

Heading	Description
MOD NO	If the Line Item/Schedule data has had a modification applied the Modification Number will appear here.
MOD DATE	This is the effective date of the modification.
SCH PROC DT	This is the date of the last transaction on this record.

The sixth section is called the **"Applied Modifications Section**." This section contains information regarding and modifications that have been applied to the contract. The following are the headings available in this section:

Heading	Description
NUMBER	This is the Modification number.
K	This is the code for the kind of modification
S	This is the Modification Status code.
HC	This is the Hard Copy indicator indicating receipt or non-receipt of contractual document.
EFF DTE	This is the Effective Date for this modification.

Continued on next page

Contracts At A Glance

The next to last section is called the "**Shipment Data Section**." This section contains information regarding any shipment information received in the form of invoices. The following are the headings available in this section:

Heading	Description
SHP NBR	This is the Shipment Number assigned by the contractor.
CLIN	This is the Contract Line Item Number for the item(s) being shipped on this shipment.
P	This is the code for the site where procurement quality assurance will be performed: "S" for source/origin, "D" for destination.
A	This is the code for the site where acceptance will take place: "S" for source/origin, "D" for destination.
QTY SHP	This is the number of item(s) shipped on this shipment.
QTY AC	This is the number of items that were shipped and the number that were accepted.
UM	This is the code for the Unit of Measure involved in this shipment.
DTE SHP	This is the date of shipment.
DTE AC	This is the date of acceptance.
SHP ADV	This is a code that advises of special shipment provisions.
PNK/P/Q	This is the received date of the DARTS acceptance reports.

Continued on next page

Contracts At A Glance

Heading	Description
PROC DT	This is the processed date of the DD 250 at DFAS.
SHP 2	This is the DoD Activity Address code of the destination point of the item.
MILSTRIP NBR	This is a 14-position alpha-numeric code (representing the Military Standard Tracking Requisition and Issuing Procedure) used to track requisitions and issuing information.
MARK 4	This is the DoD Activity Address code for the ultimate recipient of the item(s)

The last section is the "**Notebook Data Section.**" This section contains any ACO Notebook remarks or special payment instructions contained on the contract.

Heading	Description
ACO NOTEBOOK REMARKS	This field will contain any notebook remarks which have been entered by the ACO.
BVN SPECIAL PAYMENT INSTRUCTIONS	This field will contain the text of any special payment instructions which apply specifically to the payment of BVNs.
CLIN/ELIN SPECIAL PAYMENT INSTRUCTIONS	This field will contain the text of any special payment instructions which apply to the payment of specific CLINs or ELINs.
PROGRESS PAYMENT SPECIAL PAYMENT INSTRUCTIONS	This field will contain the text of any special payment instructions which apply specifically to the payment of progress payments.

End of Module

Screening A Document For Accuracy

FOREWORD Within the Contract Input Branch, the Financial Data Clerk is responsible for screening incoming contractual documents for accuracy.

PURPOSE To provide procedural guidance on how to screen contractual documents before input into the inventory.

PROCEDURE The Financial Data Clerk will perform the following steps to ensure that incoming documents are verified for accuracy and/or completeness.

Step	Action
1	Receive the daily distribution of documents from the mail room.
2	Place all incoming documents into terminal digit (TD) sequence while sorting into the following groups: • Contracts • Modifications • Notice of Awards • Notice of Assignments (Forward to Supervisor) • Misrouted Documents See the Overview of this procedure for guidance on TD sequencing.

Continued on next page

Screening A Document For Accuracy

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>
Screen the incoming documents to verify accuracy.

✓ The Administered By and/or the Payment Office are under the cognizance of DFAS-CO

<table>
<tr><th>If...</th><th>Then...</th></tr>
<tr><td>the contractual document is a transfer in or out contract with a modification changing the Administration/Payment office</td><td>• log the incoming document into the transfer in/out log
• forward to the Contract Input Technician for disposition</td></tr>
<tr><td>the document belongs to a different office, and is neither of the above</td><td>forward the misrouted document to the appropriate payment office.
☞ See appendix 3 for a complete list of payment offices and their associated administrative offices.</td></tr>
</table>

✓ The contractual document includes the written signature of the contracting officer in the block labeled “United States of America”. If not, a DD Form 1716, Contract Data Package Recommendation/ Deficiency Report, requesting a signed document, must be transmitted to the PCO through the ACO, per module 22 of this procedure.

✓ The document has a perforated/date stamp. If not, return the document to the DFAS-CO mail room for date stamp.

☞ **ALL INCOMING CONTRACTUAL DOCUMENTS MUST HAVE A PERFORATED DATE PRIOR TO INPUT.**
</td></tr>
</table>

Continued on next page

Screening A Document For Accuracy

Step	Action
3 (Cont)	✔ The effective date of the document is not more than six months old. If older than six months, research as a possible duplicate or as possibly needing to be reopened. ☞ **NO CONTRACT WITH AN EFFECTIVE DATE SIX MONTHS OR OLDER CAN BE INPUT WITHOUT PRIOR RESEARCH TO DETERMINE THAT IT WAS NOT PREVIOUSLY IN MOCAS AND CLOSED.** ✔ Review each document for a valid 13-position (PIIN) contract number, and, if applicable, a 4-position (SPIIN) delivery order number. If there is a deficiency in either of these, issue a DD Form 1716, requesting a correction, to the PCO through the ACO. ✔ If the document was received by way of fax, ensure that proper supervisory approval has been given to use the document. ☞ **FAXed contracts and modifications will be accepted only when requested by the division.** ✔ Review each document to ensure that no pen and ink changes have been made to the document. STOP **DFAS-CO PROHIBITS THE ACCEPTANCE OF PEN AND INK CHANGES. A DD FORM 1716 MUST BE ISSUED WHEN PEN AND INK CHANGES HAVE BEEN MADE TO CONTRACTUAL DOCUMENTS.**

End of Module

Placing A Document Into The Inventory

Contracts

FOREWORD

Within the Contract Input Branch, the Financial Data Clerk is responsible for placing contractual documents into the document inventory. This is also referred to as “backlogging” the document.

This input will serve as the primary source of information for the following:

- Total number of documents received
- Process time from document receipt to system update
- Productivity and effectiveness
- Rejection of duplicate documents
- Backlog of documents on hand by day
- A method to inquire for current contractual status for both the Defense Contract Management Command (DCMC) community and DFAS-CO.

A record of all documents input to the inventory will be generated daily on the Contract Document Backlog List (MNMC070A).

PURPOSE

To provide procedural guidance on how to place a contract into the inventory. This guidance will provide samples of the computer screens used to accomplish this input.

PROCEDURE

The Financial Data Clerk should perform the following steps in order to place a contract into the inventory.

Continued on next page

Placing A Document Into The Inventory

Contracts

Step	Action
1	At screen CT0001, Contract Maintenance Master Menu, select option 8 for MOCAS Inventory Update Menu. CT0001 CONTRACT MAINTENANCE MASTER MENU COMPUTER BASED USER DOC.(CBUD)..0 **MOCAS INVENTORY UPDATE.....8** NEW CONTRACT SETUP.....1 ADRS MASTER UPDATE.....9 CONTRACT MODIFICATIONS.....2 ACCOUNTING CLASS DATA UPDATE.....10 CONTRACT CORRECTIONS.....3 * MODIFICATION HEADER UPDATE.....11 SUMMARY EDITS.....4 CLNS LINE ITEM ADJUSTMENT.....12 SYSTEM INQUIRIES.....5 SUPERVISORY FUNCTIONS.....6 NO ACTION MODIFICATIONS.....7 TERMINATE.....PA2 FUNCTION: ## PIIN: ###### ## ##### SPIIN: ###### CAO-ORG-CD: ## RGS-CD: ######## * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS
2	At screen CT8000, MOCAS Inventory Update Menu, select option **1**, New Contract, to backlog a contract. CT8000 MOCAS INVENTORY UPDATE MENU COMPUTER BASED USER DOCUMENTATION...0 **NEW CONTRACT.....1** MODIFICATION.....2 EXISTING DOCUMENT.....3 DOCUMENT INVENTORY INQUIRY.....4 BACKLOG STATISTICS INQUIRY.....5 DOCUMENT LOCATION UPDATE.....6 HARD COPY TRACKING STATISTICS.....7 SUSPENDED DOCUMENT DELETE.....8 TERMINATE.....PA2 FUNCTION: #

Continued on next page

Placing A Document Into The Inventory

Contracts

Step	Action
3	Screen CT8010, New Contract Inventory Update, will be used to establish new contracts in the inventory.

```
CT8010                  NEW CONTRACT INVENTORY UPDATE
 CBUD:  ############


                         PIIN: ###### ## #####
                        SPIIN: ####
                         CAGE: ######

                  BKLOG-AG-DT: ## ## ##

                   FORCE-THRU: #

                   CAO-ORG-CD: ##

                     ADMIN-BY: ######
```

The following information will be entered for successful update:

Data Element	Instructions
PIIN 13 A/N	Enter the 13-digit contract number
SPIIN 4 A/N	Enter the 4-digit delivery order, (IF APPLICABLE).

Continued on next page

Placing A Document Into The Inventory

Contracts

Step	Action
3 (Cont)	

Data Element	Instructions
CAGE 6 A/N	Enter the 5-digit CAGE code, shown in the contractor block on the front of the contract. ☞ For successful update, either this field or the ADMIN-BY field must be utilized. ☞ If no CAGE code is listed on the contract, a DD Form 1716 must be completed to request a modification.
BKLOG-AG-DT 6 N	Enter the perforated date the document <u>was received</u> at DFAS-CO in YYMMDD format. **Example**: March 27, 1996 would be entered as 960327
FORCE-THRU 1 A/N	Leave this field blank, unless a non-DoD contract number is being used. If so, enter “F” to force thru. A DD Form 1716 must be issued to clarify the contract number.
CAO-ORG-CD 2 A/N	This field will be system generated.

Continued on next page

Placing A Document Into The Inventory

Contracts

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3
(Cont)</td><td>
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>ADMIN-BY
6 A/N</td><td>In most cases, no entry is required in this field. In the event that a CAGE is not present on the contract, or the CAGE shown on the contract does not match the ADRS, then this field must be filled with a valid DODAAC which identifies the CAO administering the contract.

☞ If a Payment Only contract is being input, enter the DoDAAC code of the administration office in this field.</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>After inputting the above information, press ENTER.</td></tr>
</table>

Continued on next page

Placing A Document Into The Inventory

Modifications

PURPOSE The provide procedural guidance on how to place a modification into the document inventory. This guidance will provide samples of the screens used to accomplish this input.

PROCEDURE The Financial Data Clerk is to perform the following steps in order to place a modification into the inventory.

Step	Action
1	At screen CT0001, Contract Maintenance Master Menu, select option **8** for MOCAS Inventory Update Menu.

```
CT0001                CONTRACT MAINTENANCE MASTER MENU

  COMPUTER BASED USER DOC.(CBUD)..0       MOCAS INVENTORY  UPDATE...........8
  NEW CONTRACT SETUP..............1       ADRS MASTER UPDATE................9
*  CONTRACT MODIFICATIONS..........2       ACCOUNTING CLASS DATA UPDATE.....10
*  CONTRACT CORRECTIONS............3     * MODIFICATION HEADER UPDATE.......11
*  SUMMARY EDITS...................4       CLNS LINE ITEM ADJUSTMENT........12
  SYSTEM INQUIRIES................5
*  SUPERVISORY FUNCTIONS...........6
*  NO ACTION MODIFICATIONS.........7

                       TERMINATE..............PA2


                       FUNCTION:  ##             PIIN:   ###### ## #####
                                               SPIIN:   ######
                                           CAO-ORG-CD:   ##
                                               RGS-CD:   ########

         * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS
```

Continued on next page

Placing A Document Into The Inventory

Modifications

Step	Action
2	At screen CT8000, MOCAS Inventory Update Menu, select option **2**, Modification, to backlog a modification. CT8000 MOCAS INVENTORY UPDATE MENU COMPUTER BASED USER DOCUMENTATION...0 NEW CONTRACT.....1 **MODIFICATION.....2** EXISTING DOCUMENT.....3 DOCUMENT INVENTORY INQUIRY.....4 BACKLOG STATISTICS INQUIRY.....5 DOCUMENT LOCATION UPDATE.....6 HARD COPY TRACKING STATISTICS.....7 SUSPENDED DOCUMENT DELETE.....8 TERMINATE.....PA2 FUNCTION: #
3	Screen CT8020, Modification Inventory Update, will be used to establish new modifications in the inventory. CT8020 MODIFICATION INVENTORY UPDATE CBUD: PIIN: SPIIN: CAO-ORG-CD: CAGE: BKLOG-AG-DT: ADMIN-BY: The following information will be required for successful update:

Continued on next page

Placing A Document Into The Inventory

Modifications

Step	Action
3 (Cont)	

DATA ELEMENT	INSTRUCTIONS
PIIN 13 A/N	Enter the 13-digit contract number. ☞ THE PIIN MUST BE IN THE INVENTORY.
SPIIN 6 A/N	Enter the 4-digit delivery order, (IF APPLICABLE), and the 2-digit modification number. If there is no delivery order, enter the 6-digit modification number.
CAO-ORG-CD 2 A/N	No entry required.
CAGE 6 A/N	Enter the CAGE code of the contractor shown in the contractor block.
BKLOG-AG-DT 6 N	Enter the perforated date the document was received at DFAS-CO in YYMMDD format. **Example**: March 27, 1996 would be entered as 960327.

Continued on next page

Placing A Document Into The Inventory

Modifications

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3
(Cont)</td><td>
<table>
<tr><th>DATA ELEMENT</th><th>INSTRUCTIONS</th></tr>
<tr><td>ADMIN-BY
6 A/N</td><td>In most cases, no entry is required in this field. In the event that a CAGE is not present on the modification, or the CAGE shown on the modification does not match the ADRS, then this field must be filled with a valid DODAAC which identifies the CAO administering the contract</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>After inputting the above information, press ENTER.</td></tr>
</table>

Continued on next page

Placing A Document Into The Inventory

System Messages

PURPOSE To explain system messages received while attempting to enter documents into the inventory and the followup actions necessary.

PROCEDURE Follow the previous steps to enter the necessary information for updates to the document inventory. After pressing the **ENTER** key, one of the following system messages will be generated.

MESSAGE	MEANING	ACTION
Document Accepted Into The Inventory	The contract has been successfully entered into the inventory.	None
Hard Copy Tracking Relieved For This Accepted /Rejected MILSCAP Document	Indicates that the document has been received for a matching abstract previously transmitted by a PCO.	Refer to module 2 of Desk Procedure 207 for instructions on the processing of MILSCAP documents.
Contract Already Exists in the Inventory	The PIIN/SPIIN entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate.	• Perform a system inquiry on the duplicate PIIN/SPIIN by selecting option 8, MOCAS Inventory Update Menu, from screen CT0001

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Contract Already Exists in the Inventory (Continued)	The PIIN/SPIIN entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate. (Continued)	• Select option 4, Document Inventory Inquiry. Enter the PIIN/SPIIN of the duplicate being researched, and press **ENTER**. One of the following messages will be displayed at the bottom of the screen: • "This Document Is In Backlog Status" or • "This Document Is In Processed Status". • If the document is in backlog status, take it to the appropriate Input Technician, and compare it with the original document which was backlogged. If, after comparison, it is found that the new document is a true duplicate, forward it to the Contract Input supervisor for disposition.

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Contract Already Exists in the Inventory (Continued)	The PIIN/SPIIN entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate. (Continued)	• If it is found that the document has been processed in the system, perform a system inquiry on the duplicate PIIN/SPIIN by selecting option 5, System Inquiry, from the Contract Maintenance Master Menu, screen CT0001. • Select option 12, On-Line Abstract Inquiry. Tab to the desired information and enter "**X**"; tab to the PIIN field and enter the contract number and SPIIN, if applicable; press **ENTER** • Review the following list of data elements on the On-Line Abstract

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Contract Already Exists in the Inventory (Continued)	The PIIN/SPIIN entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate. (Continued)	Inquiry, to identify possible hard copy duplicates. **Administrative Data**- Noun field- Look for descriptive information in this field. **Provisions Data**- RVU-CONTRS field Look for "**9**" in this, the Mandatory Review field. **Remarks Data**- STD-ACO-CDD-RMK field- Look for a "23" in the Standard ACO Coded Remarks field. A "23" represents a Notice of Award Hard Copy Required. ☞ The lack of a noun, a "9" in the Mandatory Review, and an R9 code of "23" indicates a Notice of Award in the system, and the hardcopy is not a duplicate.

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Contract Already Exists in the Inventory (Continued)	The PIIN/SPIIN entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate. (Continued)	If it is determined that the document is a Notice of Award, order the contract from contract files, and forward the hard copy contract and file to the Input Technician, based on TD sequence, for processing. If the document is not a Notice of Award, order the contract from files for the following actions: • Review documents in the contract folder to determine if the currently received hard copy document is a duplicate of the contract contained in the folder. • If the document is determined to be a true duplicate, forward it to the Contract Data Input Supervisor for disposition.

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Contract Already Exists in the Inventory (Continued)	The PIIN/SPIIN entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate. (Continued)	• If it is found that the document is not a true duplicate, compare the following information from the hard copy document to the Master Inventory List (MIF). **PIIN/SPIIN** **ORG-CODE** **CAGE Code** **Signature Date** If a match exists concerning the above data, and the MIF contains a closed date, forward the contract to the Contract Input Supervisor with results of review. If the document does not contain data that matches the system or the MIF, but is a duplicate of a previously processed PIIN/SPIIN number, initiate a DD Form 1716 through the ACO to the PCO per Appendix 6 of this procedure.

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Modification Already In The Inventory	The PIIN/SPIIN/MOD NUMBER entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate.	• Perform a system inquiry on the duplicate PIIN/SPIIN/MOD NUMBER by selecting option 8, MOCAS Inventory Update Menu, from screen CT0001 • Select option 4, Document Inventory Inquiry. Enter the PIIN/SPIIN of the duplicate being researched, and press **ENTER**. One of the following messages will be displayed at the bottom of the screen: • “This Document Is In Backlog Status” or • “This Document Is In Processed Status” • If the document is in backlog status, take it to the appropriate Input Technician, and compare it with the original document which was backlogged. If, after comparison, it is found that the new document is a true duplicate, forward it to the Contract Input supervisor for disposition.

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Modification Already In The Inventory (Continued)	The PIIN/SPIIN/MOD NUMBER entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate. (Continued)	• If it is found that the document has been processed in the system, perform a system inquiry, on the duplicate PIIN/SPIIN/MOD NUMBER, by selecting option 5, System Inquiry, from the Contract Maintenance Master Menu, screen CT0001. • Select option 7, Applied Modifications, from the System Inquiries menu. • Enter the PIIN/SPIIN, and press **ENTER.**

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Modification Already In The Inventory (Continued)	The PIIN/SPIIN/MOD NUMBER entered duplicates a previously entered document. This document must be reviewed as a possible hard copy duplicate. (Continued)	The following fields will be displayed: **MOD-NO (Modification Number)** **KOM (Kind Of Modification)** **STAT (Status)** **HC (Hard Copy)** The status field will indicate “B” if the modification is in a backlog status, or “P” if the modification is already processed. If it is found that the modification is on the backlog, use the procedures given under the error message “Contract Already Exists in the Inventory” to research the possibility that the document is a duplicate. If it is found that the modification is processed, follow the previous steps given on how to research a possible duplicate contract.

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Contract/ Order Is Not In The Inventory	Indicates a modification was input that does not match an existing contract in the Master Inventory File (MIF).	• If the modification is correcting a previous duplicate PIIN/SPIIN to a new PIIN/SPIIN, then withdraw the suspended contract from the suspended duplicate file and enter contract with new PIIN/SPIIN and re-backlog the modification. • If the modification was misrouted, forward it to the correct payment office. • If the contract was previously closed, request the contract folder from the files area, or from the Federal Records Center for possible re-opening. • If the modification is correct but the contract has not been received, contact the ACO for a copy of the contract. If the ACO does not have a copy, request that Contractor Relations obtain the face page of the contract from the contractor. Contact the point of contact, listed for the issuing activity, to request the full contract. File the mod in suspense pending receipt of the contract.

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Contract/ Order Is Not In The Inventory (Continued)	Indicates a modification was input that does not match an existing contract in the Master Inventory File (MIF). (Continued)	• If the modification is transferring-in administration and payment from another payment office, send a request for a certification of funds to the losing Payment Office requesting the contract folder. Suspend the modification until the contract folder is received. When the contract folder is received, enter the contract into the MIF, backlog the modification, and forward to the Input Technician for processing.
Modification Accepted Into The Inventory	The modification was successfully entered into the inventory.	None
PIIN Must Be Non-DoD to Use Force-Thru Code	If a Non-DoD PIIN is being entered, i.e. NASA contracts or Dept. of Energy contracts, the Force-Thru code must be entered for input to be successful.	Enter the Force-Thru code only when a non-DoD PIIN is being entered.

Continued on next page

Placing A Document Into The Inventory

System Messages

MESSAGE	MEANING	ACTION
Position 1-2 of the SPIIN Not a Valid Activity Code	The first 2 positions of a SPIIN indicate the activity which is placing the order.	Forward a copy of the document to MAF (Master Address File) so that the 2-digit Activity Code may be validated and entered into the CDIS (Contract Data Integrated System) table.
Cage Invalid, Enter Admin-By (SF26 BLK6, SF33 BLK24, DD1155 BLK7)	During the course of backlogging a document, an invalid CAGE code was entered.	Enter either a valid CAGE or Admin-By DoDAAD to succesfully add a document to the backlog inventory.

End of Module

Maintaining and Reviewing the Backlog Inventory

FOREWORD

Within the Contract Input Branch, the Financial Data Clerk is responsible for backlogging contractual documents.

After a document is backlogged, routine maintenance is needed to ensure that the correct documents are reflected on the backlog. This maintenance may include the removal of documents that were backlogged incorrectly, the change of physical location of a document, or the reassignment of documents to another organization. All routine maintenance of the backlog is accomplished through the use of the Existing Document Inventory Update option on the MOCAS Inventory Update Menu.

PURPOSE

To provide procedural guidance on how to accomplish the necessary routine maintenance on the backlog.

PROCEDURE

The Financial Data Clerk should perform the following steps in order to maintain the backlog inventory.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
1	At screen CT8000, MOCAS Inventory Update Menu, select option **3**, Existing Document Inventory Update. CT8000 MOCAS INVENTORY UPDATE MENU COMPUTER BASED USER DOCUMENTATION...0 NEW CONTRACT.....1 MODIFICATION.....2 **EXISTING DOCUMENT.....3** DOCUMENT INVENTORY INQUIRY.....4 BACKLOG STATISTICS INQUIRY.....5 DOCUMENT LOCATION UPDATE.....6 HARD COPY TRACKING STATISTICS.....7 SUSPENDED DOCUMENT DELETE.....8 TERMINATE.....PA2 FUNCTION: #
2	Screen CT8030, Existing Document Inventory Update, will be used to remove documents from the inventory. CT8030 EXISTING DOCUMENT INVENTORY UPDATE CBUD: PIIN: SPIIN: CAO-ORG-CD: ACTION-CD: REOPN-SECNO: DOC-LOC: REASS-ORG: The following information will be required for successful update.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
2 (Cont)	

Data Element	Instructions
PIIN 13 A/N	Enter the 13 digit contract number
SPIIN 6 A/N	Enter the 4-digit delivery order, if applicable, and the 2-digit modification number. ☞ If the modification being deleted from the inventory is against a contract with no delivery order, the full modification number should be entered here. Example: A00001 or P00001.
CAO-ORG-CODE 2 A/N	Enter the organization code contained in the database for the PIIN/SPIIN entered.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
2 (Cont)	

Data Element	Instructions
ACTION-CODE 1 A	Enter one of the following codes. • **H - Hard Copy Receipts** This action allows the user to remove the document from hard copy tracking. Indicates a hard copy contract and/or modification has been received, reviewed, and any required action by DFAS-CO has been completed. • **O - Reopen Contract** This action allows the user to reopen a contract, into CAR Section 1 or 4, which has been closed less than 6 months. ☞ A contract should be reopened to CAR section 1 only when there is action to be taken on a line item which has not been fully shipped. All other reopens should be to section 4. For example, if a contract is being reopened to pay transportation costs, it would be reopened to section 4, since all CLINs have been shipped complete.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
2 (Cont)	

Data Element	Instructions
ACTION-CODE (Cont)	• **B - Document Location** This action allows the user to identify the person with physical possession of the backlogged document. ☞ This action code will be used to re-assign a document to DD1716 following the issuance of a DD Form 1716, Contract Data Package Recommendation/Deficiency Report. • **R - Reassign Organization** This action allows the user to transfer documents from one organization to another without having to delete from the current backlog and re-add to the new backlog. • **D - Backlog Document Delete** This action allows the user to delete a backlog document from the inventory. • **A - Activate Mods Against Closed Contracts** This action allows the user to move modifications against closed contracts to active status without performing complete processing

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
2 (Cont)	

Data Element	Instructions
ACTION-CODE (Cont)	• **L - Re-establish Hard Copy Tracking** This action allows the user to re-establish MILSCAP hard copy tracking on a document that was previously removed in error.
REOPN-SECNO 1 A/N	Enter the section number to which the contract was reopened. **This field is utilized only if Action Code "O" was selected above.** A contract can only be reopened to section 1 or 4.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
2 (Cont)	

Data Element	Instructions
DOC-LOC 2 A/N	Enter the RGS Code of the person to whom the backlogged document will be assigned. **This field is utilized only if Action Code "B" was selected above.** A document location of DD1716 will be entered following the issuance of a DD Form 1716, Contract Data Package Recommendation/Deficiency Report.
REASS-ORG 1 A/N	Enter the organization code to which the backlogged document is being transferred. **This field is utilized only if Action Code "R" was selected above.**

3	Press **ENTER** after the above fields are filled, to make the desired changes to the inventory.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

PURPOSE To provide procedural guidance on how to query the MOCAS system for the status of backlogged items.

PROCEDURE Financial Data Clerks should perform the following steps in order to query the MOCAS system regarding the status of backlogged documents.

Step	Action
1	At screen CT8000, select option **4**, Document Inventory Inquiry.

```
CT8000                    MOCAS INVENTORY UPDATE MENU


                     COMPUTER BASED USER DOCUMENTATION...0
                     NEW CONTRACT.......................1
                     MODIFICATION.......................2
                     EXISTING DOCUMENT..................3
                     DOCUMENT INVENTORY INQUIRY.........4
                     BACKLOG STATISTICS INQUIRY.........5
                     DOCUMENT LOCATION UPDATE...........6
                     HARD COPY TRACKING STATISTICS......7
                     SUSPENDED DOCUMENT DELETE..........8
                     TERMINATE.......................PA2


                             FUNCTION:
```

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
2	

```
CT8040                    DOCUMENT INVENTORY INQUIRY
 CBUD:

    PIIN:                     SPIIN:         CONT-MOD-NO:           ORG:


              RGS-CD:                    PROC-INP-DT:
             RCVD-DT:                    CONT-CLS-DT:
         DT-OF-SIGNR:                         EFF-DT:
           HC-REC-DT:                    HC-NOTFN-DT:
          HC-REC-IND:                     PART-ABSTR:
            KIND-MOD:                       MOD-AGING:
             DEPT-CD:                          ACO-CD:
             ISSD-BY:                   BUYG-ACTY-CD:

                        DOCUMENT LOCATION
                          RGS:
                    CLERK-NAME:
                 OFFICE-SYMBOL:
```

Screen CT8040, Document Inventory Inquiry, will be displayed.

☞ The Document Inventory Inquiry, will be used to make inquiries of MOCAS regarding the status of backlogged documents.

Enter the following fields to query MOCAS:

Data Element	Instructions
PIIN 13 A/N	Enter the 13-digit contract number.
SPIIN 6 A/N	Enter the 4-digit delivery order number, if applicable.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2
(Cont)</td><td>
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>CONT-MOD-NO
6 A/N</td><td>Enter the 6-digit modification number for which the backlog is being queried. If the modification is against a delivery order, enter the two digit modificaiton number.

☞ If an inquiry is being made on a contract number, leave this field blank.</td></tr>
<tr><td>ORG
2 A/N
 </td><td>No entry required. This field is system generated.</td></tr>
</table>
</td></tr>
<tr><td>3</td><td>Press ENTER to display the inquiry information.</td></tr>
<tr><td>4</td><td>The following data elements will be displayed:
<table>
<tr><th>Data Element</th><th>Information contained</th></tr>
<tr><td>RGS-CD</td><td>The RGS code of the person who backlogged the document.</td></tr>
<tr><td>RCVD-DT</td><td>The date that the document was received by DFAS-CO.</td></tr>
</table>
</td></tr>
</table>

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
2 (Cont)	

Data Element	Instructions
DT-OF-SIGNR	The date that the document was signed by the authorized government representative.
HC-REC-DT	The date that a MILSCAP document was received at DFAS-CO.
HC-REC-IND	Indicates the status of a MILSCAP document as follows.

Indicator	Description
Blank	Active document
1	Unprocessed (Backlogged document)
2	Awaiting Hard Copy
3	Unprocessed and Awaiting Hard Copy
4	In Processed Status - To Be Reported That Day (Appears only once)
5	PCO notification submitted - Appears only once on that day)

KIND-MOD	The type of modification which was input.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

Step	Action
2 (Cont)	

Data Element	Instructions
DEPT-CD	The code which identifies what service issued the contract.
ISSD-BY	The Issued-by code of the activity which issued the document.
PROC-INP-DT	The date that the document was input.
CONT-CLS-DT	The date the contract closed, if applicable.
EFF-DT	The effective date of the document.
HC-NOTFN-DT	The date that notification was sent to the PCO advising that the abstracted data was entered and requesting the hard copy document.
PART-ABSTR	Indicates a classified MILSCAP contract with some information intentionally omitted.
MOD-AGING	If document is a MILSCAP, this represents the amount of time from when the document was transmitted until it was physically reveived at DFAS-CO. If not MILSCAP, this represents the time from when the document was backlogged until it was processed.

Continued on next page

Maintaining and Reviewing the Backlog Inventory

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2
(Cont)</td><td>
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>ACO-CD</td><td>This is generated based on the CAGE code or Admin-by code entered at the time of backlogging.</td></tr>
<tr><td>BUYG-ACTY-CD</td><td>This is the buying activity code for the contract. It is generated from the first 6 digits of the contract number.</td></tr>
<tr><td>DOCUMENT LOCATION</td><td>This information is utilized only when a backlogged document has been assigned to a certain individual. The RGS code, name, and office symbol of the person the document has been assigned to will be given.</td></tr>
</table>
</td></tr>
</table>

End of the Module

Inputting the Contract Data Record

FOREWORD

Within the Contract Input Branch, Contract Input Technicians are responsible for the initial input of contracts to the MOCAS computer system. The first record to be entered in this process is the Contract Data Record.

PURPOSE

To provide procedural guidance on how to input the Contract Data Record for contracts entering the MOCAS system.

PROCEDURE

Contract Input Technicians should perform the following steps in order to input contractual information to the Contract Data Record.

Continued on next page

Inputting the Contract Data Record

Step	Action
1	

```
CT0001                CONTRACT MAINTENANCE MASTER MENU

  COMPUTER BASED USER DOC.(CBUD)..0       MOCAS INVENTORY UPDATE............8
* NEW CONTRACT SETUP.............1       ADRS MASTER UPDATE................9
* CONTRACT MODIFICATIONS.........2       ACCOUNTING CLASS DATA UPDATE.....10
* CONTRACT CORRECTIONS...........3     * MODIFICATION HEADER UPDATE.......11
* SUMMARY EDITS..................4       CLNS LINE ITEM ADJUSTMENT........12
  SYSTEM INQUIRIES................5
* SUPERVISORY FUNCTIONS..........6
* NO ACTION MODIFICATIONS.........7
                         TERMINATE.............PA2

                       FUNCTION:                PIIN:
                                               SPIIN:
                                           CAO-ORG-CD:
                                               RGS-CD:

            * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS
```

At the Contract Maintenance Master Menu, screen CT0001, select option **1**, New Contract Setup.

- Press the **TAB** key to move the cursor to the PIIN field.
- Enter the contract number, and, if applicable, enter the SPIIN in the SPIIN field.
- Use **TAB** to move to the CAO-ORG-CD field, and enter the ORG code which applies to the document being input.
- Press ENTER.

☞ The PIIN, SPIIN, CAO-ORG-CD being entered must already exist on the backlog.

Continued on next page

Inputting the Contract Data Record

Step	Action
2	

```
CT1100                        CONTRACT DATA RECORD
 CBUD:
 PIIN:                    SPIIN:          CAO-ORG-CD:       RGS-CD:

             FSCM:                              CONTRR-FACL:
       REMIT-ADRS:                                 ADMIN-BY:
          ISSD-BY:                                 PAYG-OFC:
      SCTY-CLS-CD:                                  DMS-RTG:
      CRIT-DES-CD:                                 CMDTY-CD:
       UNLTRL-IND:                               FMS-RQ-IND:
      PROD-SUV-CD:                              KIND-CON-CD:
      TY-CONTR-CD:                                FUNC-LMTN:
             NOUN:                                  WPNS-CD:
           EFF-DT:                              DT-OF-SIGNR:
      SPC-CON-PVN:                              TOTAMT-CONT:
           ACO-CD:                              INDUS-SP-CD:
       PROP-AD-CD:                                  DEPT-CD:
      BUY-ACTY-CD:                               CAR-PARTNO:
       CAR-SEC-NO:                              T-CONTRR-CD:
       DVY-DT-IND:                              IRS1099-IND:
      CON-ASGM-CD:                               FNL-DVY-DT:
```

The following data elements must be entered for successful update of the Contract Data Record.

☞ Any data element that has been shaded is a required field. This field must be entered for successful update.

☞ Any data element that contains the computer symbol is system generated, unless noted otherwise.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
FSCM 6 A/N	**Federal Supply Code for Manufacturers** Enter the FSCM/CAGE code of the contractor shown in the contractor block. • If the code appears to be invalid, send the document to MAF for validation. • If the code is missing or MAF responds that the code is truely invalid, prepare a DD Form 1716 to request a correction.
DFARS 204.7202-1	If the contract is handled through the Small Business Administration, **do not** enter the cage code of the SBA. Enter the cage code of the prime contractor. International CAGE Codes should always start with an Alpha, as opposed to US CAGE Codes that start and end with a numeric.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
CONTRR-FACL 6 A/N	**Contractor's Facility** Enter "**9**" if more than one facility is involved in performing on the contract. If not, leave this field blank. ☞ If the work to be performed under the contract is to be performed in a facility at an address other than the address shown in the contractor's block on the contract, enter the 5-digit CAGE of the facility where the work is to be performed.
REMIT-ADRS 6 A/N	**Contractor Remittance Address** Leave this field blank. ☞ If there is an address different from the CAGE address to use as a remittance, "**R**" must be entered in the NAM-ADR-IND field of the Provision Data Record and the actual remittance address entered in the Payee Name and Address record. If this field is left blank, and no other address is entered as the remittance, the CAGE address will be used as the remittance address.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
ADMIN-BY 6 A/N	**Administered By** This field is system generated based on the FSCM code which was entered previously. If the contract is administered by DCMD International (DCMDI), enter **S3620A**.
ISSD-BY 6 A/N **DFARS Appendix G** **DFARS 204.7003**	**Issued By** Enter the 6-digit DoDAAD Code of the purchasing office issuing the contract. This field may be left blank for non-DoD contracts.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
PAYG-OFC 6 A/N **DFARS 242.205**	**Paying Office** This field will be system generated based on the administrative office for the contract. If more than one payment office is cited to make payment on the contract, or if the contract being entered is not paid either partially or entirely through MOCAS, enter **"9"**, followed by a blank space, in this field. See module on input of Other Disbursing Office (ODO) contracts for further instructions on the filing and maintenance of (ODO)/Administration Only contracts.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
SCTY-CLS-CD 1 A **FAR 14.409-1,2**	**Security Classification Code** Enter the classification code of the document being input according to the following: **U** - Unclassified **C** - Classified ☞ Classified is used only when a contract contains a DD Form 254. It is usually found on the back of the contract.
DMS-RTG 4 A/N **Defense Priorities and Allocations System Handbook, Oct. 1984**	**Defense Material System Rating** Enter the first 4 digits of the DMS rating as contained in block 4 of the SF26, Award Contract, or block 5 of the DD Form 1155, Purchase Order. ☞ A DMS rating of DOA1A would be input as DOA1. • Enter "**9**" in the first position, if more than one rating applies to the contract. • Enter "**N**" in the first position, if no DMS rating is assigned.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
CRIT-DES-CD 1 A/N	**Criticality Designator Code** This field is system generated based on the DMS rating that was previously entered.
CMDTY-CD 2 A/N	**Commodity Code** Enter the 2-digit commodity code contained in block 4 of the SF26 or block 5 of the DD Form 1155. ☞ A commodity number designates a grouping of supplies, construction or other services. It should follow the “DO” or “DX” of the DMS rating. ☞ • If the DMS rating is DOA1A, the commodity code is A1A, and it would be entered as “**1A**”. • If the DMS rating is DXA3, the commodity code is A3, and it would be entered as “**A3**”.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
CMDTY-CD 2 A/N (Cont)	The following table lists the code which may be cited in the contract, the title for that particular code, and the code which would be input to MOCAS for that cited code.

Code Cited	Program Title	Input Code
A1	Aircraft	**A1**
A1A	Airframes/Related Assemblies/Spares	**1A**
A1B	Aircraft Engines/Related Spare Parts	**1B**
A1C	Other Aircraft Equipment & Supplies Not Included in 1A and 1B	**1C**
A2	Missile and Space Systems	**A2**
A3	Ships	**A3**
A4	Tank-Automotive Program	**A4**
A4A	Combat Vehicles	**4A**
A4B	Non-Combat Vehicles	**4B**

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
CMDTY-CD 2 A/N (Cont)	

Code Cited	Program Title	Input Code
A5	Weapons	**A5**
A6	Ammunition	**A6**
A7	Electronics & Communications Equipment	**A7**
A8	Fuels & Lubricants Program	**A8**
A8A	Petroleum	**8A**
A8B	Other Fuels & Lubricants	**8B**
A8C	Separately Procured Containers & Handling Equipment	**8C**
A9	Textiles, Clothing & Equipage	**A9**
B1	Building Supplies	**B1**
B2	Subsistence	**B2**
B3	Transportation Equipment (Railway)	**B3**

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
CMDTY-CD 2 A/N (Cont)	

Code Cited	Program Title	Input Code
B8	Production Equipment	**B8**
B9	Production Equipment (Gov't. Owned)	**B9**
C2	Construction	**C2**
C3	Maintenance, Repair, Operation, (MRO) Supplies for DoD	**C3**
C8	Control Materials for DISC	**C8**
C9	Miscellaneous	**C9**
C9A	Construction Equipment	**9A**
C9B	Medical/ Dental Supplies/Equipment	**9B**
C9C	Photographic Equipment and Supplies	**9C**
C9D	Materials Handling Equipment & Supplies	**9D**

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
CMDTY-CD 2 A/N (Cont)	

Code Cited	Program Title	Input Code
C9E	All Others Not Identifiable to Any Other Procurement Program	**9E**
S1	Services	**S1**

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
UNLTRL-IND 1 A/N	**Unilateral Indicator** If the document is signed by **both** the PCO and the contractor, leave this field blank. • If the document is a purchase order, the 9th position of the contract number is M, P, V, or W, enter "**U**" in this field. • If the document is anything other than a purchase order signed only by the PCO, leave this field blank. Wondering why? On a **Unilateral** DD Form 1155, only the PCO must sign for the document to be valid. The 9th position of this type of contract will be M, P, V, or W. It is not a binding contract until the contractor begins performance, delivery or shipment of goods or services. On a **Bi-lateral** DD Form 1155, the contractor must sign the contract, as well as the PCO, to be valid. It is then considered a binding document on both parties.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
FMS-RQ-IND 1 A/N **DFARS 242.204(b)**	**Foreign Military Sales (FMS) Requirement Indicator** If the contract contains one or more line items which are being procured for a foreign government, enter "**1**" in this field. Otherwise, leave blank. Input of "**1**" in this field will automatically generate an R9 code **25**, **Foreign Military Sales**. The 2-digit country code will be entered on the Accounting Classification Data Record.
PROD-SUV-CD 1 N	**Production Surveillance Code** This field will be system generated if left blank.

Code	Additional Remarks
1	Contract assigned by the production/engineering supervisor to an industrial specialist engineer (IS/ENG) for on-site surveillance. No contract will initially be assigned to code 1, except for DLA100 contracts.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
PROD-SUV-CD (Cont)	

Code	Additional Remarks
2	All contracts, delivery orders bearing a CRIT-DES-CD A, B, or C and unilateral purchase orders bearing a CRIT-DES-CD A or B.
5	Basic Ordering Agreements, Blanket Purchase Agreements, and Indefinite Delivery Contracts which contain no delivery requirements for hardware or software.
6	Contracts, including subcontracts, delegated for production support administration: • From one CAO to a CAO in another region • From non-DoD agencies, ex. NASA/DoE
7	Facilities contract.
8	Facilities lease agreements.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
PROD-SUV-CD (Cont) **DFARS 242.1104**	<table><tr><th>Code</th><th>Additional Remarks</th></tr><tr><td>9</td><td>Contracts which do not meet any of the above criteria. (Includes DoE contracts for prime administration (closeout only) and support contracts (ex. payment only) other than those requiring production surveillance.)</td></tr></table> ☞ For **Payment Only** contracts, code **"9"** must be entered in this field.
KIND-CON-CD 1 A/N	**Kind of Contract** Enter the applicable code in accordance with the following list. <table><tr><th>Code</th><th>Kind of Contract</th><th>Example</th></tr><tr><td>1</td><td>Supply Contracts and Orders</td><td>gear, parts, repair kits, caps, boots</td></tr></table>

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
KIND-CON-CD 1 A/N (Cont)	

Code	Kind of Contract	Example
*2	Research & Development Contracts	contractor design, development, testing, prototype, research and data
3	System Acquisition Contracts	major systems (Minuteman III)
5	Maintenance Contracts	repair, overhaul
*6	Service Contracts	engineering/ consulting service
7	Facilities Contracts	building, equipment rental, maintenance of facilities, 9th position of PIIN will always be an “E”

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
KIND-CON-CD 1 A/N (Cont)	

Code	Kind of Contract	Example
8	Undefinitized Letter Contract	Resembles a letter and serves as a “pre” contract for the contractor to begin work.
**9	Unpriced Orders Against BOA	Can be identified by the words “unpriced”, “monetary limitation”, etc.
0	Other	Basic Ordering Agreement, 9th position of PIIN will be A or G, with no orders against it.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
KIND-CON-CD 1 A/N (Cont) **DoD 4000.25-5-M**	* indicates that this type of contract only requires input of the line item information if the contract contains firm items, valid delivery date, and the DD Form 250 clause, DFARS 252.246.7000. ** indicates that this type of contract is identified by the words "unpriced", "monetary limitation", etc. If the contract is unpriced then all prices and schedules will be input as estimated.
TY-CONTR-CD 1 A (Cont)	**Type of Contract** Enter the applicable code in accordance with the following list.

Code	Type of Contract
A	Fixed-Price Redetermination-Type A Price can be adjusted during the life of the contract.
J	Firm Fixed Price Price cannot be adjusted for reason of cost.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
TY-CONTR-CD 1 A	

Code	Kind of Contract
K	Fixed Price with Economic Price Adjustment Prices can be adjusted due to economic fluctuation in labor or material costs.
L	Fixed Price Incentive (with Performance Incentive) Final price can be adjsuted for cost and profit.
*R	Cost Plus Award Fee Price is adjusted for cost control, staffing, and performance.
*S	Cost No Fee Contractor received no fee and costs are reimbursed.
*T	Cost-Sharing Cost is reimbursed for an agreed portion of contractor’s allowable costs.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
TY-CONTR-CD 1 A(Cont)	

Code	Kind of Contract
*U	Cost-Plus Fixed Fee Cost reimbursement with a fixed fee.
*V	Cost-Plus-Incentive (with Performance Incentive) Fee can be adjusted as a result of contractor performance.
Y	Time & Materials Fixed labor rates and established catalog or list price for material.
Z	Labor - Hour Based on labor hours.
Blank	BOA’s, IDT’s, and No Cost Not a contract.

DFARS 216 **DFARS 253.204-70 (c)(4)(V)(c)** **FAR 16**	* If the contract cites the DD Form 250 clause, DFARS 252.246-7000, and contains a valid delevery schedule, the line items must be input.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
FUNC-LMTN 6 A/N	**Functional Limitations** A functional limitation is used to identify the scope of administration and payment responsibilities. It is used primarily for support-type contracts. ☞ If a DFAS-CO payment division is the payment office, and one of the DCMC offices associated with that division is assigned the administration on the contract, leave this field blank. If the administration office is not associated with the DFAS-CO payment division, enter the appropriate functional limitation(s). Enter a limitation for each function actually performed. Following are the functional limitations with their associated codes. ☞ Code **"3"** will be used for **Payment Only** contracts. These contracts are assigned to DFAS-CO only for payment purposes. Administration of the contract will be handled by an activity other than DCMC.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
FUNC-LMTN 6 A/N (Cont)	

Code	Explanation
1	Quality Assurance
2	Production
3	Payment
4	Property
5	Transportation
6	ACO action requested, or Cost Accounting Standards

DATA ELEMENT	INSTRUCTIONS
NOUN 11 A/N	**Noun** Enter the name of the main product being produced or the purpose for which the contract was entered into, unless prohibited by security requirements.

If	Then
the contract is to provide services,	enter the word **"Services"**.
the contract is for spare parts,	enter the word **"Parts"**.
the contract is for a Basic Ordering Agreement,	enter the letters **"BOA"**.

Continued on next page

Inputting the Contract Data Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2
Cont</td><td>
<table>
<tr><th>DATA ELEMENT</th><th>INSTRUCTIONS</th></tr>
<tr><td>NOUN

11 A/N
(Cont)</td><td>
<table>
<tr><th>Code</th><th>Explanation</th></tr>
<tr><td>the contract is for maintenance and overhaul,</td><td>enter the words “Repair” or “Overhaul”.</td></tr>
<tr><td>the contract is classified,</td><td>enter the letters “ONI” (Omission of Noun Intentional).</td></tr>
</table>
</td></tr>
<tr><td>WPNS-CD

4 A/N</td><td>Weapons System Code

Enter the applicable Weapons System Code found in the contract. If a Weapons System Code is not applicabe, enter “NONE”.

☞ If no entry is made, the system will generate “ZZZZ” in this field.</td></tr>
</table>
</td></tr>
</table>

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
EFF-DT 6 N	**Effective Date/Order Date** Enter the effective date of the contract/order as it appers on the contract. Enter the date in a YYMMDD format. April 30, 1996 would be entered as 960430. If there is no effective date, use the signature date. ⇓ If there is no signature date, use a date equal to one day prior to the perforated date. If the effective date is older than 6 months, research the contract to verify that it is not a duplicate of a previously entered contract that has already been paid and closed.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
DT-OF-SIGNR 6 N	**Date of Signature** Enter the date of signature or the date of award, whichever is most recent. For purchase orders, enter the date of order from block 3 of the DD Form 1155. Enter the date as YYMMDD. If there is no signature date, use the effective date. ⇓ If there is no effective date, use a date equal to one day prior to the perforated date.
SPC-CON-PVN 9 A	**Special Contract Provisions** Enter one or more, up to 9, of the special provision codes, if applicable, to the contract being input.

Code	Explanation
B	Advanced Payments Authorized ☞ Enter when FAR 52.232-12 or DFARS 252.232-7001 is cited in section **G**, **H**, or **I** of the contract.
G	Flight Operations Involved (Aircraft Acceptance)

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
SPC-CON-PVN 9 A	

Code	Explanation
H	Dangerous/Hazardous Material Involved (Safety Clauses)
J	Anticipatory Government Furnished Facilities Cost Approval Required
K	Bond Bailment (DPSC Clothing Contracts Only)
L	Delivery Schedules on Maintenance Contract Requiring Future Definitization
M	Formalized Delivery Schedules on Maintenance Contract Unnecessary
P	Delivery Schedule Required Based Upon Delegation Assignment and Upon Approval of First Article

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
SPC-CON-PVN 9 A	

Code	Explanation
T	Payment required to be made by Electronic Funds Transfer (EFT) Debt Collection Improvement Act of 1996, Public Law 104-134, effective July 26, 1996 ☞ Code **T** is to be entered if the phrase **EFT: T** is contained in the **Payment Will Be Made By** field, on the face page of the contract.

The following codes, with the exception of code F, are system generated based on data input on the Provisions Data Record. Code F is system generated based on input to the Supply Line Data Record. Do not enter these on the Contract Data Record.

Code	Explanation
A	Liquidated Damages
C	Progress Payment Authorized
D	Remittance Address Cited in Contract

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
SPC-CON-PVN 9 A **DoD 4000.25-5-M**	

Code	Explanation
E	Administration of Government Property Anticipated
F	First Article/Preproduction Sample/Laboratory Test Approval Required
N	Payment to be Made in Canadian Funds
Q	Subline Items Not Separately Priced

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
TOTAMT-CONT 13 N 	**Total Amount of Contract** Enter the value of the contract in dollars and cents. If no costs are involved, enter a decimal point followed by two zeros. ☞ Enter as follows: 999.99 ☞ If the contract is a DLA100/SP0100 bailment type contract, the face value of the contract contains the dollar value of the government furnished material (GFM) and the dollar value of the amount obligated for Cut-Make-Trim (CMT). Only the dollar value of the CMT should be entered in this field.
ACO-CD 2 A/N 	**Administrative Contracting Officer Code** The system will automatically generate the ACO code based on the CAGE information which was entered previously.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
INDUS-SP-CD 2 A/N 	**Industrial Specialist/Progress Control Clerk Code** The system will automatically generate the Industrial Specialist code based on the CAGE information which was entered previously.
PROP-AD-CD 2 A/N	**Property Administrator Code** For support only assigned contracts, leave this field blank. ☞ If a property administrator (PA) is required for a prime assigned contract, enter "**A**" followed by a blank. This will generate the proper PA code based on the CAGE entered previously. In addition, this will automatically generate an E, Administration of Government Property, in the SPC-CON-PVN field of the Contract Data Record. ☞ A PA code will be assigned to all Research and Development, Facilities, Overhaul, Maintenance, and Repair type contracts.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
DEPT-CD 1 A/N	**Department Code** Leave this field blank except when entering support contracts. When a code is required, use one of the following:

Code	Explanation
A	Army
N	Navy
F	Air Force
S	DLA
M	Marine Corp
P	NASA
C	DCA (Defense Communication Agency)
D	DNA/DASA
G	DMA
H	MDA/USZA
W	HQ/SDI
O	Other ex: DoE
T	DeCA (Defense Commissary Agency)

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
BUY-ACTY-CD 2 A/N	**Buying Activity Code** This code is system generated, except for ACO-issued delivery orders. For ACO-issued orders, enter the first 2 digits of the order number to override the system generated buying activity code. Wondering why? The first 2 digits of the order number represent the buying activity. This code can be foung in the DFARS Appendix G, just beneath the 6-digit buying activity code.
CAR-PARTNO 1 A/N	**Contract Administration Report Part Number** No entry is required in this field, It is system generated.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
CAR-SEC-NO 1 N	**Contract Administration Report Section Number** No entry is required in this field. It is system generated.
T-CONTRR-CD 1 N	**Type Contractor Code** No entry is required in this field. It is system generated based on the CAGE information that was entered previously.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
DVY-DT-IND 1 A	**Estimated Final Delivery Date Indicator**

If	Then
an unpriced contract is being entered	enter **E**.
the contract contains a DD Form 1423, and the inspection/acceptance code on the 1423 is LT,	enter **E**.
a BOA is being entered,	leave this field blank.
none of the above criteria apply	leave this field blank.

☞ If schedules are entered on the supply schedule data record, screen CT1610, or the service line item, screen CT1700, the estimated final delivery date indicator, "**E**", will be generated automatically to this field.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
IRS1099-IND 1 A	**IRS 1099 Indicator** No entry is required in this field. It is system generated. ☞ The IRS 1099 Indicator, **Y** (Yes) or **N** (No), is system generated based on a contracts commodity code and kind of contract code, and also the corporate status code of the contractor. For more information, refer to Overview, module 1, Policy And System Updates.
CON-ASGM-CD 1 A/N	**Contract Assignment Code** No entry is required in this field. It is system generated. ☞ If the FUNC-LMTN field on this record is blank, or if the FUNC-LMTN field on this record is “6” or blank, and the first 2 positions of the PIIN are “DE”, “**P**” will be generated in this field. If the FUNC-LMTN field on this record contains a “3”, “**G**” will be generated in this field. If the first position of the PIIN is “T”, **“T”** will be generated in this field. Otherwise, **“S”** is generated in this field.

Continued on next page

Inputting the Contract Data Record

Step	Action
2 Cont	

DATA ELEMENT	INSTRUCTIONS
FNL-DVY-DT 6 A/N	**Final Delivery Schedule Date** If schedules are entered on the supply schedule data record, screen CT1610, or the service line item, screen CT1700, the final delivery date will be generated based on the latest schedule.

If	Then
the delivery dates are firm,	enter the latest delivery date, as indicated on the contract
an indefinite delivery contract, basic ordering agreement, or blanket purchase agreement is being entered,	enter the expiration date of the contract or agreement.
the contract is for repair and overhaul,	are given a one year date since no schedule is provided.

Enter dates in a YYMMDD format. May 2, 1996 would be entered as 960502.

3	Press **ENTER** when finished inputting the elements of the Contract Data Record.

End of Module

Inputting the Provision Data Record

FOREWORD Within the Contract Input Branch, Contract Input Technicians are responsible for the initial input of contracts to the MOCAS computer system. The second record to be entered in this process is the Provision Data Record.

PURPOSE To provide procedural guidance on how to establish the Provision Data Record for contracts at the time of initial input.

PROCEDURE Contract Input Technicians should perform the following steps in order to establish the Provision Data Record.

Step	Action
1	After pressing **ENTER** on the Contract Data Record, the Provision Data Record, screen CT1200, will be displayed.

```
CT1200                        PROVISIONS DATA RECORD
 CBUD:
 PIIN:                     SPIIN:           CAO-ORG-CD:       RGS-CD:

  DISCNT-TRMS:                                DISC-DY-NET:
  DISC-IN-OTH:                                 PMT-CURNCY:
     IBOP-IND:                                   IBOP-PCT:
  IBOP-CTY-CD:                                IBOP-CGY-CD:
     CEIL-PCT:                                    PMT-PCT:
   US-RCP-PCT:                                FMS-PMT-PCT:
  FMS-RCP-PCT:                                  FEE-CONTR:
    CST-CONTR:                                AUDTR-APRVL:
   RVU-CONTRS:                                DSTN-SHP-RQ:
  MIN-SIZ-SHP:                                FRT-CRG-AUT:
  PKG-CRG-AUT:                                SHPG-WT-DIM:
  VAL-ENG-IND:                                LQD-DMG-IND:
  NAM-ADR-IND:                                TEC-DATA-RQ:
  SPCL-TOOLNG:                                INS-ACPT-CD:
 BVN-INST-RQD: N                         PROGPAY-INST-RQD: N
```

Continued on next page

Inputting the Provision Data Record

Step	Action
2	The following data elements must be entered for successful update of the Provision Data Record. ☞ Any data element that has been shaded is a required field. This field must be entered for successful update. ☞ Any data element that contains the computer symbol is system generated.

DATA ELEMENT	INSTRUCTIONS
DISCNT-TRMS 12 A/N	**Discount Terms** The discount information can be found on the face of the contract in the "Discount Terms" block or in the area of the line item information. This field is comprised of 4 sub-fields. The format of this field is as follows: B D DISCNT-TRMS: **020010010020** A C **A. DISC-PCT-1** contains the first discount percentage. **B. DISC-DAYS-1** contains the corresponding number of days associated with the first discount percentage.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
DISCNT-TRMS (Cont)	**C. DISC-PCT-2** contains the second discount percentage, in the same format as the first discount. No entry is required if a second discount is not offered. The system will generate blanks in the remainder of the fields if a second discount is not entered. **D. DISC-DAYS-2** contains the corresponding number of days associated with the second discount percentage. No entry is required if a second discount is not offered. The system will generate blanks in the remainder of the fields if a second discount is not entered. ☞ Discount percentages are expressed as a 2 digit whole number plus a 2 digit decimal. • 2% would be input as 0200. • 1.5% would be input as 0150. • .50% would be input as 0050. ☞ If the number of discount days is a single digit, prefix the number of days with “0”. If there are 7 discount days, the input should be “07”. If the number of days are 15, the input should be “15”.
FAR 52.232-8	If discount terms do not apply to the contract being entered, or net terms equal 30 days, enter “**N**” in the first position of this field.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
DISC-DY-NET 2 A/N Trusted Agent	**Net Discount Days**

If	Then
the DISCNT-TRMS field contains "**N**",	leave this field blank.
the net terms are other than 30 days,	enter the net days.
the contract has discount terms shown, and no net days shown,	enter "**N**" in the first position of this field.
the contractor is a small disadvantaged business,	enter "**10**".
the contractor is Federal Prison Industries (UNICOR),	enter "**10**".

FAR 52.232-8	☞ If the number of days are a single day, prefix with "**0**".

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
DISC-IN-OTH 1 A/N	**Other Terms**

If	Then
other terms are cited in addition to, or in lieu of, the above terms,	enter "**9**" in this field.
no other terms are cited,	leave this field blank.

PMT-CURNCY 1 A/N **FAR 25.5**	**Payment Currency** Enter one of the following codes to reflect the type of currency specified for payment of the contractors invoice. • **Blank** - United States Currency • **C** - Canadian Currency • **O** - Other Currency ☞ An entry of C in this field will generate an N, Payment To Be Made In Canadian Funds, in the SPC-CON-PVN field of the Contract Data Record.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
IBOP-IND 1 A **FAR 25.5**	**International Balance of Payment Indicator** Enter "**K**" if a payment is to be made to a contractor outside of the United States. If not, leave this field blank. The International Balance of Payment fields are used when the contractor is outside of the U.S. and is paid in foreign currency.
IBOP-PCT 1 A **FAR 25.5**	**International Balance of Payment Percentage** Enter "**P**" if the contract indicates percentages applicable to International Balance of Payments. If not, leave this field blank.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
IBOP-CTY-CD 2 A/N **FAR 25.5**	**International Balance of Payment Country Code** Enter the applicable two-digit country code if the contractor is to receive payment outside of the United States. A complete list of country codes can be found in Appendix 5 of this procedure.
IBOP-CGY-CD 1 A/N **FAR 25.5**	**International Balance of Payment Category Code** Enter "**C**" in this field if IBOP is applicable. If not leave this field blank.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
CEIL-PCT 3 A/N	**Work-In-Progress Ceiling Percentage** ☞ The contract must contain FAR 52-232.16 for U.S. progress payments to be permitted. The contract must contain DFAR 252-232.7002 for FMS progress payments to be permitted. The Alternate 1 clause must be cited in addition to FAR 52-232.16 or DFAR 252-232-7002 if progress payments are permitted for a small business. The contract must contain FAR 52.232-32 for Performance Based Payments to be authorized.

If	Then
the contract authorizes progress payments,	the CEIL-PCT will be the same as the Pay PCT.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
CEIL-PCT 3 A/N (Cont)	

If	Then
no other figures are specified, and FAR 52-232.16 is cited,	enter the following rate: • 80% for large business
no other figures are specified, **and** FAR 52-232.16, with its Alternate I clause, is cited,	enter the following rates: • 80% for large business • 85% for small business
no other figures are specified, **and both** FAR 52-232.16 **and** DFARS 252-232.7004 are cited,	enter the following rates: • 75% for large business • 90% for small business • 95% for small-disadvantaged business

Change 1

Change 1

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
CEIL-PCT 3 A/N (Cont)	

If	Then
the contract cites the rates effective July, 1978 under the Standard Progress Payment DAR clauses 7-104.35 (a) or (b),	enter the following rates: • 80% for large U.S. business • 85% for small U.S. business • 90% for large FMS business • 95% for small FMS business
the contract cites the rates effective July, 1978 under the Standard Progress Payment DAR clauses 7-104.35 (a) or (b), **and** contains either a specific provision implementing the rate increase of 9 March 1981 or references the following rates,	enter the following rates: • 85% for large U.S. business • 90% for small U.S. business • 90% for large FMS business • 95% for small FMS business

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
CEIL-PCT 3 A/N (Cont)	

If	Then
the contract cites the rates effective September 1982 under the Standard Progress Payment DAR clauses 7-104.35 (a) or (b),	enter the following rates: • 90% for large U.S. business • 95% for small U.S. business • 95% for large FMS business • 100 % for small FMS business
the contract has been issued since November 11, 1993, and it cites either Standard Progress Payment DAR clause 7-104.35 or FAR 52-232.16,	enter the following rates: • 75% for large U.S. and FMS business • 90% for small U.S. and FMS business • 95% for small-disadvantaged business
the contract cites FAR 52.232-32, Performance Based Payments,	enter the specified percentage rates.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
CEIL-PCT 3 A/N (Cont)	

If	Then
a commercial contract, through the inclusion of FAR 52.232-29 or 30, authorizes contract financing,	enter the payment percentage specified in the contract.
dollar amounts are cited in lieu of rates for Performance Based Payments	enter **90%**.
the contract was issued prior to November 11, 1993, and it cites either Standard Progress Payment DAR clause 7-104.35 or FAR 52-232.16,	enter the following rates: • 85% for large U.S. and FMS business • 90% for small U.S. and FMS business • 95% for small-disadvantaged business

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
CEIL-PCT 3 A/N (Cont)	

If	Then
the contract cites the rates effective October 1987 under the revised standard Progress Payment FAR clause 52-232.16,	enter the following rates: • 80% for large U.S. or FMS business • 85% for small U.S. or FMS business
the contract incorporates Progress Payments by reference, but does not state the clause,	the FAR/DFAR clause in effect on the effective date of the contract is applicable.
the contract references an incorrect progress payment clause or clause date,	request clarification/ modification from the PCO via DD Form 1716.

FAR 52.232-16
ALT 1,2

DFARS 252.232-7002

☞ Percentages are input in the following format:

100% is input as 999
75% is input as 750
85.5% is input as 855

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
PMT-PCT 3 A/N **FAR 52.232-16 ALT 1,2 DFARS 252.232-7002**	**United States WIP Payment Percentage** Enter the percentage used to compute the dollar limit for WIP (Progress) payments. Use the same input format as used for the CEIL-PCT field. ☞ If this field is left blank, the next field, US-RCP-PCT, must also be left blank. ☞ If the contract authorizes Performance Based Payments, enter the specified rate. If dollar amounts are specified in lieu of rates, enter **90%**. ☞ If a commercial contract authorizes contract financing, enter the payment percentage of the U.S. portion.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
US-RCP-PCT 3 A/N Trusted Agent **FAR 52.232-16 ALT 1,2 DFARS 252.232-7002**	**United States WIP Recoupment Percentage** Enter the liquidation percentage stated in the progress payment clause of the contract. Use the same input format as used for the CEIL-PCT field. ☞ This field must be completed if the previous field, PMT-PCT, has a value entered. ☞ If the contract authorizes Performance Based Payments, enter the specified rate. If dollar amounts are specified in lieu of rates, enter **90%**. ☞ If a commercial contract authorizes contract financing, enter the recoupment percentage of the U.S. portion.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
FMS-PMT-PCT 3 A/N Trusted Agent **FAR 52.232-16 ALT 1,2 DFARS 252.232-7002**	**Foreign Military Sales WIP Payment Percentage** Enter the payment percentage stated in the progress payment clause for foreign military sales requirements. Use the same input format as used for the CEIL-PCT field. ☞ If this field is left blank, the next field, FMS-RCP-PCT, must also be left blank. ☞ If the contract authorizes FMS Performance Based Payments, enter the specified rate. If dollar amounts are specified in lieu of rates, enter **90%**. ☞ If commercial contract authorizes contract financing, enter the payment percentage of the FMS portion.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
FMS-RCP-PCT 3 A/N Trusted Agent	**Foreign Military Sales WIP Recoupment Percentage** Enter the liquidation percentage stated in the progress payment clause of the contract for the foreign military sales requirements. Use the same input format as used for the CEIL-PCT field. ☞ This field must be completed if the previous field, FMS-PMT-PCT, has a value entered. ☞ If the contract authorizes Performance Based Payments, enter the specified rate. If dollar amounts are specified in lieu of rates, enter **90%**. ☞ If a commercial contract authorizes contract financing, enter the recoupment percentage of the FMS portion.
FAR 52.232-16 **ALT 1,2** **DFARS 252.232-7002**	

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
FEE-CONTR 13 A/N **FAR 16.306**	**Fee Amount Payable to Contractor** This is only applicable to cost plus fixed fee contracts. A cost-plus-fixed-fee contract is a cost-reimbursement contract that provides for payment to the contractor of a negotiated fee that is fixed at the inception of the contract. The amount of the contract is based on the sum of the negotiated fee and the estimated costs of performance. (FAR 16.306) Enter the negotiated amount of the profit/fee, in dollars and cents. No decimal point is required Example: $153.43 would be entered as 153.43 . If the fee amount is not the obligated amount of the total contract, then the estimated fee amount should be entered.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
CST-CONTR 13 A/N Trusted Agent **FAR 16.306**	**Cost Amount Payable to Contractor** ☞ This is only applicable to cost plus fixed fee contracts. Enter the amount, in dollars and cents, reimbursable to the contractor for performance, based on costs approved by an ACO or auditor, in accordance with the terms of the contract. No decimal point is required ☞ Example: $153.43 would be entered as 153.43 . If the cost amount is not the obligated amount of the total contract, then the estimated cost amount should be entered.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
AUDTR-APRVL 3 A/N	**AFO, Auditor, ACO Approval** ☞ If there is a requirement for contract certification of precision components, or approval of invoices by the disbursing office (AFO), Auditor, ACO, TCO, or USDA certification, enter the applicable code from the table below. If none of the above are applicable, leave this field blank.

Code	Explanation
A	Approval of Invoice by AFO
B	Approval of Invoice by Auditor
C	Certification of ACO is Required ☞ Enter **C** if FAR 52.232-32, Performance Based Payments is cited in the contract.
E	PCO Approval Required
F	TCO Certification Required

Continued on next page

Inputting the Provision Data Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2
(Cont)</td><td>
<table>
<tr><th>DATA ELEMENT</th><th>INSTRUCTIONS</th></tr>
<tr><td>AUDTR-APRVL

3 A/N

(Cont)</td><td>
<table>
<tr><th>Code</th><th>Explanation</th></tr>
<tr><td>G</td><td>CONTRR Cert of Precision Components</td></tr>
<tr><td>H</td><td>USDA Certification Required</td></tr>
<tr><td>N</td><td>Contractor approved for direct submission of public vouchers.
☞ DCAA letter of approval must have been received prior to input of this code.</td></tr>
</table>

Do not enter a code for the approval of cost type claims, progress payment claims, or advance payment claims. These are already incorporated in the system.
Up to 3 codes may be entered in this field. No blanks should be entered before or after the code. For example, codes A, G, and B would be entered as AGB.
Any duplication of a code will cause an error.

</td></tr>
</table>
</td></tr>
</table>

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
RVU-CONTRS 3 A/N	**Mandatory Review** Enter the applicable codes shown below for contracts requiring manual review by a Voucher Examiner to determine payment entitlement.

Code	Explanation
3	Contract Involves GFM
4	Textile Contracts
5	Steel Contracts (Multiple sections of measure)
6	Lumber Contracts

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
RVU-CONTRS 3 A/N (Cont)	

Code	Explanation
9	Other (MILSCAP, Notice of Awards, Public Voucher (BVN) requirements, and Reconciliation Audits) see further reasons below. ☞ If a “9” is input in this field, there must be a corresponding R5/6/7 remark, in the Remark Data Record, to explain the reason for the “**9**”. If possible, consider using In-The-Clear remarks to add special payment instructions and stop API payments for BVNs, Progress Payments, or individual CLINs, rather than “9”.
0*	Contract Involves GFP*

- Duplication of a code will cause an error. Do not enter a blank before or after a code.
- Entering a “**9**” in this field, will not prevent a progress payment from paying API.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
RVU-CONTRS 3 A/N (Cont)	* Code 0 is **not** used for contracts, calls/orders where GFP is being furnished for repairs/overhaul. It will be used when contracts contain a statement similar to : "WITHHOLDING A sum equal to ___% of the contract amount, or $___, whichever is less, shall be withheld until the Government Furnished Property has been returned or otherwise accounted for. However, the property shall not be returned until so directed by the Contracting Officer. ☞ Code "**3**" must be entered for all DLA100 Bailment contracts since Government Furnished Materials (GFM) are being used. See the Definition section of the Overview for more explanation/description of DLA100 Bailment contracts.
DSTN-SHP-RQ 1 A/N Trusted Agent	**FOB Destination/Evidence of Shipment Required** Enter "**T**" if the contract contains FAR 52.247-48, the Evidence of Shipment clause, and the contract states that inspection and acceptance is at source and FOB is at destination. The following contains examples of requirements for including code T and DD Form 1716 preparation.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
DSTN-SHP-RQ 1 A/N (Cont)	

Inspec-tion	Accep-tance	FOB	T	DD 1716
S	S	D	Yes	Yes*
Fast Pay	Fast Pay	S/D	***	No
S	D	S/D	No	No
D	D	D	No	No
S	S	Not Cited	**	Yes

* Indicates that a DD1716 is required if FAR 52.247-48 is not referenced In the contract.

** Indicates that if inspection and acceptance are both source, and the FOB point is not specified, but should be, a mandatory review code 9 should be input, the R5/R6/R7 Remarks annotated accordingly, and a DD1716 issued.

FAR 52.247-48

*** Indicates that the code T should be input only if FAR 52.247-48 is present.

**** Some Air Force contracts contain local clauses which indicate that EOS is required on an FMS contract. In this situation, T will be input.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
MIN-SIZ-SHP 1 A/N Trusted Agent **FAR 52.247-59** **FAR 52.247-61**	**FOB Origin Minimum Size Shipment/ Truckload and Carload** Enter "**F**" if the contract contains the FOB origin clause, FAR 52.247-59, or less than carload/truck size shipment clause, FAR 52.247-61. This field should remain blank when: • the contract shipping terms are FOB destination. • the contract is designated as FMS. • the contract contains an Accelerated Delivery clause. • the contract value is less than $25,000. • the above clauses are not contained in the contract. ☞ Entry of an **F** in this field generates R9 remark 13, Guaranteed Max. Shipping Weight/FOB Origin/Min. Size Shipment, in the ACO-CDD-RMK field of the Remarks Data Record.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	The following data elements must be entered for successful update of the Provision Data Record. Continued

DATA ELEMENT	INSTRUCTIONS
FRT-CRG-AUT 1 A/N	**Transportation/Freight Charges Authorized** Enter one of the following codes, based on the stated requirements, when the contractor is authorized to bill freight or transportation charges as a separate item. Do not code transportation charges on initial input of FMS contracts and/or orders, even if the appropriate clauses are cited and FOB is origin.

Code	Explanation	FAR Reference
F	Transportation/Freight charges authorized by CLIN or Sub-CLIN on the contract.	FAR 52.247-32

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
FRT-CRG-AUT 1 A/N (Cont)	

Code	Explanation	FAR Reference
Y	Transportation/ Freight charges authorized by a special provision of the contract. Also, applicable to Fast Pay contracts when the contract does not specify that the cost of transportation was included in the line item cost.	FAR 52.247-29 52.247-30 52.247-31 52.247-65
P	Parcel post charges are authorized per FAR 52.242-10. Also, a letter from the transportation officer authorizing a contractor to prepay and add transportation charges to the subject invoice. ☞ Code **P** should be input only if FAR 52.242-10 is cited and the parcel post charges are incorporated as line item 9901 within the contract.	FAR 52.242-10

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
FRT-CRG-AUT 1 A/N (Cont)	☞ Shipment by United Parcel Service (UPS) is not considered shipment by the US Postal Service for purposes of payment under FAR 52.242-10. UPS shipping costs may be reimbursable under the provision of FAR 42.1403-2, if shipment by this method is appropriate.
PKG-CRG-AUT 1 A/N Trusted Agent	**Packaging Charges Authorized** Enter **"P"** if the contractor is authorized to bill for packaging or handling as a separate item on the invoice. If not, this field should be left blank.

Continued on next page

Inputting the Provision Data Record

Step	Action
2	

DATA ELEMENT	INSTRUCTIONS
SHPG-WT-DIM 1 A/N **FAR 52.247-60**	**Guaranteed Maximum Shipping Weight/Dimensions** Enter "**G**" if the contract contains the guaranteed maximum shipping weight/dimensions clause, FAR 52.247-60. If not, leave this field blank. ☞ Do not input in this field under the following circumstances: • the contract shipping terms are FOB Destination. • the contract is designated as FMS. • the contract is less than $25,000. ☞ An entry of **"G"** in this field generates R9 remark 13, Guaranteed Max. Shipping Weight/FOB Origin/Min. Size Shipment, in the ACO-CDD-RMK field of the Remarks Data Record.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
VAL-ENG-IND 1 A/N **FAR 52.248-1,2**	**Value Engineering Clause**

If	Then
the contract contains the value engineering clause, FAR 52.248-1,	enter "**V**".
the contract contains the value engineering program clause, FAR 52.248-2,	enter "**Y**".
both clauses are present,	enter "**Y**".
none of these clauses are present,	leave this field blank.

DATA ELEMENT	INSTRUCTIONS
LQD-DMG-IND 1 A	**Liquidated Damages Charges Authorized**

the contract was issued prior to January 1996, and FAR 52.212-4 is cited,	enter "**A**".
the contract was issued in January 1996 or later, and FAR 52.211-4 is cited,	enter "**A**".

☞ If an entry is made in this field, "**A**" will be generated in the SPC-CON-PVN field of the Contract Data Record.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
NAM-ADR-IND 1 A	**Name and Address Indicator**

If	Then
the contract belongs to Canadian Commercial Corporation	enter "**C**". ☞ This will generate "**CCC**" in front of the contrac-tor's name on the MAAPR, advice of pay-ment, and contract labels.
a delivery order is being input against a Basic Order-ing Agreement that has a Notice of Assignment,	"**N**" will generate automatically to this field, but the address will still need to be input on screen CT1300.
any contract contains an alternate payee name and address,	enter "**R**". ☞ When "**R**" is input to this field, the system auto-matically generates "**D**", remitt-ance address, in the SPC-CON-PVN field of the Contract Data Record.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
NAM-ADR-IND 1 A (Cont)	What is CCC? Canadian Commercial Corporation is a business that is set up to convert currency for Canadian contractors. Canadian contractors who obtain the services of CCC have their contract payments sent to CCC. The payment is converted into Canadian currency and distributed to the contractor. This should not be confused with a Notice of Assignment. CCC is not a creditor, it is only a means of conversion. The remittance address for CCC is generated based on the **"C"** entered in this field. Checks will be generated to this address with the name of the prime contractor added as an "in care of". It is not input as, nor is it the same as, a foreign remit-to.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
TEC-DATA-RQ 1 A/N	**Patent/Clearance Required** Enter one of the following codes, if the the FAR reference for that code is present in the contract.

Code	Requirement	FAR/DFARS Reference
G	Patents only	252.227-11-12-13
R	Royalty only	52.227-9
B	Patents and Royalties	52.227-11-12-13 and 52.227-9
*T	Tech Data	252.227-7030
*V	Tech Data plus royalty	252.227-7030 and 52.227-9
*W	Tech Data plus patents	252.227-7030 and 52.227-11-12-13
*Y	Tech Data plus royalty and patents	252.227-7030; 52.227-9;and 52.227-11-12-13

* Enter the codes for **Tech Data** only when the ACO has directed withholding of payment, in accordance with DFARS 252.227-7030.

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
SPCL-TOOLING 1 A **FAR 52.245-17**	**Special Tooling** Enter "**S**" if the contract contains the special tooling clause, FAR 52.245-17. If not, leave this field blank. ☞ If "**S**" is entered in this field, an R9 code 03, Special Tooling Report Due, will be generated in the ACO-CDD-RMK field of the Remarks Data Record, screen CT1400.
INS-ACPT-CD 1 A/N	**Inspection/Acceptance Code** Enter one of the following input codes for contracts which have one acceptance point. Based on the acceptance point entered in this field, the system will generate entries in the Line Item records, screens CT1600 and CT1700.

Input Code	Explanation	Line Item Code
1	Inspection & Acceptance at Source (Origin), Contractor's plant	SS
2	Inspection & Acceptance at Destination (CONUS)	DD

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
INS-ACPT-CD 1 A/N (Cont)	

Input Code	Explanation	Line Item Code
3	Inspection at Source, Acceptance at Destination	SD
4	Certificate of Conformance	OC/ CC
5	Fast Pay Procedures	ND
6	Two or more inspection/acceptance points	Mult iple
7	Letter of Transmittal	LT
8	Inspection & Acceptance specified elsewhere (Contract will show either ZZ or XX)	ZZ
9	Payment based on other than DD Form 250/1155.	OT
B	Inspection & Acceptance at Destination - Port (Water or Air)	DD
C	Inspection at Source, Acceptance at Destination - Port (Water or Air)	SD

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
INS-ACPT-CD 1 A/N (Cont)	

Input Code	Explanation	Line Item Code
D	Inspection at Destination, Acceptance at Source	DS
K	Inspection & Acceptance at Destination - Overseas	DD
L	Inspection at Source, Acceptance at Destination - Overseas	SD
N	No Inspection & Acceptance provisions	NO

Continued on next page

Inputting the Provision Data Record

Step	Action
2 (Cont)	

DATA ELEMENT	INSTRUCTIONS
BVN-INST-RQD 1 A	**Bureau Voucher (BVNs) Payment Special Payment Instruction Required** Enter "**Y**" in this field if the contract contains special payment instructions for bureau vouchers. The system will generate "**N**" to this field if no entry is made. ☞ If "**Y**" is entered in this field, all subsequent Bureau Voucher billings will be paid manually. Additionally, an entry of "**Y**" will cause screen CT1250, Provisions Level Special Payment Instructions, to be displayed.
PROGPAY-INST-RQD 1 A	**Progress Payment (PPR) Special Payment Instruction Required** Enter "**Y**" in this field if the contract contains special payment instructions for progress payments. The system will generate "**N**" to this field if no entry is made. ☞ If "**Y**" is entered in this field, all subsequent Progress Payment billings will be paid manually. Additionally, an entry of "**Y**" will cause screen CT1250, Provisions Level Special Payment Instructions, to be displayed.

Continued on next page

Inputting the Provision Data Record

Step	Action
3	Press **ENTER** after all of the above elements have been entered.

If	Then
"**Y**" was entered in either the BVN-INST-RQD field or the PROGPAY-INST-RQD field,	screen CT1250 will be displayed next. Go to step 4.
nothing or "**N**" was entered in both of the above fields,	screen CT1300, Payee Name and Address Data Record, will be displayed next. • Go to module 8.

Continued on next page

Inputting the Provision Data Record

Step	Action
4	

```
CT1250          PROVISION LEVEL SPECIAL PAYMENT INSTRUCTIONS
  CBUD:

  PIIN: F41608 95 C1234   SPIIN:          CAO-ORG-CD: YH  RGS-CD: C000001

                              PROGPAY-INST:
 THIS IS A TEST OF THE IN-THE-CLEAR SYSTEM UPGRADE.





                              BVN-INST:
 This is a test of the in-the-clear system upgrade.



 NT9  MUST FILL 1ST POSITION OF THE FIELD OR PA2
```

☞ The PIIN, SPIIN, CAO-ORG-CD, and RGS-CD fields will be carried forward from the previous screen.

Data Element	Instructions
PROGPAY-INST 468 A/N	Enter the special payment instructions necessary for payment of progress payments. ☞ Entries may be made to this field only if **"Y"** is entered in the PROGPAY-INST-RQD field of the Provisions Data Record.
BVN-PAY-INST 468 A/N	Enter the special payment instructions necessary for payment of bureau vouchers. ☞ Entries may be made to this field only if **"Y"** is entered in the BVN-INST-RQD field of the Provisions Data Record.

Continued on next page

Inputting the Provision Data Record

Step	Action
5	Press **ENTER** to move to the next input screen, Payee Name and Address Data Record.

End of Module

Inputting The Payee Name And Address Data Record

FOREWORD

Within the Contract Input Branch, Contract Input Technicians are responsible for the initial input of contracts to the MOCAS computer system. The third record to be entered in this process is the Payee Name and Address Data Record.

PURPOSE

To provide procedural guidance on how to establish the Payee Name and Address record for contracts at the time of initial input.

PROCEDURE

Contract Input Technicians should perform the following steps in order to establish the Payee Name and Address record.

Continued on next page

Inputting The Payee Name And Address Data Record

Step	Action
1	Determine what input is necessary in this record, using the following: Is "**R**" or "**N**"in the NAM-ADR-IND field of the Provision Data Record, screen CT1200? **YES** Is the document being input an order against a Basic Ordering Agreement? **YES** • Proceed to step 2 • Input the remit as shown on the order. If none is given, input the remit from the BOA. **NO** Is the document being input an order against an Indefinite Delivery Order? **NO** • Proceed to step 2 • Input the remit as shown on the document. **YES** • Proceed to step 2 • Input the remit as stated in the basic of the contract. **NO** Does the address, which is systematically generated on the system, match the contractor address listed on the front of the contract? **YES** Press **ENTER** to move to the next record to be input. **NO** Forward a copy of the front page of the contract, along with a screen print of the name and address data, to the MAF technician, to verify the address data.

Continued on next page

Inputting The Payee Name And Address Data Record

Step	Action
2	

```
CT1300                    PAYEE NAME AND ADDRESS RECORD
 CBUD:
 PIIN:                    SPIIN:          CAO-ORG-CD:       RGS-CD:

           ADRS-LIN1:
           ADRS-LIN2:
           ADRS-LIN3:
           ADRS-LIN4:
           ADRS-LIN5:
           ADRS-LIN6:     CITY:
                            ST:
                         ZIP-CD:
```

At screen CT1300, enter the contractor's name and remit address, using the fields ADRS-LIN1 through ADRS-LIN-4. Each of the fields has an availability of 28 alpha/numeric digits.

☞ ADRS-LIN-5 has been intentionally omitted. This line is authorized for use only by personnel in the West Directorate. It is used only for the input of foreign remit addresses on contracts administered by the Defense Contract Management District, International.

STOP

If a Payee address contains the name of a bank, it is not automatically a NOA. There must be an Assignment of Claims for a NOA to exist. There are some contracts whose remittance address is a bank for the sole purpose of sending a payment directly into the contractor's bank account.

If the remittance address is a bank, but there is no NOA, the first address line must contain the contractor's name. The second address line must contain the statement "c/o (Bank Name)".

☞ The payee address for a NOA must be to a bank with the statement "A/C (Contractor's Name)".

Continued on next page

Inputting The Payee Name And Address Data Record

Step	Action
3	The ADRS-LIN-6 field is composed of 3 sub-fields: • **CITY** (17 A/N) • **STATE** (3 A/N) • **ZIP CODE** (9 A/N) Enter the city, state, and zip code of the remittance address. Enter the state or territory using the corresponding abbreviation from the following table:

Code	Name
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho

Continued on next page

Inputting The Payee Name And Address Data Record

Step	Action
3 (Cont)	

Code	Name
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey

Continued on next page

Inputting The Payee Name And Address Data Record

Step	Action
3 (Cont)	

Code	Name
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia

Continued on next page

Inputting The Payee Name And Address Data Record

<table>
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<tr><th>Code</th><th>Name</th></tr>
<tr><td>WI</td><td>Wisconsin</td></tr>
<tr><td>WY</td><td>Wyoming</td></tr>
<tr><td>CZ</td><td>Canal Zone</td></tr>
<tr><td>PR</td><td>Puerto Rico</td></tr>
<tr><td>VI</td><td>Virgin Islands</td></tr>
<tr><td>GU</td><td>Guam</td></tr>
<tr><td>CAN</td><td>Canada</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>After the above information has been entered, press the ENTER to move to the next input screen, the Remarks Data Record, screen CT1400.</td></tr>
</table>

End of Module

Inputting The Remarks Data Record

FOREWORD

Within the Contract Input Branch, Contract Input Technicians are responsible for the initial input of contracts to the MOCAS computer system. The fourth record to be entered in this process is the Remarks Data Record.

PURPOSE

To provide procedural guidance on how to establish the remarks data record for contracts at the time of initial input.

PROCEDURE

Contract Input Technicians should perform the following steps in order to establish the remarks data record.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1	

```
CT1400                          REMARKS DATA RECORD
 CBUD:
 PIIN:                  SPIIN:           CAO-ORG-CD:       RGS-CD:
 *ACO-NTBK-IND: N
 *R1*    P-CONTR-PIN:                        P-CONTR-SPN:
            UT-NAME:                             UT-ADRS:

 *R2* FAD:            EST-CLSG-DT:            R2-RSN-CDS:

 *R3*  1ST-SHOW-R3:                       R3-RSN-CDS:
      RSN-FOR-DRMT:

 *R4* 1ST-SHOW-R4:                        DSFM-RMK:
 *R5*                        R5-RMK:
 *R6*                        R6-RMK:
 *R7*                        R7-RMK:

 *R8*  R8-RMK TD:   DT-FWD:           DT-DEL:                RN-CD:
                      F-DT:             K-DT:                  RMK:
       (FREE)         PROD-RMK:

 *R9*              ACO-CDD-RMK:
```

Update the Remarks Data Record, screen CT1400, with input to the following data elements.

Data Element	Instructions
ACO-NTBK-IND 1 A 	**ACO Notebook Indicator** The system will generate “**N**” to this field. An ACO may enter “**Y**” in this field to input Notebook Remarks for the contract. If “Y” is entered, screen CT1405, ACO Notebook Remarks, will be displayed.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
P-CONTR-PIN 13 A/N	**Prime Contractor PIIN** Enter the prime contract number if cited on the contract. If not, leave this field blank.
P-CONTR-SPN 6 A/N	**Prime Contractor SPIIN** Enter the order number against the contract number entered in the previous field. If there is no order number, or there was no contract number entered in the previous field, leave this field blank.
UT-NAME 12 A/N	**Upper Tier Contractor Name** Enter the name of the prime contractor if a contract number was entered in the first field of this record. If not, leave this field blank.
UT-ADRS 13 A/N	**Upper Tier Contractor Address** Enter the address of the prime contractor if a contractor name was entered in the previous field. If not, leave this field blank.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
FAD 6 A/N	**Final Acceptance Date** For use by the CAR Technician only. This date is system generated based on movement of the contract to CAR section 2 or final acceptance of all items to be delivered.
EST-CLSG-DT 6 A/N	**Estimated Closing Date** For use by the CAR Technician only. This is an estimate of when the contract will close after the overage date. It is in a YYMMDD format.
R2 **R2-RSN-CD** 18 A/N	**Record 2 Reason Code** For use by the CAR Technician only. An entry in this field will indicate the reason the contract will not be closed prior to overage date.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
R3 **1ST-SHOW-R3** 6 A/N	**Date First Shown** No entry required. The system generates, in YYMMDD format, the calendar date the contract is moved to CAR section 3.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
R3-RSN-CDS 6 A/N	**Record 3 Reason Code** For use by the CAR Technician only. An entry in this field will indicate one of the following codes as the cause of dormancy, movement to CAR section 3. • **TERM-C** - Termination for convenience • **BKRPT** - Bankruptcy • **CIL** - Contractor in litigation • **BCA** - Armed Services Board of Contract Appeals case • **PL** - Public Law - Claim pending • **CLL** - Under investigation • **LLD** - Labor Law Determination • **VE** - Contingent value engineering payment • **GUA** - Contract contains provisions for extended testing periods after shipment and before final notice of acceptance from an estimation where final payment is withheld from contractor

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
RSN-FOR-DRMT 27 A/N 	**Reason for Dormancy** For use by the CAR Technician only. ☞ Entries in this field will contain in-the-clear remarks relative to the dormancy reason code.
1ST-SHOW-R4 6 A/N 	**Date First Shown** No entry required. ☞ This date is system generated based on movement of the contract to CAR section 4 or final acceptance of all items to be delivered.
DSFM-M-RMK 35 A/N	**Directorate of CAS Payment Remarks** For use by the CAR Technician only. ☞ Entries in this field will contain in-th-clear remarks explaining the reason for the contract being in CAR section 4.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
R5-RMKS 43 A/N	**Administrative Contracting Officer Uncoded Remarks** Enter an in-the-clear uncoded contract administration data remark. ☞ This field is used to enter any remarks regarding special circumstances on the contract. When this field has been filled, continue any comments in the R6-RMKS and/or the R7-RMKS field.

If...	Then...
the contract contains the First Article Approval clause, FAR 52.209-3-4,	input “FAP Due (date due)”. ☞ If the period for first article acceptance has expired, contact the ACO to request a revised FAP date.
the contract is being entered from Electronic Document Access (EDA),	input “**EDA Contract**”.

Chg 2

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
R5-RMKS 43 A/N (Cont)	

If...	Then...
the contract cites CLINS and ACRNS to be identified on Public Voucher (BVN),	input "**BVN**", special payment instructions.
the RVU-CONTRS field of the Provisions Data Record contains a "**9**",	there must be a corresponding remark, explaining the need for the "**9**", in the R5, R6, or R7 field.

R6-RMKS 43 A/N	**Administrative Contracting Officer Uncoded Remarks** Enter an in-the-clear uncoded contract administration data remark. ☞ When this field has been filled, continue any remarks in the R7-RMKS field. ☞ If the contract is administered by DCMDI, enter the Admin-By DoDAAD in this field.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
R7-RMKS 43 A/N	**DS and FM Remarks** If a contract clearly contains an Other Disbursing Office (ODO) assignment, enter the value of the contract.
R8-RMK-TD 1 A/N	**Type of Document** For use by DCMC production only. ☞ This field contains data concerning the type of document used to identify a delinquent contract.
DT-FWD 6 A/N	**Date Forwarded** For use by DCMC production only. ☞ This field contains the date, in YYMMDD format, that the document referenced in the R8-RMK-TD field was forwarded to the PCO.
DT-DEL 6 A/N	**Date Delinquent** For use by DCMC production only. ☞ This field contains the date, in YYMMDD format, on which performance under a contract became overdue.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
RN-CD 3 A/N	**Reason For Delay Codes** For use by the CAR/RECON section only. ☞ This field contains codes identifying the entity which caused the delay and why performance of the contract was delayed.
F-DT 6 A/N	**Forecast Date** For use by DCMC production only. ☞ This field contains a new estimated completion date, in YYMMDD format, when there is a delay in contract completion.
K-DT 6 A/N	**Knew Date** For use by DCMC production only. ☞ This field contains the calendar date, in YYMMDD format, of initial submission of Production Progress Reports, DD Form 375 and DD Form 375-2.

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
RMK 10 A/N	**Uncoded Remarks** For use by DCMC production only. ☞ This field contains in-the-clear uncoded remarks relating to contract delinquency.
PROD-RMK 37 A/N	**Uncoded Remarks** For use by DCMC production only. ☞ This field contains in-the-clear uncoded remarks
ACO-CDD-RMK 42 A/N Trusted Agent	**Standard ACO Coded Remarks** Enter the listed R9 code when specified clauses and conditions are contained in the contract. Refer to **Appendix A** for instructions regarding when to use each of the following codes and the FAR/DFARS references which necessitate the use of them.

Code	Explanation
01*	Non-DoD Reimbursement Contracts

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
ACO-CDD-RMK 42 A/N (Cont)	

Code	Explanation
02*#	Patent Rights Report Required
03*#	Special Tooling Report Due
04	Spares Provisioning
05	Quantity Option Expires
06*	Unpriced Order
07	Duty Free Entry Supplier/Services
08	Demil Clause Required For Final Payment
09	Terminations for Default or Convenience
10	National Industries - Blind
11	National Industries - Handicapped
12	Federal Prison Industries
13*#	Guaranteed Maximum Shipping Weight/ FOB Origin/ Minimum Size Shipment
14	Data Item Description (DID)

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
ACO-CDD-RMK 42 A/N (Cont)	

Code	Explanation
15	Negotiated Contract
16*	Date Financial Report Required
17	Progress Report, DD Form 375, Used For Contracts
18*	Date Next FPI/FPR Quarterly Statement Due
19	Privately Owned US Flag Vessels
20	Cost Accounting Standards Clause
21	NASA New Technology Report Required
22	Ocean Vessels Will Be Used
23	Notice of Award - Hard Copy Required
24	Reserved
25*	Foreign Military Sales
26*#	Quantity Variation

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
ACO-CDD-RMK 42 A/N (Cont)	

Code	Explanation
27*	SBA (8A) Contract
28	Special Test Equipment
29*#	Data Withholding Clause
30	Reserved
31	Storage Agreement
32	Utilization of Small and Small Disadvantaged Businesses
33	Reserved
34	Reserved
35	Negotiated Overhead Rates Clause
36	Reserved
37	Reserved
38	Performance Based Payments
39	Reserved
40*	Labor Standards Provisions

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
ACO-CDD-RMK 42 A/N (Cont)	

Code	Explanation
41	Date Contractor Facility/ Rent Statement/ Payment Due
42	Negative Preaward Survey
43	Jewel Bearing Clause
44	Arms/Ammo/Explosives
45	Reserved
46	Support Delegation Made
47	Reserved
48	Commercial Contracts
49*	Limitation of Cost or Funds Clause
50	Payment Assigned Debt Offset Limited
51	Assignment of Claims Release
52	DD Form 250 Not Required Except Fast Pay
53	Indefinite Delivery Order w/LISSR CLR

Continued on next page

Inputting The Remarks Data Record

Step	Action
1 (Cont)	

Data Element	Instructions
ACO-CDD-RMK 42 A/N (Cont)	

Code	Explanation
54	Prime Administration (Less Payment) ODO
55	Property Action Completed
56	Manual Closeout Required by ACO
57	Reserved
58	Reserved
59	Reserved
60	Rights in Tech Data/Computer Software
61	Restrictive Markings on Tech Data
62	Ident of Restrictive Rights/Computer Software
63	Restrictive Marking Reviewed by Eng.
64	Deferred Debt

* indicates that the code is generated automatically based on specific criteria.

\# indicates that processing must take place through DFAS-CO for the code to be input.

Continued on next page

Inputting The Remarks Data Record

Step	Action
2	Press **ENTER** to move to the next screen, the Contract Setup Menu, screen CT1000.

End of Module

Inputting The Accounting Classification Data

FOREWORD

A long line of accounting classification data is the primary means of identifying the source and purpose of funding on a specific contract. Within each long line of accounting data, there is an appropriation that specifies the service obligating the funds, the fiscal year in which the funds are obligated, and type of funds being obligated.

An appropriation is composed of 3 elements:

- Department Code
- Fiscal Year
- Basic Symbol

	A	B	C
Army	**21**	**4**	**2020**
Air Force	**57**	**7**	**3010**
Navy	**17**	**7**	**3010**
Coast Guard	**69**	**4**	**0201**
DLA	**97**	**X**	**4930**

The **Department Code**, **A**, is a 2-digit code which identifies which department received the funds from the Treasury. If the appropriation is FMS, the 2-digit department code will be followed by **11**. This is the only time that the department code will be 4 digits.

Appropriations beginning with...

- 21 & 2111 are **ALWAYS** Army.
- 57 & 5711 are **ALWAYS** Air Force.
- 17 & 1711 are **ALWAYS** Navy.
- 69 are **ALWAYS** Coast Guard.
- 97 can be **DLA** or **ANY OTHER SERVICE**.

Continued on next page

Inputting The Accounting Classification Data

FOREWORD (Cont)

The **Fiscal Year**, **B** ,is a 1-digit code which represents the fiscal year from which the funds were drawn. It is the last digit of the fiscal year that the funds came from. A **4** would represent funding from fiscal year **1994**.

There are 2 alpha characters which may be entered in this field. An entry of **X** would represent continuous or revolving fund. An entry of **M** would indicate merged funds (**M Accounts**).

The lifespan of an appropriation is determined by the fiscal year designated in the appropriation. If an appropriation contains **X** as the fiscal year, the appropriation is called **Continuous** or **Revolving Funds**. Continuous or revolving funds are available for obligation for an indefinite period of time. If an appropriation contains a numeric digit, this represents the last digit of the fiscal year in which the funds were obligated.

The length of time for which an appropriation is valid is dependent on the type of funds being obligated. At the end of the time which an appropriation is valid, the appropriation expires. An **Expired** appropriation contains funds that are no longer available for obligation purposes, but they are still available for disbursements.

On September 30th of the 5th fiscal year after an appropriation **expires** all obligated and unobligated balances will be **canceled** and the account will be closed.

Once closed an account is no longer available for obligation or disbursement for any purpose. Payments for canceled obligations must be made from current appropriations available for the same general purpose.

Continued on next page

Inputting The Accounting Classification Data

FOREWORD (Cont)

- Shown below is an example of how to determine when an appropriation will **expire** and **cancel.**

1 Obligating FY	2 Type of Funds	3 Expires In FY Column 1+2	4 Cancels In FY Column 3+(5-1)YRS
1996	O&M (1YR)	1997	2001
1996	RDT&E (2YR)	1998	2002
1996	PROC (3YR)	1999	2003
1996	MILCON (5YR)	2001	2005

- Following is an explanation for each column.

Column	Description
1	The Fiscal Year the funds are obligated.
2	The type of funds being used and their respective periods of availability.
3	The Fiscal Year the funds **expire.** Arrived at by adding the Fiscal Year the funds were obligated with the number of years the funds are available.
4	The Fiscal Year the funds **cancel.** Arrived at by adding the Fiscal Year the funds expire with the additional 5 years it is available before it closes. ☞ Remember to include the last year of expiration, when determining the canceling year.

Continued on next page

Inputting The Accounting Classification Data

FOREWORD
(Cont)

The **Basic Symbol**, **C**, identifies the specific account by appropriation or fund group. Certain accounts are available for obligation for a specific period of time. The basic symbol determines the type of fund and its period of availability.

Policy Updates

Feb. 26, 95, DFAS-CO-J Memo

Holding/Dummy ACRNs: In a February 29, 1996 memorandum, the policy regarding the use of holding/dummy ACRNs was finalized. Previous to the directive, if no ACRN was cited, or an ACRN was duplicated, the appropriation would be input with a dummy/holding ACRN assigned. DFAS-CO will no longer allow holding ACRNs to be input into MOCAS during the initial contract input process when an error is made in the assignment of the ACRN. If an error is made, a DD Form 1716, Procurement Data Package Recommendation Deficiency Report, should be prepared and sent to the ACO/PCO for resolution of the discrepancy.

Mar 11, 94, DP/CPF Memo

Pen and Ink Changes: In a March 11, 1994 memorandum, Ms. Eleanor Spector, Director, Defense Procurement, stated that pen and ink changes “should ordinarily serve as a temporary measure that prevents Government breach of payment terms of the contract; routine reliance on pen and ink changes is unnacceptable.” The memorandum states that “corrections should be made by administrative modification to the contract as soon as possible after the deficiency has been identified.”

Continued on next page

Inputting The Accounting Classification Data

Policy Updates (Cont)

Oct 3, 95
DFAS-CO-J
Memo

This policy was extended in an October 3, 1995 memorandum from the DFAS-CO Director. The policy prohibits the acceptance of "pen and ink changes to data applicable to contract payments and the reporting of those payments." Specifically, "The Columbus Center will not accept pen and ink changes for the following data elements: Contract Line Item Numbers (CLINs), quantities and unit prices;Accounting Classification Reference Numbers (ACRNs) or any part of the long line accounting data."

In a May 9, 1997 memorandum from the DFAS-CO Director, this policy was finalized as follows: "In order to minimize the creation of problem disbursements, NULOs, and unnecessary reconciliation effort, **the DFAS-CO-J policy on the acceptance of pen and ink changes to contractual documents is that we will <u>not</u> accept <u>any</u> pen and ink changes.** DFAS-CO-J personnel shall require a formal contract modification issued by the Procurement Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) for any and all changes to a contract and/or previously issued contract modification." This prohibition against pen and ink changes was adopted as DFAS policy in a DFAS Headquarters memorandum dated July 7, 1997.

Continued on next page

Inputting The Accounting Classification Data

Policy Updates (Cont)

Elimination of Cross Disbursements
Prior to the Elimination of Cross Disbursement system change appropriations beginning with department code “97” were input under Service Code 3 (DLA). When disbursements and/or collections were made against accounting lines, and the accounting station cited for that line was a service other than DLA, the transactions were referred to as cross disbursements.

In an effort to eliminate all unnecessary cross disbursements, a systems change was made to convert existing DLA accounting lines with Army accounting stations (excluding S33150 and S33181) to service code 1 (Army). Further, the systems change requires future appropriations beginning with “97” to be input according to the service of the accounting station cited in the long line of accounting, for all services except Air Force. While currently considering discontinuing this process, the Air Force will still process cross disbursements. Until the Air Force makes a final determination, it is necessary to maintain a new table, TB0095, Cross Disbursement Determination, in MOCAS to show the service, fund code, and limit/subhead of those lines that will be reported using the cross disbursement procedures.

Current MOCAS validations have been changed to disallow input of Fiscal Station Numbers (FSNs) that do not match the service code selected for appropriation input.

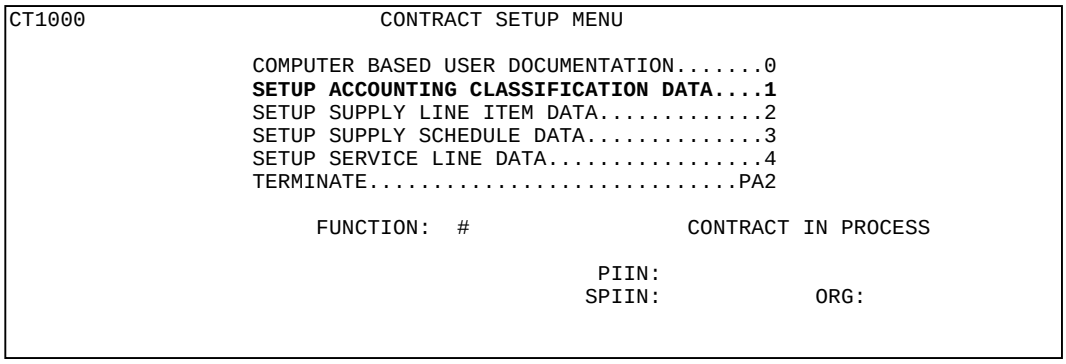
PURPOSE

To provide procedural guidance on how to establish the Accounting Classification Data Record for contracts at the time of initial input.

Continued on next page

Inputting The Accounting Classification Data

PROCEDURE Contract Input Technicians should perform the following steps to enter the Accounting Classification Data Record.

Step	Action
1	 CT1000 CONTRACT SETUP MENU COMPUTER BASED USER DOCUMENTATION.....0 **SETUP ACCOUNTING CLASSIFICATION DATA....1** SETUP SUPPLY LINE ITEM DATA.....2 SETUP SUPPLY SCHEDULE DATA.....3 SETUP SERVICE LINE DATA.....4 TERMINATE.....PA2 FUNCTION: # CONTRACT IN PROCESS PIIN: SPIIN: ORG: Select option **1**, from the Contract Setup Menu, to input the Accounting Classification Data.

Continued on next page

Inputting The Accounting Classification Data

Step	Action
2	Screen CT1500 will be displayed.

```
CT1500                ACCOUNTING CLASSIFICATION MENU


                    COMPUTER BASED USER DOCUMENTATION...0
                    ARMY...............................1
                    AIR FORCE..........................2
                    DLA................................3
                    NAVY...............................4
                    TERMINATE........................PA2


                            FUNCTION: #
                                ACRN: ## (ENTER FOR NAVY ONLY)



                                                 PIIN:
                                                SPIIN:        ORG:
```

- Determine which service the appropriation is associated with.

Each service is assigned a unique 2-digit department code for initiating appropriation. This code will always be the first 2 digits of the appropriation. The codes are as follows:

21 or 97 - Army **57 or 97 - Air Force**
17 or 97 - Navy **97 - DLA**
69 - Coast Guard

If the department code is **97**, the service determination will be based on the Fiscal Station Number (FSN) cited for the appropriation line.

- Army and DLA stations begin with **S**. The only two **S** stations that will be input under DLA are **S33181** and **S33150**.
- Navy stations begin with **0** (numeric), **M**, or **N**.
- Coast Guard stations begin with **Z**.
- Air Force stations begin with **4**, **5**, **6**, or **8**. Table TB0095 should be reviewed to determine if the accounting line should be input under Air Force or DLA.

Coast Guard appropriations are entered using the Navy Accounting Classification Record.

Continued on next page

Inputting The Accounting Classification Data

Step	Action
2 (Cont)	If you already know how to view table TB0095, go directly to step 9. If not, go to step 3.
3	At the Facility Menu, type **YCA1**, (Revised Delivery Forcast) at the Application ID field and press **ENTER.**
4	At the Contract Management Master Menu screen (Screen UNKA01), type **L** (Buyer Inquiries Master Menu) in the Function field and press **ENTER**.

```
FACILITY MENU:  MOCAS MINI DATA BASE

                    FOR USER:  BROWSE ACCOUNT
 LUID: TFB2A16D                                                STATION: 00006
          APPLICATION  PASSWORD   APPLICATION DESCRIPTION
          PF-KEY  ID   REQUIRED

            01   PCTL     N     ENTIRE ON-LINE PRINTER SPOOL CONTROL
            02   YCA1     N     REVISED DELIVERY FORCAST
            03   YCD4     N     FALLBACK
            04   YCU2     N     NEW CONTRACTS,MODS,CORRECTIONS
            05   YDD2     N     DD250'S
            06   YEFT     N     ELECTRONIC FUNDS TRANSFER
            07   YINV     N     INVOICE INQUIRY
            08   YMD2     N     QA MANAGEMENT INFO SYSTEM
            09   YMU1     N     GOVERNMENT BILL OF LADING
            10   YSU1     N     TABLE MANAGEMENT
            11   YCPM     N     CONTRACT PAYMENT MODERNIZATION
            12   SC11     N     PASSWORD CHANGE FACILITY


              ENTER  SELECTION NUMBER:    OR APPLICATION ID: YCA1
              IF REQUIRED, PASSWORD:
 ETSO000I DEPRESS ENTER FOR MORE MENU
                                  SESS 1
```

```
UNKA01                CONTRACT MANAGEMENT MASTER MENU

         COMPUTER BASED USER DOCUMENTATION ......................... A
         CONTRACT ADMINISTRATION MASTER MENU ....................... B
         PRODUCTION REVISED DELIVERY FORECAST ...................... C
         PROPERTY ADMINISTRATION MASTER MENU ....................... D
         ON-LINE INQUIRIES MASTER MENU ............................. E
         CONTRACT MANAGEMENT DELAYED INQUIRIES MASTER MENU ......... F
         PRODUCTION DELAYED INQUIRIES MASTER MENU .................. G
         PENDING DELAYED-INQUIRY REQUESTS .......................... H
         PRODUCTION ABSTRACT SUPPRESSION ........................... I
         CAGE MASS CHANGES ......................................... J
         PRODUCTION MASTER MENU .................................... K
         BUYER INQUIRIES MASTER MENU ............................... L
         NOTEBOOK INQUIRY MENU ..................................... M
                      TERMINATE THIS FACILITY ... PA2

                    FUNCTION: L    CAGE:

                      ENTER CAGE FOR FUNCTION J ONLY



                                SESS 1
```

Continued on next page

Inputting The Accounting Classification Data

Step	Action
5	At the Buyer Master Menu - Contractor History screen (Screen UNKQ40), type **K** (Tables Inquiry) in the Function field, and press **ENTER.**

```
UNKQ40            BUYER MASTER MENU - CONTRACTOR HISTORY
 CBUD:

 FUNC        APPLICATION

  A         DCM REGION CAO-ORG-CD LISTING - UNKQ41
  B         REVIEW CONTRACTOR/PREAWARD HISTORY - UNKQ42
  C         ACTIVE WORKLOAD SUMMARY - UNKP23
  D         ACTIVE WORKLOAD - UNKP24
  E         PRODUCTION COMPLETED PAST 12 MONTHS SUMMARY - UNKP27
  F         PRODUCTION COMPLETED 12 MONTHS - UNKP28
  G         PAS MONITOR TELEPHONE LISTING - UNKQ48
  H         CONTRACTOR/QUALITY ALERT LIST (CAL/QAL) - UNKP18
  I         CAL/QAL FOR A SPECIFIC CONTRACTOR - UNKP26
  J         NSN INQUIRY - UNKP14
  K         TABLES INQUIRY - UNKP47
  L         WEAPONS CONTRACTS BY SPECIFIC CONTRACTOR - UNKP49

  FUNCTION: K     CAO-ORG-CD:        CAGE:            NSN:
  BUYNG-ACTY:            WPNS-CD:          ACO-CD:         IS-CD:



                                   SESS 1
```

Step	Action
6	At the Table Inquiry screen (Screen UNKP47), type **TB0095** in the Table ID field, and press **ENTER.**

```
UNKP47                        TABLE INQUIRY               97 JUL 10
 CBUD:

    TABLE ID:  TB0095

            TB0013 - STANDARD ACO CODED REMARKS
            TB0029 - REASON FOR DELAY CODES
            TB0044 - AUDIT FOLLOWUP CONTRACTING OFFICER CODES
            TB0048 - VALID IS/CMA CODES
            TB0049 - CAO/ACO CODES
            TB0091 - TRUSTED AGENT CODES
            TB0232 - CAS-CD PASM NAME
            TB0233 - ARMED SERVICES PRODUCTION PLANNING OFFICE
            TB0235 - TYPE OF REQUEST
            TB0236 - PRICE ANALYST CODE AND NAME
            WPNS   - WEAPON SYSTEMS AND ACQUISITION CODES



   ENTER TABLE-ID, 'WPNS', WPNS-CD, SERVICE-CODE, OR 'PA2' TO EXIT

                                   SESS 1
```

Continued on next page

Inputting The Accounting Classification Data

Step	Action
7	Table TB0095, Cross Disbursement Determination will appear.

```
TABLE ID:  TB0095     CROSS DISBURSEMENT DETERMINATION

3DA4300 -
3DA4400 -
3DA5141 -
3DT4400 -
3D35F20 -
3D35F30 -
3D64400 -
3D74300 -
3D94300 -
3EA1100 -
3EA1186 -
3ED4300 -
3ED4400 -
3EK2520 -

MORE                                                  SCREEN 1 OF 11
ENTER TABLE-ID, 'WPNS', WPNS-CD, SERVICE-CODE, OR 'PA2' TO EXIT

                                   SESS 1
```

- The information will appear on this table as follows:
  Service Code (1 digit)
  Fund Code (2 digits)
  Limit/Subhead (4 digits)

You can access any MOCAS table using these same steps. In Step 4, you would type the appropriate table number.

Continued on next page

Inputting The Accounting Classification Data

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>Scan the Limit/Subhead (last 4 digits) to determine if the Limit/Subhead cited on the contract or modification is on this table.
<table>
<tr><th>If...</th><th>Then...</th></tr>
<tr><td>Yes,</td><td>This accounting line should be entered under Department Code 3, (DLA).</td></tr>
<tr><td>No,</td><td>This accounting line should be entered under Department Code 2, (Air Force).</td></tr>
</table>
☞ Remember, this Table should ONLY be used when you are trying to determine the Service Code for APPROPRIATIONS BEGINNING WITH “97” THAT HAVE AN AIR FORCE STATION. ALL other appropriations beginning with “97” will be input according to the Service of the Station cited in the long line of accounting, and again the only two “S” Stations that will be input under Department Code 3 (DLA) are S33150 and S33181.</td></tr>
<tr><td>9</td><td>Select the type of appropriation to be input from the Accounting Classification Menu, screen CT1500, and press ENTER.

☞ The PIIN, SPIIN, and ORG fields will be carried forward from the previous screen.

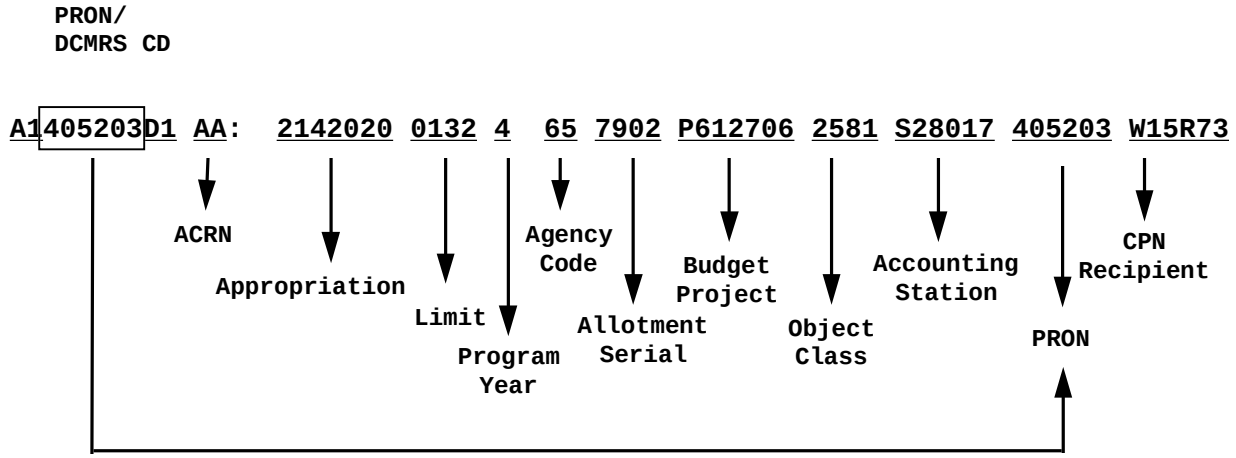
☞ If a Navy appropriation is being input, the ACRN must be indicated in the ACRN field. This will begin a comparison between the Navy STARS Obiligation Database and MOCAS. See the instructions for input of a Navy appropriation for more information on this comparison.

• Use the data element breakdown for the appropriate service to complete the required input fields.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

Army Line of Accounting



If an Army appropriation is to be input, screen CT1510 will be displayed.

```
CT1510              ACCOUNTING CLASSIFICATION RECORD - ARMY
 CBUD:
 PIIN:                     SPIIN:           CAO-ORG-CD:       RGS-CD:

                    ACRN:                                   APROP:
                LMT-SUBH:                                   PGM-YR:
                 AGCY-CD:                                 ALOTM-SER:
               BDGT-PROJ:                                OBJ-CLS-CD:
                CNTRY-CD:                                 ACCTG-STA:
              RQST-ORDNO:

            CONTR-PAYMT:                             NON-CELI-PAY:
           FMS-CNTRY-CD:                                OBLIG-AMT:
               PAYG-OFC:                              DOC-REF-NO:
              POSTL-IND:                                   FD-CD:
            DEP-SORT-CD:
```

☞ The PIIN, SPIIN, CAO-ORG-CD, and RGS-CD fields will be carried forward from the previous input records.

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

The following data elements must be entered:

Data Element	Instructions
ACRN 2 A/N **DFARS 204.7107**	**Accounting Classification Reference Number** Enter the ACRN as assigned in the contract. STOP If any of the following situations exist, a DD Form 1716 must be forwarded to the ACO/PCO to request corrective action. • the contract does not contain an ACRN (formerly input with a holding/dummy ACRN) • the ACRN is a duplicate of a previously assigned ACRN (formerly input with a holding/dummy ACRN) • the letters “I” or “O” are assigned as part of the ACRN Until the necessary correction is made, the contract **CANNOT** be processed.

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

Data Element	Instructions
APROP 10 A/N	**Appropriation** Enter the appropriation as shown in the contract Ex: **21** (A) **42020** (B, C) The appropriation is composed of 3 sub-fields: A. **Department Code** (2 or 4 N) - This field identifies the department which received the funds from the Treasury. ☞ Department codes 21 and 2111 are always Army. Department codes 97 and 9711 can be Army. The department code will be input as 2 digits followed by 3 spaces, unless the appropriation is for FMS. If the appropriation is FMS, the 2-digit department code will be followed by "11". This is the only time that the department code will be 4 digits.
Chg 2	B. **Fiscal Year** (1 N) - This number represents the fiscal year from which the funds were drawn. It is the last digit of the fiscal year that the funds came from. A "4" would represent funding from 1984 or 1994. If the fiscal year of a multiyear appropriation is represented in a beginning/ending year format (4-position), the second position should be entered as the fiscal year. For example, if the fiscal year of the appropriation is cited as 9597, "5" should be entered. ☞ There are 2 alpha characters which may be entered in this field. An entry of "**X**" would indicate revolving funds. An entry of "**M**" would indicate merged funds.

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>APROP

10 A/N

(Cont)</td><td>C. Basic Symbol (4 N) - This represents the category that the money was put into, or in other words, the purpose for which the money was intended.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the basic symbol is “4930”,</td><td>this represents DBOF funds.</td></tr>
<tr><td>the basic symbol is “8242”,</td><td>this represents FMS funds, and the department code must contain the suffix “11”.</td></tr>
</table></td></tr>
<tr><td>LMT-SUBH

4 A/N</td><td>Limit/Subhead

Enter the limit cited in the contract.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>no limit is cited,</td><td>this field should remain blank.</td></tr>
<tr><td>the department code is “21”,</td><td>there will be no limit. The only exception is “21X4528”. It <u>will</u> have a limit of “0650”.</td></tr>
<tr><td>the department code is “97”,</td><td>there must be a limit.</td></tr>
<tr><td>the funds are DBOF, appropriation 97X4930,</td><td>the limit must begin with “A” or “5”.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>LMT-SUBH

4 A/N

(Cont)</td><td>
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>these funds are FMS, appropria-tion 9711X8242,</td><td>the first 2 digits will be the FMS country code, and the last 2 digits will be “01”. If the 3rd position contains a “numeric 0”, it must be input as “alpha O”. A complete list of FMS country codes is available in Appendix 5 of this procedure.</td></tr>
<tr><td>the limit is “6809” or “6909”,</td><td>DFAS-Indianapolis must be the payment office.</td></tr>
</table>
</td></tr>
<tr><td>PGM-YR

1 N, X, or M</td><td>Program Year

Enter the program year cited in the accounting classification. This should be the same as the fiscal year, cited in the appropriation.

☞ If the program year is not given, enter the last digit of the current fiscal year. Ex. If current fiscal year is 1996, “6” should be entered.

☞ This field may remain empty when the appropriation is 97 X4930.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

Data Element	Instructions
AGCY-CD 2 A/N	**General Operating Agency Code** Enter the agency code cited in the accounting classification. A general operating agency code is required for all entries.
ALOTM-SER 4 A/N	**Allotment Serial** Enter the allotment serial number cited in the accounting classification. ☞ No entry is required in this field if the appropriation is 97 X4930 or if FMS funds.
BDGT-PROJ 7 A/N	**Program Element/Budget Project** Enter the program element/budget project as cited in the accounting classification. This field is comprised of 2 sub-fields: • The program element constitutes the first 5 positions of this field. • The budget project constitutes the last 2 positions of the field.

If	Then
the appropriation 97 X4930, DBOF funds, is not cited,	this field should be left blank.
the appropriation is FMS,	a numeric "**0**" should be entered in the fourth position of the field.
the elements of this field are missing any digits,	those positions should be zero-filled in MOCAS.

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

Data Element	Instructions
OBJ-CLS-CD 4 N	**Object Class Code** Enter the object class cited in the accounting classification. ☞ If no data is given for this field, zero-fill these positions.
CNTRY-CD 2 A/N	**Country Code** Enter the applicable two-digit country code if the contractor is to receive payment outside of the United States. A complete list of country codes can be found in Appendix 5 of this procedure ☞ For example, a contractor located in Canada would receive payment outside of the United States. The country code for Canada (CA) would be entered in this field.
ACCTG-STA 6 A/N	**Fiscal Station** Enter the code of the accounting station cited in the accounting classification. ☞ The system will generate "**S**" as the first position of the station number. This element identifies the accounting station responsible for maintaining financial records for this appropriation.

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

Data Element	Instructions
RQST-ORDNO 6 A/N	**Procurement Request/Order Number (PRON)** Enter the 6-position request/order number, when it is given in the accounting classification. ☞ The PRON will be the first line located under the heading "PRON/DRCMS code". If none is cited, this field should be left blank. ☞ If 2 or more PRONs are cited for one ACRN, this field should be left blank.
CONTR-PAYMT 6 A/N	**Contract Payment Notice (CPN) Recipient** Enter the 6 position DoDAAC code of the accounting station that is to receive the CPN. If no station is cited, enter the DoDAAC code of the issuing activity.

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>NON CELI-PAY

11 A/N</td><td>
Non-CLIN/ELIN Payment Provisions

Enter the applicable code(s), from the table below, if the following criteria applies:
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the contract authorizes contingent services for which the contractor may be reimbursed with charge to this ACRN, but for which no CLIN/ELIN is applicable and no obligation has been established,</td><td>one of the following codes will be entered:

A - Packaging/Handling
B - Reusable Containers
C - State and Local Taxes
D - Royalty
E - Minimum Guarantees</td></tr>
<tr><td>the contract provides amounts for materials, services, or lump sum payments for charge to this ACRN, but for which no CLIN/ELIN has been established,</td><td>one of the following codes will be entered:
H - Special Tooling
J - Value Engineering
K - Termination Charges
L - Escalating Clause
M - Price Redetermination
Z - Other Lump Sum Settlements (Non-CLIN)</td></tr>
<tr><td>no determination can be made, based on the above criteria,</td><td>this field should be left blank.</td></tr>
</table>
</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

Data Element	Instructions
FMS-CNTRY-CD 2 A/N	**Foreign Military Sales Country Code** If an FMS appropriation is being input, the FMS country code must be input.
OBLIG-AMT 13 A/N	**Obligated Amount** Enter the obligated amount for this ACRN in numeric dollars and cents. A decimal point is required. Ex: 1234.56
PAYG-OFC 6 A/N 	**Paying Office** This field should remain blank unless the paying office for this appropriation is other than DFAS-CO. If the paying office is other than DFAS-CO, enter the DoDAAC code of the office that is to make payment. An entry must be made in this field if **"9" blank** is entered in the PAYG-OFC of the Contract Data Record.
DOC-REF-NO 6 A/N	**Document Reference Number** Enter the reason/document reference to explain the purpose of this entry. Enter: • **"AWARD"** for a negotiated contract. • **"DO"** for delivery orders. • **"LTR C"** for a letter contract. • **"PO"** for a purchase order.

Continued on next page

Inputting The Accounting Classification Data

The Army Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>POSTL-IND

2 A/N</td><td>Transaction Code - Obligation

Leave this field blank, unless this obligation is for transportation only.

☞ If parcel post, or other transportation, is obligated on the contract, enter “TT” in this field.</td></tr>
<tr><td>FD-CD

2 A/N</td><td>Fund Code

No entry is required in this field. It is system generated.</td></tr>
<tr><td>DEPT-SORT-CD

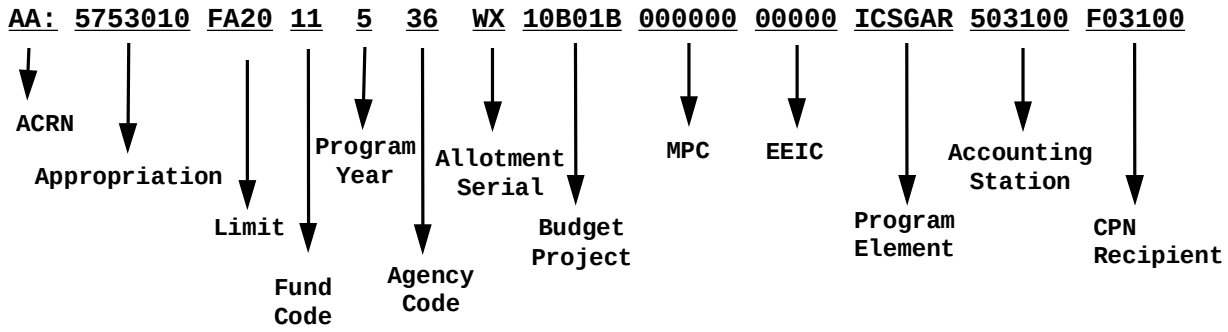
1 A/N</td><td>Department Sort Code

No entry is required in this field. It is system generated based on the following:
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the PMT-CURNCY field, on the Provision Data Record, is “C”,</td><td>the system will generate “5” in this field.</td></tr>
<tr><td>the PMT-CURNCY field, on the Provision Data Record, is anything other than “C”,</td><td>the system will generate “1” in this field.</td></tr>
</table>
• Go to Step 10.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

Air Force Line of Accounting



If an Air Force appropriation is to be input, screen CT1520 will be displayed.

```
CT1520            ACCOUNTING CLASSIFICATION RECORD - AIR FORCE
 CBUD:
 PIIN:                     SPIIN:           CAO-ORG-CD:       RGS-CD:

                    ACRN:                                  APROP:
                LMT-SUBH:                                  FD-CD:
                  PGM-YR:                                AGCY-CD:
            ALOTM-SERNO:                               BDGT-PROJ:
             MTL-PGM-CD:                            EL-XPNS-INV:
                  PGM-EL:                              ACCTG-STA:
            CONTR-PAYMT:                           NON-CELI-PAY:
           FMS-CNTRY-CD:                              OBLIG-AMT:
               PAYG-OFC:                             DOC-REF-NO:
              POSTL-IND:
            DEP-SORT-CD:
```

The PIIN, SPIIN, CAO-ORG-CD, and RGS-CD fields will be carried forward from the previous input records.

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

The following data elements must be entered:

Data Element	Instructions
ACRN 2 A/N **DFARS 204.7107**	**Accounting Classification Reference Number** Enter the ACRN as assigned in the contract. STOP If any of the following situations exist, a DD Form 1716 must be forwarded to the ACO/PCO to request corrective action. • the contract does not contain an ACRN (formerly input with a holding/dummy ACRN) • the ACRN is a duplicate of a previously assigned ACRN (formerly input with a holding/dummy ACRN) • the letters “I” or “O” are assigned as part of the ACRN Until the necessary correction is made, the contract **CANNOT** be processed.

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

Data Element	Instructions
APROP 10 A/N	**Appropriation** Enter the appropriation as shown in the contract Ex: **57** (A) **7** (B) **3010** (C) The appropriation is composed of 3 sub-fields: A. **Department Code** (2 or 4 N) - This field identifies the department which received the funds from the Treasury. ☞ Department codes 57 & 5711 are always Air Force. Department codes 97 & 9711 can be Air Force. The department code will be input as 2 digits followed by 3 spaces, unless the appropriation is for FMS. If the appropriation is FMS, the 2-digit department code will be followed by "11". This is the only time that the department code will be 4 digits.
Chg 2	B. **Fiscal Year** (1 N) - This number represents the fiscal year from which the funds were drawn. It is the last digit of the fiscal year that the funds came from. A "4" would represent funding from 1984 or 1994. If the fiscal year of a multiyear appropriation is represented in a beginning/ending year format (4-position), the second position should be entered as the fiscal year. For example, if the fiscal year of the appropriation is cited as 9597, "5" should be entered. ☞ There are 2 alpha characters which may be entered in this field. An entry of "**X**" would indicate revolving funds. An entry of "**M**" would indicate merged funds.

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>APROP

10 A/N

(Cont)</td><td>C. Basic Symbol (4 N) - This represents the category that the money was put into, or in other words, the purpose for which the money was intended.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The basic symbol is “4930”,</td><td>This represents DBOF funds.</td></tr>
<tr><td>The basic symbol is “8242”,</td><td>This represents FMS funds, and the department code must contain the suffix “11”.</td></tr>
</table></td></tr>
<tr><td>LMT-SUBH
4 A/N</td><td>Limit/Subhead
Enter the limit cited in the contract.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>no limit is cited,</td><td>this field should remain blank.</td></tr>
<tr><td>the department code is “57”,</td><td>there will be no Limit/Subhead.</td></tr>
<tr><td>the department code is “97”,</td><td>there must be a Limit/Subhead “02”.</td></tr>
<tr><td>the funds are DBOF, appropri-ation 97X4930,</td><td>the limit will begin with “F” or “5”.</td></tr>
<tr><td>these funds are FMS, appropria-tion 9711X8242,</td><td>the first 2 digits will be the FMS country code, and the last 2 digits will be “02”. A complete list of FMS country codes is available in Appendix 5 of this procedure.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

Data Element	Instructions
FD-CD 2 A/N	**Fund Code** Enter the fund code as cited in the accounting classification.
PGM-YR 1 A/N	**Program Year** Enter the program year as cited in the accounting classification. If the program year is not available, enter the last digit of the fiscal year in which the contract was issued. For example, **"6"** would be entered if the contract was issued in fiscal year 1996.
AGCY-CD 2 A/N	**General Operating Agency Code** Enter the agency code cited in the accounting classification. The General Operating Agency Code is sometimes grouped with the Allotment Serial Number, the next field. If the fund code is **"6C"**, this field may be zero-filled.

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

Data Element	Instructions
ALOTM-SER 2A/N	**Allotment Serial** Enter the allotment serial number cited in the accounting classification. The Allotment Serial number is sometimes grouped with the General Operating Agency code, the previous field. If the fund code is "**6C**", this field may be zero-filled.
BDGT-PROJ 4 or 6 A/N	**Program Element/Budget Project** Enter the program element/budget project as cited in the accounting classification.

If	Then
The appropriation is FMS,	The last 2 characters must match the first 2 characters of the limit. These 2 digits are the FMS country code.
The Fund Code is "**11**"	This field must begin with "**1**".
The Fund Code is "**15**",	This field must begin with "**2**".
The Fund Code is "**17**",	This field must begin with "**3**".
The Fund Code is "**29**" or "**K7**",	This first position of this field may be zero-filled.
The Fund Code is "**2X**", "**31**", "**54**", or "**58**".	The 3rd, through 6th positions of this field may be zero-filled.

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>MTL-PGM-CD

6 A/N</td><td>Material Program Code

Enter the Material Program Code as cited in the accounting classification.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The Fund Code is “30”,</td><td>The 3rd, through 6th positions of this field may be zero-filled.</td></tr>
<tr><td>The Fund Code is “11, 15, 17, 29, 6H, 4A, 4F, 6C, 6E, H4,” or “K7”,</td><td>The first and last positions of this field may be zero-filled.</td></tr>
</table></td></tr>
<tr><td>EL-XPNS-INV (EOE/IC)

5 A/N</td><td>Element of Expense/Investment Code

Enter the EOE/IC, as cited in the accounting classification.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The Fund Code is “2X, 29, 30, 31, 54, 58” or “6C”,</td><td>The 4th and 5th positions of this field may be zero-filled.</td></tr>
<tr><td>The Fund Code is “11, 15, 17, 4A, 4F, 6E, 6H, H4,” or “K7”,</td><td>All 5 positions of this field may be zero-filled.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>PGM-EL

6 A/N</td><td>Program Element

Enter the Program Element, as cited in the accounting classification.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The Fund Code is “4A” or “4F”,</td><td>The 4th through 6th positions may be zero-filled.</td></tr>
<tr><td>The Fund Code is “11, 15, 17, 2X, 29, 30, 31, 6C, 6E, 6H, 54, 58, H4” or “K7”,</td><td>All positions of this field may be zero-filled.</td></tr>
</table></td></tr>
<tr><td>ACCTG-STA

6 A/N</td><td>Fiscal Station

Enter the code of the accounting station cited in the accounting classification.

The accounting station will begin with “4, 5, 6” or “8”.

This element identifies the accounting station responsible for maintaining financial records for this appropriation.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

Data Element	Instructions
CONTR-PAYMT 6 A/N ****Change 2****	**Contract Payment Notice Recipient** Enter the 6-position DoDAAC code of the accounting station that is to receive the CPN. If no station is cited, or if an invalid station is cited, enter the DoDAAC code of the issuing activity. ☞ This element will usually begin with **"F"**.
NON CELI-PAY 11 A/N	**Non-CLIN/ELIN Payment Provisions** Enter the applicable code(s), from the table below, if the following criteria applies:

If	Then
The contract authorizes contingent services for which the contractor may be reimbursed with charge to this ACRN, but for which no CLIN/ELIN is applicable and no obligation has been established,	One of the following codes will be entered: • A - Packaging/Handling • B - Reusable Containers • C - State and Local Taxes • D - Royalty • E - Minimum Guarantees

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>NON CELI-PAY

11 A/N

(Cont)</td><td>
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The contract provides amounts for materials, services, or lump sum payments for charge to this ACRN, but for which no CLIN/ELIN has been established,</td><td>One of the following codes will be entered:

• H - Special Tooling
• J - Value Engineering
• K - Termination Charges
• L - Escalating Clause
• M - Price Redetermination
• Z - Other Lump Sum Settlements (Non-CLIN)</td></tr>
<tr><td>No determination can be made, based on the above criteria,</td><td>This field should be left blank.</td></tr>
</table>
</td></tr>
<tr><td>FMS-CNTRY-CD

2 A/N</td><td>Foreign Military Sales Country Code

If an FMS appropriation is being input, the FMS country code must be input.</td></tr>
<tr><td>OBLIG-AMT

13 A/N</td><td>Obligated Amount

Enter the obligated amount for this ACRN in numeric dollars and cents. A decimal point is required.

Ex: 1234.56</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

Data Element	Instructions
PAYG-OFC 6 A/N	**Paying Office** This field should remain blank unless the paying office for this appropriation is other than DFAS-CO. STOP If the paying office is other than DFAS-CO, enter the DoDAAC code of the office that is to make payment. An entry must be made in this field if **"9" blank** is entered in the PAYG-OFC of the Contract Data Record.
DOC-REF-NO 6 A/N	**Document Reference Number** Enter the reason/document reference to explain the purpose of this entry. Enter: • **"AWARD"** for a negotiated contract. • **"DO"** for delivery orders. • **"LTR C"** for a letter contract. • **"PO"** for a purchase order.
POSTL-IND 2 A/N	**Transaction Code - Obligation** Leave this field blank, unless this obligation is for transportation only. If parcel post, or other transportation, is obligated on the contract, enter **"TT"** in this field.

Continued on next page

Inputting The Accounting Classification Data

The Air Force Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>DEPT-SORT-CD

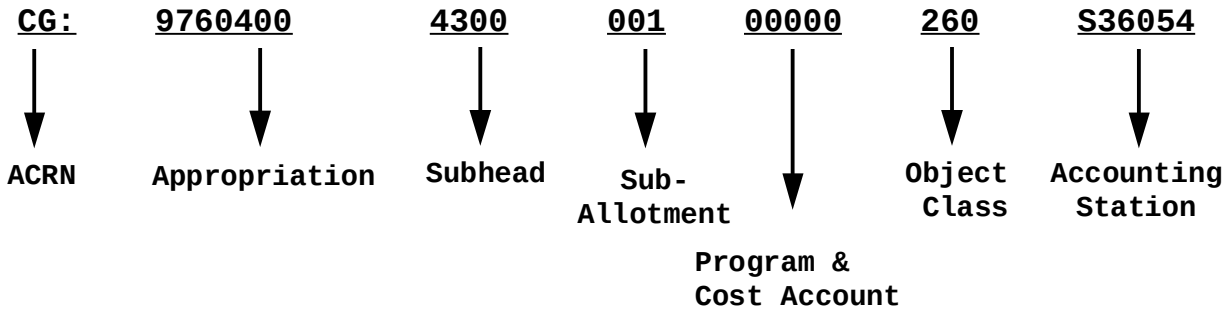
1 A/N</td><td>Department Sort Code

No entry is required in this field. It is system generated based on the following:
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The PMT-CURNCY field, on the Provision Data Record, is “C”,</td><td>The system will generate “6” in this field.</td></tr>
<tr><td>The PMT-CURNCY field, on the Provision Data Record, is anything other than “C”,</td><td>The system will generate “2” in this field.</td></tr>
</table>
• Go to Step 10.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

DLA Line of Accounting



If a DLA appropriation is to be input, screen CT1530 will be displayed.

```
CT1530              ACCOUNTING CLASSIFICATION RECORD -DLA
 CBUD:
 PIIN:                    SPIIN:          CAO-ORG-CD:       RGS-CD:

                    ACRN:                                APROP:
                LMT-SUBH:                            ALOTM-SUB:
            PGM-CST-ACC:                            OBJ-CLS-CD:
              ACCTG-STA:

            CONTR-PAYMT:                         NON-CELI-PAY:
           FMS-CNTRY-CD:                            OBLIG-AMT:
               PAYG-OFC:                            DOC-REF-NO:
              POSTL-IND:                                 FD-CD:
            DEP-SORT-CD:
```

☞ The PIIN, SPIIN, CAO-ORG-CD, and RGS-CD fields will be carried forward from the previous input records.

Continued on next page

Inputting The Accounting Classification Data

The DLA Line Of Accounting (Continued)

The following data elements must be entered:

Data Element	Instructions
ACRN 2 A/N **DFARS 204.7107**	**Accounting Classification Reference Number** Enter the ACRN as assigned in the contract. STOP If any of the following situations exist, a DD Form 1716 must be forwarded to the ACO/PCO to request corrective action. • the contract does not contain an ACRN (formerly input with a holding/dummy ACRN) • the ACRN is a duplicate of a previously assigned ACRN (formerly input with a holding/dummy ACRN) • the letters “I” or “O” are assigned as part of the ACRN Until the necessary correction is made, the contract **CANNOT** be processed.

Continued on next page

Inputting The Accounting Classification Data

The DLA Line Of Accounting (Continued)

Data Element	Instructions
APROP 10 A/N *Chg 2*	**Appropriation** Enter the appropriation as shown in the contract Ex: **97** (A) **X** (B) **4930** (C) The appropriation is composed of 3 sub-fields: A. **Department Code** (2 or 4 N) - This field identifies the department which received the funds from the Treasury. ☞ Department codes 97 is always DLA. The department code will be input as 2 digits followed by 3 spaces. B. **Fiscal Year** (1 N) - This number represents the fiscal year from which the funds were drawn. It is the last digit of the fiscal year that the funds came from. A "7" would represent funding from 1987. If the fiscal year of a multiyear appropriation is represented in a beginning/ending year format (4-position), the second position should be entered as the fiscal year. For example, if the fiscal year of the appropriation is cited as 9597, "5" should be entered. ☞ There are 2 alpha characters which may be entered in this field. An entry of "**X**" would indicate revolving funds. An entry of "**M**" would indicate merged funds. C. **Basic Symbol** (4 N) - This represents the category that the money was put into, or in other words, the purpose for which the money was intended. ☞ If the basic symbol is "4930", then this represents DBOF funds.

Continued on next page

Inputting The Accounting Classification Data

The DLA Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>LMT-SUBH

4 A/N</td><td>Limit/Subhead

Enter the limit cited in the contract.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The limit is 6809 or 6909,</td><td>DFAS-IN will be the payment office.</td></tr>
<tr><td>The limit is 4300, 4400, or 4500</td><td>The appropriation will always be DLA.</td></tr>
<tr><td>The funds are DBOF, appropriation 97X4930,</td><td>The limit will usually begin with “5”, “F” or “N”.</td></tr>
</table></td></tr>
<tr><td>ALOTM-SUB

3 A/N</td><td>Allotment/Suballotment

Enter the allotment cited in the accounting classification.

☞ When entering data in this field, the data should be right-justified and prefixed with zeros.

For example, if the allotment is “10”, it would be entered as “010”. If the allotment is cited as “001”, it would be entered as “001”.</td></tr>
<tr><td>PGM-CST-ACC

5 A/N</td><td>Program and Cost Account Number

Enter the appropriate data, as cited in the accounting classification.

☞ This field must contain data, unless the appropriation is 97 X4930, DBOF funds.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The DLA Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>OBJ-CLS-CD

3 A/N</td><td>Object Class Code

Enter the object class cited in the accounting classification.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The object class cited is 2 digits,</td><td>It must be suffixed by “0”.

Ex: If the object class cited is “26”, it should be entered as “260”.</td></tr>
<tr><td>No data is available,</td><td>This field must be zero-filled.</td></tr>
</table></td></tr>
<tr><td>ACCTG-STA

6 A/N</td><td>Fiscal Station

Enter the code of the accounting station cited in the accounting classification.

The accounting station will begin with “S”, and is followed by 5 numerics.

This element identifies the accounting station responsible for maintaining financial records for this appropriation.</td></tr>
<tr><td>CONTR-PAYMT

6 A/N</td><td>Contract Payment Notice Recipient

No entry required. This field is system generated.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The DLA Line Of Accounting (Continued)

Data Element	Instructions
NON CELI-PAY 11 A/N	**Non-CLIN/ELIN Payment Provisions** Enter the applicable code(s), from the table below, if the following criteria applies:

If	Then
the contract authorizes contingent services for which the contractor may be reimbursed with charge to this ACRN, but for which no CLIN/ELIN is applicable and no obligation has been established,	one of the following codes will be entered: • A - Packaging/Handling • B - Reusable Containers • C - State and Local Taxes • D - Royalty • E - Minimum Guarantees
the contract provides amounts for materials, services, or lump sum payments for charge to this ACRN, but for which no CLIN/ELIN has been established,	one of the following codes will be entered: • H - Special Tooling • J - Value Engineering • K - Termination Charges • L - Escalating Clause • M - Price Redetermination • Z - Other Lump Sum Settlements (Non-CLIN)

Continued on next page

Inputting The Accounting Classification Data

The DLA Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>NON CELI-PAY
11 A/N

(Cont)</td><td>
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>no determination can be made, based on the above criteria,</td><td>this field should be left blank.</td></tr>
</table>
</td></tr>
<tr><td>FMS-CNTRY-CD

2 A/N</td><td>Foreign Military Sales Country Code

Enter the FMS country code for which the contract is being input.</td></tr>
<tr><td>OBLIG-AMT

13 A/N</td><td>Obligated Amount

Enter the obligated amount for this ACRN in numeric dollars and cents. A decimal point is required.

Ex: 1234.56</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The DLA Line Of Accounting (Continued)

Data Element	Instructions
PAYG-OFC 6 A/N	**Paying Office** This field should remain blank unless the paying office for this appropriation is other than DFAS-CO. STOP If the paying office is other than DFAS-CO, enter the DoDAAC code of the office that is to make payment. An entry must be made in this field if **"9" blank** is entered in the PAYG-OFC of the Contract Data Record.
DOC-REF-NO 6 A/N	**Document Reference Number** Enter the reason/document reference to explain the purpose of this entry. Enter: • **"AWARD"** for a negotiated contract. • **"DO"** for delivery orders. • **"LTR C"** for a letter contract. • **"PO"** for a purchase order.

Continued on next page

Inputting The Accounting Classification Data

The DLA Line Of Accounting (Continued)

Data Element	Instructions
POSTL-IND 2 A/N	**Transaction Code - Obligation** Leave this field blank, unless this obligation is for transportation only. ☞ If parcel post, or other transportation, is obligated on the contract, enter "**TT**" in this field.
FD-CD 2 A/N	**Fund Code** No entry is required in this field. It is system generated.
DEPT-SORT-CD 1 A/N	**Department Sort Code** No entry is required in this field. It is system generated based on the following:

If	Then
The PMT-CURNCY field, on the Provision Data Record, is "**C**",	The system will generate "**7**" in this field.
The PMT-CURNCY field, on the Provision Data Record, is anything other than "**C**",	The system will generate "**3**" in this field.

- Go to step 10.

Continued on next page

Inputting The Accounting Classification Data

Navy Line of Accounting

CG:	1731506	47C2	260	01407	0	000383	1F	000383	00000000X01C
ACRN	Appropriation	Subhead	Object Class	Bureau Control Number	Sub Alt Number	Authorized Accounting Activity	Trans Code	Property Accounting Activity	Cost Code

If a Navy or Coast Guard appropriation is to be input, screen CT1540 will be displayed.

```
CT1540              ACCOUNTING CLASSIFICATION RECORD - NAVY
 CBUD:
 PIIN:                    SPIIN:          CAO-ORG-CD:       RGS-CD:

                  ACRN:                                APROP:
              LMT-SUBH:                           CLS-CD-NAVY:
            BUR-CTL-NO:                            ALOTM-NAVY:
            ACCTG-ACTY:                           TRX-CD-NAVY:
           PROPTY-ACCT:                           NAVY-CST-CD:

           CONTR-PAYMT:                          NON-CELI-PAY:
          FMS-CNTRY-CD:                             OBLIG-AMT:
              PAYG-OFC:                            DOC-REF-NO:
             POSTL-IND:                                 FD-CD:
           DEP-SORT-CD:
```

☞ The PIIN, SPIIN, CAO-ORG-CD, and RGS-CD fields will be carried forward from the previous input records.

☞ During the STARS/MOCAS Comparison the system matches the PIIN/SPIIN/ACRN being entered to the Navy STARS Obligation Database. If there is a match, the obligation data contained in the STARS database will be entered into the appropriate fields on screen CT1540. Compare the data from STARS to the appropriation data on the contract. If any corrections are necessary, overlay the incorrect data with the correct data. If after the STARS/MOCAS Comparison there is no match, screen CT1540 will be displayed with all of the data elements empty. The appropriation should be entered completely in this case.

☞ If a Coast Guard appropriation is being entered, and it is still in Department of Transportation format, refer to the Coast Guard/DoT Conversion procedures, outlined later in this module.

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

The following data elements must be entered:

Data Element	Instructions
ACRN 2 A/N **DFARS 204.7107**	**Accounting Classification Reference Number** Enter the ACRN as assigned in the contract. STOP If any of the following situations exist, a DD Form 1716 must be forwarded to the ACO/PCO to request corrective action. • the contract does not contain an ACRN (formerly input with a holding/dummy ACRN) • the ACRN is a duplicate of a previously assigned ACRN (formerly input with a holding/dummy ACRN) • the letters “I” or “O” are assigned as part of the ACRN Until the necessary correction is made, the contract **CANNOT** be processed.

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

Data Element	Instructions
APROP 10 A/N	**Appropriation** Enter the appropriation as shown in the contract Ex: **17** (A) **7** (B) **73010** (C) The appropriation is composed of 3 sub-fields: A. **Department Code** (2 or 4 N) - This field identifies the department which received the funds from the Treasury. ☞ Department codes 17 & 1711 are always Navy. Department codes 97 & 9711 can be Navy. Department code 69 is always input as Navy. Department code 69 indicates Coast Guard. The department code will be input as 2 digits followed by 3 spaces, unless the appropriation is for FMS. If the appropriation is FMS, the 2-digit department code will be followed by "11". This is the only time that the department code will be 4 digits.
Chg 2	B. **Fiscal Year** (1 N) - This number represents the fiscal year from which the funds were drawn. It is the last digit of the fiscal year that the funds came from. A "7" would represent funding from 1987. If the fiscal year of a multiyear appropriation is represented in a beginning/ending year format (4-position), the second position should be entered as the fiscal year. For example, if the fiscal year of the appropriation is cited as 9597, "5" should be entered. ☞ There are 2 alpha characters which may be entered in this field. An entry of "**X**" would indicate revolving funds. An entry of "**M**" would indicate merged funds.

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>APROP

10 A/N

(Cont)</td><td>C. Basic Symbol (4 N) - This represents the category that the money was put into, or in other words, the purpose for which the money was intended.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The basic symbol is “4930”,</td><td>This represents DBOF funds.</td></tr>
<tr><td>The basic symbol is “8242”,</td><td>This represents FMS funds, and the department code must contain the suffix “11”.</td></tr>
</table></td></tr>
<tr><td>LMT-SUBH

4 A/N</td><td>Limit/Subhead

Enter the limit cited in the contract.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The department code is “97”,</td><td>A limit/subhead is required.</td></tr>
<tr><td>No limit is cited,</td><td>Leave this field blank.</td></tr>
<tr><td>The funds are FMS,</td><td>The limit will begin with “2”, “5” or “8”.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>CLS-CD-NAVY

3 N</td><td>Object Class Code

Enter the object class cited in the accounting classification.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The object class cited is 2 digits,</td><td>It must be suffixed by “0”.

Ex: If the object class cited is “26”, it should be entered as “260”.</td></tr>
<tr><td>No data is available,</td><td>This field must be zero-filled.</td></tr>
<tr><td>The appropriation is for FMS funds, and the cited object class code contains any alpha characters,</td><td>This field must be zero-filled.</td></tr>
</table></td></tr>
<tr><td>BUR-CTL-NO

5 A/N</td><td>Bureau Control Number

Enter the Bureau Control Number as cited in the accounting classification.

☞ The Bureau Control Number consists of a 2 digit budget project and a 3 digit allotment.</td></tr>
<tr><td>ALOTM-NAVY

1 A/N</td><td>Suballotment or Operating Budget Subdivision (OSB)

Enter the suballotment/OSB cited in the accounting classification.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>ACCTG-STA

6 A/N</td><td>Fiscal Station

Enter the code of the accounting station cited in the accounting classification.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The accounting station is a Navy station,</td><td>The station number will begin with “0”, “M” or “N”.</td></tr>
<tr><td>The accounting station is a Coast Guard station</td><td>The station number will begin with “Z”.</td></tr>
<tr><td>The accounting station cited begins with “M”, “N” or “Z”,</td><td>The letter should be dropped and substituted with “0” at the time of input.</td></tr>
</table>
This element identifies the accounting station responsible for maintaining financial records for this appropriation.</td></tr>
<tr><td>TRX-CD-NAVY

2 A/N</td><td>Transaction Type

Enter the transaction type identified in the contract.

If a transaction type is not cited, a DD Form 1716 must be issued to have it included in the appropriation line.</td></tr>
<tr><td>PROPTY-ACCT

6 A/N</td><td>Property Accounting

Enter the property accounting code as reflected in the accounting classification.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>NAVY-CST-CD
12 A/N</td><td>Cost Code
Enter the Navy cost code as cited in the accounting classification.

☞ If entering a Coast Guard appropriation, the last 12 digits of the MIPR number will be entered in this field. MIPR numbers, associated with purchase agreements between the Department of Defense and the Department of Transportation/Coast Guard may be identified by the prefix DTCG. Refer to Coast Guard/DoT Conversions for further guidance on locating the MIPR number.</td></tr>
<tr><td>CONTR-PAYMT
6 A/N</td><td>Contract Payment Notice Recipient
This field is blank on Navy appropriations.</td></tr>
<tr><td>NON CELI-PAY
11 A/N</td><td>Non-CLIN/ELIN Payment Provisions
Enter the applicable code(s), from the table below, if the following criteria applies:
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the contract authorizes contingent services for which the contractor may be reimbursed with charge to this ACRN, but for which no CLIN/ELIN is applicable and no obligation has been established,</td><td>one of the following codes will be entered:
• A - Packaging/Handling
• B - Reusable Containers
• C - State and Local Taxes
• D - Royalty
• E - Minimum Guarantees</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>NON CELI-PAY

11 A/N

(Cont)</td><td>
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the contract provides amounts for materials, services, or lump sum payments for charge to this ACRN, but for which no CLIN/ELIN has been established,</td><td>one of the following codes will be entered:
• H - Special Tooling
• J - Value Engineering
• K - Termination Charges
• L - Escalating Clause
• M - Price Redetermination
• Z - Other Lump Sum Settlements (Non-CLIN)</td></tr>
<tr><td>no determination can be made, based on the above criteria,</td><td>this field should be left blank.</td></tr>
</table>
</td></tr>
<tr><td>FMS-CNTRY-CD

2 A/N</td><td>Foreign Military Sales Country Code

If an FMS appropriation is being input, the FMS country code must be input.</td></tr>
<tr><td>OBLIG-AMT

13 A/N</td><td>Obligated Amount

Enter the obligated amount for this ACRN in numeric dollars and cents. A decimal point is required.

☞ Ex: 1234.56</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

Data Element	Instructions
PAYG-OFC 6 A/N	**Paying Office** This field should remain blank unless the paying office for this appropriation is other than DFAS-CO. STOP If the paying office is other than DFAS-CO, enter the DoDAAC code of the office that is to make payment. ☞ An entry must be made in this field if **"9" blank** is entered in the PAYG-OFC of the Contract Data Record.
DOC-REF-NO 6 A/N	**Document Reference Number** Enter the reason/document reference to explain the purpose of this entry. ☞ Enter: • **"AWARD"** for a negotiated contract. • **"DO"** for delivery orders. • **"LTR C"** for a letter contract. • **"PO"** for a purchase order.
POSTL-IND 2 A/N	**Transaction Code - Obligation** Leave this field blank for Navy appropriations. The system will not allow any entry in this field.

Continued on next page

Inputting The Accounting Classification Data

The Navy Line Of Accounting (Continued)

<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>FD-CD

2 A/N</td><td>Fund Code

No entry is required in this field. It is system generated.</td></tr>
<tr><td>DEPT-SORT-CD

1 A/N</td><td>Department Sort Code

No entry is required in this field. It is system generated based on the following:
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The PMT-CURNCY field, on the Provision Data Record, is “C”,</td><td>The system will generate “8” in this field.</td></tr>
<tr><td>The PMT-CURNCY field, on the Provision Data Record, is anything other than “C”,</td><td>The system will generate “4” in this field.</td></tr>
</table>
• Go to Step 10.</td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

Coast Guard/DoT Appropriations Conversion

FOREWORD

The Coast Guard, being a branch of the Department of Transportation (DoT), issues long lines of accounting in DoT format. For Coast Guard appropriations associated with contracts issued in fiscal year 1998, and subsequent years, it is required that the appropriation be submitted in MILSCAP format. However, there may be instances that it is necessary to convert Coast Guard appropriations, issued prior to 1998, from a Department of Transportation format into MILSCAP/Navy format.

After converting a Coast Guard appropriation from DoT format to MILSCAP format, the appropriation will be input into MOCAS using the Navy Accounting Classification Record, as previously outlined in this module.

Coast Guard Line of Accounting

AB:	2	/	H	/	401	/	199	/	30	/	0	/	AV	/	70541	/	2503
FD:	2	/	E	/	X8	/	181	/	41	/	0	/	704120	/	51100	/	2530

- ACRN
- AGENCY CODE
- REGION/ DISTRICT CODE
- APPROPRIATION CODE
- APPROPRIATION LIMITATION CODE
- ALLOTMENT FUND CONTROL CODE
- ALLOTMENT LEVEL INDICATOR CODE
- PROGRAM ELEMENT
- COST CENTER
- OBJECT CLASS

Continued on next page

Inputting The Accounting Classification Data

Coast Guard/DoT Appropriations Conversion

Field Name	Field Size	Field Definition
Agency Code	1 A/N	The Department of Transportation agency code for Coast Guard is "**2**"; therefore, this position will always be "**2**" for Coast Guard lines of accounting.
Region/District Code	1 A/N	The Region/District who is affected by the transaction.
Appropriation Code	2-4 A/N	The fiscal year and appropriation charged. This code equates to the Treasury apppropriation symbol.
Appropriation Limitation Code	3 N	The type of funding (direct/indirect/reimbursable) and the Administrative Target Unit (ATU).
Allotment Fund Control Code	2 N	Identifies the funding distributed for a defined purpose, i.e. "**30**" is for Operation and Maintenance, "**56**" is for Training.
Allotment Level Indicator Code	1 N	This field is not used by Coast Guard; therefore, it is always "**0**".
Program Element	2 or 6 A/N	Identifies the exact source of funding or point account for a procurement. If this field is 2 characters in length, it is referred to as the program element. If this field is 6 characters in length, it is referred to as the project number.
Cost Center	5 N	Identifies the unit for which the funds are used. This is the Coast Guard unit's Operations Facility (OPFAC) code, and is similar to the Navy's station code.
Object Class	4 N	Identifies the expense category that the transaction affects.

Continued on next page

Inputting The Accounting Classification Data

Coast Guard/DoT Appropriations Conversion

Data Element	Instructions
ACRN 2 A/N	**Accounting Classification Reference Number** Enter the ACRN as cited in the document.
APROP 10 A/N	**Appropriation** Enter the appropriation associated with the Appropriation Code cited on the Coast Guard/DoT long line of accounting, based on the following table. ☞ The Appropriation Code can be identified in the ACRN AB example as 401, and in the ACRN FD example as X8.

Appropriation Code	Fiscal Year	Appropriation
401	94	6940201
301	93	6930201
201	92	6920201
101	91	6910201
001	90	69X0201
901	89	69X0201
X3	No year	69X0240
X8	No year	69X0243
X7	Revolve	69X4743
XF6	Revolve	69X4535
XG6	Revolve	69X4535
XS6	Revolve	69X4535
9V	85/89	695/90240
0K	86/90	696/00240
1B	87/91	697/10240

Continued on next page

Inputting The Accounting Classification Data

Coast Guard/DoT Appropriations Conversion

Data Element	Instructions
APROP 10 A/N (Cont)	

Appropriation Code	Fiscal Year	Appropriation
2W	88/92	698/20240
2Q	92/92	6920240
3H	89/93	699/30240
3D	93/93	6930240
4Y	90/94	690/40240
4Q	92/94	692/40240
4E	94/94	6940240
5T	91/95	691/50240
5D	93/95	693/50240
6Q	92/96	692/60240
6E	94/96	694/60240
7D	93/97	693/70240
8E	94/98	694/80240
42	94	6940242
32	93	6930242
22	92	6920242
12	91	69X0242
02	90	69X0242
92	89	69X0242
190	91	6910230
X90	No year	69X0230
SX	Revolve	69X8312
SZ	Revolve	69X8313

Continued on next page

Inputting The Accounting Classification Data

Coast Guard/DoT Appropriations Conversion

Data Element	Instructions
LMT-SUBH 4 A/N	**Limit/Subhead** Enter the 3-digit Coast Guard/DoT Appropriation Limitation Code, followed by 0. ☞ This can be identified in the ACRN AB example as 199, and in the ACRN FD example as 181.
CLS-CD-NAVY 3 N	**Object Class Code** Enter the 2-digit Coast Guard/DoT Allotment Fund Control Code, followed by 0, the Allotment Level Indicator Code. ☞ The Allotment Fund Control Code can be identified in the ACRN AB example as 30, and in the ACRN FD example as 41. The Allotment Level Indicator Code can be identified in the ACRN AB and FD example as 0. The Allotment Level Indicator Code will always be 0, since the Coast Guard does not utilize this field.

Continued on next page

Inputting The Accounting Classification Data

Coast Guard/DoT Appropriations Conversion

Data Element	Instructions
BUR-CTL-NO 5 A/N	**Bureau Control Number** Enter the first 5 digits of the Program Element. ☞ If the Program Element is less than 5 digits, enter the Program Element and zero fill the remaining positions. ☞ The Program Element can be identified in the ACRN AB example as AV, and in the ACRN FD example as 704120.
ALOTM-NAVY 1 A/N	**Suballotment or Operating Budget Subdivision (OSB)** Enter the last digit of the Program Element, if applicable. ☞ If all digits of the Program Element were entered in the Bureau Control Number field, zero fill this field. ☞ The Program Element can be identified in the ACRN AB example as AV, and in the ACRN FD example as 704120.
ACCTG-STA 6 A/N	**Fiscal Station** Enter the 5-digit Cost Center code, prefixed by Z. ☞ The Cost Center code can be identified in the ACRN AB example as 70541, and in the ACRN FD example as 51100.

Continued on next page

Inputting The Accounting Classification Data

Coast Guard/DoT Appropriations Conversion

Data Element	Instructions
TRX-CD-NAVY 2 A/N	**Transaction Type** Enter 2I in this field.
PROPTY-ACCT 6 A/N	**Property Accounting** Enter the 4-digit Object Class code, followed by 00. ☞ The Object Class code can be identified in the ACRN AB example as 2503, and in the ACRN FD example as 2530.

Continued on next page

Inputting The Accounting Classification Data

Coast Guard/DoT Appropriations Conversion

Data Element	Instructions
NAVY-CST-CD 12 A/N	**Cost Code** Enter the last 12 digits of the Military Interdepartmental Purchase Request (MIPR) Number. **Enter only the last 12 alpha/numeric characters of the Coast Guard MIPR number. DO NOT ZERO FILL THIS FIELD.** MIPR numbers, associated with purchase agreements between the Department of Defense and the Department of Transportation/Coast Guard may be identified by the prefix **DTCG**. The MIPR number will appear in section G, of the contract or under the document reference number column of the Navy Financial Accounting Data (FAD) sheet. In addition, it may be found in block 5 of the DD Form 448, MIPR, that may be attached to the contract. In the complete absence of a MIPR number, a DD Form 1716, Contract Data Package Recommendation/Deficiency Report should be generated to the issuing activity for clarification.

Continued on next page

Inputting The Accounting Classification Data

Step	Action
10	Press **ENTER** after the above elements are entered.
11	Take the following action to proceed with the input process.

If	Then
An error message indicates that the appropriation does not match the Master Accounting Appropriation File,	Go to step 12.
There is another ACRN to be input for this service	• Overlay the data from the previous ACRN with the data for the new ACRN, • Repeat beginning at step 2.
There is another ACRN for another service	• Press **F2** to return to the Accounting Classification Menu, screen CT1500, • Select the appropriate service type, • Follow the input procedures for that service.
There are no more ACRNs	• Press **F2** twice to return to the Contract Setup Menu, screen CT1000, • Begin processing the line item data, per Module 11 of this procedure.

Continued on next page

Inputting The Accounting Classification Data

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>12</td><td>☞ If the system message Appropriation Unmatched to Master is received, coordination with Financial Control must take place to either establish the appropriation on the master or to make the determination that an invalid appropriation has been cited on the contractual document.

Prepare a DFAS-CO Form 808 (Enclosure 5), Addition to the Master File, and forward it to Financial Control and Reporting.</td></tr>
<tr><td>13</td><td>Financial Reporting will return the DFAS-CO Form 808 to the division after the actions have been completed.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>The appropriation has been successfully added to the master,</td><td>Enter the appropriation data into the system, in accordance with Step 1 of this module.</td></tr>
<tr><td>The appropriation data could not be validated,</td><td>Go to Step 14.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting The Accounting Classification Data

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14</td><td>Contact the PCO and/or the funding station, to validate the appropriation cited in the contract.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>It is indicated that the appropriation is incorrect,</td><td>Issue a DD Form 1716, Contract Data Package Recommendation/Deficiency Report, requesting a modification to the contract.</td></tr>
<tr><td>It is indicated that the appropriation is correct,</td><td>Go to Step 15.</td></tr>
</table></td></tr>
<tr><td>15</td><td>Complete the DFAS-CO Form 808 (Enclosure 5), and forward to Financial Control and Reporting for a final determination on the validity of the appropriation.

☞ Financial Reporting will contact the appropriate DFAS center, or other points of contact if necessary, to resolve the conflict at the appropriation level. Based on the results of the research, the appropriation will either be added to the master or be determined invalid. The findings of Financial Control and Reporting will be reported in section II of the cover letter. The cover letter will be returned to the division.</td></tr>
</table>

End of Module

Inputting The Supply Line Item Record

FOREWORD

DFAS PROHIBITS THE ACCEPTANCE OF PEN AND INK CHANGES.

Since the 21 July 1995 issuance of the DFAS-CO-JXSB memorandum regarding Withhold Requirement Procedures, the subject of withholds has come under much scrutiny. Due to this renewed attention, the importance of data integrity in the withhold data element **(WHLD-CD)** can not be emphasized enough.

Additive CLINs are used for the recording of additional costs, charged by the vendor, which are not identified in the original contract. The costs include taxes, transportation charges, lump sum settlements, etc. Additive CLINs will be assigned numbers in the 9900 series, in accordance with DLAM 8000.3. A list follows which cites the CLIN, along with a description of when it is to be used.

There are 3 categories of additive CLINs:

- **Deliverable Additives** are considered receiptable and will reflect requisition data applicable to the material CLIN. Deliverable Additives appear on contract delinquency reports and are abstracted via MILSCAP transaction for control purposes.
- **NON-Deliverable Additives** are not receiptable, and, therefore, they are not abstracted via MILSCAP transaction.
- **Additives** are used to record financial adjustments to the active contract. Additives are not abstracted and will not appear on any contracting reports.

Continued on next page

Inputting The Supply Line Item Record

Informational Subline Items

DFARS 204.7104-1(a)(3) states that "Informational subline items shall be used to identify each accounting classification citation assigned to a single contract line item number when use of multiple citations is authorized". Informational subline items established to identify multiple accounting citations assigned to a single contract line item will be structured within a contract as shown below.

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Air Vehicle	1	EA	$6,700,000	$6,700,000
000101	ACRN: AA	$3,300,000			
000102	ACRN: AB	$2,000,000			
000103	ACRN: AC	$1,400,000			

Informational subline items **will not** be entered into MOCAS as CLINS. The subline item number, associated ACRN, and dollar value will be entered as special payment instructions in support of the primary CLIN. For example, using the example above, the data for subline items 000101, 000102, and 000103 would be entered as special payment instructions on CLIN 0001.

PURPOSE

To provide procedural guidance regarding the input of the Supply Line Item Data Record.

Continued on next page

Inputting The Supply Line Item Record

PROCEDURE Contract Input Technicians should perform the following steps to input the Contract Data Record.

Step	Action
1	CT1000 CONTRACT SETUP MENU COMPUTER BASED USER DOCUMENTATION.....0 SETUP ACCOUNTING CLASSIFICATION DATA....1 **SETUP SUPPLY LINE ITEM DATA.....2** SETUP SUPPLY SCHEDULE DATA.....3 SETUP SERVICE LINE DATA.....4 TERMINATE.....PA2 FUNCTION: CONTRACT IN PROCESS PIIN: SPIIN: ORG: Select option **2** from the Contract Setup Menu, screen CT1000, to display screen CT1600, Supply Line Item Record.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2	

```
CT1600                    SUPPLY LINE ITEM RECORD
 CBUD:
 PIIN:                   SPIIN:          CAO-ORG-CD:       RGS-CD:

   CLIN-ELIN:                                     NSN:
 ORD-QTY-IND:                                 ORD-QTY:
   PRCH-UNIT:                             EST-PRC-IND:
    UNIT-PRC:                             TOT-AMT-IND:
 TOT-ITM-AMT:                                 SPN-REC:
        NOUN:                         PARTNO:
    PQA-SITE:                                ACPT-SITE:
    FOB-SITE:                             QT-PC-OVR-1:
 QT-PC-UND-1:                             LQ-DAMG-IND:
 FIN-ACTN-CD:                                 WHLD-CD:
 ACT-FRST-AR:                                    ACRN:
 INS-ACPT-CD:                            SPCL-PAY-RQD: N
                                       DAYS-FOR-ACCPT:
```

Update the Supply Line Item Record with input to the data elements listed below.

☞ The PIIN, SPIIN, and ORG fields will be carried forward from the previous screen.

If the CLIN to be input is an additive CLIN, refer to step 3 of this module for further guidance.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
CLIN-ELIN 6 A/N **DFARS 204.71**	**Contract Line Item Number - Exhibit Line Item Number** Enter the CLIN or ELIN as cited in the contract. ☞ If the description of the CLIN refers to an exhibit, an ELIN, or a DD 1423, refer to the 1423 Module of this procedure for guidance on the processing of 1423DDs. The letters "**I**" and "**O**" may not be used in the structure of a CLIN/ELIN number. If these letters are used, a DD 1716 must be issued to request a correction. • CLINS and ELINS shall consist of 4 digits. CLINS will be numbered 0001 through 9999. ELINs will be numbered A001 through ZZZ9. • Subline items are constructed by adding either two numeric characters or two alpha characters to the basic line item number. For example, 0001AA, 0001AB, or 0001AC.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
NSN 15 A/N	**National Stock Number** Enter the 13 or 15-digit NSN when cited. ☞ A NSN of 5848-00-867-9779 would be entered without any embedded blanks or dashes. It would be input as 5848008679779.

If	Then
a **Navy** contract contains a NSN that has a prefix and a suffix,	enter the NSN, followed by the first 2 positions of the suffix, disregarding the prefix.
any contract, other than Navy, contains a NSN that has a prefix and a suffix,	enter the NSN, followed by the prefix, disregarding the suffix.
the NSN has a prefix only,	enter the NSN followed by the prefix.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
NSN 15 A/N (Cont)	

If	Then
the NSN has a suffix only,	enter the NSN followed by the first 2 positions of the suffix.
a NSN is not cited for an exhibit line item, cited on a DD 1423,	enter "**N**" in the first position, a blank in the second position, and "**Exhibit**" in the third through ninth positions.
the exhibit cited does not reference a DD 1423,	enter the NSN as cited, or if no NSN is cited, enter "**N**" in the first position.
a NSN is not cited for an undefinitized item,	enter "**U**" in the first position, and leave the remainder of the positions blank.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
NSN 15 A/N (Cont) **DFARS 253.213-4** **DoD 4000.25-5-M**	<table><tr><th>If</th><th>Then</th></tr><tr><td>a NSN is not cited for an ELIN of a DD 1423 that requires destination acceptance,</td><td>enter “**Z**” in the first position, a blank in the second position, and the DoDAAD code of the activity authorized to provide acceptance.</td></tr><tr><td>a NSN is not applicable,</td><td>enter “**N**” in the first position, and leave the remaining positions blank.</td></tr></table> ☞ A NSN is not applicable when 1423DD is used as the item number.
ORD-QTY-IND 1 A/N	**Estimated Quantity Indicator** Enter “**E**” if the quantity is estimated. Otherwise, leave this field blank.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
ORD-QTY 11 A/N **DFARS 204.71**	**Order Quantity** Enter the quantity ordered for the CLIN being input. ☞ If the quantity ordered is unknown, enter **"U"** in the first position.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
PRCH-UNIT 2 A/N	**Purchase Unit** Enter the 2-digit abbreviation as cited on the line item.

If	Then
the unit of measure is not abbreviated,	refer to the unit of measure table, in appendix 4 of this procedure, for the appropriate abbreviation. ☞ If the purchase unit is in board foot per hundred (CBF), move the decimal point of the unit price 2 places to the left. If the purchase unit is in board foot per thousand (MBF), move the decimal point of the unit price three places to the left.
the table does not contain an abbreviation for the cited unit of measure,	enter "**EA**" for each, and send a DD 1716 requesting clarification or correction.

DoD 5000.12-M

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
EST-PRC-IND 1 A/N	If the unit price is estimated, enter **"E"** in this field. Otherwise, leave this field blank.
UNIT-PRC 15 A/N	**Unit Price** Enter the unit price, up to 5 decimal places, as cited in the contract. ☞ A decimal point must be entered.

If	Then
the unit price is less than $1.00,	enter the decimal point and up to five positions for cents.
the unit price contains in excess of 5 decimal places,	enter **"9"** in the first position.
a document price contains Net Unit Prices (NUP) as a result of trade discounts, packaging, or DD Form 250 charges, etc.,	enter the NUP rather than the regular price as shown.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
UNIT-PRC 15 A/N	

If	Then
the unit price is unavailable but will be furnished at a later date,	enter "**U**" in the first position.
the contract is other than fixed price services, the unit price may not be applicable,	enter "**N**" in the first position.
the contract subline or exhibit subline item is Not Separately Priced (NSP), and the unit price is included within the unit price of a related subline item,	enter "**C**" in the first position.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
UNIT-PRC 15 A/N (Cont)	

If	Then
the contract is a DLA100/SP0100 bailment type contract,	only the cut-make-trim (CMT) dollar value should be entered in this field. ☞ The unit price of the line item contains a combination of the government furnished material (GFM) and the amount for Cut-Make-Trim (CMT). Only the unit price of the CMT should be entered in this field.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
TOT-AMT-IND 1 A/N	**Estimated Total Amount Indicator** Enter "**E**" if the total item amount is estimated or undefinitized. Otherwise, leave this field blank.
TOT-ITM-AMT 12 A/N **DFARS 204.71**	**Total Item Amount** Enter the total item amount with 5 positions following the decimal point. Example: 5000.00000

If	Then
the ORD-QTY field is "**U**" and/or the UNIT-PRC field is "**U**", "**N**", or "**C**".	the system will generate "**N**" in this field.
"**9**" was entered in the UNIT-PRC field,	enter the total item amount as shown including decimal.
otherwise,	the system will generate the product of the unit price multiplied by the order quantity.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
SPN-REC 6 A/N	**Item or Project Manager** Enter a valid DoDAAC code if the activity to receive MILSCAP follow-on records of shipment performance is not the Issued By or an activity co-located with the Issued By.
NOUN 11 A/N	**Noun** Enter the first 11 positions of the name or description of the item being procured. Leave this field blank if the noun is the same as entered on the Contract Data Record.
PARTNO 32 A/N	**Part Number** Enter the manufacturer's part number prefixed with the contractor's CAGE code.
PQA-SITE 1 A/N **FAR 46.4**	**Procurement Quality Assurance Site** Enter the applicable procurement quality assurance site, inspection point, as cited in the contract. • Enter "**S**" for source inspection. • Enter "**D**" for destination inspection.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
ACPT-SITE 1 A/N **FAR 46.5**	**Acceptance Site** Enter the applicable acceptance site, as cited in the contract. • Enter "**S**" for source acceptance. • Enter "**D**" for destination acceptance.
FOB-SITE 1 A/N **FAR 47.302, 303**	**Free On Board Site (FOB)** Enter the applicable FOB point as cited for this contract. • Enter "**S**" for FOB source. • Enter "**D**" for FOB destination.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
QT-PC-OVR-1 2 A/N **FAR 52.212-9**	**Quantity Variance Over** Enter the overrun percent, authorized by the contract, for this line item. If no overrun is authorized, this field should be left blank. The overrun percentages should be entered as outlined in the table below. If an entry is made in this field, the system will generate a remark code 26, Quantity Variation, in the ACO-CD-RMK field of the Remarks Data Record.

Percentage	Input Code
1%	01
2%	02
3%	03
10%	10
1/8 of 1%	0A
1/10 of 1%	0H
1/4 of 1%	0B
3/8 of 1%	OC
1/2 of 1%	OD
5/8 of 1%	OE
3/4 of 1%	OF
7/8 of 1%	OG
1 1/8%	1A
1 1/4%	1B
1 3/8%	1C
1 1/2%	1D

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
QT-PC-OVR-1 2 A/N (Cont)	

Percentage	Input Code
1 5/8%	1E
1 3/4%	1F
1 7/8%	1G

QT-PC-UND-1 2 A/N **FAR 52.212-9**	**Quantity Variance Under** Enter the underrun percent, authorized by the contract, for this line item. If no underrun is authorized, this field should be left blank. The underrun percentages should be entered as outlined in the table above. If an entry is made in this field, the system will generate a remark code 26, Quantity Variation, in the ACO-CD-RMK field of the Remarks Data Record.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
LQ-DAMG-IND 1 A/N **FAR 52.212-4, 5**	**Liquidated Damages Charges Authorized** Enter "**A**" if the contract has a liquidated damages clause applicable to the line item being entered. ☞ The following clauses determine whether damages in delinquent shipments apply: • FAR 52.212-4. • FAR 52.212-5, for construction contracts only. ☞ An entry in this field will automatically generate "**A**", in the SPC-CON-PVN field of the Contract Data Record.
FIN-ACTN-CD 1 A/N	**Financial Action Code** This field is system generated based on the following:

If	Then
the line item on a fixed-price contract or a combination of fixed-price and cost type contract, and the ACRN is other than "**U**",	the system generates a Financial Action Code (FAC) **3**.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
FIN-ACTN-CD 1 A/N (Cont)	

If	Then
otherwise,	the system generates FAC **4**.

Manual input to this field will be required under the following circumstances:

If	Then
an ELIN is established with an item number of 1423DD or cost type items are billed on a public voucher as cost reimbursement,	enter FAC **4**.
the contract requires a DD Form 250 and the item is priced,	enter FAC **3**.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
WHLD-CD 1 A/N	**Withhold Code** Enter "**A**", when DFARS 252.204-7002 is cited in the contract. An entry of "**A**" in this field will generate "**Q**" in the SPC-CON-PVN field of the Contract Data Record. Enter "**B**", when the ACO has directed withholding of payment, in accordance with DFARS 252.227-7030. An entry of "**B**" in this field will generate "**B**" in the TEC-DATA-REQ field of the Provision Data Record, and ACO-CD-RMK "**29**" in the Remarks Data Record.
DFARS 252.204-7002 **DFARS 222.406-9** **FAR 52.232-9**	A withhold is a temporary retention of amounts otherwise payable to the contractor for supplies delivered or performed. The entry of a withhold code prevents the invoices from processing automatically (API) and will generate the MAAPR message "**Withhold**".

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
ACT-FIRST-AR 6 A/N **FAR 52.209-3, 4**	**First Article Acceptance Date** The system will generate the first article acceptance date based on the delivery schedule date plus the number of days for acceptance entered in the DAYS-FOR-ACCPT field at the end of this record. An entry in this field will generate “F” in the SPC-CON-PVN field of the Contract Data Record.
ACRN 2 A/N	**Accounting Classification Reference Number** Enter the ACRN as shown on the contract for the line item. Enter “9” if multiple ACRNs apply to the same CLIN, and the quantity cannot be subdivided to relate to a single ACRN.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
INS-ACPT-CD 2 A/N	**Inspection Acceptance Code** Enter the appropriate 2-digit inspection/acceptance code.

If	Then
the inspection and acceptance (I/A) is the same as entered in the INS-ACPT-CD field of the Provision Data Record,	leave this field blank.
the I/A code is different than that entered on the Provision Data Record,	the I/A code in the INS-ACPT-CD field of the Provision Data Record will automatically change to “6”. In this field, enter the appropriate I/A code from the table below.

Code	Inspection	Acceptance
SS	Source	Source
DD	Destination	Destination

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
INS-ACPT-CD 2 A/N (Cont)	

Code	Inspection	Acceptance
SD	Source	Destination
DS	Destination	Source
LT	Letter of Transmittal Only	Source/ Destination
NO	No Inspection/ Acceptance Required	None
ZZ	Inspection/ Acceptance Required, Specified Elsewhere	Destination
ND	Fast Pay/No Inspection/ Acceptance Required for Payment	None

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
INS-ACPT-CD 2 A/N (Cont)	

Code	Inspection	Acceptance
OT	Contract Stipulates Payment Based on Certification of Voucher, Invoice, etc., other than DD Form 250/1155.	Approval of Payment
CC	Contract authorizes payment based on a properly executed Certificate of Conformance, for other than an Air Force contract	
OC	Air Force contract which authorizes payment based on a properly executed Certificate of Conformance	

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
INS-ACPT-CD **FAR 46.504** **FAR 52.246-15**	☞ If a Certificate of Conformance (COC) is utilized, a copy of the signed COC must be provided along with all unsigned DD 250s at the time of billing or submission to the CAO.
FAR 46.4 **FAR 46.5**	☞ Code ZZ should be used only if no specific I/A code is referenced anywhere else in the contract or order.

Continued on next page

Inputting The Supply Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
SPCL-PAY-RQD 1 A	**Special Payment Instruction Required** Enter "Y" if there are any special payment instructions necessary for payment against this CLIN. The system will generate "**N**" to this field if no entry is made. ☞ If "**Y**" is entered in this field, screen CT1620, Line Item Special Payment Instructions, will be displayed next. **CAUTION** The addition of special payment instructions will cause all payments to be paid manually. The only exception is when a contract contains multiple CLINs and all of the CLINs do not have special payment instructions. Only shipments against CLINs containing special payment instructions will be stopped from being paid API. Discretion should be used in the use of In-The-Clear remarks. For example, discount terms would not be considered a special payment instruction. However, the statement "Recoupment should not be taken against this CLIN" would be a special payment instruction. As a "rule of thumb", In-The-Clear remarks should be used to document payment instructions when no other data entered into MOCAS provides that capability.

Continued on next page

Inputting The Supply Line Item Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2
(Cont)</td><td>
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>DAYS-FOR-ACCPT

3 N</td><td>Days For Acceptance

Enter the number of days for acceptance of the first article, as stated in the contract.

☞ The system will generate the First Article Acceptance Date (ACT-FRST-AR).</td></tr>
</table>

☞ If the CLIN being input is not an additive CLIN, move to step 4 after the above data elements have been entered.
</td></tr>
<tr><td>3</td><td>Using the following list of possible CLINS, establish the Line Item Record as instructed in module 11 of this procedure.
<table>
<tr><th>CLIN</th><th>Description</th></tr>
<tr><td>9901</td><td>Pre-paid Parcel Post & Mailing (PPP & M)</td></tr>
<tr><td>9902</td><td>Special Marking</td></tr>
<tr><td>9903</td><td>DD250</td></tr>
<tr><td>9904</td><td>Premium Transportation</td></tr>
<tr><td>9905</td><td>Shipping/Handling</td></tr>
<tr><td>9906</td><td>First Article Test</td></tr>
<tr><td>9907 *</td><td>First Article Report</td></tr>
<tr><td>9908</td><td>Set-Up Changes</td></tr>
</table>
</td></tr>
</table>

Continued on next page

Inputting The Supply Line Item Record

Step	Action
3 (Cont)	

CLIN	Description
9909	Federal Excise Tax
9910	Special Test
9911 *	Manuals
9912	Data
9913 *	Provisioning
9914	State Tax
9915	Local Tax
9916 *	Sample Manuals - Tech
9917 *	Sample Manuals - Information Only
9918-9949	Reserved
9950 **	Advanced Payments
9951 **	Progress Payments
9952 **	Lump Sum Settlement - Increase
9953 **	Lump Sum Settlement - Decrease

* Indicates Deliverable Additives
** Indicates Additives

Continued on next page

Inputting The Supply Line Item Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>Press ENTER after the above fields have been entered.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the system detects errors,</td><td>the data element which contains the error will be highlighted.</td></tr>
<tr><td>there are no errors,</td><td>press F2 to return to the Contract Setup Menu, screen CT1000.</td></tr>
<tr><td>“Y” was entered in the SPCL-PAY-RQD field, and no errors are detected by the system,</td><td>screen CT1620 will be displayed next. Go to step 5.</td></tr>
<tr><td>nothing or “N” was entered in the SPCL-PAY-RQD field,and no errors are detected by the system,</td><td>press F2 to return to the Contract Setup Menu, screen CT1000.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting The Supply Line Item Record

Step	Action
5	

```
CT1620            LINE ITEM SPECIAL PAYMENT INSTRUCTIONS
  CBUD:


  PIIN: F41608 95 C1234   SPIIN:         CAO-ORG-CD: YH    RGS-CD: C000001

  CLIN-ELIN: 0001

  SPCL-PAY-INST:  Informational CLINS: 000101, AA, $300,000.00;  000102,AB,
$350,000.00;  000103, AC, $350,000.00
```

☞ The PIIN, SPIIN, CAO-ORG-CD, and RGS-CD fields will be carried forward from the previous screen.

Data Element	Instructions
SPCL-PAY-INST 468 A/N	Enter the special payment instructions necessary for payment against this CLIN. ☞ Entries may be made to this field only if **"Y"** is entered in the SPCL-PAY-RQD field of the Supply Line Item Record. The first 80 characters entered in this field will be printed on the MAAPR for an invoice against this specific line item. ☞ As shown on the example screen above, if the contract cites a monetary breakdown among informational CLINS, this breakdown should be stated in the special payment instructions.

Continued on next page

Inputting The Supply Line Item Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5

(Cont)</td><td>
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>SPCL-PAY-INST

(Cont)</td><td>☞ If the special payment instructions are later changed on a contract, it is necessary to update the In-The-Clear remarks.</td></tr>
</table>
</td></tr>
<tr><td>6</td><td>Press ENTER.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the system detects an error,</td><td>a description of the error will be given in the error message, and the correction should be made.</td></tr>
<tr><td>there are no errors,</td><td>the system will return to the Supply Line Item Input screen, CT1600, with a message that the CLIN was successfully entered. Press F2 to return to the Contract Setup Menu, screen CT1000.</td></tr>
</table>
</td></tr>
</table>

End of Module

Inputting The Supply Schedule Data Record

FOREWORD

The Supply Schedule Data Record is the means by which delivery schedules are established in the MOCAS system. This record will specify a quantity, to be delivered on a specific date or within a given timeframe, to a specific destination.

PURPOSE

To provide procedural guidance to Contract Input Technicians regarding the input of the Supply Schedule Data Record.

PROCEDURE

Contract Input Technicians should perform the following steps in order to successfully input the Supply Schedule Data Record.

Step	Action
1	CT1000 CONTRACT SETUP MENU COMPUTER BASED USER DOCUMENTATION.....0 SETUP ACCOUNTING CLASSIFICATION DATA....1 SETUP SUPPLY LINE ITEM DATA.....2 **SETUP SUPPLY SCHEDULE DATA.....3** SETUP SERVICE LINE DATA.....4 TERMINATE.....PA2 FUNCTION: CONTRACT IN PROCESS PIIN: SPIIN: ORG: Select option **3** from the Contract Setup Menu, screen CT1000, to input the Supply Schedule Data.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2	

```
CT1610                    SUPPLY SCHEDULE DATA RECORD
 CBUD:
 PIIN:                     SPIIN:          CAO-ORG-CD:       RGS-CD:

        CLIN-ELIN:                                 SHP-TO:
           MK-FOR:                            DLSCHDT-IND:
      DLVY-SCH-DT:                            MNO-AND-SFX:
      SCH-QTY-IND:                            DLV-SCH-QTY:
      CLISUB-XHIB:                            TRNS-PRI-CD:
             ACRN:
```

Update the Supply Schedule Data Record with input to the data elements listed below.

☞ The PIIN, SPIIN, ORG, and RGS-CD fields will be carried forward from the previous screen.

Data Element	Instructions
CLIN-ELIN 6 A/N **DFARS 204.71**	**Contract Line Item Number - Exhibit Line Item Number** Enter the CLIN or ELIN which corresponds to the item entered in the previous Line Item Data Record.
SHP-TO 6 A/N Trusted Agent	**Ship To** Enter the valid DoDAAD/FSCM code, of the destination to receive the item, as cited in the contract.

If	Then
an FSCM is entered,	prefix the FSCM with a blank space.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
SHP-TO 6 A/N (Cont) **DFARS 253.213-70**	

If	Then
no destination is specified,	enter "**U**", and issue a DD Form 1716 for clarification of the ship-to point.

If no destination is specified, and <u>shipping instructions are to be specified at a later date</u>, enter "**U**" in the first position.

☞ If there are multiple ship-to points for a CLIN/ELIN, multiple schedule records must be entered.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
MK-FOR 6 A/N **DFARS 253.213-70**	**Mark For** Enter a valid DoDAAC code when the Mark For code is different than the Ship To code.

If	Then
the Ship To and the Mark For are the same,	leave this field blank.
no Mark For is available,	leave this field blank.
U was entered in the Ship To field,	leave this field blank.
there are multiple Mark For codes,	multiple Mark For records will be input.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
DLSCHDT-IND 1 A/N	**Estimated Delivery Schedule Date Indicator** Enter "**E**", if the delivery schedule is estimated. Otherwise, leave this field blank. The following conditions require the use of the Estimated Delivery Schedule Date Indicator: • data items on a 1423DD that are not shipped along with the hardware. • when no Final Delivery Date (FDD) is specified in the contract. • a schedule is not present, such as a Maintenance & Overhaul contract. • a contract for clothing and textiles. • provisioned items for all services and DLA , and contains undefinitized prices, quantities, or schedules. ☞ When the delivery date of a line item is contingent upon a non-firm action, the estimated delivery date indicator will be entered. Below are examples of these types of conditions: • "X" number of days after receipt of repairables. • "X" number of days after receipt of Government Furnished Property. • "X" number of days after receipt of shipping instructions. • "X" number of days after approval of lab or lot sample.

Continued on next page

Inputting The Supply Schedule Data Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2
(Cont)</td><td>
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>DLVY-SCH-DT

6 A/N</td><td>Delivery Schedule Date

Enter the date, in YYMMDD format, for delivery of the end item to the destination.

Enter “U” in the first position if the schedules provided are undefinitized.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the contract specifies monthly scheduled deliveries,</td><td>enter a separate schedule for each monthly delivery. Multiple schedule dates require separate Supply Schedule Records.</td></tr>
<tr><td>the contract specifies definite calendar dates for delivery,</td><td>enter the specific dates cited in the contract.</td></tr>
</table></td></tr>
</table>
</td></tr>
</table>

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
DLVY-SCH-DT 6 A/N (Cont)	

If	Then
a contract contains delivery schedules which must be computed,	the computation will be based on one of the following base dates. • Date of Execution The latest date of signature of either party, or the effective date of the contract, whichever is later. • Date of Receipt The date of execution plus 10 days. ☞ For Air Force contracts, the date of receipt is the stamped mailing date, appearing on the cover sheet of the contract, plus 10 days.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
DLVY-SCH-DT 6 A/N (Cont)	

If	Then
a contract states that a schedule will become effective at a specific time, after an earlier action,	assume that the earlier action will occur on the date scheduled.
a contract contains delivery schedule contingencies,	enter updates whenever contingencies have been fulfilled.
schedules for items to be delivered at the same time need to be established,	enter the delivery schedule of the major end item.
the major end item does not meet the scheduled delivery date,	the delivery schedules of concurrent items are not effected when the delivery schedule of the major end item is revised.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
DLVY-SCH-DT 6 A/N (Cont)	

If	Then
the contract shows starting and ending delivery dates without specifying quantities except for the total on order quantity,	a token delivery is the result, and the last delivery date should be used for the schedule date. ☞ Ex: A total quantity of 50 items ordered, with delivery to begin 30 days after receipt of contract (ARC) and to be completed within 120 ARC. The schedule would be established as 50 items to be delivered 120 days ARC.
data items on a 1423DD are not shipped concurrent with the hardware,	enter the Final Delivery Date (FDD) of the contract.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
DLVY-SCH-DT 6 A/N (Cont)	

If	Then
the FDD on the contract mentioned above is changed,	the schedule for the data items marked “as required” should also be changed. ☞ 1423DD items should reflect the latest delivery date when the FDD has been changed.
no FDD is specified in the contract	enter a date equal to one year after the effective date of the contract.
quarterly delivery schedules are indicated	enter the date within the last month of the quarter in which delivery is required.
there are multiple MILSTRIP numbers for a specific item,	separate entries will be required, even when the dates to be shipped are identical.

DFARS 204.71

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
MNO-AND-SFX 15 A/N	**MILSTRIP Data**

If	Then
the contract contains MILSTRIP numbers,	enter the first 14 positions of the number.
otherwise,	leave this field blank.
the MILSTRIP number suffix is given,	enter the suffix in the 15th position of the field.
otherwise,	leave this field blank.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
MNO- AND-SFX 15 A/N	The MILSTRIP number is structured such that it is composed of 3 smaller fields. • Positions 1 - 6 contain the alpha/numeric DoDAAC code. Alpha I or O are not permitted to be used. • Positions 7 - 10 contain the numeric year and julian date. • Positions 11 - 14 contain an alpha/numeric serial number. Ex: W56HZV 0305 0051 ☞ The MILSTRIP number is also known as the requisition number (RQN NR or RQN) on Air Force and Navy contracts. ☞ Hardware items cited on Army contracts shipped to consignees outside the prime contractor's plant require MILSTRIP numbers.
DoD 4410.6	STOP A Transportation Control Number (TCN) should not be entered as a MILSTRIP. A TCN is not a MILSTRIP number.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
SCH-QTY-IND 1 A/N	**Estimated Schedule Quantity** Enter "**E**" if the quantity scheduled for delivery is estimated. Otherwise, leave this field blank.
DLV-SCH-QTY 11 A/N **DFARS 204.71**	**Delivery Schedule Quantity**

If	Then
there is a quantity for each delivery schedule,	enter the quantity scheduled.
the quantity is undefinitized,	enter "**U**".

Data Element	Instructions
CLISUB-XHIB 6 A/N	**CLIN/Sub-CLIN for Exhibit**

If	Then
the schedule for an ELIN is being input,	enter the CLIN/Sub-CLIN which established the exhibit.
the first position of the CLIN/ELIN field is numeric,	enter blanks in all of the spaces of this field.

Continued on next page

Inputting The Supply Schedule Data Record

Step	Action
2 (Cont)	

Data Element	Instructions
TRNS-PRI-CD 1 A/N **DoD 4410.6**	**Transportation Priority** Enter the applicable transportation priority code, **1**,**2**,**3**, or **4**, if the contract contains consignment and marking instructions. Otherwise, leave this field blank. ☞ The Transportation Priority may be referenced in the contract as **"TP-CD"**.
ACRN 2 A/N	**Accounting Classification Reference Number**

If	Then
the contract contains an accounting classification that is applicable to a specific destination (SHIP-TO/MARK-FOR), delivery date, and quantity,	enter the ACRN that is cited.

Continued on next page

Inputting The Supply Schedule Data Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2
(Cont)</td><td>
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>ACRN
2 A/N

DFARS 204.7107</td><td>
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>multiple accounting classifications apply to a single destination (SHIP-TO/MARK-FOR), so that the quantity may not be subdivided in relation to a single accounting classification,</td><td>enter “9” in the first position of this field.</td></tr>
</table>
</td></tr>
</table>
</td></tr>
</table>

Continued on next page

Inputting The Supply Schedule Data Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Press ENTER when input to the previous fields has been completed.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>all items have been input and no service lines are to be input,</td><td>press ESC 3 to begin the summary edit process.</td></tr>
<tr><td>there are service lines to be input,</td><td>press F2 to return to the Contract Setup Menu, screen CT1000.</td></tr>
<tr><td>the system detects input errors,</td><td>one of the system error messages, discussed in the next step, will appear on the screen.</td></tr>
</table></td></tr>
</table>

End of Module

Inputting The Service Line Item Record

FOREWORD

DFAS PROHIBITS THE ACCEPTANCE OF PEN AND INK CHANGES.

Since the 21 July 1995 issuance of the DFAS-CO-JXSB memorandum regarding Withhold Requirement Procedures, the subject of withholds has come under much scrutiny. Due to this renewed attention, the importance of data integrity in the withhold data element **(WHLD-CD)** cannot be emphasized enough.

PURPOSE

To provide procedural guidance to Contract Input Technicians regarding the input of the Service Line Item Record.

PROCEDURE

Contract Input Technicians should perform the following steps in order to successfully enter the Service Line Item Record.

Step	Action
1	CT1000 CONTRACT SETUP MENU COMPUTER BASED USER DOCUMENTATION.....0 SETUP ACCOUNTING CLASSIFICATION DATA....1 SETUP SUPPLY LINE ITEM DATA.....2 SETUP SUPPLY SCHEDULE DATA.....3 **SETUP SERVICE LINE DATA.....4** TERMINATE.....PA2 FUNCTION: CONTRACT IN PROCESS PIIN: SPIIN: ORG: Select option **4** from the Contract Setup Menu, screen CT1000, to display screen CT1700, the Service Line Item Record.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2	

```
CT1700                      SERVICE LINE ITEM RECORD
 CBUD:
 PIIN: F41608 95 C1234    SPIIN:          CAO-ORG-CD: YH    RGS-CD: C000001

    CLIN-ELIN:                            SCHED-IND:
  SVC-CMPL-DT:                            DESCR-SVC:
     PQA-SITE:                            ACPT-SITE:
         ACRN:                          TOT-AMT-IND:
  TOT-ITM-AMT:                              SPN-REC:
  LQ-DAMG-IND:                          FIN-ACTN-CD:
      WHLD-CD:                          INS-ACPT-CD:
                                       SPCL-PAY-RQD: N
```

Update the Service Line Item Record with input to the data elements listed below.

☞ The PIIN, SPIIN, ORG, and RGS-CD fields will be carried forward from the previous screen.

Data Element	Instructions
CLIN-ELIN 6 A/N **DFARS 204.71**	**Contract Line Item Number - Exhibit Line Item Number** Enter the CLIN or ELIN as cited in the contract. STOP: The letters **I** and **O** may not be used in the structure of a CLIN/ELIN number. If these letters are used, a DD 1716 must be issued to request a correction. • CLINS and ELINS shall consist of 4 digits. CLINS will be numbered 0001 through 9999. ELINs will be numbered A001 through ZZZ9. • Subline items are constructed by adding either two numeric characters or two alpha characters to the basic line item number. For example, 0001AA, 0001AB, or 0001AC.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
SCHED-IND 1 A/N	**Estimated Service Completion Date Indicator** Enter "**E**" in this field if the completion date is estimated. Otherwise, this field should be left blank.
SVC-CMPL-DT 6 A/N **DFARS 204.71**	**Service Completion Date** Enter the calendar date, in YYMMDD format, that the service is scheduled to be completed.
DESCR-SVC 25 A/N **DFARS 204.71**	**Description of Services** Enter a description of the services to be performed, up to 25 positions. For example, the word **SUPPORT** would be entered if the line item was in support of another item. **ENGINEERING SERVICES** would be entered if that was the type of service to be performed.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
PQA-SITE 1 A/N **FAR 46.4**	**Procurement Quality Assurance Site** Enter the applicable procurement quality assurance site, inspection point, as cited in the contract. • **S** - Source • **D** - Destination
ACPT-SITE 1 A/N **FAR 46.5**	**Acceptance Site** Enter the applicable acceptance site, as cited in the contract. • **S** - Source • **D** - Destination
ACRN 2 A/N	**Accounting Classification Reference Number**

If	Then
the contract contains an accounting classification that is applicable to a specific CLIN,	enter the ACRN that is cited.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
ACRN 2 A/N (Cont) **DFARS 204.7107**	

If	Then
multiple accounting classifications apply to a single CLIN, so that the quantity may not be subdivided in relation to a single accounting classification,	enter "**9**" in the first position of this field.

Data Element	Instructions
TOT-AMT-IND 1 A/N	**Estimated Total Amount Indicator** Enter "**E**" if the total item amount is estimated or undefinitized. Otherwise, leave this field blank.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
TOT-ITM-AMT 12 A/N **DFARS 204.7103-1.a.1**	**Total Item Amount** Enter the total amount, in dollars and cents, for this line item. ☞ Enter the total item amount with 2 positions following the decimal point. Example: 5000.00

If	Then
the amount is undefinitized,	enter "**U**" in the first position.
the amount is not applicable,	enter "**N**" in the first position.

☞ When there has been input to the first position of this field, the system will generate blanks through the remainder of the field.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
SPN-REC 6 A/N Trusted Agent	**Item or Project Manager** Enter a valid DoDAAD code if the activity to receive MILSCAP follow-on records of shipment performance is not the Issued By or an activity co-located with the Issued By.
LQ-DAMG-IND 1 A/N Trusted Agent **FAR 52.212-4, 5**	**Liquidated Damages Charges Authorized** Enter "**A**" if the contract has a liquidated damages clause applicable to the line item being entered. ☞ The following clauses determine whether damages in delinquent shipments apply: • FAR 52.212-4. • FAR 52.212-5, for construction contracts only. ☞ An entry in this field will automatically generate "**A**", in the SPC-CON-PVN field of the Contract Data Record.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
FIN-ACTN-CD 1 A/N	**Financial Action Code** This field is system generated based on the following:

If	Then
the line item on a fixed-price contract or a combination of fixed-price and cost type contract, and the ACRN is other than "**U**",	the system generates a Financial Action Code (FAC) **3**.
otherwise,	the system generates FAC **4**.

Manual input to this field will be required only when the contract requires a DD Form 250 and the item is priced. In this situation FAC "**3**" will be entered.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
WHLD-CD 1 A/N	**Withhold Code** Enter "**A**", when DFARS 252.204-7002 is cited in the contract. ☞ An entry of "**A**" in this field will generate "**Q**" in the SPC-CON-PVN field of the Contract Data Record. Enter "**B**", when the ACO has directed withholding of payment, in accordance with DFARS 252.227-7030. ☞ An entry of "**B**" in this field will generate "**B**" in the TEC-DATA-REQ field of the Provision Data Record, and ACO-CD-RMK "**29**" in the Remarks Data Record.
DFARS 252.204-7002 **DFARS 252.227-7030** **FAR 52.232-9**	A withhold is a temporary retention of amounts otherwise payable to the contractor for supplies delivered or performed. The entry of a withhold code prevents the invoices from processing automatically (API) and will generate the MAAPR message "**Withhold**".

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
INS-ACPT-CD 2 A/N	**Inspection Acceptance Code** Enter the appropriate 2-digit inspection/acceptance code.

If	Then
the inspection and acceptance (I/A) is the same as entered in the INS-ACPT-CD field of the Provision Data Record,	leave this field blank.
the I/A code is different than that entered on the Provision Data Record,	the I/A code in the INS-ACPT-CD field of the Provision Data Record will automatically change to “6”. In this field, enter the appropriate I/A code from the table below.

Code	Inspection	Acceptance
SS	Source	Source
DD	Destination	Destination

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
INS-ACPT-CD 2 A/N (Cont)	

Code	Inspection	Acceptance
SD	Source	Destination
DS	Destination	Source
LT	Letter of Transmittal Only	Source/ Destination
NO	No Inspection/ Acceptance Required	None
ZZ	Inspection/ Acceptance Required, Specified Elsewhere	Destination
ND	Fast Pay/No Inspection/ Acceptance Required for Payment	None
OT	Contract Stipulates Payment Based on Certification of Voucher, Invoice, etc., other than DD Form 250/1155.	Approval of Payment

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
INS-ACPT-CD 2 A/N (Cont)	

Code	Inspection	Acceptance
CC	Contract authorizes payment based on a properly executed Certificate of Conformance, for other than an Air Force contract	
OC	Air Force contract which authorizes payment based on a properly executed Certificate of Conformance	

FAR 46.504
FAR 52.246-15

☞ If a Certificate of Conformance (COC) is utilized, a copy of the signed COC must be provided along with all unsigned DD 250s at the time of billing or submission to the CAO.

FAR 46.4
FAR 46.5

☞ Code ZZ should be used only if no specific I/A code is referenced anywhere else in the contract or order.

Continued on next page

Inputting The Service Line Item Record

Step	Action
2 (Cont)	

Data Element	Instructions
SPCL-PAY-RQD 1 A	**Special Payment Instruction Required** Enter "Y" if there are any special payment instructions necessary for payment against this CLIN. The system will generate "**N**" to this field if no entry is made. ☞ If "**Y**" is entered in this field, screen CT1720, Line Item Special Payment Instructions, will be displayed next. **CAUTION** The addition of special payment instructions will cause all payments to be paid manually. The only exception is when a contract contains multiple CLINs and all of the CLINs do not have special payment instructions. Only shipments against CLINs containing special payment instructions will be stopped from being paid API. Discretion should be used in the use of In-The-Clear remarks. For example, discount terms would not be considered a special payment instruction. However, the statement "Recoupment should not be taken against this CLIN" would be a special payment instruction. As a "rule of thumb", In-The-Clear remarks should be used to document payment instructions when no other data entered into MOCAS provides that capability.

Continued on next page

Inputting The Service Line Item Record

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Press ENTER after the above fields have been entered.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>the system detects errors,</td><td>the data element which contains the error will be highlighted.</td></tr>
<tr><td>no errors were detected by the system and nothing or “N” was entered in the SPCL-PAY-RQD field,</td><td>press ESC 3 to begin the summary edit process.</td></tr>
<tr><td>“Y” was entered in the SPCL-PAY-RQD field,</td><td>screen CT1720 will be displayed next. Go to step 4.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting The Service Line Item Record

Step	Action
4	

```
CT1720             LINE ITEM SPECIAL PAYMENT INSTRUCTIONS
  CBUD:


  PIIN: F41608 95 C1234   SPIIN:         CAO-ORG-CD: YH    RGS-CD:
C000001

  CLIN-ELIN: 0002

  SPCL-PAY-INST:

 This is a test of the In-The-Clear system upgrade.
```

☞ The PIIN, SPIIN, CAO-ORG-CD, and RGS-CD fields will be carried forward from the previous screen.

Data Element	Instructions
SPCL-PAY-INST 468 A/N	Enter the special payment instructions necessary for payment against this CLIN. ☞ Entries may be made to this field only if "**Y**" is entered in the SPCL-PAY-RQD field of the Service Line Item Record. The first 80 characters entered in this field will be printed on the MAAPR for an invoice against this specific line item. ☞ If the special payment instructions are later changed on a contract, it is necessary to update the In-The-Clear remarks.

Continued on next page

Inputting The Service Line Item Record

Step	Action
5	Press **ENTER**. The system will return to the line item input screen with a system message that the CLIN was successfully entered.
6	Press **ESC 3** to begin the summary edit process.

End of Module

Input of Department of Energy Contracts

FOREWORD Department of Energy contracts will be input to MOCAS only when the contract has been funded with DoD funds. If the contract contains anything other than DoD funds, it should be returned to the originator.

PURPOSE To provide procedural guidance to Contract Input Technicians regarding the input of Department of Energy contracts.

PROCEDURE Contract Input Technicians should perform the following steps in order to successfully enter a Department of Energy contract into the MOCAS system.

Step	Action
1	Reconstruct the Department of Energy (DoE) contract number into a 13-position format that may be entered in the system. ☞ Department of Energy contracts are identified by **"DE"** in the first 2 positions of the PIIN. An 11 position DoE contract number of ET-78-C08-15-92 is reconstructed to .....DEET08-78-C-1592 A 15 position DoE contract number of DEAC03-79-ET13579 is reconstructed to DEAC03-79-1-3579

Continued on next page

Input of Department of Energy Contracts

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>Input the DoE contract as any other DoD contract would be input, with the exception of the following. In the Contract Data Record, the following data elements should be input as instructed.
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>FNL-DVY-DT</td><td>Enter a date 20 months from receipt of contract, if the contract is assigned for close-out only. Otherwise, enter the date shown in the contract.</td></tr>
<tr><td>NOUN</td><td>Enter “Energy” only.</td></tr>
<tr><td>CMDTY-CD</td><td>Enter “9E” only.</td></tr>
<tr><td>PROD-SUV-CD</td><td>Enter “6” or “9”, unless specifically requested to assign.</td></tr>
<tr><td>DEPT-CD</td><td>Enter alpha “O”.</td></tr>
<tr><td>BUY-ACT-CD</td><td>The system will generate positions 5 and 6 of the PIIN into this field, if it is left blank.</td></tr>
<tr><td>DMS-RTG</td><td>Enter “N” only.</td></tr>
<tr><td>ISSD-BY</td><td>Enter a valid DoDAAD code. If a valid code is not available, enter the DoDAAD of the DCMC office that has been assigned prime administration.</td></tr>
</table></td></tr>
<tr><td>3</td><td>Enter “N” in the INS-ACPT-CD field of the Provision Data Record.</td></tr>
</table>

Continued on next page

Input of Department of Energy Contracts

Step	Action
4	Enter the following data elements in the Remarks Data Record.

Data Element	Instructions
ACO-CDD-RMK	Enter code **"54"**, Prime Administration (Less Payment) Other Disbursing Office, as well as other appropriate remarks compatible with the reason for assignment.
R7-RMKS	Enter the dollar amount of the contract followed by **"DoE CLOSEOUT"** for contracts assigned for close-out only.

End of Module

Inputting Other Disbursing Office Contracts

FOREWORD

An Other Disbursing Office/Administration Only (ODO) contract is defined as a contract that is to be paid by a disbursing office other than DFAS-CO or a contract that is paid by DFAS-CO as well as an ODO. In either situation administration is still performed by DCMC. Current DFAS-CO policy does not require the input of ODO contracts due to prioritization of workload and manpower constraints. Under the current billing structure, DFAS-CO is not reimbursed for the costs of ODO input. Without a funding mechanism, ODO input will be accomplished on a sporadic basis.

DFAS-CO-J memorandum, of Oct. 1, 1996, regarding policy of inputting ODO contracts.

All questions with regard to the input of these contracts could be eliminated by the enforcement of DFARS 242.205, as quoted below.

> **"For contracts assigned to the Defense Contract Management Command (DCMC), designate as the paying office-**
>
> > **(i) The cognizant Defense Finance and Accounting Service (DFAS) payment office as specified in the DoD Directory of Contract Administration Services Components (DLAH 4105.4), for contracts funded with DoD funds".**

Enforcement of the above regulation would require that all DCMC administered contracts, with DoD funding, be paid by a DFAS-CO-J payment office.

PURPOSE

To provide procedural guidance for the input of ODO contracts.

Continued on next page

Inputting Other Disbursing Office Contracts

PROCEDURE Contract Input Technicians will input ODO contracts the same as any other contract. The only exceptions to this are noted in the guidance below.

Step	Action
1	Input the contract as normal, with the following exceptions: • Enter **9 Blank** in the PAYG-OFC field of the Contract Data Record. • Enter the **DODAAC CODE** of the ODO in the PAYG-OFC field on the Accounting Classification Data Record. When the DODAAC code of an ODO is entered in the PAYG-OFC field of the Accounting Classification Data Record, the funds which are obligated on that particular ACRN will not be entered into the unliquidated obligation (ULO) of the contract. The funds will be reflected as **Obligated By Other**. Funds reflected in this category are a part of the total amount of the contract, but they are not available for disbursement by DFAS-CO.
2	If the contract contains no clear basis for assignment as an ODO contract, issue a DD 1716 to the ACO for clarification. Until clarification of the payment office is received, input the contract with a Standard ACO Remark Code "**54**", Prime Administration (Less Payment)Other Disbursing Office, in the R9 field of the Remarks Data Record, and input the dollar value of the suspected ODO, in the R7 field. The Line Item Data Records will be input with "**9**" in the ACRN field.

Continued on next page

Inputting Other Disbursing Office Contracts

Step	Action
3	When clarification is received from the ACO, and the contract is deemed to be a valid ODO, delete the R9 code “54” and the dollar value from the Remarks Data Record. Enter the ACRN records with the ODO DODAAC code, and correct the ACRNs cited on the Line Item Data Records.

End of Module

Inputting Non-Procurement Instruments

Cooperative Agreements, Grants, and Other Transactions

FOREWORD

Cooperative Agreements, Grants, and Other transactions are nonprocurement instruments used to reflect binding relationships between the United States Government and recipients. These types of instruments can be differentiated from other types of instruments because the Government functions as a **partner** with participating recipients.

- Grants are used to support or stimulate a public effort, such as research, rather than to acquire property or services for the benefit of DoD. Substantial involvement is not expected between DoD and the recipient. Requirements in the public law, the Code of Federal Regulations, Office of Management and Budget circulars, and interim guidance of the DoD Grant and Agreement Regulations apply to grants.
- Cooperative Agreements, created by the United States Code, title 10, section 2358, “Research and Development Projects,”, (10 U.S.C. 2358) are similar to grants and governed by the same policies. The major difference between cooperative agreements and grants is that substantial involvement is expected between DoD and the cooperative agreement recipient.
- Other Transactions, authorized by 10 U.S.C. 2371, “Research Projects: Transactions Other Than Contracts and Grants,” are nontraditional methods of acquiring research and development. “Other Transactions” are used when using a standard contract, grant, or cooperative agreement is not appropriate for attracting companies that normally would not do business with the Government. The DoD has provided limited guidance for issuing and administrating “other transactions.”

Continued on next page

Inputting Non-Procurement Instruments

Cooperative Agreements, Grants, and Other Transactions

FOREWORD (Cont)

These instruments can be identified from contracts based on a numeric character in the 9th position of the PIIN (i.e., F33615-95-**2**5239, MDA972-95-**1**0010). The numeric character in the 9th position identifies the type of instrument: **1 = grants, 2 = cooperative agreements, 3 = other transactions**.

☞ Prior to a systems enhancement, personnel had been instructed to input "T" in the 9th position in lieu of the numeric indicator. Numeric characters can now be input.

Non-Procurement instruments are **not** governed by the Federal Acquisition Regulation (FAR) or Defense Federal Acquisition Regulation Supplement (DFARS).

DCMC Seattle serves as the lead DCMC site for agreement administration and will be responsible for coordinating efforts with three new teams in DCMC Syracuse, DCMC San Diego, and DCMC Atlanta. Please note that the instruments currently being paid by DFAS-CO-J are administered by various DCMC offices and the services as well.

Because Grants, Cooperative Agreements, and Other transactions are not governed by FAR or DFARS, there are differences that must be taken into account during the initial input of the instrument. These differences are as follows:

- Instruments are not issued on DD Form 1155s or other procurement forms. They may be issued in various formats such as letters or memorandums of agreement.

- Modifications to instruments are not issued on SF 30s or other procurement forms. They may be issued in various formats such as letters or memorandums of agreement.

Continued on next page

Inputting Non-Procurement Instruments

Cooperative Agreements, Grants, and Other Transactions

FOREWORD
(Cont)

- The 9th position of the PIIN is a number (1 = grants, 2 = cooperative agreements, 3 = other nonprocurement instruments).

- Contract line items are not applicable.

There is no relationship between geographical location of the recipient and the Administration Office. For example, the recipient may reside in Boston, but the Administrative Office may be DCMC Seattle. **The relationship between DCMC Administrative Office and DFAS-CO payment office will remain in effect.**

- CAGE codes are not required.

☞ Upon receipt of a grant or cooperative agreement, forward a copy of the instrument to MAF. MAF will research to determine if a CAGE code exists or if one needs to be established. Because there may not be a link between the recipient location and the administration office, it may be necessary for MAF to assign a dummy CAGE code. This will allow input of the instrument into the MOCAS system. After MAF has completed the CAGE code research, the instrument will be returned to the Contract Input Branch with the CAGE code annotated. MAF will maintain a central log of all dummy CAGE codes which are assigned.

Grants, cooperative agreements, and Other transactions will be entered into MOCAS in the same manner as a contract, with the exception of the steps outlined in this module.

Continued on next page

Inputting Non-Procurement Instruments

Cooperative Agreements, Grants, and Other Transactions

PURPOSE To describe non-procurement instruments, as well as provide guidance regarding the input of these instruments into the MOCAS system.

PROCEDURE Contract Input Technicians should perform the following steps in order to successfully enter a grant, cooperative agreement, or other transaction into the MOCAS system.

Step	Action
1	Upon receipt of a grant or cooperative agreement, forward a copy of the document to MAF for assignment of a CAGE code, if necessary. ☞ MAF must maintain a log of all CAGE codes established to facilitate the input of non-procurement instruments.
2	Receive document from MAF with annotated CAGE code on front of document.

Continued on next page

Inputting Non-Procurement Instruments

Cooperative Agreements, Grants, and Other Transactions

Step	Action
3 *Chg 2*	Enter the document into MOCAS in accordance with the procedures outlined in this desk procedure, with the exceptions as cited below:

Data Record	Field	Input
Contract Data	KIND-CON-CD	2
Contract Data	TY-CONTR-CD	J
Contract Data	FNL-DVY-DT	U
Provision Data	INS-ACPT-CD	N
Remarks Data	ACO-CDD-RMK	52 56

☞ If the instrument references any FAR or DFARS clauses which are normally input to MOCAS, this input should still be accomplished. For example, if the applicable Patent Rights or Royalty clauses are referenced, that information should still be input on the Provisions Data Record.

End of Module

Inputting Notice of Awards

FOREWORD

A Notice of Award is one method used by issuing activities to provide advance notification to the payment office that a contract has been awarded and that performance/production may commence. However, the payment office may not generate any payments until the hard copy contract has been received. Below is an example of one type of Notice of Award format.

NOTICE OF AWARD
ASO-4270 / 36 (Rev. 4-78)

DEPARTMENT OF THE NAVY
AVIATION SUPPLY OFFICE
700 ROBBINS AVENUE
PHILADELPHIA, PA. 19111

DATE		
RFP OR IFB NUMBER		
☐ OPENING / ☐ CLOSING	DATE	
CONTRACT NUMBER		
REQUISITION NUMBER		
TIME OF DELIVERY		
PROGRAM		D O RATING
APPROP. AND SUBHEAD		OBJECT CLASS
BU. CONTROL NO.	SUB ALLOT. AUTH. ACCT'G. ACT'Y	
TRANS. CODE	PROP. ACCT'G. ACTIVITY	

☐ THIS SECTION FOR AWARDS UNDER INVITATION FOR BIDS ONLY:

1. Your bid on the above numbered invitation is hereby accepted as to the items and quantities of each item enumerated herein.
2. This notice of award is your authority to commence performance in accordance with the terms of your bid for the items accepted herein without waiting for the formal award, which will be forwarded promptly.

☐ THIS SECTION FOR AWARDS UNDER REQUEST FOR PROPOSALS ONLY:

1. Your offer of , 19 , on the above-numbered solicitation is hereby accepted as to the items and quantities of each item enumerated herein.
2. This notice of award is your authority to commence performance in accordance with terms of your offer for the items accepted herein, without awaiting for the formal award document (*which will be forwarded promptly*).
3. This contract is authorized by, and has been negotiated pursuant to 10 U.S.C. 2304 (a) ( ).

ITEM	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
				AGGREGATE TOTAL	

PLACE OF DELIVERY ☐ ORIGIN ☐ DESTINATION	INSPECTION BY	DISCOUNT TERMS
SUBMIT INVOICES TO	PAYMENT WILL BE MADE BY	

THE UNITED STATES OF AMERICA

BY

CONTRACTING OFFICER

Continued on next page

Inputting Notice of Awards

PURPOSE

To provide procedural guidance to Contract Input Technicians regarding the input of Notice of Awards.

☞ Do not process Notice of Awards that do not contain the sufficient data necessary to establish a new contract in the system.

PROCEDURE

Contract Input Technicians should perform the following steps in order to successfully enter a Notice of Award into the MOCAS system.

Step	Action
1	Enter Notice of Awards (NOA) to the extent that there is available data. Process the NOA as if it were a new contract. In addition, the following data must be entered during the initial input of the NOA: • Enter "**9**" in the Mandatory Review field, RVU-CONTRS, of the Provision Data Record. • Enter code "**23**", **Notice of Award - Hard Copy Required**, in the R9 Standard ACO Coded Remarks field of the Remarks Data Record. ☞ Do not process Notice of Awards that do not contain the sufficient data necessary to establish a new contract in the system. A Notice of Award does not authorize payment. DFAS-CO will not disburse funds until the hard copy contract has been received.

Continued on next page

Inputting Notice of Awards

Step	Action
1 (Cont)	☞ All monetary values and delivery schedules must be entered as "**Estimated**". ☞ Verify the correct Payment and Administration offices, through the Issuing Activity, when the offices have not been specifically assigned to DFAS-CO.
2	Forward a DD Form 1716 to the Issuing Office to request the hard copy contract. Follow up requests should be made every 15 days until the hard copy is received.
3	Once the hard copy contract has been received, update the database per the hard copy. **If** / **Then** any additions or changes must be made to ensure that the system accurately reflects the contract, — these changes must be processed as corrections, as outlined in Desk Procedure 202. the Mandatory Review code "**9**" is not cited in the hard copy of the contract, — remove the code from the RVU-CONTRS field of the Provision Data Record.
4	Remove the "**23**" code from the R9 Standard ACO Coded Remarks field of the Remarks Data Record.

End of Module

Inputting DD Forms 1423

FOREWORD

DFARS 204.7101

The DD Form 1423, Contract Data Requirements List, is a document attached to a procurement instrument which establishes a delivery requirement for data items used in support of the primary item being ordered on the contract.

CONTRACT DATA REQUIREMENTS LIST — Form Approved, OMB No. 0704-0188

A. Contract:	B. Exhibit:	C. Contractor:
D. Category: TDP [ ] TM [ ]	E. System/Item:	
1. Data Item No.:	2. Title: 3. Subtitle:	
4. Authority:	5. Contract Reference:	

DFARS 204.7105

An **exhibit** document, when referenced in a contract, establishes a deliverable requirement. A DD 1423 is only one type of exhibit which may be used in a contract.

☞ A DD Form 1423 is **always** an exhibit, but an exhibit is not always a DD 1423. For example, the operators manual for a computer would be considered an exhibit data item. There is a delivery requirement for the manual, but it is not the prime item being ordered on the contract. It is in support of the primary item being ordered.

Continued on next page

Inputting DD Forms 1423

FOREWORD
(Cont)

If, at CLIN level, any reference is made to a DD 1423 exhibit, the CLIN will not be input to the system.

- If a DD Form 1423 exhibit is referenced, and block 7 of the DD 1423 cites **LT** (Letter of Transmittal) or **NO**, then the item will be input as the ELIN **1423DD**.

- If block 7 cites any inspection/acceptance point other than **LT** or **NO**, the item must be input with the ELIN cited in block 1, Data Item Number, of the DD Form 1423.

STOP

Only one DD1423 item will be input per contract and will cover all data items which indicate an inspection/acceptance code of **LT** or **NO** in block 7.

Data items on a DD Form 1423 may be either separately priced or not separately priced (NSP). When the items are separately priced, the price can be contained in either Section B of the contract schedule or in block 16 of the DD Form 1423. However, the price cannot be contained in both places. The price should be input on the ELIN 1423DD only if the price is cited in block 16.

PURPOSE

To provide procedural guidance on how to identify and input DD1423s.

PROCEDURE

Contract Input Technicians should perform the following steps in order to process a DD Form 1423.

Continued on next page

Inputting DD Forms 1423

CONTRACT DATA REQUIREMENTS LIST — Form Approved, OMB No. 0704-0188

A. Contract:	B. Exhibit:	C. Contractor:
D. Category: TDP [ ] TM [ ]	E. System/Item:	
1. Data Item No.: 1	2. Title: 3. Subtitle: 2 & 3	
4. Authority: 4	5. Contract Reference: 5	

6. Requiring Office: 6	8. App Code: 8	10. Frequency: 10	12. Date of First Submission: 12
7. DD 250 Req: 7	9. Input IAC: 9	11. As of Date: 11	13. Date of Subseq Submission: 13

14 & 15. Distribution Requirements and Addresses: 14 & 15

16. REMARKS

16

F. Prepared by:	G. Date	H. Approved by:	I. Date:

DD FORM 1423-1 (COMPUTER GENERATED) Page ____ of ____

Continued on next page

Inputting DD Forms 1423

<table>
<tr><th>Block</th><th>Title</th><th>Description</th></tr>
<tr><td>1</td><td>Data Item No.</td><td>This is the Exhibit Line Item Number (ELIN).</td></tr>
<tr><td>2 & 3</td><td>Title/ Subtitle</td><td>The title of the exhibit being represented by the DD 1423.</td></tr>
<tr><td>4</td><td>Authority</td><td>A number unique to each service assigned to the ELIN. This number is not the ELIN.</td></tr>
<tr><td>5</td><td>Contract Reference</td><td>The location within the contract that contains the description of the data.</td></tr>
<tr><td>6</td><td>Requiring Office</td><td>The office responsible for assuring the technical adequacy of the data.</td></tr>
<tr><td>7</td><td>DD 250 Requirement</td><td>Designates the location for performance of government inspection and acceptance. One of the following codes will be cited.
<table>
<tr><th>Code</th><th>Explanation</th></tr>
<tr><td>SS</td><td>Inspection and acceptance at source.</td></tr>
<tr><td>DD</td><td>Inspection and acceptance at destination.</td></tr>
<tr><td>SD</td><td>Inspection at source and acceptance at destination.</td></tr>
<tr><td>DS</td><td>Inspection at destination and acceptance at source. The acceptance is based on written approval from the Contracting Officer.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting DD Forms 1423

<table>
<tr><th>Block</th><th>Title</th><th>Description</th></tr>
<tr><td>7
(Cont)</td><td>DD 250
Requirement</td><td>
<table>
<tr><th>Code</th><th>Explanation</th></tr>
<tr><td>LT</td><td>Letter of Transmittal. LT should not be used when inspection is required. The data is sent directly to the activity listed in block 14. LT is used when the contracting activity does not desire to have a DD Form 250 for each piece of data developed.</td></tr>
<tr><td>NO</td><td>No inspection or accepatnce is required. No DD Form 250 or letter of transmittal is required.</td></tr>
<tr><td>XX</td><td>Inspection and acceptance requirements are specified elsewhere in the contract.</td></tr>
</table>
☞ If the acceptance is to be performed at the destination, the activity designated to perform the acceptance task will be indicated in block 14 as the first addressee.
</td></tr>
<tr><td>8</td><td>App Code</td><td>This field is left blank unless advance approval is required. Items of critical data requiring advance approval should be identified with the letter A in this field.</td></tr>
<tr><td>9</td><td>Input IAC</td><td>Contains the code letter corresponding to the distribution statement to be marked on the data item by the contractor in accordance with DoD 5230.24.</td></tr>
</table>

Continued on next page

Inputting DD Forms 1423

Block	Title	Description
10	Frequency	

Code	Explanation
ANNLY	Annually
ASREQ	As required - requires further explanation in block 16
BI-MO	Every 2 months
BI-WE	Every 2 weeks
DAILY	Daily
DFDEL	Deferred Delivery
MTHLY	Monthly
ONE/P	One time preliminary report
QRTLY	Quarterly - Every 3 months
R/ASR	Revision as required
SEMIA	Every 6 months
WEEKLY	Weekly
XTIME	Number of times to be submitted

Continued on next page

Inputting DD Forms 1423

Block	Title	Description
11	As of Date	When data is submitted only once, this block will indicate the number of days after a given event when submission of data is to occur. For example, the entry "90 DAC (Days after contract effective date)" would indicate that submission is required within 90 days after the effective date of the contract. If the data required is of the recurring type, the number of days prior to the end of the report period is indicated. For example, if the frequency indicated in block 10 is monthly, and **10** is indicated in this block, a monthly report would be due 10 days before the end of each month.
12	Date of First Submission	Indicates the date of first submission.
13	Date of Subsequent submission	When data is submitted more than once, the dates of subsequent submissions are indicated in this block.
14 & 15	Distribution Requirements and Addresses	Addresses and number of copies each activity will be receiving are cited in this block. The first addressee should be the acceptance activity for the data, if acceptance by DD 250 is to be accomplished at destination.
16	Remarks	Use to provide additional or clarifying information for blocks 1 through 15.

Continued on next page

Inputting DD Forms 1423

☞ The DD Form 1423 displayed above is only one of many different types of formats. There are numerous versions of the DD Form 1423; however, all formats contain the fields and block numbers described above.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>If block 7 of the DD Form 1423 cites LT or NO, enter the DD 1423 using the same procedures outlined for input of the Supply Line Item Record.

The following data elements will require input different than that used for a CLIN.
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>CLIN-ELIN</td><td>Enter “1423DD”</td></tr>
<tr><td>ORD-QTY</td><td>Enter “U”</td></tr>
<tr><td>PRCH-UNIT</td><td>Enter “EA”</td></tr>
<tr><td>NOUN</td><td>Enter “Data”</td></tr>
<tr><td>FIN-ACTN-CD</td><td>Enter “4”</td></tr>
</table></td></tr>
<tr><td>2</td><td>If block 7 of the DD Form 1423 cites <u>anything other than</u> LT or NO, enter the exhibit using the same procedure that is outlined for input of the Supply Line Item Record.

The following data elements will require input different than that used for a CLIN.
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>CLIN-ELIN</td><td>Enter the ELIN cited in block 1 of the DD Form 1423.</td></tr>
</table></td></tr>
</table>

Continued on next page

Inputting DD Forms 1423

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2
(Cont)</td><td>
<table>
<tr><th>Data Element</th><th>Instructions</th></tr>
<tr><td>NSN</td><td>Enter the 13 or 15 position NSN when shown.
<table>
<tr><th>If an NSN is not shown, and</th><th>Then</th></tr>
<tr><td>the accep-tance is to occur at source,</td><td>enter “N” in the 1st position, a blank in the 2nd position, followed by the word “Exhibit”.</td></tr>
<tr><td>the acceptance is to occur at destina-tion,</td><td>enter “Z” in the 1st position, a blank in the 2nd position, followed by the DoDAAD code of the activity authorized to provide acceptance.</td></tr>
</table></td></tr>
<tr><td>UNIT-PRC</td><td>Enter the unit price as shown on the document, to a maximum of 4 decimal places.</td></tr>
<tr><td>FIN-ACTN-CD</td><td>If the item is Not Separately Priced (NSP), enter “4”. Otherwise, enter “3”.</td></tr>
<tr><td>INS-ACPT-CD</td><td>Enter the 2 letter code found in block 7 of the DD Form 1423.</td></tr>
</table>
</td></tr>
<tr><td>3</td><td>Enter the delivery schedule for the exhibit item using the same procedures outlined for input of the Supply Schedule Data Record.</td></tr>
</table>

End of Module

Summary Edit Procedures

FOREWORD

After all data records have been entered for a contract during inital input, the Summary Edit process is utilized to compare the data input with the MOCAS system. During this comparison, the system generates the fields previously identified as system generated, and it performs balance and relationship verifications to ensure the integrity of the data being input. Based on these verifications, the system may generate any of the seven possible rejectable error messages. These messages indicate a need for input or correction of specific items prior to successful summary edit.

Once the summary edit process begins, the system checks the following criteria to determine whether the summary edit will be processed on-line or in the background.

- Total Number of Line Items added
- Total Number of Schedules added
- Total Number of Accounting Records (ACRNs) added
- Number of Line Items with the same inspection/acceptance code

If, based on these criteria, the system determines that the summary edit will be processed in the background, the user may move on to other tasks while the summary edit continues in the background. If the system determines that the summary edit will occur on-line, the system will be unavailable for use until the summary edit is actually completed.

PURPOSE

To describe the summary edit process, both on-line and in the background, as well as the error messages which may be received.

Continued on next page

Summary Edit Procedures

Execution

PROCEDURE Contract Input Technicians should perform the following steps in order to execute successful summary edits, on-line and in the background.

Step	Action
1	Once the summary edit process begins, the system determines whether or not the summary edit should take place on-line or in the background. ☞ Contracts that are processed in the background must go through the same validation process as contracts processed on-line. **If** / **Then**: the system determines that the contract is to be summary edited on-line — the system will remain idle until the summary edit is complete, and then the following message will be generated: **Summary Edit Successfully Completed**. the system determines that the contract is to be processed in the background, — the following message will be received: **"CONTRACT TOO LARGE FOR ON-LINE - WILL BE BACKGROUND SUMMARY EDITED"**. Proceed to step 2. the system finds input errors during the summary edit process, — refer to the section regarding error messages, contained in this module.

Continued on next page

Summary Edit Procedures

Step	Action
2	To follow the progress of the summary edit, select option **5**, System Inquiries, from the Contract Maintenance Master Menu.

```
CT0001                CONTRACT MAINTENANCE MASTER MENU

  COMPUTER BASED USER DOC.(CBUD)..0       MOCAS INVENTORY UPDATE............8
* NEW CONTRACT SETUP.............1       ADRS MASTER UPDATE................9
* CONTRACT MODIFICATIONS.........2       ACCOUNTING CLASS DATA UPDATE.....10
* CONTRACT CORRECTIONS...........3     * MODIFICATION HEADER UPDATE.......11
* SUMMARY EDITS..................4       CLNS LINE ITEM ADJUSTMENT........12
  SYSTEM INQUIRIES...............5
* SUPERVISORY FUNCTIONS..........6
* NO ACTION MODIFICATIONS........7
                         TERMINATE.............PA2


                       FUNCTION:                 PIIN:
                                               SPIIN:
                                          CAO-ORG-CD:
                                              RGS-CD:

            * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS
```

3	Screen CT5000, System Inquiry Menu will be displayed.

```
CT5000                     SYSTEM INQUIRY MENU

 COMPUTER BASED USER DOCUMENTATION....0    CAGE DATA INQUIRY................8
 UNVALIDATED TRANSACTION LIST........1    CONTRACTS BY CONTRACTOR..........9
 ACCOUNTING CLASSIFICATION BALANCE....2    SUMMARY OF SHIPMENT DATA........10
 LINE ITEM BALANCE INQUIRY...........3    CONTRACT LINE ITEM STATUS.......11
 CONTRACT INPUT SCAN.................4    ON-LINE ABSTRACT INQUIRY........12
 CONTRACT ACTIVITY INQUIRY...........5    DELAYED INQUIRY REQUESTS........13
 INPUT STATISTICS BY RGS-CD..........6    SUMMARY EDIT FUNCTIONS..........14
 APPLIED MODIFICATIONS...............7    NAVY STARS INQUIRY..............15
                                          NOTEBOOK INQUIRY................16

                        TERMINATE...............PA2

                              FUNCTION:

                                  CAGE:

                        ENTER CAGE FOR FUNCTION 8 ONLY
```

Select option **14**, Summary Edit Functions, from the System Inquiry Menu, to display the Summary Edit Functions Inquiry Menu, screen UNCT30.

Continued on next page

Summary Edit Procedures

Step	Action
4	 Select option **1**, Summary Edit Request Inquiry to make an inquiry of contracts in background summary edit.
5	 Enter the criteria upon which the inquiry is based. Entries may be made in the following fields: • RGS-CD • PIIN • SPIIN • CAO-ORG-CD

Continued on next page

Summary Edit Procedures

Step	Action
5 (Cont)	☞ By entering specific criteria in the above fields, the inquiry displayed is limited to only the contracts which fit all of the criteria. For example, if all 4 fields are left blank, all contracts currently in background summary edit will be displayed. If an entry is made in the RGS-CD field, the display will show only those contracts in background summary edit for that specific RGS code.
6	After the search criteria is entered, the system will display the results of the inquiry. An example of this display is shown below.

```
UNCT31                  SUMMARY EDIT REQUEST INQUIRY         AS OF: 94 03 07
  CBUD:                                                      TIME:  10:44:47

  RGS-CD:
  PIIN:                 SPIIN:          CAO-ORG-CD:

    PIIN                SPIIN   ORG     RGS             STATUS
  DLA44195MW307                 JB      C000002         Currently not processed
  DLA44195MW308                 JB      C000002         Summary edit aborted,
                                                        contact supv
  DLA44195MW309                 JB      C000002         Summary edit aborted,
                                                        resubmit
  DLA44195MW310                 JB      C000002         Summary edit completed -
                                                        background
  DLA44195MW311                 JB      C000002         Summary edit completed -
                                                        on-line
  DLA44195MW306                 JB      C000002         Currently processing -
                                                        background
  DLA44195MW315                 JB      C000002         Cancelled by user

  *END*
       ALL RECORDS HAVE BEEN SHOWN. REENTER OR PA2 TO EXIT
```

The system will display one of the following status messages for each contract in background summary edit:

Message	Description
Currently Not Processed	Indicates that the summary edit was submitted for background processing, but the background processing has not yet begun.

Continued on next page

Summary Edit Procedures

Step	Action
6 (Cont)	

Message	Description
Currently Processing-Background	Indicates that the summary edit was submitted for background processing and that the job is currently being processed.
Summary Edit Aborted, Contact Supv.	Indicates that a serious problem has occurred (probably a program or system error) and that resubmitting the job will not help. These aborts should be reported to your supervisor.
Summary Edit Aborted, Resubmit	Indicates that a minor error has occurred in the summary edit processing and that this should be easily corrected by simply resubmitting the job.
Summary Edit Completed-Background	Indicates that a background summary edit was successfully completed on the identified contract.
Summary Edit Completed-On-Line	Indicates that a successful summary edit of the identified contract was processed via the normal on-line process.

Continued on next page

Summary Edit Procedures

Step	Action
6	

Message	Description
Cancelled By User	Indicates that a background summary edit was cancelled by the user prior to the completion of background processing.
Cancelled By Operator	Indicates that a background summary edit was cancelled by an operator at the DMC prior to the completion of the background processing.

☞ Anytime that specific information about a summary edit is needed, use the arrow keys to place the cursor on the the contract number in question, and press **F9**. This will cause a Summary Edit Statistics Pop-Up Window to be displayed. The window will give the times that the summary edit was submitted, started, and ended. An example is given below.

```
                SUMMARY EDIT STATISTICS

        JOB             REQ             CREATION
        NAME            DATE            TIME
        ------------------------------------------
        NAM001          940511          09:00:37

        JOB SUBMITTED
        DATE    940511          TIME    09:01:48

        JOB STARTED
        DATE    940511          TIME    09:02:28

        JOB ENDED
        DATE    940511          TIME    09:03:38
```

Continued on next page

Summary Edit Procedures

Step	Action
7	Select option **2**, from the Summary Edit Functions Inquiry Menu, screen UNCT30, to resubmit any summary edits that have been interrupted prior to completion.

```
UNCT30                        SYSTEM INQUIRY MENU
  CBUD:


                      SUMMARY EDIT REQUEST INQUIRY  ........... .1
                      RESUBMIT SUMMARY EDIT REQUEST.............2
                      RESUBMIT SUMMARY EDIT REQUEST(SUPERVISOR)..3
                      CANCEL BACKGROUND SUMMARY EDITS...........4
                      TERMINATE..............................PA2


                               FUNCTION:



                      ENTER SELECTION CRITERIA OR PA2 TO EXIT
```

☞ Option **3**, Resubmit Summary Edit Request (Supervisor), looks and functions exactly like option **2**, with the following exception. Supervisors can enter any RGS code they wish to view. In addition, supervisors can leave the RGS-CD field blank to view all contracts, for all RGS codes, in background summary edit.

Continued on next page

Summary Edit Procedures

Step	Action
8	 The process of inputting criteria is similar to that of the Summary Edit Request Inquiry. The only difference is that RGS-CD is system generated and cannot be overwritten. ☞ For example, if all 3 fields are left blank, all contracts currently in background summary edit, under that RGS code, will be displayed. If an entry is made in the PIIN field, the display will show only those contracts in background summary edit for that specific PIIN.
9	Enter **"X"** in the **RESUB** field next to the contract to be re-submitted and press **ENTER**. ☞ Multiple contracts may be resubmitted in 1 entry by marking all contracts.

Continued on next page

Summary Edit Procedures

Step	Action
10	The system will then display the data record screen which contains the error that interrupted the summary edit. After correction of the error has been completed, press **ESC 3** to restart the summary edit process. ☞ Refer to the error message section of this module for instructions on correcting the error.
11	Supervisors can select option **4,** of the Summary Edit Functions Inquiry Menu, screen UNCT30, to cancel summary edits for any RGS code. UNCT30 SYSTEM INQUIRY MENU CBUD: SUMMARY EDIT REQUEST INQUIRY ..... .1 RESUBMIT SUMMARY EDIT REQUEST.....2 RESUBMIT SUMMARY EDIT REQUEST(SUPERVISOR)..3 **CANCEL BACKGROUND SUMMARY EDITS.....4** TERMINATE.....PA2 FUNCTION: ENTER SELECTION CRITERIA OR PA2 TO EXIT

Continued on next page

Summary Edit Procedures

Step	Action
12	Screen UNCT35, Cancel Summary Edit Request, will be displayed. UNCT35 CANCEL SUMMARY EDIT REQUEST AS OF: 94 03 07 CBUD: TIME: 10:44:47 **RGS-CD:** **PIIN:** **SPIIN:** **CAO-ORG-CD:** **PIIN** **SPIIN** **ORG** **RGS** **STATUS** **CANCEL** *END* TO CANCEL A REQUEST, PLACE 'X' IN THE CANCEL FIELD AND PRESS ENTER ENTER SELECTION CRITERIA OR PA2 TO EXIT Enter the criteria which will specify the contract for which the summary edit is being cancelled. ☞ By entering specific criteria, the inquiry displayed is limited to only the contracts which fit all of the criteria. For example, if all 4 fields are left blank, all contracts currently in background summary edit will be displayed. If an entry is made in the RGS-CD field, the display will show only those contracts in background summary edit for that specific RGS code.

Continued on next page

Summary Edit Procedures

Step	Action
13	After the search criteria is entered, the system will display the results of the inquiry. An example of this display is shown below.

```
UNCT35                CANCEL SUMMARY EDIT REQUEST          AS OF: 94 03 07
    CBUD:                                                          TIME:
10:44:47

    RGS-CD:
    PIIN:                      SPIIN:         CAO-ORG-CD:

    PIIN       SPIIN   ORG     RGS            STATUS                    CANCEL
    DLA44195MW307      JB      C000002        Currently processing-background
    DLA44195MW308      JB      C000002        Currently processing-background
    DLA44195MW309      JB      C000002        Currently processing-background
    DLA44195MW310      JB      C000002        Currently processing-background
    DLA44195MW311      JB      C000002        Currently processing-background
    DLA44195MW306      JB      C000002        Currently processing-background


    *END*   TO CANCEL A REQUEST, PLACE 'X' IN THE CANCEL FIELD AND PRESS ENTER
    ALL RECORDS HAVE BEEN SHOWN. REENTER OR PA2 TO EXIT
```

Enter **"X"** in the CANCEL field next to the contract whose background summary edit is to be cancelled and press **ENTER**.

☞ After the summary edit is cancelled, the contract number will no longer appear on this screen. However, this contract number will appear on the Summary Edit Request Inquiry, screen UNCT31. On screen UNCT31, the status message will be **Cancelled By User**.

Continued on next page

Summary Edit Procedures

Correcting Errors

PURPOSE To describe the error conditions that may be encountered during the summary edit process. This section will provide procedural guidance on how to correct the deficiency that is causing the error.

PROCEDURE Contract Input Technicians should perform the following steps in order to correct errors found during the summary edit process.

Step	Action
1	The following error conditions may be encountered during the summary edit process: ***Duplicate Contract Error Condition*** Screen CT4110, Duplicate Contract Error, will be displayed any time that a contract has been previously processed prior to the current submission for summary edit.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	CT4110 DUPLICATE CONTRACT ERROR THE CONTRACT BEING ENTERED INTO THE HOST DATA BASE IS NOW A DUPLICATE CONTRACT (BEING SUMMARY EDITED). DURING THE TIME THE CONTRACT WAS ESTABLISHED ON THE DATA ENTRY DATA BASE (FUNCTION 1 ON THE CONTRACT MAINTENANCE MASTER MENU CT0001) AND THE TIME SUMMARY EDIT WAS REQUESTED (FUNCTION 4 ON CT0001 OR PF3), THIS CONTRACT WAS ESTABLISHED ON THE HOST DATA BASE. THIS WAS PROBABLY DUE TO A MILSCAP TRANSACTION. *** NO FURTHER PROCESSING THRU SUMMARY EDITS WILL BE ALLOWED FOR THIS CONTRACT IT MUST BE DELETED FROM THE DATA ENTRY DATA BASE. SEE YOUR SUPERVISOR. *** CONTRACT IN PROCESS PIIN: SPIIN: ORG: PRESS ENTER TO RETURN TO THE CONTRACT MAINTENANCE MASTER MENU. No input is required to correct this error condition. The supervisor should be notified of the condition so that the contract number can be deleted from the Data Entry Data Base.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	***Invalid Final Delivery Date Error Condition*** This error condition will occur any time that one of the following conditions exist. ⇒ If the entry in the FNL-DVY-DT field of the Contract Data Record, screen CT1100, is not “U”, blank, or does not match the date on the delivery schedule, then screen CT4120, Correct Invalid Final Delivery Date will be displayed.

```
CT4120              CORRECT INVALID FINAL DELIVERY DATE
 CBUD:
 PIIN:                    SPIIN:          CAO-ORG-CD:       RGS-CD:

             FSCM:                            CONTRR-FACL:
       REMIT-ADRS:                               ADMIN-BY:
           ISSD-BY:                              PAYG-OFC:
      SCTY-CLS-CD:                                DMS-RTG:
      CRIT-DES-CD:                              CMDTY-CD:
       UNLTRL-IND:                            FMS-RQ-IND:
      PROD-SUV-CD:                           KIND-CON-CD:
      TY-CONTR-CD:                             FUNC-LMTN:
             NOUN:                               WPNS-CD:
           EFF-DT:                           DT-OF-SIGNR:
      SPC-CON-PVN:                           TOTAMT-CONT:
           ACO-CD:                           INDUS-SP-CD:
       PROP-AD-CD:                               DEPT-CD:
      BUY-ACTY-CD:                            CAR-PARTNO:
       CAR-SEC-NO:                           T-CONTRR-CD:
       DVY-DT-IND:                            FNL-DVY-DT:
      CON-ASGM-CD:
```

To correct the error condition, and if the contract is not a Basic Ordering Agreement (BOA) or Blanket Purchase Agreement, delete the entry that has been made in the FNL-DVY-DT field. Press **ESC 3** to restart the summary edit process. The system will automatically generate the correct entry based on the delivery schedule data previously input.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	☞ In the cases of **basic ordering agreements** and **blanket purchase agreements**, the system will not automatically generate an entry in the FNL-DVY-DT field. The expiration date of these types of contracts should be entered in this field. These types of contracts do not contain delivery requirements for hardware or software; therefore, there will be no delivery schedule. ⇒ If input of the delivery schedule has been omitted, then the system will return to the Contract Setup Menu, screen CT1000.

```
CT1000                        CONTRACT SETUP MENU

                    COMPUTER BASED USER DOCUMENTATION.......0
                    SETUP ACCOUNTING CLASSIFICATION DATA....1
                    SETUP SUPPLY LINE ITEM DATA.............2
                    SETUP SUPPLY SCHEDULE DATA..............3
                    SETUP SERVICE LINE DATA.................4
                    TERMINATE...........................PA2

                         FUNCTION:                   CONTRACT IN PROCESS

                                                 PIIN:
                                                SPIIN:            ORG:
```

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	Select option **3**, Setup Supply Schedule Data, to establish delivery schedule information. Screen CT1610, Supply Schedule Data Record, will be displayed. CT1610 SUPPLY SCHEDULE DATA RECORD CBUD: PIIN: SPIIN: CAO-ORG-CD: RGS-CD: CLIN-ELIN: SHP-TO: MK-FOR: DLSCHDT-IND: DLVY-SCH-DT: MNO-AND-SFX: SCH-QTY-IND: DLV-SCH-QTY: CLISUB-XHIB: TRNS-PRI-CD: ACRN: After schedule data has been entered, press **ESC 3** to restart the summary edit process.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	***Indefinite Delivery Type Contract With Accounting Line and Schedule Error Condition*** ☞ This type of contract cannot have accounting, line item data, or schedule records unless remark **53**, **Indefinite Delivery Contract w/LISSR-CLR**, is present in the ACO-CDD-RMK field of the Remarks Data Record. Screen CT4130 will be displayed any time that this error condition is present. CT4130 INDEFINITE DELIVERY CONTRACT WITH ACCOUNTING OR LINE ITEM RECORDS COMPUTER BASED USER DOCUMENTATION.....0 DELETE ACCTG AND LINE ITEM/SCHEDULE RECORDS....1 ADD ACO-CDD-RMK.....2 RETURN TO SUMMARY EDIT.....PA2 FUNCTION: CONTRACT IN PROCESS PIIN: SPIIN: ORG: This error condition can be corrected in either of 2 ways: 1. Select option **1**, from screen CT4130, Indefinite Delivery Contract With Accounting Or Line Item Records, to delete the accounting, line item, and schedule records, OR 2. Select option **2** to correct or add the necessary R9 remarks. Screen CT4131, Correct ACO-CDD-RMK, will be displayed.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	

```
CT4131                          ADD ACO-CDD-RMK
 CBUD:
 PIIN:                     SPIIN:           CAO-ORG-CD:       RGS-CD:
 *ACO-NTBK-IND:
 *R1*    P-CONTR-PIN:                         P-CONTR-SPN:
             UT-NAME:                             UT-ADRS:

 *R2* FAD:            EST-CLSG-DT:            R2-RSN-CDS:

 *R3*  1ST-SHOW-R3:                       R3-RSN-CDS:
      RSN-FOR-DRMT:

 *R4* 1ST-SHOW-R4:            DSFM-RMK:
 *R5*                       R5-RMK:
 *R6*                       R6-RMK:
 *R7*                       R7-RMK:

 *R8* R8-RMK TD:      DT-FWD:               DT-DEL:              RN-CD:
                        F-DT:                 K-DT:               RMK:
      (FREE)            PROD-RMK:
 *R9*                ACO-CDD-RMK:
```

Enter one of the following codes in the ACO-CDD-RMK field to successfully correct the error condition.

Enter Code	When
52	a DD Form 250 is not required, except for Fast Pay.
53	an Indefinite Delivery Type contract (9th position of PIIN is a D and the SPIIN is blank) actually includes accounting, line item, and/or schedule information.
54	the SPIIN is blank and the contract is under prime administration without payment (ODO).

After selecting either of the above options, press **ESC 3** to restart the summary edit process.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	***Missing Accounting Records Error Condition***

☞ A contract must have associated accounting classification data unless one of the following conditions exist:

- the KIND-CON-CD and the TY-CONTR-CD on the contract data record are 6Y, 6 Blank, or 7 Blank
- the KIND-CON-CD and the TY-CONTR-CD are 0 Blank or 1 Blank and the PIIN type (position 9 of the PIIN) is not a D
- the KIND-CON-CD and the TY-CONTR-CD are 0 Blank or 1 Blank and the SPIIN is blank
- there is an ACO-CDD-RMK **54** in the remarks data record
- the CON-ASGM-CD on the contract data record is **S** or **T**
- the first 2 positions of the PIIN contain **DE**
- the PIIN type (9th position of the PIIN) is **A**, **D**, **G**, or **H** and the SPIIN field is blank
- the TY-CONTR-CD is **R**, **S**, **T**, **U**, **V**, **W**, **Y**, or **Z**
- the CAR-SEC-NO on the contract data record is **4**

When this error condition exists, screen CT4140 will be displayed.

```
CT4140            MISSING ACCOUNTING RECORD(S) CONDITION


            COMPUTER BASED USER DOCUMENTATION....................0
            CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN........1
            CORRECT ACO-CDD-RMK..................................2
            ADD ACCOUNTING RECORD(S)............................3
            RETURN TO SUMMARY EDIT............................PA2

                                                CONTRACT IN PROCESS
                  FUNCTION:                    PIIN:
                                              SPIIN:          ORG:
```

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	This error condition can be corrected by one of the following methods. 1. Select option **1** from screen CT4140 to correct the KIND-CON-CD, TY-CONT-CD, or the FUNC-LMT data elements of the contract data record. Screen CT4141 will be displayed to allow corrections to be made. CT4141 CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN CBUD: PIIN: SPIIN: CAO-ORG-CD: RGS-CD: FSCM: CONTRR-FACL: REMIT-ADRS: ADMIN-BY: ISSD-BY: PAYG-OFC: SCTY-CLS-CD: DMS-RTG: CRIT-DES-CD: CMDTY-CD: UNLTRL-IND: FMS-RQ-IND: PROD-SUV-CD: KIND-CON-CD: TY-CONTR-CD: FUNC-LMTN: NOUN: WPNS-CD: EFF-DT: DT-OF-SIGNR: SPC-CON-PVN: TOTAMT-CONT: ACO-CD: INDUS-SP-CD: PROP-AD-CD: DEPT-CD: BUY-ACTY-CD: CAR-PARTNO: CAR-SEC-NO: T-CONTRR-CD: DVY-DT-IND: FNL-DVY-DT: CON-ASGM-CD: Enter the appropriate codes for the above 3 fields as outlined in the previous module about the Contract Data Record. Press **ESC 3** to restart the summary edit process.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	2. Select option **2** from screen CT4140 to correct the ACO-CDD-RMK. Screen CT4131 will be displayed.

```
CT4131                        ADD ACO-CDD-RMK
 CBUD:
 PIIN:                    SPIIN:          CAO-ORG-CD:       RGS-CD:
 *ACO-NTBK-IND:
 *R1*    P-CONTR-PIN:                       P-CONTR-SPN:
            UT-NAME:                            UT-ADRS:

 *R2* FAD:            EST-CLSG-DT:            R2-RSN-CDS:

 *R3*  1ST-SHOW-R3:                      R3-RSN-CDS:
      RSN-FOR-DRMT:

 *R4* 1ST-SHOW-R4:            DSFM-RMK:
 *R5*                       R5-RMK:
 *R6*                       R6-RMK:
 *R7*                       R7-RMK:

 *R8* R8-RMK TD:      DT-FWD:              DT-DEL:              RN-CD:
                        F-DT:                K-DT:               RMK:
      (FREE)            PROD-RMK:
 *R9*                ACO-CDD-RMK:
```

When the SPIIN is blank, and the contract is under prime administration only (ODO), addition of code **54** will correct this error condition.

Enter all corrections/additions to the ACO-CDD-RMK field, and press **ESC 3** to restart the summary edit process.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	3. Select option **3** from screen CT4140 to add missing accounting classification data. Screen CT1500, Accounting Service Selection Menu, will be displayed.

```
CT1500                 ACCOUNTING CLASSIFICATION MENU



                    COMPUTER BASED USER DOCUMENTATION...0
                    ARMY...............................1
                    AIR FORCE..........................2
                    DLA................................3
                    NAVY...............................4
                    TERMINATE.......................PA2


                            FUNCTION:
                                ACRN:    (ENTER FOR NAVY ONLY)

                                                  PIIN:
                                                 SPIIN:         ORG:
```

Select the appropriate service accounting line to be used, and input according to the procedures outlined in module 10 of this procedure.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	***Missing Line Item Record(s) Error Condition*** Screen CT4150 is displayed when this error condition occurs. CT4150 CORRECT MISSING LINE ITEM RECORD(S) CONDITION COMPUTER BASED USER DOCUMENTATION.....0 CORRECT KIND-CON-CD, TY-CONTR-CD, FUNC-LMTN.....1 CORRECT ACO-CDD-RMK.....2 ADD SERVICE LINE ITEM.....3 ADD SUPPLY LINE ITEM.....4 FUNCTION: CONTRACT IN PROCESS PIIN: SPIIN: ORG: ☞ A contract being established must have associated line item records, either Service or Supply, unless one of the conditions cited in the previous error condition exists. This error condition can be corrected by one of the following methods. 1. Select option **1** from screen CT4150 to correct the KIND-CON-CD, TY-CONT-CD, or the FUNC-LMT data elements of the contract data record. Screen CT4141 will be displayed to allow corrections to be made.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	

```
CT4141         CORRECT KIND-CON-CD, TY-CONTR-CD OR FUNC-LMTN
 CBUD:
 PIIN:                    SPIIN:           CAO-ORG-CD:       RGS-CD:

            FSCM:                            CONTRR-FACL:
      REMIT-ADRS:                               ADMIN-BY:
         ISSD-BY:                               PAYG-OFC:
     SCTY-CLS-CD:                                DMS-RTG:
     CRIT-DES-CD:                               CMDTY-CD:
      UNLTRL-IND:                             FMS-RQ-IND:
     PROD-SUV-CD:                            KIND-CON-CD:
     TY-CONTR-CD:                              FUNC-LMTN:
            NOUN:                                WPNS-CD:
         EFF-DT:                             DT-OF-SIGNR:
     SPC-CON-PVN:                            TOTAMT-CONT:
          ACO-CD:                            INDUS-SP-CD:
      PROP-AD-CD:                                DEPT-CD:
     BUY-ACTY-CD:                             CAR-PARTNO:
      CAR-SEC-NO:                            T-CONTRR-CD:
      DVY-DT-IND:                             FNL-DVY-DT:
     CON-ASGM-CD:
```

Enter the appropriate codes for the above 3 fields as outlined in Module 6, Input of the Contract Data Record, of this procedure. Press **ESC 3** to restart the summary edit process.

2. Select option **2** from screen CT4150 to correct the ACO-CDD-RMK field of the Remarks Data Record.

☞ When the SPIIN is blank, and the contract is under prime administration without payment (ODO), addition of code **54**, Prime Admin. (Less Payment) ODO, will correct the error condition.

Press **ESC 3** to restart the summary edit process after corrections have been made.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	3. Select option **3** from screen CT4150 to add missing Service line item records. Screen CT1700, Service Line Item Data Record will be displayed.

```
CT1700                    SERVICE LINE ITEM RECORD
 CBUD:
 PIIN:                  SPIIN:          CAO-ORG-CD:       RGS-CD:

    CLIN-ELIN:                           SCHED-IND:
  SVC-CMPL-DT:                           DESCR-SVC:
     PQA-SITE:                           ACPT-SITE:
         ACRN:                         TOT-AMT-IND:
  TOT-ITM-AMT:                             SPN-REC:
  LQ-DAMG-IND:                         FIN-ACTN-CD:
      WHLD-CD:                         INS-ACPT-CD:
                                      SPCL-PAY-RQD:
```

Enter the line item data record as outlined in Module 13, Input of the Service Line Item Record, of this procedure. Press **ESC 3** to restart the summary edit process after additions have been made.

4. Select option **4** from screen CT4150 to add missing Supply line item records. Screen CT1600, Supply Line Item Data Record will be displayed.

```
CT1600                     SUPPLY LINE ITEM RECORD
 CBUD:
 PIIN:                  SPIIN:          CAO-ORG-CD:       RGS-CD:

   CLIN-ELIN:                                   NSN:
 ORD-QTY-IND:                               ORD-QTY:
   PRCH-UNIT:                            EST-PRC-IND:
    UNIT-PRC:                            TOT-AMT-IND:
 TOT-ITM-AMT:                               SPN-REC:
        NOUN:                       PARTNO:
    PQA-SITE:                             ACPT-SITE:
    FOB-SITE:                          QT-PC-OVR-1:
 QT-PC-UND-1:                          LQ-DAMG-IND:
 FIN-ACTN-CD:                              WHLD-CD:
 ACT-FRST-AR:                                 ACRN:
 INS-ACPT-CD:                          SPCL-PAY-RQD:
```

Enter the line item data record as outlined in Module 11, Input of the Supply Line Item Record, of this procedure. Press **ESC 3** to restart the summary edit process after additions have been made.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	***Missing Schedule Records Error Condition*** If a supply line item has been entered into the system, a supply schedule must also be established, unless one of the following conditions exists. • the KIND-CON-CD and TY-CONTR-CD on the Contract Data Record are 6Y, 6 blank, or 7 blank • the KIND-CON-CD and TY-CONTR-CD are 0 blank or 1 blank, and the PIIN type (position 9 of the PIIN) is not a **D** • the KIND-CON-CD and TY-CONTR-CD are 0 blank or 1 blank, and the SPIIN is blank • there is a code of 09, 52, or 54 in the ACO-CDD-RMK field of the Remarks Data Record • the CON-ASGM-CD on the Contract Data Record is **S** or **T** • the first 2 positions of the PIIN contain **DE** • the SCTY-CLS-CD on the Contract Data Record is **C** • the NSN field on the Supply Line Item Record contains **N Exhibit** • the SPC-CON-PVN field of the Contract Data Record is **L**, **M**, or **P** • the PIIN type (position 9 of the PIIN) is **A**, **D**, **G**, or **H**, and the SPIIN field is blank • the TY-CONTR-CD of the Contract Data Record contains **R**, **S**, **T**, **U**, **V**, **W**, **Y**, or **Z**.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	When this error condition exists, screen CT4160 will be displayed.

```
CT4160          CORRECT MISSING SCHEDULE RECORD(S) CONDITION


                COMPUTER BASED USER DOCUMENTATION..............0
                CORRECT KIND-CON-CD, TY-CONTR-CD, FUNC-LMTN,
                     SCTY-CLS-CD, SPC-CON-PVN.................1
                CORRECT NSN....................................2
                ADD SUPPLY SCHEDULE DATA RECORDS...............3
                CORRECT ACO-CDD-RMK............................4
                RETURN TO SUMMARY EDIT......................PA2


                FUNCTION:                        CONTRACT IN PROCESS

                                                  PIIN:
                                                 SPIIN:          ORG:

                CLIN-ELIN:
```

This error condition can be corrected by one of the following methods.

1. Select option **1** to correct the KIND-CON-CD, TY-CONTR-CD, FUNC-LMTN, SCTY-CLS-CD, or the SPC-CON-PVN on the Contract Data Record.

2. Select option **2** to correct the NSN.

   ☞ If option 2 is selected, the CLIN/ELIN being corrected must be entered in the CLIN-ELIN field of screen CT4160.

3. Select option **3** to add a supply schedule data record.

   ☞ Add the supply schedule data record using the steps outlined in module 12 of this procedure.

4. Select option **4** to correct the ACO-CDD-RMK field of the Remarks Data Record.

Continued on next page

Summary Edit Procedures

Step	Action

1 (Cont)	***ORD-QTY/DLV-SCH-QTY Imbalance Error Condition***
	
	The order quantity entered on the Supply Line Item Data Record must equal the sum of all delivery schedule quantities entered on the Supply Schedule Data Record for each line item, unless one of the following conditions exists.
	
	• The order quantity or any of the delivery schedule quantities contain a valid non-numeric entry, i.e. **U** or **N**.
	
	• When the SPC-CON-PVN field of the Contract Data Record contains one of the following codes, the sum of the delivery schedule quantities may be less than the order quantity.
	
	  • **L** - Delivery schedule on a maintenance contract which requires future definition,
	
	  • **M** - Formalized delivery schedule on maintenance contract unnecessary,
	
	  • **P** - Delivery schedule required based upon approval of first article billing and payment clause included.

Continued on next page

Summary Edit Procedures

Step	Action
1 (Cont)	When this error condition exists, screen CT4560 will be displayed.

```
CT4560              ORD-QTY/DLY-SCH-QTY IMBALANCE


                COMPUTER BASED USER DOCUMENTATION.............0
                ADD SPC-CON-PVN...............................1
                CORRECT ORD-QTY...............................2
                CORRECT DLV-SCH-QTY...........................3
                LINE ITEM BALANCE INQUIRY.....................4
                RETURN TO SUMMARY EDIT......................PA2


                          FUNCTION:                    CONTRACT IN PROCESS

                                                      PIIN:
                                                     SPIIN:          ORG:

                        CLIN-ELIN:

850       DELIVERY SCHEDULE QUANTITY
```

This error condition can be corrected by one of the following methods.

1. Select option **1** to make additions to the SPC-CON-PVN field of the Contract Data Record.

2. Select option **2** to correct the ORD-QTY on the Line Item Record.

3. Select option **3** to correct the DLV-SCH-QTY on the Supply Schedule Data Record

End of Module

Contract Folderizing

FOREWORD

FAR 4.801 mandates the following:

a) The head of each office performing contracting, contract administration, or paying functions shall establish files containing the records of all contractual actions.

b) The documentation in the files shall be sufficient to constitute a complete history of the transaction for the purpose of-

1) Providing a complete background as a basis for informed decisions at each step in the acquisition process;

2) Supporting actions taken;

3) Providing information for reviews and investigations; and

4) Furnishing essential facts in the event of litigation or congressional inquiries.

In order to ensure compliance with the above regulation, after initial input of a contract, the hard copy contract must be filed in the Contract File Room. A proper contract file will contain the hard copy contract, the contract abstract (MNMD040G), a chargeout card, and contract labels.

PURPOSE

To provide procedural guidance regarding the folderizing of contracts.

Continued on next page

Contract Folderizing

PROCEDURE Financial Data Clerks should perform the following steps in order to folderize a contract prior to submission to the Contract File Room.

Step	Action
1	Match the processed contract with the contract abstract (MNMD040A) and the set of contract labels. ☞ The contract abstract and contract labels will be generated during the system cycle at the end of the day of summary edit. An example of a contract abstract is illustrated below.

```
REPORT NUMBER MNMD040A                                  DATE 94 AUG 16                  CAO CODE  GB                        PAGE 1

                                      C O N T R A C T   A B S T R A C T -------NEW CONTRACT/SHORT ABSTRACT

                         RGS     SYM     MOD/CALL/NAME
  REASON FOR REQUEST   C000001   GMJ     CYCLE GEN
PIIN SP0700 96 CJS10  SPIIN      ORG CODE GB       WPNS-CD/ACAT-CD: ZZZZ            W T-----NEW CONTRACT/SHORT ABSTRACT

                                                  C O N T R A C T O R   D A T A
              TYPE    CAGE        FACIL            NAME                     CITY                STATE           ZIP CODE
                C     99167                  SUNDSTRAND AVIATION OPNS        ROCKFORD                IL           61125-7002

                                                  C O N T R A C T   D A T A

PRT   SEC   ASG   KND   TYP   ACO   PA   IS/PC   CRIT   DMS RTG   PS   COMM   I/A   SCL   UNL   DEP   BA   ISS BY   ADM BY   PAY OFF     NOUN      PROC DATE
 A     1     P     1     J    GEE        GMJ            DOA1       2     1A    1     U            S    UB   SC0700   S1403A   SC1026    TESTED FDD  96 FEB 26

EE      IGNATURE  RECEIVE      EL    SCHFINL SHIP        CCP   PHYS COMP                EST CLOSG      FINL        INAL PAY      CLOSE
```

Continued on next page

Contract Folderizing

Step	Action
2	Construct the contract folder in the following manner:

A Place one preprinted label in the top right-hand corner of the Chargeout Record.

OUT

Lockheed
N00039-84-C-0379

IDENTIFICATION OF RECORD (NUMBER, TITLE, AND/OR SUBJECT, DATE OF FILE OR DOCUMENT)	CHARGED TO (PERSON & OFFICE)	DATE CHARGED OUT

OPTIONAL FORM 23
FEB 1962
GSA Circular No. 259

CHARGEOUT RECORD
5023-101

DATE CHARGED OUT	CHARGED TO (PERSON & OFFICE)	IDENTIFICATION OF RECORD (NUMBER, TITLE, AND/OR SUBJECT, DATE OF FILE OR DOCUMENT)

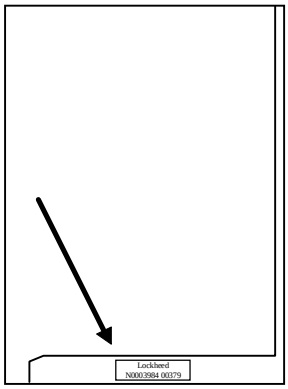
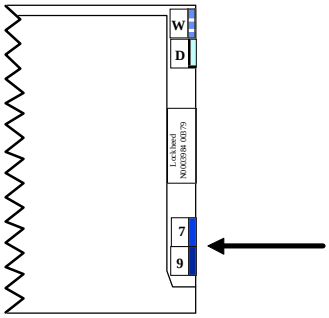
OUT

For the divisions whose file rooms are using the bar-coding system, no charge-out card will be used for the contract. All charge-out information will be contained in the bar-code database.

Continued on next page

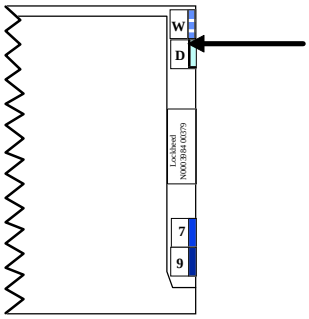
Contract Folderizing

Step	Action
2 (Cont)	

B	Place one preprinted label on the bottom of the folder, in the middle.  ☞ For the divisions whose file rooms are using the bar-coding system, the bar-code label should be placed where the contract label would normally be. In this situation, there is no need to place a contract label on the contract folder.
C	Place extra labels (with backing intact) on the back inside cover of the folder, under the prongs, for later use.
D	Turn the folder sideways. Affix Terminal Digits (TDs) to the bottom right-hand side. (See module on Types of Contracts for instructions regarding TD sequence.) 

Continued on next page

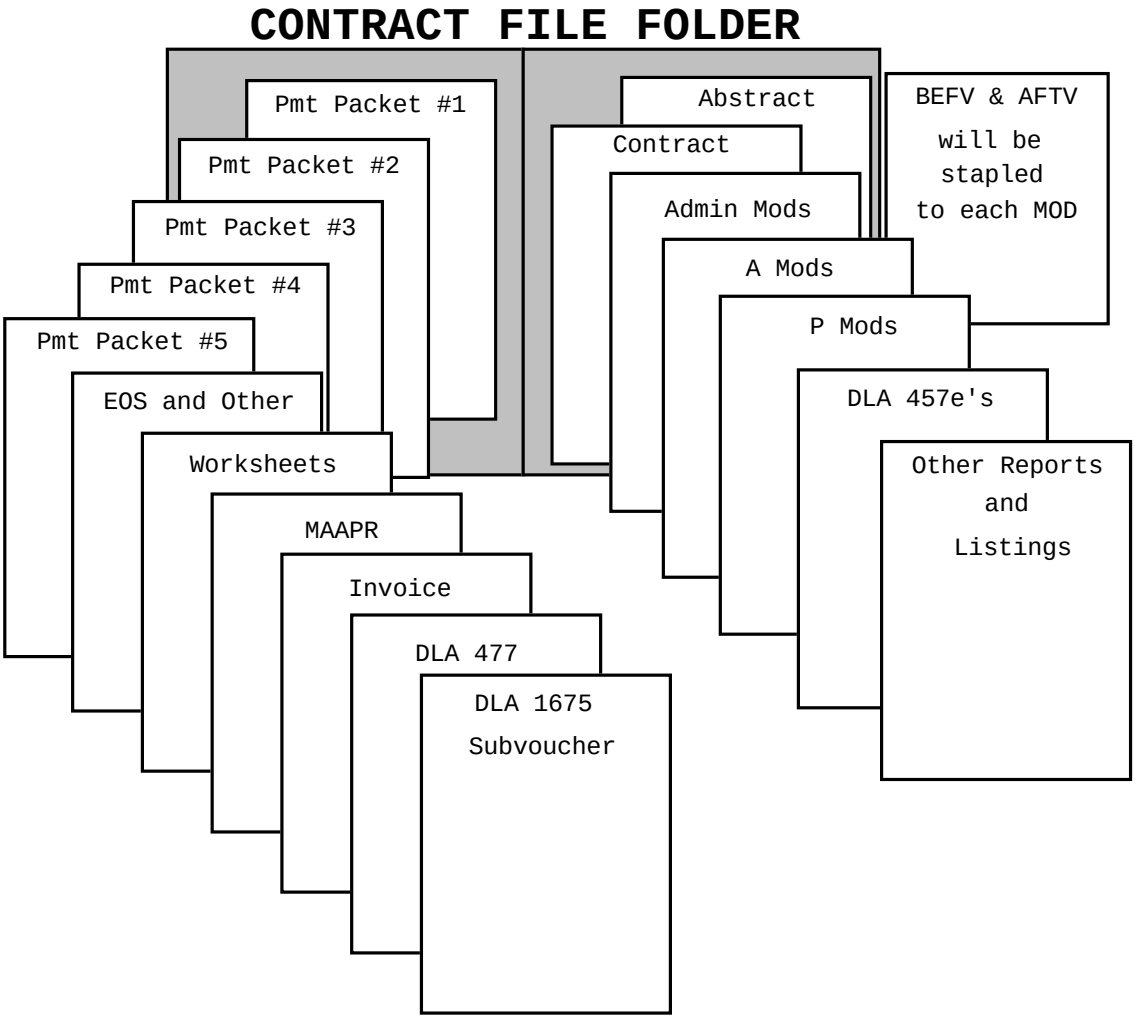
Contract Folderizing

Step	Action
2 (Cont) *Chg 2*	**E** Affix the appropriate operating division alpha letters to the top right-hand side. 
	F Place the abstract and contract over the prongs on the right-hand side of the folder.
	G Place the Chargeout Record in the folder.
	☞ If the contract contains Foreign Military Sales (FMS) funds, stamp **FMS** on the front of the contract folder.
	☞ If the contract was input from the Electronic Document Access (EDA) system, stamp **EDA** on the front of the contract folder.
3	Forward the completed contract folder to the file room.

A complete file folder will appear as illustrated on the next page.

Continued on next page

Contract Folderizing



End of Module

Contract Input Supervisors

FOREWORD

Supervisors within the Contract Data Input Branch perform tasks ranging from the review of actions taken by Contract Input Technicians to resolving problems which have been escalated to their level. The duties performed by these supervisors vary according to the work prioritization of the division, the staffing needs of the branch, the incoming workflow to the branch, and the complexity of contracts processed within the branch.

Some of the responsibilities required of the Contract Input Supervisor include, but are not limited to:

- Reviewing problem documents and data actions by Financial Data Clerks and advising clerks on proper course of action on unprecedented problems,

- Receiving documents from Financial Data Clerks after input into the Master Inventory File (MIF) and distributing the documents to the Contract Input Technicians for processing,

- Establishing and maintaining adequate control measures to ensure completion of contract processing on a first in, first out basis, within 4 workdays after perforated date of receipt,

- Performing quality reviews of input documents to verify accuracy and conformance with established procedures,

In addition, this module will outline the steps necessary to obtain information and statistics concerning workload inventory.

PURPOSE

To provide information in order to obtain workload statistics.

Continued on next page

Contract Input Supervisors

PROCEDURE Supervisors within the Contract Input Branch should perform the following steps in order to obtain workload statistics.

Step	Action
1	Select option **8**, MOCAS Inventory Update, from the Contract Maintenance Menu, screen CT0001. CT0001 CONTRACT MAINTENANCE MASTER MENU COMPUTER BASED USER DOC.(CBUD)..0 **MOCAS INVENTORY UPDATE.....8** * NEW CONTRACT SETUP.....1 ADRS MASTER UPDATE.....9 * CONTRACT MODIFICATIONS.....2 ACCOUNTING CLASS DATA UPDATE.....10 * CONTRACT CORRECTIONS.....3 * MODIFICATION HEADER UPDATE.....11 * SUMMARY EDITS.....4 CLNS LINE ITEM ADJUSTMENT.....12 SYSTEM INQUIRIES.....5 * SUPERVISORY FUNCTIONS.....6 * NO ACTION MODIFICATIONS.....7 TERMINATE.....PA2 FUNCTION: PIIN: SPIIN: CAO-ORG-CD: RGS-CD: * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS
2	Screen CT8000, MOCAS Inventory Update Menu, will be displayed. CT8000 MOCAS INVENTORY UPDATE MENU COMPUTER BASED USER DOCUMENTATION...0 NEW CONTRACT.....1 MODIFICATION.....2 EXISTING DOCUMENT.....3 DOCUMENT INVENTORY INQUIRY.....4 **BACKLOG STATISTICS INQUIRY.....5** DOCUMENT LOCATION UPDATE.....6 HARD COPY TRACKING STATISTICS.....7 SUSPENDED DOCUMENT DELETE.....8 TERMINATE.....PA2 FUNCTION: Select option **5**, Backlog Statistics Inquiry, from, screen CT8000.

Continued on next page

Contract Input Supervisors

Step	Action
3	Screen CT8050, Backlog Statistics Inquiry, will be displayed.

```
CT8050                  BACKLOG STATISTICS INQUIRY

 CBUD:
 CAO-ORG:               STAT-DT:
 BACKLOG BALANCE:           PO/CALL     CNTRS     TOTAL    MODS       TOTAL
      BEGINNING BALANCE
      DOCUMENTS RECEIVED
      DOCUMENTS ACCEPTED
      DOCUMENTS DELETED
      ENDING BALANCE
 STRATIFICATION OF BACKLOG:
      0 DAYS OLD
      1 DAY  OLD
      2 DAYS OLD
      3 DAYS OLD
      4-9 DAYS OLD
      10-19 DAYS OLD
      20-29 DAYS OLD
      30+ DAYS OLD
 AVERAGES:
      AVE AGE OF BACKLOG
      AVE DAYS TO PROCESS
```

Enter the following elements:

- CAO-ORG

If	Then
the statistics of only one CAO-ORG code are to be viewed,	enter the appropriate code.
only the statistics of the division are to be viewed,	leave this field blank.

- STAT-DT
  Enter the date, in YYMMDD format, for which statistics are required.

Continued on next page

Contract Input Supervisors

Step	Action
4	Press **ENTER** to display the inquiry information. ☞ The system will display the number of backlogged documents contained in the system on the date specified in the STAT-DT field. The display will show the number of documents broken out by type of contract or modification and by the total number of days that the document has been on the backlog.

Continued on next page

Contract Input Supervisors

PURPOSE To provide information in order to obtain MILSCAP statistics.

PROCEDURE Supervisors within the Contract Input Branch should perform the following steps in order to obtain MILSCAP statistics.

Step	Action
1	Select option **7**, Hard Copy Tracking Statistics, from the MOCAS Inventory Update Menu.

```
CT8000                    MOCAS INVENTORY UPDATE MENU


                      COMPUTER BASED USER DOCUMENTATION...0
                      NEW CONTRACT.......................1
                      MODIFICATION.......................2
                      EXISTING DOCUMENT..................3
                      DOCUMENT INVENTORY INQUIRY.........4
                      BACKLOG STATISTICS INQUIRY.........5
                      DOCUMENT LOCATION UPDATE...........6
                      HARD COPY TRACKING STATISTICS......7
                      SUSPENDED DOCUMENT DELETE..........8
                      TERMINATE.......................PA2


                              FUNCTION:
```

Continued on next page

Contract Input Supervisors

Step	Action
2	Screen CT8070, Awaiting Hard Copy Statistics, will be displayed. CT8070 AWAITING HARD COPY STATISTICS CBUD: AS-OF-DT: AWAIT HARD COPY BAL: PO CNTRS TOTAL MODS TOTAL BEG-BAL-AWAIT-HC MILSCAP-ABSTR-RCVD HARD-COPIES-RCVD RE-EST-HC-TRKNG REMOVE-HC-_TRKNG END-BAL-AWAIT-HC AGE DISTRIBUTION: 0 TO 15 DAYS 16 TO 30 DAYS 31 TO 60 DAYS 61 TO 90 DAYS 91 TO 120 DAYS > 120 DAYS STATISTICS: AVE-AGE-AWAIT-HC AVE-AGE-TO-PROC AWAIT-HC-&-BCKLOG Enter the date, in YYMMDD format, for which statistics are required.
3	Press **ENTER** to display the inquiry information. ☞ The system will display the number of MILSCAP documents, awaiting the hard copy contract, contained in the system on the date specified in the STAT-DT field. The display will show the number of documents broken out by type of contract or modification and by the total number of days that the document has been awaiting the hard copy.

Continued on next page

Contract Input Supervisors

PURPOSE To provide information in order to obtain information regarding unvalidated transactions.

☞ An unvalidated transaction is a new contract, modification, or correction transaction which has not been successfully summary edited.

PROCEDURE Supervisors within the Contract Input Branch should perform the following steps in order to obtain a listing of all unvalidated transactions.

Step	Action
1	Select option **5**, System Inquiries, from the Contract Maintenance Master Menu.

```
CT0001                CONTRACT MAINTENANCE MASTER MENU

  COMPUTER BASED USER DOC.(CBUD)..0       MOCAS INVENTORY UPDATE............8
* NEW CONTRACT SETUP.............1       ADRS MASTER UPDATE................9
* CONTRACT MODIFICATIONS.........2       ACCOUNTING CLASS DATA UPDATE.....10
* CONTRACT CORRECTIONS...........3     * MODIFICATION HEADER UPDATE.......11
* SUMMARY EDITS..................4       CLNS LINE ITEM ADJUSTMENT........12
  SYSTEM INQUIRIES................5
* SUPERVISORY FUNCTIONS..........6
* NO ACTION MODIFICATIONS........7
                         TERMINATE.............PA2


                       FUNCTION:                PIIN:
                                               SPIIN:
                                           CAO-ORG-CD:
                                               RGS-CD:

            * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS
```

Continued on next page

Contract Input Supervisors

Step	Action
2	Screen CT5000, System Inquiry Menu, will be displayed. Select option **1**, Unvalidated Transaction List.

```
CT5000                      SYSTEM INQUIRY MENU


 COMPUTER BASED USER DOCUMENTATION....0    CAGE DATA INQUIRY.................8
 UNVALIDATED TRANSACTION LIST.........1    CONTRACTS BY CONTRACTOR...........9
 ACCOUNTING CLASSIFICATION BALANCE....2    SUMMARY OF SHIPMENT DATA.........10
 LINE ITEM BALANCE INQUIRY............3    CONTRACT LINE ITEM STATUS........11
 CONTRACT INPUT SCAN..................4    ON-LINE ABSTRACT INQUIRY.........12
 CONTRACT ACTIVITY INQUIRY............5    DELAYED INQUIRY REQUESTS.........13
 INPUT STATISTICS BY RGS-CD...........6    SUMMARY EDIT FUNCTIONS...........14
 APPLIED MODIFICATIONS................7    NAVY STARS INQUIRY...............15
                                          NOTEBOOK INQUIRY.................16

                        TERMINATE................PA2

                              FUNCTION:

                                  CAGE:

                        ENTER CAGE FOR FUNCTION 8 ONLY
```

Continued on next page

Contract Input Supervisors

Step	Action
3	Screen CT5100, Unvalidated Transaction List, will be displayed.

```
CT5100                UNVALIDATED TRANSACTION LIST


                    COMPUTER BASED USER DOCUMENTATION....0
                    LISTED BY CONTRACT...................1
                    LISTED BY RGS-CD.....................2
                    TERMINATE........................PA2


                        FUNCTION:

                          RGS-CD:
```

If	Then
the full unvalidated transaction list, by contract number, is to be generated,	• select option **1**, • go to step 4.
the unvalidated transaction list for a specific RGS code is to be generated,	• select option **2**, • enter the specific RGS code, • go to step 5.

Continued on next page

Contract Input Supervisors

Step	Action
4	Screen CT5110, Unvalidated Contracts List By Contract, will be displayed. CT5110 UNVALIDATED CONTRACTS LIST BY CONTRACT AS OF: TIME: PIIN SPIIN ORG RGS HDR PVN PAY RMK Screen CT5110 will display the PIIN, SPIIN, ORG code, and RGS of the input technician who created the unvalidated transaction for each record, as well as the following: • The **HDR** field will contain **Y** if the **Contract Data Record** has been entered successfully on the contract. • The **PVN** field will contain **Y** if the **Provisions Data Record** has been entered successfully on the contract. • The **PAY** field will contain **Y** if the **Payee Name and Address Record** has been entered successfully on the contract. • The **RMK** field will contain **Y** if the **Remarks Data Record** has been entered successfully on the contract. If these fields are blank, the record associated with that field has not been completed.

Continued on next page

Contract Input Supervisors

Step	Action
5	Screen CT5120, Unvalidated Contracts List By RGS CD, will be displayed. CT5120 UNVALIDATED CONTRACTS LIST BY RGS-CD AS OF: RGS-CD: TIME: PIIN SPIIN ORG RGS HDR PVN PAY RMK ☞ Screen CT5110 will display the PIIN, SPIIN, ORG code, and RGS of the input technician who created the unvalidated transaction for each record, as well as the following: • The **HDR** field will contain **Y** if the **Contract Data Record** has been entered successfully on the contract. • The **PVN** field will contain **Y** if the **Provisions Data Record** has been entered successfully on the contract. • The **PAY** field will contain **Y** if the **Payee Name and Address Record** has been entered successfully on the contract. • The **RMK** field will contain **Y** if the **Remarks Data Record** has been entered successfully on the contract. If these fields are blank, the record associated with that field has not been completed.

End of Module

Inputting Payment Only Contracts

FOREWORD

DFARS 242.205 identifies DFAS-CO-J as the designated payment office for contracts which contain DoD funds and are administered by DCMC; however, DFAS-CO-J is not limited to paying only these types of contracts. In order to facilitate this workload, these contracts will be input as Payment Only contracts.

Upon receipt of such contracts, Contract Input will process the documents as normal, with the exception of the fields noted in this module.

All processes associated with the payment of contract invoices will be accomplished in the same manner as is currently being done. The only difference will be that shipment processing functions currently being performed by the CAO offices will be performed by the Line Item Research areas (i.e. input of shipment information and processing of source and/or destination acceptances).

PURPOSE

To provide procedural guidance on how to input a Payment-Only contract.

PROCEDURE

Contract Input Technicians should perform the following steps in order to input a Payment-Only contract.

Continued on next page

Inputting Payment Only Contracts

Step	Action
1	Enter the document into MOCAS in accordance with the procedures outlined in this desk procedure, with the exceptions as cited below:

Data Record	Field	Input
Contract Data	ADMIN-BY	DoDAAC of office administering the contract
Contract Data	PAYG-OFC	DoDAAC of DFAS-CO office making payment.
Contract Data	PROD-SUV-CD	9 - Payment Only
Contract Data	FUNC-LMTN	3 - Payment
Remarks Data	R5-RMKS	“Payment Only”

End of Module

System Problem Sheet

1. Office Symbol:		2. Problem No.:	
I. Problem Statement			
3. Report No.:		4. Report Title:	
5. Screen No.:		6. Screen Title:	
7. Problem Description:			
8. Functional Impact:			
9. Problem Category:	10. Prepared by:	11. Telephone:	12. Date:
II. DMC Evaluation of the Problem			
13. Evaluation:		14. Date:	
15. Prepared by:		16. Telephone:	
17. Reviewed by:		18. Telephone:	
III Action Taken			
19. Hotline No.:	20. Warmline No.:	21. Other:	
22. Prepared by	23. Telephone:	24. Date:	
25. Reviewed by:	26. Telephone:	27. Date:	
IV. Final Problem Disposition			
28. Comments:			
29. DFAS-CO Concurrence:			

DFAS-CO-FORM 48
REVISED APR 96

BASIC ABSTRACT CARD

Date Prepared:	Technician's Name/RGS Code:	
Contract Number	Organization Code:	Contractor FSCM:
Contractor Name/Address	Remit To:	

Type of Contract/Payment:

☐ Classified Contract (DD 254 Required) ☐ Payment In Canadian $

☐ Pay-Only Contract (Function Limit = 3) ☐ Paid by Other

Progress Payments:

☐ US % 52.232-16, 52.232-16 alt 1

☐ FMS % 252.232-7002, 7003

CHECK EACH BLOCK WITH THE FOLLOWING: A = ALL CALLS B = IF CITED
LEAVE BLANK IF NOT APPLICABLE TO BOA

Discounts:

Net
☐ 10 ☐ 17 ____ % ____ Days

☐ 15 ☐ 30 ____ % ____ Days

Kind and Type:

1J	1K	2J	2U	2Y	5J	5Y
☐	☐	☐	☐	☐	☐	☐

6J	6S	6U	6W	6Y	9J	
☐	☐	☐	☐	☐	☐	☐

Inspection and Acceptance:

☐ SS ☐ DD ☐ SD ☐ ND ☐ Multiple Points

FOB Point:

Source Y>☐ P>☐ Destination ☐ EOS☐

Quantity Variation:	Ordering Period Expires Date:	DD1423 Requirement: (Attach Exhibits)
+ % - %	**No Orders After This Date**	☐ Yes ☐ No

Contract Provisions:

☐ Hazardous Materials

☐ Government Furnished Property (0) Material (3)

☐ ACO, AFO, PCO, TCO (or other) Approval of Invoices - Code____

☐ Minimum Size Shipments ($25,000+) No FMS

☐ Guaranteed Maximum Shipping Weight or Dimensions ($25,000+) No FMS

☐ Packaging Charges Authorized

☐ Value Engineering ($_____+)

☐ Liquidated Damages 52.211-4 or 5

☐ Technical Data Code

☐ Special Tooling

Remarks Data

☐ 05 - Opt to Increase Quantity	☐ 07 - Duty Free Entry	☐ 10 - National Industries - Blind	☐ 11- National Industries - Severely Handicapped
☐ 12 - Federal Prison Industries	☐ 15 - Negotiated Contract Sole Source Vendor	☐ 16 - Data Financial Report Required	☐ 19 - Cargo Preference Act US 52.247-64 alt 1
☐ 20 - Cost Acct'g Standards 52.230-3,4 ($100k and Over)	☐ 22 - Ocean Trans OBL Manreview 252.247-7203 ($25k and over) must be input as a correction	☐ 25 - FMS Requirements Appropriation Header 9711x8242	☐ 28 - Special Test Equipment 52.245-18
☐ 31 - Storage Agreement	☐ 32 - SBB/S DAV Business 52.219-9/10, 252.219-7005/7009	☐ 35 - Negotiated Overhead Rates 52.216-15	☐ 41 - Facility and Rental Agreement 52.245-9
☐ 43 - Jewel Bearing 52.208-1	☐ 44 - Arms/Ammo/Explosives/ Radium 252.223-7001/7002/ 7003/7004 (SPC-CD: H)	☐ 46 - Support Delegation Made	☐ 49 - Limitation of Cost/Funds 52.232-20,21,22
☐ 50 - Notice of Assignment	☐ 60 - Rights in Technical Data - Computer Software 252.227-7013	☐ 61 - Restrictive Markings on Technical Data 252.227-7018	☐ 62 - Identity of Restrictive Rights - Computer Software 252.227-7019

Changes to BOA Card/Authority for Change (MOD Number)/Date of Change:

Supervisor's Signature:

DFAS -CO FM 54
Sep 1997 Rev

CONTRACT REVIEW AND DATA INPUT			
Input Date:	Batch Number:	Clerk Code/Name	
Remit To Processed:	Provision/Clauses:		Basic (BOA) Updated:
Date/Element:	Reprocessed Date:	Reviewed By:	

CONTRACT REVIEW AND DATA INPUT			
Input Date:	Batch Number:	Clerk Code/Name	
Remit To Processed:	Provision/Clauses:		Basic (BOA) Updated:
Date/Element:	Reprocessed Date:	Reviewed By:	

CONTRACT REVIEW AND DATA INPUT			
Input Date:	Batch Number:	Clerk Code/Name	
Remit To Processed:	Provision/Clauses:		Basic (BOA) Updated:
Date/Element:	Reprocessed Date:	Reviewed By:	

CONTRACT REVIEW AND DATA INPUT			
Input Date:	Batch Number:	Clerk Code/Name	
Remit To Processed:	Provision/Clauses:		Basic (BOA) Updated:
Date/Element:	Reprocessed Date:	Reviewed By:	

DFAS-CO Fm 200
Revised Dec 1996

NEW CONTRACTOR INFORMATION

From:	Date:	Cage Code:
Contractor's Name:		
Street Address:		
City:	State:	Zip:

For MAF Use Only / Attribute Data		
ACO:	IS:	PCC:
PA:	S/B:	ORG:
CAO:	ADP:	Post Award Required: ☐ Yes ☐ No

DFAS-CO Fm 700
Revised Dec 1996

NEW CONTRACTOR INFORMATION

From:	Date:	Cage Code:
Contractor's Name:		
Street Address:		
City:	State:	Zip:

For MAF Use Only / Attribute Data		
ACO:	IS:	PCC:
PA:	S/B:	ORG:
CAO:	ADP:	Post Award Required: ☐ Yes ☐ No

DFAS-CO Fm 700
Revised Dec 1996

ADDITION TO THE MASTER FILE

Complete As Applicable

1. Attn: DFAS-CO-	2. Date:
3. Originator: ☐ DFAS-CO-JN ☐ DFAS-CO-JS ☐ DFAS-CO-JW ☐ DFAS-CO-JX ☐ DFAS-CO-JXF	4. MOC: MOC L (West) ☐ MOC H (North) ☐ MOC G (South) ☐
5. POC:	6. Ext:
7. Contract Number:	
8. ACRN:	9. Appropriation:
10. Limit:	11. Fund Code:

12. Attachments Required: (please check)

☐ Contract Page Containing ACRN and Appropriation

☐ Screen Print Data Entry

☐ CT3200 ☐ CT1510
☐ CT3211 ☐ CT1520
☐ CT3212 ☐ CT1530
☐ CT3213 ☐ CT1540
☐ CT3214

☐ Data Inquiry

☐ CT5811
☐ CT5812
☐ CT5813
☐ CT5814

13. Required For:

☐ Contract Input ☐ Reconciliation

14. "In The Red": 24 HOURS ONLY ☐ Yes ☐ No

JXTA Acknowledgement _____

JXFR ONLY:
Input _____
Work _____
Delete _____

15. Branch Supervisor Signature: (where applicable)

DFAS-CO-FM 808
EWF Rev Oct 1996

Request for Copy of Contractual Documentation

Part 1 - Instructions to sender: Original to addressee. File copy in Division suspense log.

1. To: (include office symbol)	2. From: Defense Finance and Accounting Service DFAS-CO- _____	3. Date

4. *The DFAS-CO requests your assistance in obtaining and providing the following contractual document(s):*

Contract ☐ Modification (s) ☐

5. Contractor's Name:	6. CAGE Code	7. PIIN:	8. SPIIN (if applicable)

9.

Modification Numbers (if applicable)

Reason for Request

10.

Reconciliation Pending ☐ Payment Pending ☐

Milscap Transmission ☐ Other ☐

11. If Other is checked please explain:

If additional information is needed, please call the individual below:

12. Name:	13. Office Symbol:	14. Telephone:	15. Signature:

Part 2 - Instructions to Addressee: (Complete Blocks 16 - 20 and Return to Sender)

16. To: Defense Finance and Accounting Service DFAS - CO _____	17. From:	18. Date:

19. Reply:

Per your request, the following documents are attached:

20. Signature:

DFAS-CO-4330
REVISED June 96

Appendix 1: Error Messages

FOREWORD

DLAM 7000.5

Below are the Error Messages you may encounter during the initial contract input process. The Error Code column shows the code that the system will display if an error occurs. The Error Message column contains the error message corresponding to the code. An explanation for each message is provided in the Explanation column. The Data Record column contains the data records on which the message may be received.

Error Code	Error Message	Explanation	Data Record
A01	KIND-MOD DOES NOT MATCH TABLE TB0001	The Kind of Modification (KIND-MOD) is not on the table of valid codes.	CLINS
A02	SIGN-DT-MOD NOT A VALID CALENDAR DATE (YYMMDD)	The entry in the SIGN-DT-MOD field must be a valid calendar date formatted YYMMDD.	CONTRACT DATA
A10	EFF-DT NOT BLANK OR NUMERIC YYMMDD	The entry in the EFF-DT field may be blank. When an entry is made, it must be a valid calendar date formatted YYMMDD.	CONTRACT DATA
A11	*DMS-RTG INVALID	Enter the appropriate Defense Material System Rating Code. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A14	FMS-RQ-IND NOT 1 or BLANK	When Foreign Military Sales requirements are indicated in the contract, enter a “1” in this field. Otherwise, leave this field blank.	CONTRACT DATA
A20	*FIRST DISCOUNT PERCENTAGE NOT BLANKS, NUMERIC OR N-BLANK	The first discount percentage in the DISCNT-TRMS field (first four positions) is not blank, all numeric (0-9) or an “N” followed by blanks. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISIONS
A21	*FIRST DISCOUNT DAYS NOT BLANK OR NUMERIC	This field (second part of DISCNT-TRMS) must be blank when first discount percentage is N Blanks or all blank. Otherwise, it must be numeric ()-9). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISIONS
A22	*SECOND DISCOUNT PERCENT NOT BLANK OR NUMERIC	This field (third part of DISCNT-TRMS) must be blank when the first discount percentage is N Blanks or all blank. Otherwise, it must be numeric (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISIONS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A23	*SECOND DISCOUNT DAYS NOT BLANK OR NUMERIC	This field (last part of DISCNT-TRMS) must be left blank when the first discount percentage is N Blanks or all blanks or the second discount percentage is all blanks. Otherwise, it must be numeric (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISIONS
A24	NET DISCOUNT DAYS NOT BLANK, NUMERIC OR N-BLANK	The DISC-DY-NET field must be blank if an entry is made in DISCNT-TRMS. Otherwise, enter N Blank for net days or the number (00-31) of net days. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISIONS
A25	*OTHER TERMS NOT 9 OR BLANK	Acceptance entries to DISC-IND-OTH are: when first discount percentage contains an “N”, enter a blank (one position field), when first discount percentage was blank or a number, enter a “9” in DISC-IN-OTH when terms/other than in DISCNT-TRMS exist. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISIONS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A26	TOTAL AMOUNT OF CONTRACT NOT NUMERIC OR ALL ZEROS	The TOTAMT-CONT must contain the numeric total amount of contract with the decimal in the third position from the right. The system will left zero fill. If the amount should be zero filled, enter ".00".	CONTRACT DATA
A27	DATE OF SIGNATURE NOT VALID CALENDAR DATE (YYMMDD)	The entry in the DT-OF-SIGNR field must be a valid calendar date formatted YYMMDD.	CONTRACT DATA
A28	*KIND OF CONTRACT CODE DOES NOT MATCH TABLE TB0003	Valid entries to the KIND-CON-CD are 0-3 and 5-9. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA
A29	*TYPE OF CONTRACT CODE DOES NOT MATCH TABLE TB0004	Valid entries to the TY-CONTTR-CD are A-C, J-M, R-W, Y, and Z. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA
A30	*FUNCTIONAL LIMITATIONS DOES NOT MATCH TABLE TB0021	Valid entries to the FUNC-LMTN field are blank and one to six. Codes one to five indicate a support contract. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A31	*CRITLY-DES-CD DOES NOT MATCH TABLE TB0019	Valid CRIT-DES-CDs are A, B, and C. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA
A32	*PSC-CON-PVN NOT BLANK, A-H, J-N OR P-Q	Valid special contract provisions are blank, A-H, J-N, and P-Q. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA
A33	THE NOUN FIELD MUST CONTAIN AN ENTRY	Starting in the left most position, enter the nomenclature which describes, in general, the items/service in the document.	CONTRACT DATA
A34	SPC-CON-PVN CONTAINS IMBEDDED BLANKS	When entering one or more special contract provisions, start in the left most position and continue the entries without placing a space between them.	CONTRACT DATA
A35	SPC-CON-PVN CONTAINS DUPLICATE ENTRIES	The same special contract provision appears more than once in this field.	CONTRACT DATA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A50	ARMY PROGRAM-YEAR NOT ALPHANUMERIC OR BLANK	This field may be left all blank. When a program year is indicated in the accounting classification, enter the one position alpha (A-Z) or numeric (0-9) program year. If the FD-CD (lower right) generated by the system is A5, this field must contain data.	APPROP ARMY
A51	AGCY-CD FIELD NOT ALPHANUMERIC	An entry must be made to this field. Enter the two position alphanumeric general operating agency code.	APPROP
A52	*ARMY ALOTMT-SER NOT ALPHANUM OR ALL BLANKS	This field may be left blank. When an entry is Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP ARMY
A53	*ARMY PGM-EL-BDGT-PROJ NOT ALPHANUMERIC OR BLANK	The BDGT-PROJ may be left blank. When an entry is made, it must be all alphanumeric (A-Z or 0-9). If the FD-CD (lower right) generated is A3, the BDGT-PROG must be all blank or start with a 1 or a blank. Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP ARMY

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A54	*ARMY EL-XPNS-OBJ-CLS NOT ALPHANUMERIC OR BLANK	The OBJ-CLS-CD may be left blank only when the FD-CD (lower right) generated is an A3 or A5. Otherwise, entries must be alphanumeric (A-Z, 0-9) and begin in the left most position of the field.	APPROP ARMY
A55	ARMY COUNTRY-CODE NOT ALPHANUMERIC OR BLANK	The CNTRY-CD may be left blank. When a country code is present, it must be alphanumeric (A-Z, 0-9).	APPROP ARMY
A56	ARMY FISCAL-STATION-NUMBER NOT S FOLLOWED BY NUMERICS	The ACCTG-STA must contain an “S” followed by five numerics (0-9)	APPROP ARMY
A57	*ARMY PCMT-RQST-ORDNO NOT ALPHANUMERIC OR BLANK	The RQST-ORDNO may be blank. When an entry is made, it must be alphanumeric (A-Z, 0-9). In this case, only the first position of the field may contain a blank (space). Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP ARMY

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A60	*NAVY OBJECT-CLS-CODE NOT NUMERIC OR BLANK	The CLS-CODE-NAVY may be blank only when the FD-CD (lower right of screen) generated is B1, J3, M1, M3, M4, MA, ND, NQ, P8, PA, PC, PN, or W2 or when the sixth position of the APROP contains an “M”. Otherwise, the CLS-CODE-NAVY must be numeric (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP NAVY
A61	NAVY BUREAU-CONTROL-NUMBER NOT ALPHANUMERIC OR NOT RIGHT JUST	Alphanumerics must be entered in the BUR-CTL-NO. When less than five characters are entered, the system will right-justify and left zero fill the blank positions.	APPROP NAVY
A62	NAVY SUBALOT-OPG-BDGT-SUBDV NOT ALPHANUMERIC	The ALTOM-NAVY must contain alphanumerics (A-Z, 0-9).	APPROP NAVY
A63	NAVY AUTH-ACCTG-ACTY NOT ALPHANUMERIC OR NOT RIGHT JUST	The ACCTG-ACTY must be alphanumeric (A-Z, 0-9). When less than six positions, precede with zeros.	APPROP NAVY

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A64	*TRX-CD-NAVY FIELD NOT NUERIC (POSITION 1) AND ALPHA (POSITION 2)	An entry to the TRX-CD-NAVY must be a numeric (0-9) followed by an alpha (A-Z). Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP NAVY
A65	NAVY PRPTY-ACCTG-CD NOT ALPHANUM AND RIGHT JUST OR BLANK	The PRPTY-ACCTG may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9). If less than six positions, precede with zeros.	APPROP NAVY
A66	NAVY COST-CODE NOT ALPHANUMERIC OR BLANK	The NAVY CST CD may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9).	APPROP NAVY
A70	AIR FORCE FUND-CODE NOT ALPHANUMERIC	The Air Force Fund Code is not generated; it is included in the accounting classification. This entry must be alphanumeric (A-Z, 0-9).	APPROP AF
A71	AIRFORCE PROGRAM-YEAR NO ALPHANUMERIC	PGM-YR must contain a one position alphanumeric (A-Z, 0-9) entry.	APPROP AF
A72	AIR FORCE OPERATING-AGENCY-CODE NOT ALPHANUMERIC	Enter the two position, alphanumeric (A-Z, 0-9) AGCY-CD as found in the accounting classification data.	APPROP AF

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A73	AIR FORCE ALOTM-SERNO-OPG-BDGT NOT ALPHANUMERIC	Enter the two position, alphanumeric (A-Z, 0-9) ALOTM-SERNO as found in the accounting classification data.	APPROP AF
A74	AIR FORCE BDGT-PGM-ACTY-CD NOT ALPHANUMERIC	The six position BDGT-PROJ must contain alphanumeric data (A-Z, 0-9).	APPROP AF
A75	AIR FORCE NATERIAL-PROGRAM-CODE NOT ALPHANUMERIC	MTL-PGM-CD must contain six alphanumerics (A-Z, 0-9).	APPROP AF
A76	AIR FORCE EL-XPNS-INVSTMT NOT ALPHANUMERIC	Enter the five position, alphanumeric (A-Z, 0-9) EL-XPNS-INV as found in the accounting classification data.	APPROP AF
A77	AIR FORCE PROGRAM-ELEMENT NOT ALPHANUMERIC	The six position PGM-EL must contain alphanumeric data (A-Z, 0-9).	APPROP AF
A78	AIR FORCE ACCOUNTING-STAITON NOT ALPHANUMERIC	Enter the six position, alphanumeric (A-Z, 0-9) ACCTG-STA as found in the accounting classification data.	APPROP AF
A79	ALOTM-SUB NOT ALPHANUMERIC	This field must contain an entry. Enter the three-position alphanumeric ALOTM-SUB.	APPROP DLA
A80	ALOTM/SUB-ALOTM NOT NUMERIC	This field must contain an entry. Enter the numeric (0-9) ALOTM-SUB.	APPROP DLA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A81	DLA/OSD PGM-CST-ACCT-NO NOT NUMERIC	This field must contain an entry. Enter the numeric (0-9) PGM-CST-ACC.	APPROP DLA
A82	DLA/OSD OBJECT-CLASS NOT NUMERIC	This field must contain an entry. Enter the numeric (0-9) OBJ-CLS-CD.	APPROP DLA
A83	*DLA/OSD FSCL-ACCTG-STA-NO NOT ALPHANUMERIC	This field must contain an entry. The first position must be “S”. Enter numerics (0-9) in the last five positions. Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP DLA
A84	CR-ULO-IND MUST BE “F” OR BLANK	This field must be left blank unless an entry is required because the unliquidated obligation is less than zero. Enter an “F” only when required.	APPROP
A90	*NON-CLIN-ELIN-PAY-PVN CONTAINS INVALID DATA	The NON-CELI-PAY field may be left blank. When an entry is made, it must be a valid code (see Part 15 of DLAM 7000.5), must begin in the left most position, must not be preceded by a blank and cannot be repeated. Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A91	FMS-CNTRY-CD NOT ALL BLANKS OR ALPHANUMERIC	This field may be left blank. When an entry is made, it must be all alphanumeric (A-Z, 0-9).	APPROP
A92	OBLIGATED AMOUNT NOT NUMERIC AND/OR DECIMAL POINT MISSING	The OBLIG-AMT must contain numerics (0-9) in all positions except the third from the right, which must be a decimal (.).	APPROP
A94	DOC-REF-NO DOES NOT CONTAIN DATA	An entry to this field must be made. Describe the type of document (i.e., PO for Purchase Order, NEG CT for Negotiated Contract, etc.) being entered. For modifications, the modification number may be entered.	APPROP
A95	TRX,CD-OBLIG NOT BLANK, TWO ALPHAS, OR BLANK FOLLOWED BY ALPHA	The entry in the POSTI-IND must be Blank-Blank, Alpha-Alpha (A-Z), or Blank-Alpha.	APPROP
A96	OBLIG-AMT RESULTED IN A CREDIT ULO	The entry of a net decrease to the obligation has resulted in an unliquidated obligation that is less than zero or the unliquidated obligation was already less than zero. Enter an “F” in the CR-ULO-IND to force this condition through validation.	APPROP

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
A97	FUNC-LMTN CANNOT CONTAIN IMBEDDED BLANKS	A blank space cannot be entered in front of a valid FUNC-LMTN (1-6).	CONTRACT DATA
A98	FUNC-LMTN CANNOT CONTAIN DUPLICATE ENTRIES	The same FUNC-LMTN cannot be entered more than one time.	CONTRACT DATA
B00	*CLIN-ELIN CONTAINS INVALID DATA	Entries to the CLIN-ELIN must be formatted as follows: a. Position one must be alpha (excluding I and O) or numeric (0-9). b. If position one is numeric, positions two to four must be numeric. c. If position one is alpha, positions two to four must be alphanumeric (excluding I and O). d. Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS
B01	*NATIONAL STOCK NUMBER CONTAINS INVALID DATA	Valid entries are N EXHIBIT, N SERVICES, U BLANKS, Z DoDAAC, alphanumerics in positions 1-15, or alphanumerics in positions 1-13 and blanks in positions 14-15.	CLINS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B02	ORDER QUANTITY NOT NUMERIC, N-BLANK OR U-BLANK	The entry to ORD-QTY field must be all numeric (0-9), N followed by blanks or U followed by blanks.	CLINS
B03	PURCHASE UNIT NOT ALPHANUMERIC	The entry to PRCH-UNIT must be alphabetic (A-Z).	CLINS
B04	ORD-QTY MUST BE GREATER THAN ZERO IF NUMERIC	The entry to this field must be greater than zero when numerics are entered. (U Blanks or N Blanks not entered).	CLINS
B05	*TOTAL ITEM AMOUNT NOT NUMERIC OR N-BLANK	The entry to TOT-ITM-AMT may be “N” followed by blanks. Otherwise, enter numerics in all positions except the third from the right. Enter a decimal in this position (i.e., 9999.99). Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS
B06	*UNIT PRICE CONTAINS INVALID DATA	The entry to UNIT-PRC may be “U”, “N”, or “C” followed by blanks. Otherwise, enter the dollars, decimal, cents, and mills (i.e., 99.9999). Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B08	*SUB-CLIN CONTAINS INVALID DATA ELIN	When position one of the CLIN is numeric, positions five and six must contain blanks, alpha-alpha or alpha-blank (excluding I and O). If position one is alpha, positions five and six must be blank. Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS
B09	CUR-ORD-QTY PLUS ORD-QTY ENTERED CANNOT BE LESS THAN ZERO	When modifying or correcting the line item, the net decrease entered in the ORD-QTY field may not reduce the quantity on order (CUR-ORD-QTY) to below zero.	CLINS
B12	FOB-SIT NOT D, S OR O	Valid entries to this field are “D” (destination), “S” (source), and “O” (other) only. An entry must be made.	CLINS
B13	*QUANTITY VARIANCE OVER CONTAINS INVALID DATA	This field may be left blank. When an entry is made, it must match an entry as shown in the Quantity Variance Table in part 15 of DLAM 7000.5. Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B14	*QUANTITY VARIANCE UNDER CONTAINS INVALID DATA	This field may be left blank. When an entry is made, it must match an entry as shown in the Quantity Variation Table in part 15 of DLAM 7000.5. Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS
B20	DELIVERY SCHEDULE DATA NOT U BLANK OR VALID CALENDAR DATE (YYMMDD)	U Blank may be entered in the DLV-SCH-DT. Otherwise, the entry in this field must be a valid calendar date formatted YYMMDD.	SCHEDULE
B21	DELIVERY SHCEDULE QUANTITY NOT U BLANK OR NUMERIC	An entry must be made to the DLV-SCH-QTY. Either enter a “U” followed by blanks or the eleven position field must contain numeric (0-9) data.	SCHEDULE
B22	ACRN NOT U BLANK OR ALPHANUMERIC	Enter U-Blank in the ACRN or two alphanumeric (A-Z, 0-9).	SCHEDULE
B22	ACRN NOT U BLANK OR ALPHANUMERIC	Enter U-Blank in the ACRN or two alphanumeric (A-Z, 0-9).	CLINS
B23	*TRANSPORTATION PRIORITY NOT 1, 2, 3, 4 OR BLANK	TRNS-PRI-CD may be left blank. The only valid entries are 1, 2, 3 and 4. Further explanation of this error is available by using PF1 when this error message is displayed.	SCHEDULE

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B24	*MILSTRIP DATA CONTAINS INVALID CHARACTERS	MNO-AND-SFX may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	SCHEDULE
B25	*CONTRACT LINE ITEM NUMBER NOT BLANK OR NUMERIC	When position one of the CLIN-ELIN is alpha (A-Z), positions one to four of this field (CLISUB-XHIB) must be numeric (0-9). When position 1 of the CLIN-ELIN if numeric the CLISUB-XHIB must be blank. Further explanation of this error is available by using PF1 when this error message is displayed.	SCHEDULE
B26	*CONTRACT SUBLIN NOT BLANK OR ALPHABETIC	If positions one to four of the CLISUB-XHIB are blank, positions five and six must also be blank. If an entry is made in the CLISUB-XHIB, positions five and six must be alphabetic (I and C). Further explanation of this error is available by using PF1 when this error message is displayed.	SCHEDULE
B27	FIELD CANNOT BE BLANK AND MUST BE GREATER THAN ZERO IF NUMERIC	The 11-position DLV-SCH-QTY must contain numeric (0-9) data. A greater than zero must be entered.	SCHEDULE

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B28	*ACCTG-STA/CONTR-PAYMT NOT VALID DODAAD CODE	The six position field must match a DoDAAD Code that has been established in the system. Re-enter code if incorrect or contact System Administrator if the code needs to be added to the system. Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP
B31	DESCR-SVC MUST CONTAIN VALID DATA	An entry describing the type of service to be performed must be made in this field. Further explanation of this error is available by using PF1 when this error message is displayed.	SERV CLINS
B34	SERVICE COMPLETION DATE NOT U BLANK OR VALID CALENDAR DATE	When the SVC-CMPL-DT is indefinite, enter a “U”. Otherwise, the entry in this field must be a valid calendar date formatted YYMMDD.	SERV CLINS
B35	TOTAL ITEM AMOUNT NOT N-BLANK, U-BLANK OR NUMERIC	An entry must be made to the TOT-ITM-AMT. Enter an “N” or “U” followed by blanks or numerics (0-9) with a decimal (.) in the third position from the right (i.e., 999.99).	CLINS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B36	ESTIMATED TOT AMT INDICATOR NOT E OR BLANK	This field may be left blank when the total amount is not estimated. Otherwise, an "E" is the only valid entry.	CLINS
B37	ORD-QTY-IND NOT E OR BLANK	The ORD-QTY-IND may be left blank when the order quantity is firm. Otherwise, an "E" is the only valid entry.	CLINS
B38	EST-PRC-IND NOT E OR BLANK	Leave this field blank if the UNIT-PRC is firm. Otherwise, an "E" is the only valid entry.	CLINS
B40	*PAYMENT CURRENCY NOT BLANK, C OR O (ALPHA)	This field may be left blank. The only valid entries are "C" (Canadian), and "O" (alpha)(Other). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B41	*IBOP IND BLANK OR K	IBOP-IND may be left blank. Otherwise, the only valid entry is a K. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B42	*IBOP PCT BLANK OR P	IBOP-PCT may be left blank. Otherwise, the only valid entry is a “P”. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B43	*IBOP-CNTRY-CD NOT BLANK OR TWO ALPHANUMERIC CHARACTERS	IBOP-CTY-CD may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9). See DLAM 7000.5, Part 15, Appendix 32, Country Code List, for sample entries. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B44	*IBOP-CTGY-CD DOES NOT MATCH TABLE TB0008	The IBOP-CGY-CD may be left blank. When an entry is made, it must match an entry in the International Balance of Payments Codes List, Part 15, Appendix 32 of DLAM 7000.5. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B45	*WIP-CEIL-PCT NOT BLANK OR NUMERIC	This field (CEIL-PCT) may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B46	*US-WIP-PAYMENT-PCT NOT BLANK OR NUMERIC	PMT-PCT may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B47	*US-WIP-RCOUPMT-PCT NOT BLANK OR NUMERIC	US-RCP-PCT may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B48	*FMS-WIP-PAYMT-PCT NOT BLANK OR NUMERIC	FMS-PMT-PCT may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B49	*FMS-WIP-RCOUPMT-PCT NOT BLANK OR NUMERIC	FMS-RCP-PCT may be left blank. When an entry is made, it must be all numerics (0-9). Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B50	*WIP-CEIL-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	The CEIL-PCT field contains an entry other than blanks. When this is true, either the PMT-PCT and US-RCP-PCT fields, or the FMS-PMT-PCT and FMS-RCP-PCT must contains numeric data. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B51	*US-WIP-PAY-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	When PMT-PCT contains numeric data, CEIL-PCT and US-RCP-PCT must also contain numeric data. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B52	*US-WIP-RCOUPMT-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	A numeric entry has been made to US-RCP-PCT, but PMT-PCT and/or CEIL-PCT do not contain the required numeric entry. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B53	*FMS-WIP-PAYMT-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	A numeric entry has been made to FMS-PMT-PCT, but FMS-RCP-PCT and/or CEIL-PCT do not contain the required numeric entry. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B54	*FMS-WIP-RCOUPMT-PCT CONTAINS DATA BUT RELATED FIELDS DO NOT	A numeric entry has been made to FMS-RCP-PCT, but FMS-PMT-PCT and/or CEIL-PCT do not contain the required numeric entry. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B55	FEE-AMT-PAYBL-CONTR-NOT BLANK OR NUMERIC	FEE-CONTR may be left blank/ When an entry is made, it must be all numerics (0-9). No decimal is required/allowed.	PROVISION
B56	CST-MAT-PAYBL-CONTR NOT BLANK OR NUMERIC	This field may be left blank. When an entry is made, it must be all numerics (0-9). No decimal is required/allowed.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B57	*AFO-AUDTR-ACO-APPRVL DOES NOT MATCH TB0016	This field may be left blank. When an entry is made, the only valid codes are A-C and E-H. See the input instructions for the Provisions Data Record, in Part 15, Appendix 33 for DLAM 7000.5 for the list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B58	*MAND-REVIEW-CONTR DOES NOT MATCH TB0017	The RVU-CONTRS field may be left blank. When an entry is made, valid codes are 3-6, 9, and 0. See Part 15, Appendix 34 of DLAM 7000.5 for a list of codes and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B59	FOB-DESTN-EVDNC-SHP-RQ NOT BLANK OR T	DSTN-SHP-RQ may be left blank. When an entry is required, a “T” is the only valid entry.	PROVISION
B60	FOB-ORIG-MINM-SIZE-SHP NOT BLANK OR F	MIN-SIZ-SHP may be left blank. When an entry is required, an “F” is the only valid entry.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B61	*TRNSP-FRT-CHRG-AUTH NOT BLANK, F, Y or P	FRT-CRG-AUT may be left blank. When an entry is required, and “F”, “Y”, or “P” are the only valid entries. See the input instructions for the Provisions Data Record, DLAM 7000.5 for the explanation of these codes. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B62	PKG-CHRG-AUTH NOT BLANK OR P	PKG-CRG-AUT may be left blank. When an entry is required, a “P” is the only valid entry.	PROVISION
B63	GUAR-MAX-SHPG-WT-DIMS NOT BLANK OR G	SHPG-WT-DIM may be left blank. When an entry is required, a “p” is the only valid entry.	PROVISION
B64	*VAL-ENG-CLAUSE-IND NOT BLANK, V OR Y	VAL-ENG-IND may be left blank. When an entry is required, a “V” or “Y” are the only valid entries. See the input instructions for the Provisions Data Record in DLAM 7000.5 for the explanation of these codes. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B65	LQUD-DAMG-CHRG-AUTH NOT BLANK OR A	LQD-DMG-IND may be left blank. When an entry is required, an “A” is the only valid entry.	PROVISION
B66	*NAME-ADRS-IND NOT BLANK, R, N OR C	NAM-ADR-IND may be left blank. When an entry is made or required, “R” (Remittance Address), “N” (Notice of Assignment), and “C” (Canadian Commercial Corporation) are the only valid entries. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B67	*PAT-RYLTY-TECH-DATA-RQ NOT BLANK OR DOES NOT MATCH TABLE TB0018	TEC-DATA-RQ may be left blank. When an entry is required, the only valid entries are “T”, “W”, “Y”, “V”, “G”, “R”, and “B”. See input instructions for the Provisions Data Record, for the explanation of these codes. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B68	SPECIAL TOOLING NOT BLANK OR S	SPCL-TOOLNG may be left blank. When an entry is required, the only valid entry is an “S”.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B69	*INSP-ACPT-FOB-CD DOES NOT MATCH TB0009	The one position INS-ACPT-CD must contain an entry. See the provisions column in the Inspection/Acceptance Codes List in Part 15, Appendix 28 of DLAM 7000.5 for valid entries and explanations. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B70	*REMITTANCE-ADDRESS CONTAINS DATA BUT NCA-IND NOT “R”	The REMIT-ADRS entered or generated on the Contract Data Record contains data. When this is true, and entry of an “R” must be made in the NAM-ADR-IND field on the Provisions Record. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION
B71	*N&A-IND = BLANK, C OR N, BUT REMIT-ADRS FIELD NOT BLANK	The REMIT-ADRS field on the Contract Data Record contains an entry. When this is true, the NAM-ADRS-IND on the Provisions Data Record may not be blank, “C”, or “N”. Further explanation of this error is available by using PF1 when this error message is displayed.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B80	LQUD-DAMG-IND NOT A OR BLANK	The LQ-DAMG-IND on the Supply Line Item Data Record may be left blank. When an entry is required, an “A” is the only valid entry.	PROVISION
B81	FIN-ACTN-CD NOT 3, 4 OR BLANK	The FIN-ACTN-CD may be left blank. When it is, the system will generate that proper code. Valid entries to this field are “3” and “4”. Explanations of these codes are in the Supply Line Item Data Record which may be found in Part 3, Chapter 2 of DLAM 7000.5.	CLINS
B82	*WHLD-CD NOT A, B, OR BLANK	This field may be left blank. When an entry is required, “A” and “B” are the only valid entries. Explanation of these codes are in the Supply Line Item Data Record. Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS
B83	FRST-ART-ACC-DT NOT BLANK OR NUMERIC YYMMDD	The entry in the ACT-FRST-AR field may be blank. When an entry is made, it must be a valid calendar date formatted YYMMDD.	CLINS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B85	*INSP/ACCPT CODE DOES NOT MATCH TABLE TB0005	When the INS-ACPT-CD on the Supply Line Item Data Record is blank and the Provisions Inspection/Acceptance Code is not a “6”, the system will generate this entry. An entry to the INS-ACPT-CD must match an entry in the Line Item Column on the Inspection/Acceptance Codes list in Part 15, Appendix 28 of DLAM 7000.5.	CLINS
B92	SCRTY-CLSN-CD MUST BE U OR C	SCTY-CLS-CD must contain a “U” (Unclassified) or “C” (Classified) code.	CONTRACT DATA
B91	FNL-DVY-DT MUST BE U OR VALID CALENDAR DATE	The final Delivery Date field (FNL-DVY-DT) does not contain either a “U” or a valid calendar date (YYMMDD). The “U” stands for an undefinitized date. Correct the entry as necessary.	CONTRACT DATA
B94	FINL-DEL-SCHED-DT NOT U-BLANK OR VALID CALENDAR DATE OR BLANK	The entry in the FNL-DLV-DT field may be blank. When an entry is made it must be a valid calendar date formatted YYMMDD or it must be “U” followed by blanks.	CONTRACT DATA
B96	ACO-CD NOT BLANK OR ALPHANUMERIC	This field may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9)	CONTRACT DATA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
B97	INDUS-SPCLST-CD NOT BLANK OR ALPHANUMERIC	INDUS-SP-CD may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9).	CONTRACT DATA
B98	PRPTY-ADMIN-CD NOT BLANK OR ALPHANUMERIC	PROP-AD-CD may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9).	CONTRACT DATA
B99	UNILATERAL INDICATOR MUST BE BLANK OR U	UNLTRL-IND may be left blank. When an entry is required, the only valid entry is a “U”.	CONTRACT DATA
C00	*COMMODITY CODE DOES NOT MATCH TABLE TB0010	An entry must be made to CMDTY-CD. See the Commodity Code list in Part 15, Appendix 2 of DLAM 7000.5 for codes. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA
C02	*CAR-SEC-NO NOT 1 THRU 5	This field must contain an entry. Valid entries are “1”, “2”, “3”, “4”, and “5”. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
C04	*DEPARTMENT CODE DOES NOT MATCH TABLE TB0014	The DEPT-CD field may be left blank and the system will generate the entry. When an entry is made by the user, valid codes are “A”, “C” - “H”, “M” - “P”, and “S”. Explanations of these codes are in the Contract Data Record input procedures. Further explanation of this error is available by using PF1 when this error message is displayed.	CONTRACT DATA
C05	BUYING ACTIVITY CODE NOT BLANK OR ALPHANUMERIC	The BUY-ACTY-CD may be left blank so that the system will enter (except when the ADMIN-BY and ISSD-BY are the same). When an entry is made it must be alpha numeric (A-Z, 0-9).	CONTRACT DATA
C10	PRIME-CONTRR-PIIN-BUT-ACTY NOT ALPHANUMERIC OR IS I OR O	The entire P-CONTR-PIN may be left blank. When an entry is made, the first position must be alphabetic (excluding the letters I and O).	REMARKS
C11	PRIME-CONTRR-PIIN-FSC-YR NOT NUMERIC	The entire P-CONTR-PIN may be left blank. When an entry is made, the seventh and eighth positions (middle group) must be numeric (0-9).	REMARKS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
C12	PRIME-CONTRR-PIIN-TYP-INST NOT ALPHA OR IS I, O, X, Y, Z OR BLANK	The entire P-CONT-PIN field may be left blank. When an entry is made, the ninth position (first in last group) must be alphabetic (excluding the letters I, O, X, Y, and Z).	REMARKS
C13	*PRINE-CONTRR-PIIN SER-NO INVALID	The P-CONTR-PIN may be left blank. When an entry is made, the last four positions must be all numeric, an alpha and three numerics or two alphas and two numerics. The letters “I” and “O” may not be present. Further explanation of this error is available by using PF1 when this error message is displayed.	REMARKS
C14	*P-CONTR-SPN INVALID FOR PIN-TYPE ENTERED	An entry of alphanumerics may be made to this field only if the ninth position of the P-CONTR-PIN is an “A”, “D”, “G”, or “H”. Otherwise, this field must be left blank. Further explanation of this error is available by using PF1 when this error message is displayed.	REMARKS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
C15	UT-CONTRR-NAME IS NOT FILLED	The UT-NAME may be left blank when the entire R1 Remark is left blank. Otherwise, enter the Upper Tier Contractor Name.	REMARKS
C20	FINAL ACCEPTANCE DATE NOT VALID CALENDAR DATE (YYMMDD)	The entry in the FAD field must be a valid calendar date formatted YYMMDD, because CAR-SEC-NO is “2”.	REMARKS
C21	EST-CLSG-DT NOT VALID DATE, IS BLANK OR IS LESS THAN OVRG-DT	The entry in the EST-CLSG-DT field must be a valid calendar date formatted YYMMDD, because the CAR-SEC-NO is “2”. If and entry is present, it must also be a date prior to the OVRG-DT.	REMARKS
C22	*R2-RSN-CDS CONTAINS INVALID DATA	This field may be left blank except when the EST-CLSG-DT contains a valid calendar date. When an entry is required, see the list of codes and explanations in Part 15, Appendix 22 of DLAM 7000.5. Each code entered must be followed with a blank. Further explanation of this error is available by using PF1 when this error message is displayed.	REMARKS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
C24	*R3-RSN-CDS DOES NOT MATCH TABLE TB0022	This field may be left blank when the *R3* Remark is not required. Valid codes are “BCA”, “TERM-C”, “PL”, “BKRPT”, “CIL”, “CLL”, “LLD”, “VE”, and “SORP”. Explanations of these codes are in the Remarks Data Record input procedures. Further explanation of this error is available by using PF1 when this error message is displayed.	REMARKS
C26	DSFM-RMK DOES NOT CONTAIN DATA	When the *R4* Remark is required (1ST-SHOW-R4 present), a descriptive entry must be made in this field.	REMARKS
C29	USE TYPE-DOC OF ‘D’ TO DELETE FIXED R8 - THEN PROCEED	In order to delete a Fixed Format R8 Remark, enter a “D” in the Type of Document (TYPE-DOC) field. Erasing the current entry will not work; the “D” must be entered and the screen released.	REMARKS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
C33	*TYPE OF DOCUMENT IS NOT 2, 5, L or M	The TD field may be left blank when the entire fixed *R8* Remark is left blank. Otherwise, enter a “2”, “5”, “L”, “M”, or “D”. Explanations of these codes are in the Remarks Data Record input procedures. Further explanation of this error is available by using PF1 when this error message is displayed.	REMARKS
C34	DATE FORWARDED IS NOT VALID CALENDAR DATE (YYMMDD)	When the fixed R8 Remark is being entered, the entry in the DT-FWD field must be a valid calendar date formatted YYMMDD.	REMARKS
C35	DATE DELINQUENT IS NOT VALID CALENDAR DATE (YYMMDD)	When fixed R8 Remark is being entered, the entry in the DT-DEL field must be a valid calendar date formatted YYMMDD.	REMARKS
C36	FORECASTED DATE IS NOT VALID CALENDAR DATE (YYMMDD)	When the fixed R8 Remark is being entered, the entry in the F-DT field must be a valid calendar date formatted YYMMDD.	REMARKS
C37	KNEW DATE IS NOT VALID CALENDAR DATE (YYMMDD)	When the fixed R8 Remark is being entered, the entry in the K-DT field must be a valid calendar date formatted YYMMDD.	REMARKS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
C39	R8-RMKS (FREE) AREA AND R8-RMKS (FIXED) AREA BOTH CONTAIN DATA	Only one type of R8-RMK may be entered. Enter a PROD-RMK (Free) by itself, or enter the fixed remark (TD through RMK) and leave PROD-RMK blank.	REMARKS
C42	*ONE OF THE ADDRESS LINES EXTRACTED FROM ADRS EXCEEDS 28 POS	One or more of the address lines extracted from the Activity Address File exceeded 28 positions of data. Since a Payee Name and Address cannot be greater than 28 positions per line, this contract cannot be processed until the ADRS File is corrected. In emergency situations requiring the immediate entry of the contract, delete the contract from the Data Entry Data Base via the supervisory functions, determine the correct Payee Name and Address and reenter the Contract Header Record and Provisions Data Record establishing a Contract Remittance Address (NAM-ADR-IND or “R” on the Provisions Data Record). When processing a modification r correction, return to the Correction/Modification Master Menu, CT3000, and select Function 2 to maintain the Provisions Data Record.	PAYEE

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
C43	CITY FIELD OF PAYEE-N&A-REC MUST CONTAIN DATA	An alphabetic entry must be made in the ADRS-LIN6: City Field. See error C42 when the address is extracted from the ADRS File.	PAYEE
C44	*STATE DOE NOT MATCH TABLE TB0015	The entry in ADRS-LIN6: ST must match a valid state or territory abbreviation. See Part 15 of DLAM 7000.5 for these copies. When the address is being extracted from the ADRS File, see error C42. Further explanation of this error is available by using PF1 when this error message is displayed.	PAYEE
C45	*INVALID US ZIP CODE	ADRS-LIN6: ZIP must contain a five or ten position numeric ZIP Code when the state is not CAN (Canada). See error C42 when address is being extracted from the ADRS.	PAYEE

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
C46	*INVALID CANADIAN ZIP CODE	When the ADRS-LIN6: ST contains CAN; therefore the ZIP Code should contain (1) positions 1-2 must be blank, (2) position 3 must be alpha 0-9, (4) position 5 must be alpha A-Z, (5) position 6 must be, (6) position 7 must be numeric 0-9, (7) position 8 must be alpha A-Z and (8) position 9 must be numeric 0-9. See error C42 when the address is being extracted from the ADRS. Further explanation of this error is available by using PF1 when this error message is displayed.	PAYEE
D10	CLIN-ELIN MUST CONTAIN DATA	When selecting the function entered, a CLIN-ELIN must also be supplied. Enter a new function or the appropriate CLIN-ELIN.	SCHEDULE
D30	TOT-ITM-AMT EXCEEDS 1 BILLION - PLEASE CHECK ORD-QTY AND UNIT-PRC	A limit of one billion dollars has been placed on the total item amount (TOT-ITM-AMT). The product of the ORD-QTY times the UNIT-PRC exceeds one billion dollars. Determine that the ORD-QTY and UNIT-PDC are correct before contacting a supervisor.	CLINS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
D31	OBLIG-AMT IN EXCESS OF 1,000,000,000.00 - PLEASE CHECK FIGURE	A limit of one billion dollars has been placed on the obligated amount. Make sure the OBLIG-AMT has been entered correctly before contacting a supervisor.	CLINS
D33	TOT-ITM-AMT FOR THIS SERVICE EXCEEDS 1 BILLION DOLLARS	A limit of one billion dollars has been placed on the total amount of a service line item. Make sure the TOT-ITM-AMT has been entered correctly before contacting a supervisor.	CLINS
E01	ACO-CDD-RMK CONTAINS IMBEDDED BLANKS	A space has been entered in front of an entry in the ACO-CDD-RMK field. This is not a valid entry. Delete the blank space(s) and reenter (rerelease) the screen.	REMARKS
E03	*ACO-CDD-RMK CONTAINS AN INVALID ENTRY	One of the entries in the ACO-CDD-RMK field is not a valid code. A list of valid codes is in Part 15 of this manual. Delete or correct the invalid entry. Further explanation of this error is available by using PF1 when this error message is displayed.	REMARKS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
E04	ACO-CDD-RMK CONTAINS AN INVALID DATE	Standard ACO Coded Remarks 16, 18, and 41 require the entry of a date or 6 asterisks directly after the code. An invalid date has been entered after one of these codes. The entry of the date in the ACO-CDD-RMK field must be a valid calendar date formatted YYMMDD.	REMARKS
E06	ACRN ENTERED IS A DUPLICATE	The ACRN selected already exists within system. If it is on the Host Database, a change may be requested. Verify the ACRN to be added or request a change transaction instead.	APPROP
E07	PGM-CST-ACC MUST BE BLANK IF FD-CD EQUALS “D3”	The FD-CD entered by the system (due to the APROP and LMT-SUBR entered) is D3. This means the PGM-CST-ACC field must be blank. Verify the entries to the APROP and LMT-SUBH fields before deleting the PGM-CST-ACC.	APPROP
E08	LMT-SUBH MUST BE BLANK OR ALPHA/NUM EXCLUDING I & O	LMT-SUBH may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9) except for I and O (Alpha).	APPROP

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
E09	LMT-SUBH MUST BE ALPHA/NUM EXCLUDING I & O	LMT-SUBH may be left blank. When an entry is made, it must be alphanumeric (A-Z, 0-9) except for I and O (Alpha).	APPROP
E10	AUDTR-APRVL CONTAINS DUPLICATES	Each valid code for the AUDTR-APRVL field may be entered one time only. Delete or correct the duplicate code.	PROVISION
E11	AUDTR-APRVL CONTAINS IMBEDDED BLANKS	A blank space has been entered in front of a code in AUDTR-APRVL. This is not a valid entry. Delete the blank space before depressing ENTER.	PROVISION
E12	RVU-CONTRS CONTAINS IMBEDDED BLANKS	A blank space has been entered in front of a valid code in the RVU-CONTRS field. This is not a valid entry. Delete the blank space before depressing ENTER.	PROVISION
E13	RVU-CONTRS CONTAINS DUPLICATES	Each valid code for the RVU-CONTRS field may be entered one time only. Delete or correct the duplicated code.	PROVISION

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
E20	NAM-ADR-IND NOT R OR N -- PAYEE NAME AND ADDRESS CANNOT BE CHANGED	Function three on the Correction/Modification Master Menu has been selected. However, the Payee Name and Address cannot be changed unless the NAM-ADR-IND on the Provisions Data Record is an N or R. Verify that the address data needs to be changed.	PROVISION
E37	NAM-ADR-IND IS R-- PAYEE NAME AND ADDRESS MUST BE ENTERED	The user has changed the NAM-ADR-IND or the Provisions Data Record to an R. This requires the user to enter the correct Payee Name and Address.	PROVISION
E40	ACRN MUST BE ENTERED FOR THIS FUNCTION	The function entered requires the entry of the ACRN on this menu. Verify the function selected, or enter the appropriate ACRN.	APPROP
G30	FUNCTION NOT AUTHORIZED - CONTRACT SUPERVISOR	The User ID Code which you are signed on with is nor authorized for the function which you have selected. Contact you supervisor for further instructions.	OVERALL

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
I21	MODIFICATION IS ALREADY IN THE INVENTORY	A backlog record for the modification (PIIN, SPIIN, and CAO-ORG-CD) entered is already in the system. Verify the entries to these three fields. Correct if necessary. Otherwise, continue to the next document.	BACKLOG
I22	THE REQUESTED DOCUMENT IS NOT IN THE INVENTORY	An inquiry request to see a backlog record for a specific document has been made. However, this document has not been established in the backlog yet. Verify the entries in the PIIN, SPIIN, CONT-MOD-NO and CAO-ORG-CD fields. Note that the SPIIN field should contain the call or order number only.	BACKLOG
I23	REOPN-SECNO MUST BE “1”, “4” OR BLANK	This field may be left blank. If an entry is made, it must be a one or four only. Contracts may be reopened into these sections only.	BACKLOG
I24	REOPN-SECNO MUST BE “1” or “4” IF ACTION-CD=“O”	When reopening a contract (ACTION-CD or O), this field must contain a one or four only. This indicates the CAR-SEC-NO this contract is to be reopened into.	BACKLOG

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
I25	REOPN-SECNO MUST BE BLANK IF ACTION-CD NOT “O”	The REOPN-SECNO field must be left blank unless reopening the contract (ACTION-CD of O).	BACKLOG
I26	ACTION-CD MUST BE “H”, “L”, “O”, “R:, “D”, “A” OR “B”	The only valid entries to this field are H, L, O (alpha), R, D, A, and B. An entry must be made.	BACKLOG
I27	IF ACTION-CD IS “B”, DOC-LOC CANNOT BE BLANK	When assigning the document location (ACTION-CD of B)	BACKLOG
I28	IF DOC-LOC NOT BLANK, ACTION-CD MUST BE “B”	When an entry other than spaces has been made in the DOC-LOC, the system assumes the user is attempting to enter a document location into the system. The correct ACTION-CD for this type of entry is a “B”.	BACKLOG
I29	DOC-LOC MUST BE VALID RGS-CD	The entry in the RGS-CD field must have been established in the Operator Master file (OPRM). The system administrator must do this. Before contacting anyone, verify that the entry to the DOC-LOC is correct.	BACKLOG

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
I30	IF ACTION-CD IS “R”, REASS-ORG MUST NOT BE BLANK	An ACTION-CD of R indicates that the user wishes to reassign the document to a new contact office/organization routing code. Therefore, an entry must be made in the REASS-ORG which indicates which organization the document is to be reassigned to.	BACKLOG
I31	IF REASS-ORG IS NOT BLANK, ACTION-CD MUST BE “R”	An entry in the REASS-ORG field other than spaces indicates that the user wishes to reassign the document to a new contract administration organization/ office routing code. The ACTION-CD for this type of action must be an R.	BACKLOG
I32	REASS-ORG NOT ALPHA (A-Z)	An entry to REASS-ORG is required. This entry must be alphabetic (A-Z).	BACKLOG
I33	THE DOCUMENT NUMBER IS NOT IN THE INVENTORY	The document number entered on this screen (PIIN, SPIIN, and CAO-ORG-CD) is not in the inventory. Verify the entries to these fields to assure they are correct. The SPIIN field may contain a modification number, if applicable.	BACKLOG

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
I34	*THIS DOCUMENT IS NOT IN BACKLOG	The document is no longer in backlog status (i.e., has already been processed). Because of this, the action requested (ACTION-CD) may not be performed. Verify the entries to the PIIN, SPIIN, and CAO-ORG-CD fields.	BACKLOG
I35	*THIS DOCUMENT IS IN BACKLOG STATUS	The document entered (PIIN, SPIIN, and CAO-ORG-CD) is in backlog status. Therefore, the action requested (ACTION-CD) may not be performed. Verify the entries to the PIIN, SPIIN, and CAO-ORG-CD fields.	BACKLOG
I36	THIS DOCUMENT IS NOT IN CLOSED STATUS	The document (PIIN< SPIIN< CAO-ORG-CD) that the user is attempting to reopen is not closed. Therefore, there is no need to reopen the contract. Verify the PIIN, SPIIN, and CAO-ORG-CD entries or select another action (ACTION-CD).	BACKLOG
I42	PIIN/SPIIN IS NOT A CLOSED CONTRACT	The user is attempting to reopen (ACTION-CD O) a contract which is not closed. To be closed for this purpose, the CAR Section Number must be 5, 8, or 9.	BACKLOG

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
I43	DOCUMENT ACCEPTED INTO INVENTORY	When this message appears, the new contract previously released or entered has been successfully added to the backlog inventory. Enter another document or depress the PA2 key to exit.	BACKLOG
I45	HARD COPY TRACKING RELIEVED FOR THIS MILSCAP DOCUMENT	The inventory record for the document entered (PIIN, SPIIN, and CAO-ORG-CD) will no longer indicate that the hardcopy has not yet arrived. Enter another transaction or depress the PA2 key to return to the Inventory Maintenance Menu.	BACKLOG
I46	DOCUMENT LOCATION HAS BEEN UPDATED	The request to assign a document location to a specific document has been successfully completed. Enter a new transaction or depress the PA2 key to return to the Inventory Maintenance Menu.	BACKLOG
I47	DOCUMENT HAS BEEN DELETED FROM THE BACKLOG	The backlog record for requested document has been deleted from the system. Enter a new transaction or depress the PA2 key to return to the Inventory Maintenance Menu.	BACKLOG

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
I49	DOCUMENT HAS BEEN MOVED TO ACTIVE STATUS AS REQUESTED	The document previously entered has been moved to active status as requested. Enter a new transaction or depress the PA2 key to return to the Inventory Maintenance Menu.	BACKLOG
I51	CONTRACT HAS BEEN REOPENED AS REQUESTED	The contract entered has been reopened for additional processing as was requested. Enter a new transaction or depress PA2 key to return to the Inventory Maintenance Menu.	BACKLOG
I54	THIS DOCUMENT IS IN BACKLOG STATUS	Entries in the PIIN, SPIIN, and CAO-ORG-CD fields are for an unprocessed document. Therefore, the action requested (ACTION-CD) may not be performed. Verify the entries in the PIIN, SPIIN, CAO-ORG-CD, and ACTION-CD.	BACKLOG
I55	THIS DOCUMENT IS IN PROCESSED STATUS	The document for which this action (ACTION-CD) has been requested, is in processed status. Therefore, this action may not be performed. Check the entries to the PIIN, SPIIN, CAO-ORG-CD, and ACTION-CD.	BACKLOG
P14	MUST BE Y (YES) OR N (NO)	The entry must be either “Y” (Yes) or “N” (No).	CLINs

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
P14	MUST BE Y (YES) OR N (NO)	The entry must be either “Y” (Yes) or “N” (No).	PROVISIONS
057	*INVALID-ACO-CDD-RMKS-INPUT, DOES NOT MATCH TABLE TB0013	One of the two position entries in the ACO-CDD-RMK field on this screen is invalid. A list of valid entries are in part 15, appendix of DLAM 7000.5. Further explanation of this error is available by using PF1 when this error message is displayed.	REMARKS
200	ISSUED BY NOT A VALID DODAAC CODE	The entry in the ISSD-BY field must match a valid DoDAAC Code on the Activity Address (ADRS) File. Check the entry in this field. If the code is correct, request that the supervisor have the code added to the system.	CONTRACT DATA
210	CONTRR-REMIT-ADRS NOT BLANK OR VALID H8 CODE	The REMIT-ADRS field may be left blank. If an entry is made, it must be valid H8 Code found on the MAF. Verify the entry to this field before contacting a supervisor to have the code added.	CONTRACT DATA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
212	ADMINISTERED BY NOT A VALID DODAAC CODE	The entry in the ADMIN-BY field must match a valid DoDAAC Code on the Activity Address (ADRS) File. Check the entry in this field. If the code is correct, request the supervisor have the code added to the system.	CONTRACT DATA
214	CONTRACTORS FACILITY NOT VALID CAGE, BLANK OR 9	The CONTRR-FACL field may be left blank. When an entry is made, it must match a contractor identity code already established on the Activity Address (ADRS) File. Verify the entry in the CONTRR-FACL. If it is correct, the supervisor will have to have the code added to the system before the contract can be established with this CONTRR-FACL.	CONTRACT DATA
215	CONTRR-IDENT-CODE NOT A VALID H8 CODE	The entry in the CAGE field must match an entry on the Activity Address File for an H8 Code. Verify the entry to this field. If the code is correct, the code must be added to the system before the contract can be established. If the CAGE has already been established, verify that the attribute data has been entered.	CONTRACT DATA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
220	PAYING OFFICE NOT A VALID DODAAD OR 9-BLANK	The PAYG-OFC on the Contract Data Record may be left blank. When it is, the system will enter the appropriate paying office code. Otherwise, the entry made must be a valid DoDAAD Code (on ADRS) or a 9 followed by spaces. The nine blanks are used to indicate multiple paying offices.	CONTRACT DATA
221	PAYG-OFC MUST BE BLANK IF PAYG-OFC NOT 9-BLANK ON CONT DATA RCD	In order to enter a paying office on any of the various Accounting Classification Data Records, the PAYG-OFC field on the Contract Data Record must contain a 9 followed by spaces. If the entry on the Contract Data Record is invalid, the user has two options: have the supervisor delete the contract from the Data Entry Data Base via the Supervisor Function and start over again or establish the accounting data using a blank PAYG-OFC and then use the correction process to adjust this error.	APPROP

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
222	PAYG-OFC NOT A VALID DODAAD	This field (on accounting data) must contain a valid DoDAAD Code. If the code entered is correct, have the supervisor request the code be added to the system so this accounting record can be established.	APPROP
229	ESTIMATED INDICATOR NOT E OR BLANK	This field may be left blank. If an entry is required, it must be an E.	CLINS
229	ESTIMATED INDICATOR NOT E OR BLANK	This field may be left blank. If an entry is required, it must be an E.	SCHEDULE
250	CPN-RCPNT (A, AF, DLA) NOT VALID DODAAC CODE	The CONTR-PAYMT field must contain a valid DoDAAD Code on all Army, Air Force, and DLA Appropriation Records. The code must be established in the Activity Address File. If the code entered is correct, the supervisor must have this code added to the system before the accounting data can be established.	APPROP
251	CPN-RCPNT (NAVY) NOT BLANK	The CONTR-PAYMT field must be left blank on Navy accounting records.	APPROP NAVY

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
252	ARMY-APPROPRIATION UNMATCHED TO MASTER	The combined entry of APROP and LMT-SUBH must match an Army appropriation in the system. Verify the entries to these fields, if the codes are correct a supervisor must have the appropriation added to the system before this accounting record can be entered.	APPROP ARMY
253	*CONTR-PAYMT IS NOT A VALID DoDAAD	The Contract Payment Notice (CPN) recipient must contain a valid DoDAAD Code. These codes reside on the Address File (ADRS/MAF). Correct the entry as necessary. Contact the MAF Clerk through locally determined channels if the code should be added to the address file.	APPROP
256	NAVY-APPROPRIATION UNMATCHED TO MASTER	The combined entry of APROP and LMT-SUBH must match a Navy appropriation in the system. Verify the entries to these fields, if the codes are correct a supervisor must have the appropriation added to the system before this accounting record can be entered.	APPROP NAVY

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
257	CLA-APPROPRIATION UNMATCHED TO MASTER	The entries in the APROP and LMT-SUBH fields must match a DLA appropriation in the system. Verify the entries to these fields. If the codes are correct, a supervisor must have the appropriation added to the system before this record can be entered.	APPROP DLA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
258	AIR-FORCE - APPROPRIATION UNMATCHED TO MASTER	The Air Force appropriation entered must match an Air Force appropriation in the system. For FD-CD (Fund Code) 6B, 6C, 6E, 6H, 60, 61, 62, 63, 64, 65, 66, 67, 68, and 69 the transaction must match the accounting master at the appropriation level. If FD-CD is D7, DR, DU, or 30 or if FD-CD is 10, 11, 14, 15, 16, 17, 28, or 29 and PGM-YR is S, transaction must match the master at APROP/LMT-SUBH/PGM-YR/OPR-AGCY-CD. If one of the above conditions is not met, must match the master at APROP/LMT-SUBH/PGM-YR/OPR-AGCY-CD/EDGT-PROJ. Entries to the FD-CD, LMT-SUBH, PGM-YR, AGCY-CD, and BDGT-PROJ (as applicable) must be verified. If all codes are correct, a supervisor must have the appropriation added to the system before this accounting record can be added to the system.	APPROP AF

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
270	*NSN WITH FIRST POS "Z" DOES NOT CONTAIN VALID DODAAD CODE	If the first position of the NSN field contains a Z, the third through eighth positions must contain a valid DoDAAD Code. The code entered must match an entry already in the system. Verify the entry in the NSN field. If this is correct, the supervisor will have to have this code added to the system. Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS
280	SHIP-TO NOT A VALID DODAAC, H8 CODE OR U-BLANK	The SHP-TO field must contain an entry. Valid entries are an established (in system) DoDAAC or H8 Code or U followed by blanks. If the code entered (DoDAAC or H8) is valid but rejected, the supervisor will have to have it added to the system before a schedule is established.	SCHEDULE
281	MARK FOR NOT BLANK OR A VALID DODAAC CODE	MK-FOR may be left blank. When an entry is made, it must match a DODAAD Code already established in the system. If the code has been entered correctly, the supervisor will have to have the code added to the system.	SCHEDULE

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
290	PROJ-ITEM-MANAGER NOT BLANK OR VALID DODAAC CODE	The SPN-REC field may be left blank. If an entry is made, it must match a DoDAAD Code already established in the system. Verify the entry in this field. If the code is correct, a supervisor must have it added to the system before a schedule can be established using it.	CLINS
324	*THERE IS NOT A PAYEE ADDRESS ON THE DATA BASE	The address being entered by the system is missing. Contact the system administrator when this error occurs. Further explanation of this error is available by using PF1 when this error message is displayed.	PAYEE
417	PQA-SITE NOT S OR D	The entry in this field must be an S (source) or D (destination).	CLINS
417	PQA-SITE NOT S OR D	The entry in this field must be an S (source) or D (destination).	PROVISION
620	NAME-ADRS-LINE 1 IS BLANK	The first line on the Payee Name and Address Data Record must contain data. Enter the first line of the address.	PAYEE

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
621	NAME & ADRS LINE 3 ENTERED BUT LINE 2 IS BLANK	Before entering data on the third line of the Payee Name and Address Data Record, the second line must be entered. Enter the second line of the address on line 2.	PAYEE
622	NAME & ADRS LINE 4 ENTERED BUT LINE 3 IS BLANK	The third address line on the Payee Name and Address Data Record must be entered before the fourth is entered. Enter the third line of the payee address on line 3.	PAYEE
623	NAME & ADRS LINE 5 ENTERED BUT LINE 4 IS BLANK	ADRS-LIN4 on the Payee Name and Address Data Record must be entered before ADRS-LIN5. Enter the fourth address line on ADRS-LIN4.	PAYEE
638	ISSUED BY CODE IS BLANK ON DOD CONTRACT	The ISSD-BY field must contain an entry on this DoD contract. Enter the appropriate DoDAAD Code of the issuing activity.	CONTRACT DATA
652	FDD NOT GT/EQUAL EFF-DT OR DAT-OF-SIGNR	When the FNL-DVY-DT contains an entry other than U Blanks, the data entered must be greater than the EFF-DT or DT-OF-SIGNR which ever is later. Verify the dates entered in all three date fields.	CONTRACT DATA

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
656	*ACRN NOT ALPHANUM OR CONTAINS I OR O	This field must contain an alphanumeric entry (A-Z and 0-9). The letters I and O may not be used. Further explanation of this error is available by using PF1 when this error message is displayed.	APPROP
675	CLIN/ELIN DOES NOT HAVE MATCHING SUPPLY LINE	The entry in the CLIN-ELIN on this Supply Schedule Data Record does not have a matching Supply Line Item in the system. Verify the entry in this field. If the line item number is correct, return to the Contract Setup Menu (New Contracts) or Correction/ Modification Master Menu so that the line item can be added.	CLINS
676	ACRN NOT U-BLANK, 9-BLANK BUT DOES NOT MATCH ACCTG-REC	The ACRN entered on this screen does not contain a U or 9 followed by a blank. Therefore, the entry must match an entry on an accounting record already in the system.	CLINS

Continued on next page

Appendix 1: Error Messages

Error Code	Error Message	Explanation	Data Record
686	*FUNC-LMTN MUST BE 1, 2, 4, 5 OR 6	Two conditions require the entry of at least one Functional Limitation: NASA contracts and contracts established by users who are Contract Management Users (RGS Code is on table TB0047). One of these conditions has been encountered: therefore, a Functional Limitation must be added.	CONTRACT DATA
688	NASA CONTRACTS ARE SUPPORT - REQUIRE FUNC-LMTN ENTRY	The contract being entered is a NASA contract. These contracts must be established as support; therefore, a Functional Limitation must be entered. Add the appropriation code.	CONTRACT DATA
694	*NO MATCHING ACRN FOUND ON ACCTG CLASS RECORD	The entry in the ACRN on this screen must match an ACRN already established on an accounting record. Further explanation of this error is available by using PF1 when this error message is displayed.	CLINS
720	ACRN MUST CONTAIN DATA	The ACRN field on this screen must contain an alphanumeric (A-Z or 0-9) entry.	APPROP

End of Appendix

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
01	Non-DoD Reimbursement Contract	Any contract, whose PIIN is non-DoD, is received for administration and was issued by a non-DoD procuring activity (i.e. Dept. of Energy, NASA) ☞ Use of this remark will assign a contract to CAR Part A.	
02	Patent Rights Report Required	The Kind of Contract (KIND-CON-CD) field of the Contract Data Record is "**2**", research & development (R&D), and/or the Patent/Clearance Required (TEC-DATA-RQ) field of the Provisions Data Record contains "**G**, **R**, **T**, **W**," or "**Y**". ☞ Use of this remark will assign a contract to CAR Part A.	
03	Special Tooling Report Due	The Special Tooling (SPCL-TOOLING) field of the Provisions Data Record is "**S**". ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.245-17

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
04	Spares Provisioning	Provisioning requirements are contained in the contract. Provisioning items are support-type items which include, but are not limited to, spares, repair parts, and special support equipment. Provisioning items are usually identified with a CLIN or ELIN, and will be definitized subsequent to the effective date of the initial contract. ☞ Use of this remark will assign a contract to CAR Part A.	
05	Quantity Options Expire	The contract contains an option to order additional quantity under FAR 52.217-6 ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.217-6,7

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
06	Unpriced Order	The call/order is entered with estimated and/or unidentified prices or schedules, and must be definitized at a later date. This code is system generated when the 9th position of the PIIN is **A**, **D**, **G**, or **H** and the Kind of Contract (KIND-CON-CD) field of the Contract Data Record is "**9**". This remark should be removed when the contract is definitized by the PCO. If the contract is definitized by the ACO, this remark should remain. ☞ Use of this remark will assign a contract to CAR Part A.	
07	Duty Free Entry Supplier/ Services	The contract exceeds $100,000, and FAR 52.225-10 is contained. If the contract is less than $100,000, and the clause is contained, the inclusion of this clause must be specified as an exception in the contract.	FAR 52.225-10 DFARS 252.225-7008, 7009, 7010

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
08	Demil Cause Required for Final Pay	The contract requires the contractor to submit demilitarization certification prior to final payment. ☞ Use of this remark will assign a contract to CAR Part A.	
09	Terminates for Default or Convenience	A Notice of Termination (Modification), for either convenience or default, is received. Also used for partial termination. This remark will never be used at the time of entering new contract data. ☞ Use of this remark will assign a contract to CAR Part A.	
10	National Industries for the Blind	The contractor's name/address is for the Blind Industries.	
11	National Industries for the Severely Handicapped	The contractor's name/address is for the Handicapped Industries.	
12	Federal Prisons Industries	The contractor's name/address is for Prison Industries.	

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
13	Guaranteed Max. Shipping Weight/ F.O.B. Origin/ Minimum Size Shipment	The FOB Origin Minimum Size Shipment (MIN-SIZ-SHP) field, of the Provisions Data Record, contains "**F**", and/or the Guaranteed Maximum Shipping Weight/Dimensions (SHPG-WT-DIM) contains "**G**".	FAR 52.247-59, 60, 61
14	Data Item Description		
15	Negotiated Contract	The contract has been negotiated, issued under other than full and open competition.	

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
16	Date Financial Report Required	The Type of Contract (TY-CONTR-CD) field of the Contract Data Record is "**R**, **S**, **T**, **U**, **V**" OR "**W**". Use this remark for any contract that requires a Quarterly Financial Report such as, but not limited to, the following reports: • Contract Fund Status Report (CFSR) DD Form 1586. • Cost Performance Report (CPR). This requirement will be identified as a single-line entry on the DD Form 1423 (CDRL). • Cost/Schedule Status Report (C/SSR). This requirement will be identified as a single-line entry on the DD Form 1423 (CDRL). Enter the date, in YYMMDD format, when the first or quarterly reports are due, whichever is the future date. The system will automatically update the date thereafter.	

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
17	Prog. Report DD Form 375 Due From Contractor	Enter when FAR 52.242-2 is contained in the contract. ☞ A remark 56 is also required to hold the contract in part A. ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.242-2
18	Date Next FP1/ FPR Quarterly Statement Due	The Type of Contract (TY-CONTR-CD) field, on the Contract Data Record, is "**A**, **B**, **C**, **L**" or "**M**". Enter the date, in YYMMDD format, when the first report is due.	FAR 252.216-5, 6, 16, 17
19	Privately Owned U.S. Flag Vessels	The FAR clause 52.247-64 is contained in the contract.	FAR 52.247-64
20	Cost Accounting Standards Clause	The FAR clause 52.230-3, 4 is contained in the contract. Cost Accounting Standards do not apply to contracts less than $100,000 or Small Business Administration.	FAR 52.230-3, 4
21	NASA New Technology Report Required	The NASA clause 9-101.4 is contained in the contract.	NAS 9-101.4

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
22	Mandatory Review of OBL and FP	Ocean transportation is to be used. ☞ This remark will create a manual review requirement for all invoices when 50% of contract price is reached. The contract will be assigned to CAR part A when this remark is entered for contracts over $25,000.	DFARS 252.247-7023
23	Notice of Award - Hard Copy Required	☞ Use of this remark will assign a contract to CAR Part A.	
24		Deleted by change to Public Law, per Feb. 26, 1996 memo, from DCMDN-GDTS	
25	Foreign Military Sales	The appropriation fund is "**8242**", and/or the Foreign Military Sales Requirement Indicator (FMS-RQ-IND) field, on the Contract Data Record, contains "**1**". Enter this remark if 1 or more items are being procured for a foreign government.	

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
26	Quantity Variation	The contract contains provisions for quantity variation, FAR 52.212-9 (b). ☞ Applies at either contract or CLIN level.	FAR 52.212-9 (b)
27	Small Business Administration (8A) Contract	The first 2 positions of the Upper Tier PIIN (P-CONTR-PIN) field, of the Remarks Data Record, are "**SB**". ☞ Enter this remark for any contract received for administration that was issed by the Small Business Administration. ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.219-11
28	Special Test Equipment	The FAR clause 52.245-18 is contained in the contract.	FAR 52.245-18

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
29	Data Withholding Clause	The Type of Contract (TY-CONTR-CD) field, on the Contract Data Record, contains "**R**, **S**, **T**, **U**, **V**" or "**W**". ☞ If "**B**"is entered in the Withold Code (WHLD-CD) field of the Supply/Service Line Item Record, this remark will be system generated to this field.	FAR 52.204-7000 52.227-7030
30		Deleted by change to Public Law, per Feb. 26, 1996 memo, from DCMDN-GDTS	
31	Storage Agreement	The contract was issued to have the contractor maintain a Government storage facility.	
32	Utilization of Small and Small-Disadvantaged Businesses	The contract contains FAR 52.219-9, 10 ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.219-9, 10
33		Deleted by change to Public Law, per Feb. 26, 1996 memo, from DCMDN-GDTS	

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
34	Reserved		
35	Negotiated Overhead Rates Clause	The contract contains FAR 52.216-15	FAR 52.216-15
36	Overage Calculated Incorrectly Due to the Year 2000		
37	FDD Is Delinquent Due to the Year 2000		
38	Performance Based Payments	The contract contains FAR 52.232-32	FAR 52.232-32
39	Reserved		
40	Labor Standards Provisions	The Kind of Contract (KIND-CON-CD) field, of the Contract Data Record, contains "**Y**" or "**Z**".	FAR 52.222-4, 5
41	Date Contractor Facilities/ Rental Statement/ Payment Due	The contract requires a quarterly rental payment or statement. Contract should contain FAR 52.245-9. ☞ Right after the remark, enter the date, in YYMMMDD format, when the first report is due.	FAR 52.245-9

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
42	Negative Preaward Survey	Enter if the pre-award survey for this contract was negative. This would be evidenced by a "N" suffix to the pre-award survey number. ☞ Use of this remark will assign a contract to CAR Part A.	
43	Jewel Bearing Clause	Input if the Federal Supply Classification, the first 4 digits of the National Stock Number, contains one of the following codes: **6605, 6610, 6615, 6620, 6625, 6630, 6636, 6640, 6645, 6650, 6655, 6660, 6665, 6670, 6675, 6680, 6685, or 6695.** ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.208-1
44	Arms/ Ammunition/ Explosives	Enter if the contract contains any requirement for these type of items.	FAR 52.228-7007
45	Reserved		
46	Support Delegation Made	Enter if support of the contract is delegated to another office.	

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
47	Reserved		
48	Commercial Contracts	Enter if the contract being input is for Commercial Items. A Commercial Item contract can be identified by the inclusion of FAR 52.212-4 or the use of a SF1449, contract for Commercial Items.	FAR 52.212-4
49	Limitation of Cost or Fund Clause	Enter if the Type of Contract (TY-CONTR-CD) field, on the Contract Data Record, is "**R**, **S**, **T**, **U**, **V**" or "**W**".	FAR 52.232-20, 21, 22
50	Payment Assigned Debt Offset Limited	Enter if a Notice of Assignment has been received and processed.	
51	Assignment of Claims Release	Enter the date that the Assignment of Claims was released.	FAR 52.232-23
52	DD Form 250 Not Required Except Fast Pay	Enter if the contract, other than a Fast Pay contract, has items to be delivered with no DD Form 250 requirement. ☞ Use of this remark will assign a contract to CAR Part A.	

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
53	Indefinite Delivery Contract With Line Item Shipment Status Report/ Contingency Liability Report	Enter if the contract has a "**D**" in the ninth position of the PIIN, and there is no SPIIN, but the contract contains items requiring delivery and payment.	
54	Prime Administration (Less Payment) Other Disbursing Office	Enter if the contract has been assigned to DCMC for administration, but DFAS-CO is not the payment office. ☞ Use of this remark will assign a contract to CAR Part A.	
55	Property Action Completed	Enter if the contract contains "**E**" in the Provisioning File and Property Administrator Code upon completion of property assignment. ☞ To be input by Property Administration only.	

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
56	Manual Closeout Required by ACO	This remark is entered by the ACO, to effect manual movement of the contract to CAR part A, when the contract does not contain criteria qualifying it for assignment to part A. In addition, the ACO should enter an In-The-Clear remark, an R5 remark, or an R6 remark to explain the need for this action. ☞ Use of this remark will assign a contract to CAR Part A.	
60	Rights to Tech Data/ Computer Software	Enter if the contract contains FAR 52.227-7013. ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.227-7013
61	Restrictive Markings on Tech Data	Enter if the contract contains FAR 52.227-7018. ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.227-7018

Continued on next page

Appendix 2: Standard ACO Coded Remarks (R9 Remarks)

R9 Code	Remark	Use When...	FAR/DFARS Reference
62	Identity of Restrictive Rights Computer Software	Enter if the contract contains FAR 52.227-7019. ☞ Use of this remark will assign a contract to CAR Part A.	FAR 52.227-7019
63	Restrictive Marking Reviewed by Engineering	☞ Use of this remark will assign a contract to CAR Part A.	
64	Deferred Debt	To be entered by the ACO when a contractor request for debt deferral has been approved by the Finance Officer. ☞ A contract can not be closed when R9 remark 64 is present.	

End of Appendix

Appendix 3: Org Code/DSSN/CAO/Directorate Cross-Reference

Prepared by: DFAS-CO-JXSA
DATE 30 AUG. 1997

MOCAS ADP Codes
MOC-G
SOUTH ENTITLEMENT OPERATIONS - CY
PRIMARY COMMRI=RUQAICG
SECONDARY COMMRI=RUEDATC
DSSN-ARMY/DLA 6356
DSSN-AIR FORCE 8559
DSSN-NAVY 8558
ADPE DODAAC=SC1020

FC0MOCGD
P4
BROWSE
MOCAS

DIVISION	CELL CODE	FACILITY PASSWORD	PAYMENT OFFICE	CAO DoDAAC	CAO ORG CD	OFFICE
SOUTHEAST (JSA)	Y1	DFC1	SC1020	S0101A	AB	DCMC BIRMINGHAM
X5745	Y1	DFC1	SC1020	S0102A	AC	DCMC PEMCO AEROPLEX-BIRMINGHAM
ADDRESS:	Y1	DFC1	SC1020	S1211A	AE	DCMC APMO/AIRCRAFT PGM MGM'T
DFAS-CO/SOUTHEAST	Y1	DFC1	SC1020	S1110A	AG	DCMC GRUMAN-ST. AUGUSTINE
COLS, OH 43218-2225	Y1	DFC1	SC1020	S1009A	AH	DCMC HARRIS-ORLANDO
	Y1	DFC1	SC1020	S1221A	AJ	DCMC GRUMAN-MELBOURNE
	Y1	DFC1	SC1020	S1111A	AL	DCMC LOCKHEED AERO
	Y1	DFC1	SC1020	S1005A	AM	DCMC LOCKHEED MARTIN-ORLANDO
	Y1	DFC1	SC1020	S1903A	AN	DCMC MICHOUD-STENNIS
	Y1	DFC1	SC1020	S1002A	AO	DCMC ORLANDO
	Y1	DFC1	SC1020	SPR01A	AP	DCMC PUERTO RICO
	Y1	DFC1	SC1020	S1104A	AR	DCMC ROCKWELL
	Y1	DFC1	SC1020	S1109A	AW	DCMC CLEARWATER
	Y1	DFC1	SC1020	S1011A	AY	DCMC PRATT & WHITNEY WEST PALM BEACH
	Y1	DFC1	SC1020	S1103A	AZ	DCMC ATLANTA
CAPITOL (JSC)	Y4	DFC5	SC1034	S1201A	WB	DCMC BALTIMORE-D.C. MD.
X5500	Y4	DFC5	SC1034	S21034	WJ	DCMC WESTINGHOUSE ELECTRIC-BALT
DFAS-CO/CAPITOL						
PO BOX 182263						
COL, OH 43218-2263						
CHESAPEAKE (JSD)	Y5	DFC4	SC1030	S2404A	WV	DCMC BALTIMORE (VA)
X6372						
DFAS-CO/CHESAPEAKE						
PO BOX 182264						
COLS, OH 43218-2264						

Continued on next page

Appendix 3: Org Code/DSSN/CAO/Directorate Cross-Reference

Prepared by: DFAS-CO-JXSA
DATE 30 AUG. 1997

MOCAS ADP Codes
MOC-H
NORTH ENTITLEMENT OPERATIONS - CH
PRIMARY COMMRI=RUQAICH
SECONDARY COMMRI=RUEDATC
DSSN-ARMY/DLA 6422
DSSN-AIR FORCE 8560
DSSN-NAVY 8565
ADPE DODAAC=SC1012

FC0MOCHD
P4
BROWSE
MOCAS

DIVISION	CELL CODE	FACILITY PASSWORD	PAYMENT OFFICE	CAO DoDAAC	CAO ORG CD	OFFICE
BUNKER HILL (JNB)	H2	DFC2	SC1016	S2206A	DB	DCMC BOSTON
X5228	H2	DFC2	SC1016	S3319A	DD	DCMC BOSTON-MANCHESTER
ADDRESS:	H2	DFC2	SC1016	S3305A	DF	DCMC SYRACUSE-BUFFALO
DFAS-CO/BUNKER HILL	H2	DFC2	SC1016	S3306A	DG	DCMC SYRACUSE
P.O. BOX 182077	H2	DFC2	SC1016	S2205A	DH	DCMC RATHEON
COLS, OH 43218-2077	H2	DFC2	SC1016	S3001A	DJ	DCMC LOCKHEED MATIN-SANDERS
	H2	DFC2	SC1016	S2203A	DK	DCMC GTE
	H2	DFC2	SC1016	S4601A	DM	DCMC LOCKHEED MARTIN
	H2	DFC2	SC1016	S3315A	DN	DCMC IBM
	H2	DFC2	SC1016	S2207A	ED	DCMC GE LYNN
	H2	DFC2	SC1016	S2208A	EP	DCMC LOCKHEED MARTIN
	H2	DFC2	SC1016	S3310A	SB	DCMC NEW YORK
	H2	DFC2	SC1016	S3309A	SC	DCMC LONG ISLAND
	H2	DFC2	SC1016	S0702A	SK	DCMC STRATFORD
MINUTE MAN (JNC)	H3	DFC3	SC1032	S0701A	DC	DCMC HARTFORD
X5980	H3	DFC3	SC1032	S0703A	DS	DCMC HAMILTON STANDARD
ADDRESS:	H3	DFC3	SC1032	S3316A	EG	DCMC GRUMMAN AEROSPACE
DFAS-CO/MINUTE MAN	H3	DFC3	SC1032	S0707A	ES	DCMC SIKORSKY AIRCRAFT
P.O. BOX 182266	H3	DFC3	SC1032	S2209A	ET	DCMC TEXTRON DEF.
COL, OH 43218-2266	H3	DFC3	SC1032	S3317A	EU	DCMC UNISYS
	H3	DFC3	SC1032	S0708A	EW	DCMC PRATT & WHITNEY-E. HARTFORD
	H3	DFC3	SC1032	S1501A	GD	DCMC INDIANAPOLIS
	H3	DFC3	SC1032	S1505A	GE	DCMC MAGNAVOX
	H3	DFC3	SC1032	S1504A	GH	DCMC ALLISON ENGINE
	H3	DFC3	SC1032	S2303A	GN	DCMC GRAND RAPIDS
	H3	DFC3	SC1032	S4201A	JU	DCMC UNITED DEFENSE LP
	H3	DFC3	SC1032	S3101A	SE	DCMC SPRINGFIELD
	H3	DFC3	SC1032	S3102A	SF	DCMC ALLIED SIGNAL
	H3	DFC3	SC1032	S3109A	SJ	DCMC KEARFOTT/PLESSEY
	H3	DFC3	SC1032	S3912A	WC	DCMC READING
	H3	DFC3	SC1032	S3911A	WD	DCMC PITTSBURGH
	H3	DFC3	SC1032	S3110A	WF	DCMC LOCKHEED MARTIN-DELAWARE VALLEY
NEW DOMINION (JSF)	H5	DFC5	SC1018	S3603A	JB	DCMC CLEVELAND
X5556	H5	DFC5	SC1018	S3616A	JC	DCMC LORAL
ADDRESS:	H5	DFC5	SC1018	S3619A	JE	DCMC GE AIRCRAFT ENGINES-EVENDALE
DFAS-CO/NEW DOMINION	H5	DFC5	SC1018	S3605A	JF	DCMC DAYTON
PO BOX 182041	H5	DFC5	SC1018	S2305A	JJ	DCMC DETRIOT
COLS, OH 43218-2041	H5	DFC5	SC1018	S3618A	JM	DCMC GENERAL DYNAMICS-LIMA
	H5	DFC5	SC1018	SCN01A	JR	DCMC OTTAWA-CANADA
	H5	DFC5	SC1018	S2306A	JS	DCMC WARREN
	H5	DFC5	SC1018	S3915A	WG	DCMC PHILADELPHIA
	H5	DFC5	SC1018	S3916A	YR	DCMC BOEING HELICOPTERS
	H5	DFC5	SC1018	S3918A	JZ	CFT-WRIGHT PATTERSON

Continued on next page

Appendix 3: Org Code/DSSN/CAO/Directorate Cross-Reference

Prepared by: DFAS-CO-JXSA
DATE 30 AUG. 1997

MOCAS ADP Codes
MOC-L
WEST ENTITLEMENT OPERATIONS - CA
PRIMARY COMMRI=RUQAICZ
SECONDARY COMMRI=RUEDATC
DSSN-ARMY/DLA 6469
DSSN-AIR FORCE 8541
DSSN-NAVY 8538
ADPE DODAAC=SC1002

FC0MOCLD
P4
BROWSE
MOCAS

DIVISION	CELL CODE	FACILITY PASSWORD	PAYMENT OFFICE	CAO DoDAAC	CAO ORG CD	OFFICE
DPRO WEST (JWD)	N1	DFC1	SC1002	S3620A	HD	DCMI INTERNATIONAL - DAYTON
X5765	N1	DFC1	SC1002	S0302A	LD	DCMC PHOENIX
ADDRESS:	N1	DFC1	SC1002	S0305A	LN	DCMC HUGHES-TUCSON
DFAS-CO/DPRO WEST	N1	DFC1	SC1002	S0530A	ND	DCMC MCDONNELL-DOUGLAS/HUNTINGTON
P.O. BOX 182511	N1	DFC1	SC1002	S4808A	NM	DCMC BOEING-SEATTLE
COLS, OH 43218-2511	N1	DFC1	SC1002	S0543A	NO	DCMC LOCKHEED-SUNNYVALE
	N1	DFC1	SC1002	S1201A	NR	DCMC HAWAII
	N1	DFC1	SC1002	S0539A	NV	DCMC HUGHES-LA
	N1	DFC1	SC1002	S0542A	NX	DCMC ROCKWELL-CONOGA PARK
	N1	DFC1	SC1002	S0544A	NY	DCMC DOUGLAS AIRCRAFT-LONG BEACH
	N1	DFC1	SC1002	S0546A	NZ	DCMC NORTHROP
	N1	DFC1	SC1002	S4503A	YE	DCMC THIOKOL
	N1	DFC1	SC1002	S0605A	YG	DCMC LOCKHEED MARTIN ASTRONAUTICS
	N1	DFC1	SC1002	S2606A	YL	DCMC MCDONNELL DOUGLAS-ST. LOUIS
	N1	DFC1	SC1002	S1701A	YW	DCMC WICHITA
VAN NUYS (JWV)	N2	DFC2	SC1004	S0512A	NH	DCMC VAN NUYS
X5707	N2	DFC2	SC1004	S0507A	NL	DCMC SAN FRANCISCO
ADDRESS:						
DFAS-CO/VAN NUYS						
P.O. BOX 182157						
COL, OH 43218-2157						
SANTA ANA (JWT)	N4	DFC4	SC1006	S0513A	NC	DCMC SANTA ANA
X5190	N4	DFC4	SC1006	S0514A	NF	DCMC SAN DIEGO
ADDRESS:						
DFAS-CO/SANTA ANA						
P.O. BOX 182381						
COLS, OH 43218-2381						
GATEWAY (JWB)	N5	DFC5	SC1028	S1403A	GB	DCMC CHICAGO
X7986	N5	DFC5	SC1028	S4801A	NS	DCMC SEATTLE
ADDRESS:	N5	DFC5	SC1028	S0602A	YD	DCMC DENVER
DFAS-CO/GATEWAY	N5	DFC5	SC1028	S2605A	YS	DCMC ST. LOUIS
PO BOX 182251	N5	DFC5	SC1028	S2401A	YT	DCMC TWIN CITTIES
COLS, OH 43218-2251						
GULFCOAST (JWA)	N6	DFC6	SC1024	S4402A	LB	DCMC DALLAS
X5912	N6	DFC6	SC1024	S4404A	LE	DCMC SAN ANTONIO
ADDRESS:	N6	DFC6	SC1024	S4407A	LF	DCMC E-SYSTEMS
DFAS-CO/GULFCOAST	N6	DFC6	SC1024	S4408A	LG	DCMC TEXAS INSTRUMENTS
P.O. BOX 182231	N6	DFC6	SC1024	S4420A	LL	DCMC LORAL VOUGHT
COL, OH 43218-2231	N6	DFC6	SC1024	S4419A	LP	DCMC LOCKHEED-FT.WORTH
	N6	DFC6	SC1024	S4807A	LX	DCMC STEWART & STEVENSON SERVICES
	N6	DFC6	SC1024	S4418A	YF	DCMC BELL HELICOPTER/TEXTRON

End of Appendix

Appendix 4: Units of Measure and Issue

Unit of Measure	Issue Code	Unit of Measure	Issue Code
Ampoule	AM	Chest	CH
Assembly	AY	Coil	CL
Assortment	AT	Cone	CE
Bag	BG	Container	CO
Bale	BE	Cord	KD
Ball	BA	Crate	CR
Bar	BR	Cubic Centimeter	CC
Barrel	BL	Cubic Foot	CF
Basket	BS	Cubic Inch	CI
Block	BC	Cubic Meter	CZ
Board Foot	BF	Cubic Yard	CD
Bolt	BO	Curie	CU
Book	BK	Cylinder	CY
Bottle	BT	Decagram	DC
Box	BX	Decimeter	DE
Brick	BI	Decigram	DG
Briquet	BQ	Deciliter	DL
Bundle	BD	Deck	DK
Bushel	BU	Dozen	DZ
Cabinet	CA	Dram	DM
Cake	CK	Drum	DR
Can	CN	Dufflebag	DB
Capsule	CP	Each	EA
Carat	KR	Engine Container	EC
Carboy	CB	Engine Cradle	ED
Carton	CT	Envelope	EN
Case	CS	Exposure	EX
Cask	KS	Flash	FL
Centigram	CG	Fold	FD
Centimeter	CM	Foot	FT
Chain	KK	Footlocker	FK
Frame	FR	Liter	LI
Gallon	GL	Long Ton	LT
Gallon Imperial	GB	Loose (not packed)	LS

Continued on next page

Appendix 4: Units of Measure and Issue

Unit of Measure	Issue Code	Unit of Measure	Issue Code
Grain	DN	Lot	LO
Gram	GM	Meter	MR
Great Gross	GG	Mile	MI
Gross	GR	Milliampere	MA
Group	GP	Milligram	MG
Hamper	HA	Milliliter	ML
Hank	HK	Millimeter	MM
Head	HE	Ounce	OZ
Hogshead	HH	Pack	PK
Hundred	HD	Package	PG
Hundred Feet	HF	Pad	PD
Hundred Pounds	HP	Pail	PL
Hundred Square Feet	HS	Pair	PR
Hundred Weight	HW	Pallet	PP
Hundred Yards	HY	Panel	PN
Inch	IN	Paper	PA
Ingot	IG	Peck	PE
Jar	JR	Pellet	PX
Jug	JG	Pennyweight	DW
Keg	KE	Piece	PC
Kilogram	KG	Pillow	PI
Kilometer	KM	Pint	PT
Kit	KT	Pound	LB
Length	LG	Pyramid	PY
Linear Foot	LF	Quart	QT
Linear Yard	LY	Quart Imperial	QI
Link	LK	Quire	QR
Ration	RA	Stack	SS
Ream	RM	Stick	SX
Reel	RL	Strip	SP
Ribbon	RN	Tablet	TT
Roll	RO	Tape	TP
Round	RD	Thousand	MX

Continued on next page

Appendix 4: Units of Measure and Issue

Unit of Measure	Issue Code	Unit of Measure	Issue Code
Sack	SA	Thousand Cubic Feet	MC
Section	SC	Thousand Feet	MF
Set	SE	Thousand Rounds	RX
Sheet	SH	Tin	TI
Short Ton	ST	Ton (2,000 LB)	TN
Shot	SO	Troy Ounce	TO
Skein	SK	Trunk	TK
Skid	SD	Tub	TB
Skid Box	SB	Tube	TU
Sleeve	SV	Unit	UN
Spool	SL	U.S.P. Unit	US
Suitcase	SW	Vial	VI
Square	SQ	Volume	VO
Square Foot	SF	Wafer	WF
Square Inch	SI	Weight	WT
Square Meter	SM	Wrap	WR
Square Yard	SY	Yard	YD

End of Appendix

Appendix 5: International Country Codes

CODE	COUNTRY
AF	Afghanistan
R6	African Region
AL	Albania
AG	Algeria
R5	American Republic Region
AQ	American Samoa
AN	Andorra
AO	Angola
AV	Anguilla
AY	Antartica
AC	Antigua and Barbuda
AR	Argentina
AM	Armenia
AT	Australia
AU	Austria
AJ	Azerbaijan
BF	Bahamas
BA	Bahrain
BG	Bangladesh
BB	Barbados
BO	Belarus
BE	Belgium

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
BH	Belize
DA	Benin
BD	Bermuda
BT	Bhutan
BL	Bolivia
D1	Bolivia International Narcotics Control
BK	Bosnia-Hercegovena
BC	Botswana
BV	Bouvetoya (formerly Bouvet Islands)
BR	Brazil
IO	British Indian Ocean Territory
VI	British Virgin Islands
BX	Brunei
BU	Bulgaria
UV	Burkina FASO
BM	Burma
BY	Burundi
CB	Cambodia (Kampuchea)
CM	Cameroon
CN	Canada
PQ	Canal Zone
EQ	Canton and Enderbury Islands/Navassa Islands

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
CV	Cape Verde, Republic of
CJ	Cayman Islands
CT	Central African Republic
T3	Central Treaty Region
CD	Chad
CI	Chile
CH	China
TW	China (Taiwan) (formerly, China, Republic of)
KT	Christmas Island
CK	Cocos (Keeling) Islands
CO	Columbia
D5	Columbia International Narcotics Control
CR	Comoros
CF	Congo
CW	Cook Islands
CS	Costa Rica
HR	Croatia
CU	Cuba
CY	Cyprus
EZ	Czech Republic
CZ	Czechoslovakia
DE	Denmark

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
DJ	Djibouti
00	DoD General Cost - MAP (GC-MAP)
22	DoD General Cost - MAP (GC-MAP)
DO	Dominica
DR	Dominican Republic
R4	East Asia/Pacific Region
EC	Ecuador
D6	Ecuador International Narcotics Control
EG	Egypt
ES	El Salvador
EP	EPG F-16 Caseur
EK	Equatorial Guinea
ER	Eritrea
ET	Estonia
R2	European Region
66	Expanded IMET (Non-Country Specific)
FO	Faeroe Islands
FA	Falkland Islands
FJ	Fiji
FI	Finland
FR	France
FG	French Guinea

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
FP	French Polynesia
FS	French Southern and Antarctic Lands
FT	French Territory of Afars and Issas
GB	Gabon
GA	Gambia
GZ	Gaza Strip
BZ	Germany, Berlin
GY	Germany (Bonn)
GC	Germany
GH	Ghana
GI	Gibraltar (UK)
GS	Gilbert Islands
GR	Greece
GL	Greenland
GJ	Grenada
GP	Guadeloupe
GQ	Guam
GT	Guatemala
GV	Guinea
PU	Guinea-Bissau
GU	Guyana
HA	Haiti

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
HM	Heard Island and McDonald Islands
HO	Honduras
HK	Hong Kong
HU	Hungary
IL	Iceland
IN	India
IC	Indochina
ID	Indonesia
T7	International Civil Aviation (ICAO HQ)
T8	International Civil Defense (ICDO HQ)
IR	Iran
IQ	Iraq
IY	Iraq - Saudi Arabia Neutral Zone
EI	Ireland
IS	Israel
IT	Italy
IV	Ivory Coast
JM	Jamaica
JA	Japan
JQ	Johnson Atoll
JO	Jordan
CB	Kampuchea (Cambodia)

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
KZ	Kazakhstan
KE	Kenya
KR	Kiribati
KN	Korea, Democratic Peoples Republic of (formerly Korea, North)
KS	Korea (Seoul)
KU	Kuwait
KG	Kyrgyyzstan
LA	Laos
LG	Larvia
LE	Lebanon
LT	Lesotho
LI	Liberia
LY	Libya
LS	Liechtenstein
LX	Luxembourg
MC	Macau (Port)
MK	Macedonia
MA	Madagascar
MI	Malawi
MF	Malaysia
MV	Maldives

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
RM	Mali
MT	Malta
D4	MAP ICP - US Army Logistics Depot, Japan
M3	MAP Owned Material (MAPOM)
R1	Marshall Islands
MB	Martinique
MR	Mauritania
MP	Mauritius
MX	Mexico
FM	Micronesia
MQ	Midway Islands
MD	Moldova
MN	Monaco
MG	Mongolia
MH	Montserrat
MO	Morocco
MZ	Mozambique
BM	Myanmar
WA	Namibia
M5	NAMSA Weapons
N2	NATO
K9	NATO AEW Component Command (NATO AEW+C(COMP))

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
N1	NATO AEW Control Management Office (NAPMO)
K8	NATO AEW Ground Environment Interface (NATO AEW+C(GEI))
K7	NATO AEW Operations and Support (NATO AEW+C(O+S))
K4	NATO Communications and Information Systems Agency (NACISA)
M1	NATO European Fighter Aircraft Mgt., Agency (NEFMA)
N7	NATO Hawk
M6	NATO Hawk Production & Logistics Org. (NHPLO)
N6	NATO Headquarters
N5	NATO Infrastructure
M9	NATO Maint. & Supply Agency - General/Other (NAMSA-General/Other)
M8	NATO Maint. & Supply Agency - Patriot (NAMSA-Patriot)
N9	NATO Missile Fire Installation (NAMFI)
K3	NATO MRCA NAMMA
N8	NATO Mutual Weapons Development Program (MWDP)
N4	NATO (NAMSA)
K2	NATO NAMSA - F104
K6	NATO NAMSA - NNTC
N3	NATO Seasparrow
M3	MAP Owned Material (MAPOM)
M2	MAP Property Sales/Disposal (MAPSAD)

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
M7	NATO Southern Region Signal/Communications
K1	NATO Weapons Production Program (NATO-WPP)
NR	Naura
EQ	Navassa Islands
R3	Near East & South East Region (NESA)
NP	Nepal
NE	Netherlands
NA	Netherlands Antilles
NC	New Caledonia
NZ	New Zealand
NU	Nicaragua
NK	Niger
NI	Nigeria
NQ	Niue
NF	Norfolk Island
NO	Norway
MU	Oman
A1	Organization of American States (OAS HQ)
PK	Pakistan
PN	Panama
11	Panama Canal Area Military Schools
PP	Papua New Guinea

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
PF	Paracel Islands
PA	Paraguay
PE	Peru
D3	Peru International Narcotics Control
PI	Phillipines
PC	Pitcairn
PL	Poland
PT	Portugal
RQ	Puerto Rico
QA	Qatar
RE	Reunion
RO	Romania
RS	Russia
RW	Rwanda
SM	San Marino
TP	SAO Tome and Principe
SR	Saudia Arabia
SI	Saudi Arabia National Guard (SANG)
D2	SDAF
SK	Senegal
S2	Serbia
SE	Seychelles

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
SL	Sierra Leone
SN	Singapore
LO	Slovak Republic
S3	Slovenia
BP	Solomon Islands
SO	Somalia
UA	South Africa
T4	South East Asia Treaty Organization (SEATO)
RH	Southern Rhodesia
SP	Spain
PG	Spratly Island
CE	Sri Lanka (Ceylon)
SH	St. Helena
SC	St. Kitts and Nevis
ST	St. Lucia
SB	St. Pierre and Miquelon
VC	St. Vincent and the Granadines
SU	Sudan
K5	Supreme Allied Commander Atlantic (SACLANT)
A2	Supreme Headquarters, Allied Powers Europe (SHAPE)
NS	Suriname
JS	Svalbard and Jan Meyen

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
WZ	Swaziland
SW	Sweden
SZ	Switzerland
SY	Syria
TW	Taiwan
TI	Tajikistan
TZ	Tanzania
TH	Thailand
TO	Togo
TL	Tokelau (New Zealand)
TN	Tonga
TD	Trinidad and Tobago
TQ	Trust Territory of the Pacific Islands
TU	Tunisia
TK	Turkey
TX	Turkmenistan
TS	Turks and Caicos (UK)
TV	Tuvalu
UG	Uganda
UP	Ukraine
UR	Union of Soviet Socialist Republics
TC	United Arab Emirates

Continued on next page

Appendix 5: International Country Codes

CODE	COUNTRY
UK	United Kingdom
UZ	United Kingdom Polaris Project
T9	United Nations (UN)
UY	Uraguay
U2	Uzbekistan
NH	Vanuatu
VT	Vatican City
VE	Venezuela
VS	Vietnam
VQ	Virgin Islands of the US
WQ	Wake Islands
WF	Wallis and Futuna
WI	Western Sahara
WS	Western Samoa
YE	Yemen (Sana) (formerly Yemen Arab Republic)
YS	Yemen (Aden) (formerly Yemen Peoples Democratic Republic of)
YU	Yugoslavia
CX	Zaire
ZA	Zambia
ZI	Zimbabwe

End of Appendix

Appendix 6: DD Form 1716 Processing

FOREWORD

The Contract Inquiry System for Tracking and Reporting (CISTR) project has incorporated independent contract tracking and reporting applications into a single integrated system that utilizes a central Oracle Database. This database eliminates the need for maintenance on many PC applications and allows for easier and more up-to-date tracking of the progress of a contract. Included applications are Demand, Prompt Pay, HSTOP, Progress Pay, **Contract Deficiencies (DD1716)**, Reconciliation, Canadian Funds, and M Accounts.

This User's Manual provides a guide to understanding the DD 1716 CISTR Windows Application. The User's Manual serves as a point of reference to answer questions related to the DD 1716 Application and can be used as a self-study training guide for beginning users new to the application.

This manual is divided into 13 sections.

Section	Page
Installing/Reinstalling CISTR	A-6 (c)
Signing on	A-6 (j)
Changing a Password	A-6 (l)
Structure of a DD Form 1716 Record	A-6 (m)
Creating a DD Form 1716	A-6 (o)
Supervisor Inbox	A-6 (u)
Input Person Inbox (Mailing A DD Form 1716)	A-6 (y)
Viewing an Existing (Open) DD Form 1716	A-6 (cc)
Viewing a Closed DD Form 1716	A-6 (ee)
Closing a DD Form 1716	A-6 (ff)
Re-opening a DD Form 1716	A-6 (hh)
Maintaining the DD Form 1716 Tables	A-6 (ii)
Generating DD Form 1716 reports	A-6 (nn)

Continued on next page

Appendix 6: DD Form 1716 Processing

PURPOSE

To provide procedural guidance on how to use the DD 1716 CISTR Windows Application to prepare DD Form 1716's and maintain the database for tracking purposes.

PROCEDURE

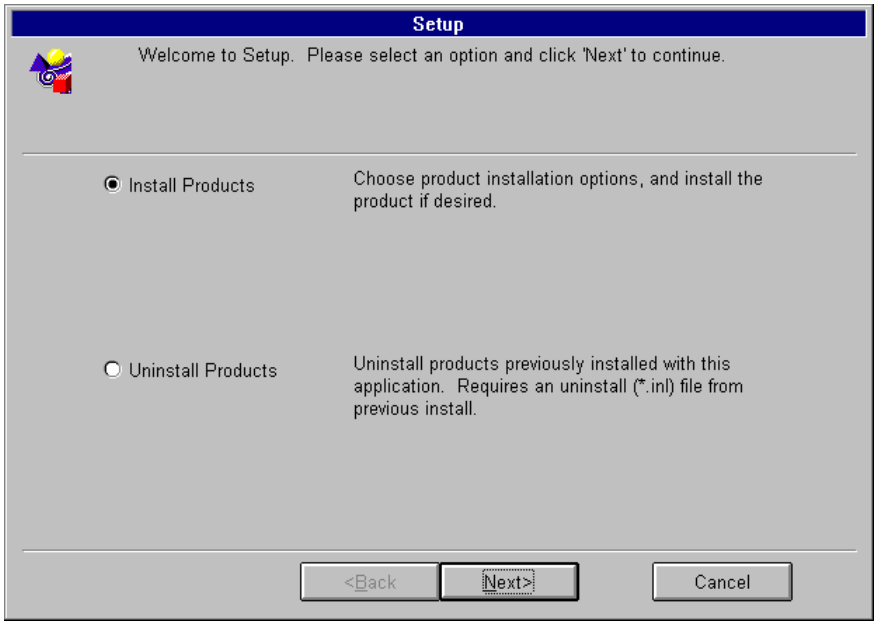
Financial Data Clerks and Contract Input Technicians should perform the following steps in order to effectively use the DD 1716 CISTR Windows Application.

Continued on next page

Appendix 6: DD Form 1716 Processing

Installing/Reinstalling CISTR

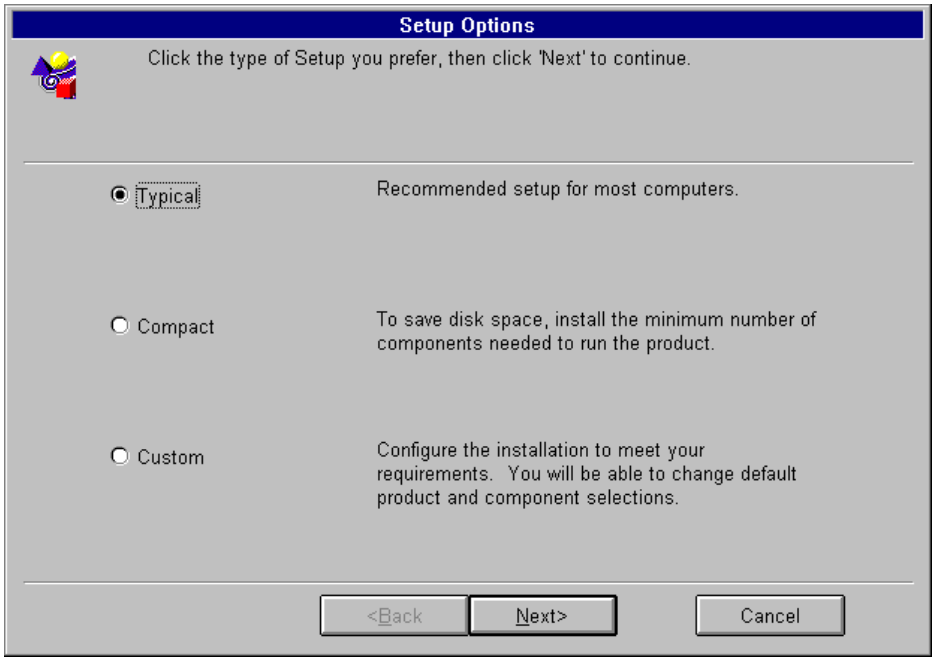
- As changes are made to CISTR you will have to update the version of CISTR you currently have. This will be done by reinstalling CISTR on your PC (personal computer). If a change has been made to CISTR you will be notified when you first logon to your system. You will be asked if you want to reinstall CISTR, answer **Y** (yes) and proceed according to the following steps.

Step	Action
1	The **Setup** screen will appear.  A) **Click** on the **Install Products** option (if not already selected). B) **Click** on the **Next** button.

Continued on next page

Appendix 6: DD Form 1716 Processing

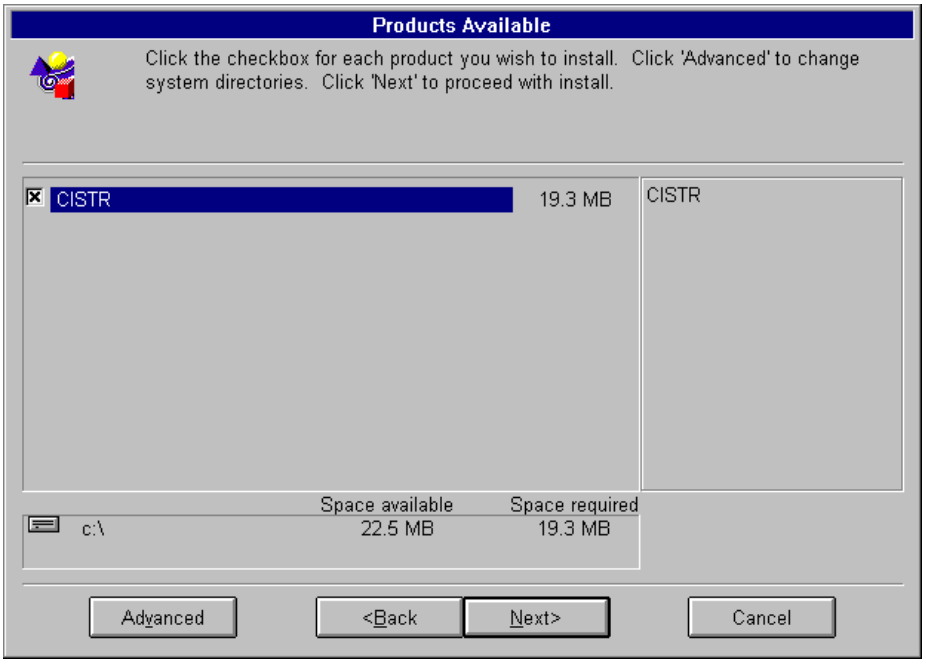
Reinstalling CISTR (Continued)

Step	Action
2	The **Setup Options** screen will appear.  A) **Click** on the **Typical** option (if not already selected). B) **Click** the **Next** button.

Continued on next page

Appendix 6: DD Form 1716 Processing

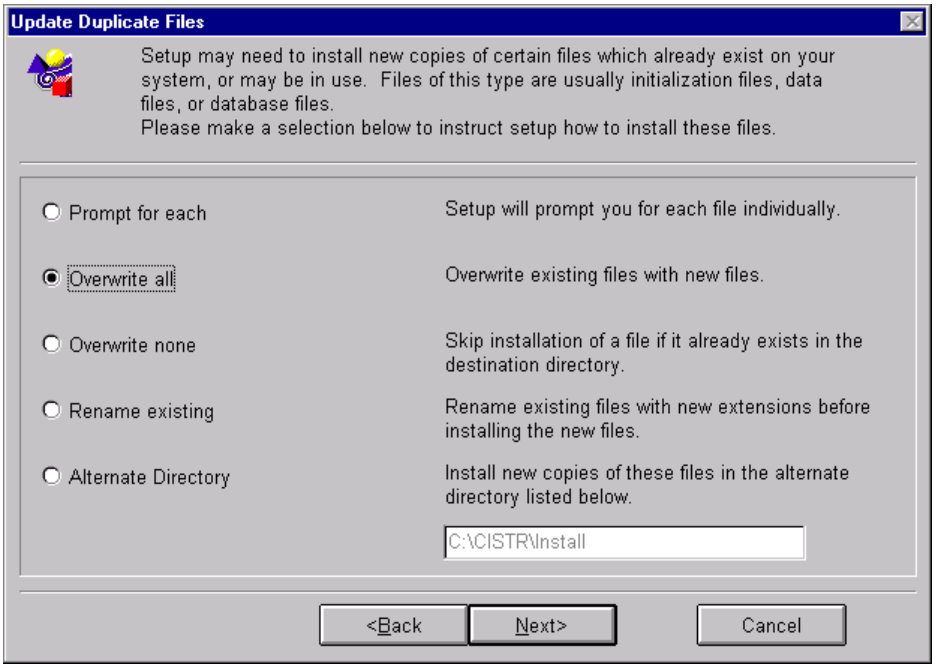
Reinstalling CISTR (Continued)

Step	Action
3	The **Products Available** screen will appear.  A) **Click** the check box next to the CISTR option (if not already selected). B) **Click** the **Next** button.

Continued on next page

Appendix 6: DD Form 1716 Processing

Reinstalling CISTR (Continued)

Step	Action
4	The **Update Duplicate Files** screen will appear.  A) **Click** the **Overwrite All** option (if not already selected). B) **Click** the **Next** button.

Continued on next page

Appendix 6: DD Form 1716 Processing

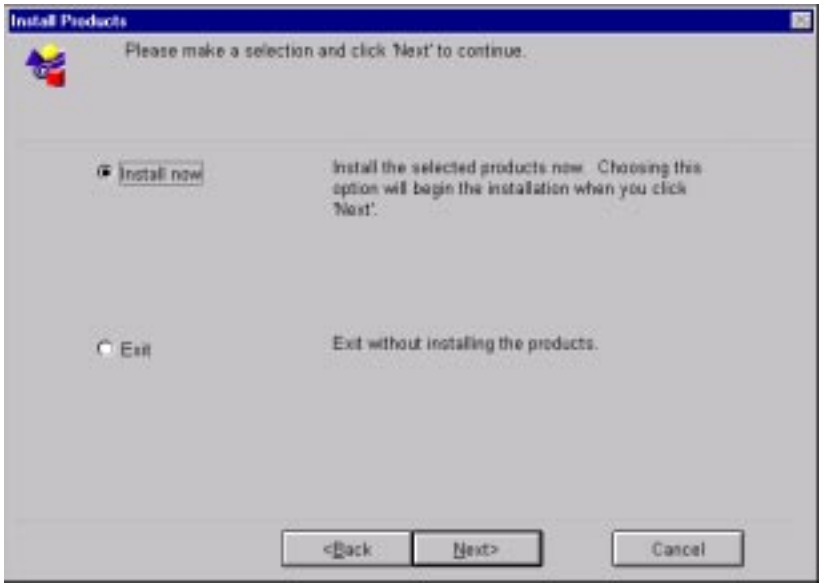
Reinstalling CISTR (Continued)

Step	Action
5	The following pop-up box will appear. A) Ensure **ALL** other applications (e.g., CRS, Microsoft Word, CC Mail, etc.) are closed. B) **Click** the **OK** button.

Continued on next page

Appendix 6: DD Form 1716 Processing

Reinstalling CISTR (Continued)

Step	Action
6	The *Install Products* screen will appear.  A) **Click** the **Install Now** option (if not already selected). B) **Click** the **Next** button.

Continued on next page

Appendix 6: DD Form 1716 Processing

Reinstalling CISTR (Continued)

Step	Action
7	The **Setup Complete** screen will appear. A) **Click** the **Finish** button.

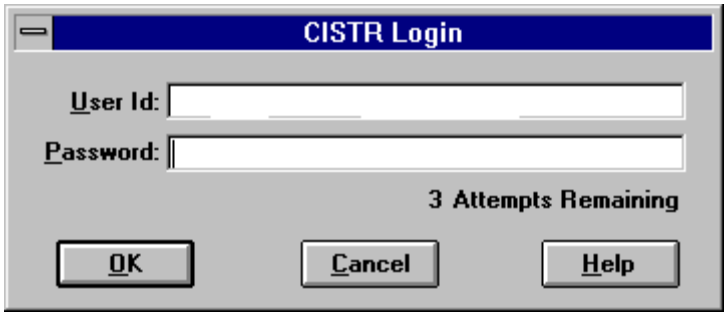
Continued on next page

Appendix 6: DD Form 1716 Processing

Signing on to CISTR

- Select the CISTR Icon,

, from the Windows Program Manager screen. The CISTR Login screen, shown below, will be displayed.



- Enter the User Id and Password. Press **ENTER** or click on **OK**.

Select the CANCEL button to exit from the CISTR Login screen.

The database will allow only three unsuccessful attempts to login to CISTR. Following the third unsuccessful attempt, the application will close. The user will have to contact the TASO for assistance.

Continued on next page

Appendix 6: DD Form 1716 Processing

- Click on the Open icon, . The Select an Application screen, shown below, will be displayed.

If the user has access to multiple CISTR applications, all of the applications available to the user will be listed.

- Select **1716** from the options box.
- Select either **Add New Record**, **View Open Records**, or **View Closed Records**.

The **Add New Record** option is used to create a new DD Form 1716 in the database.

The **View Open Records** option will display all open records, in the order in which they were entered into the database.

The **View Closed Records** option will display all closed records, in the order in which they were initially entered into the database.

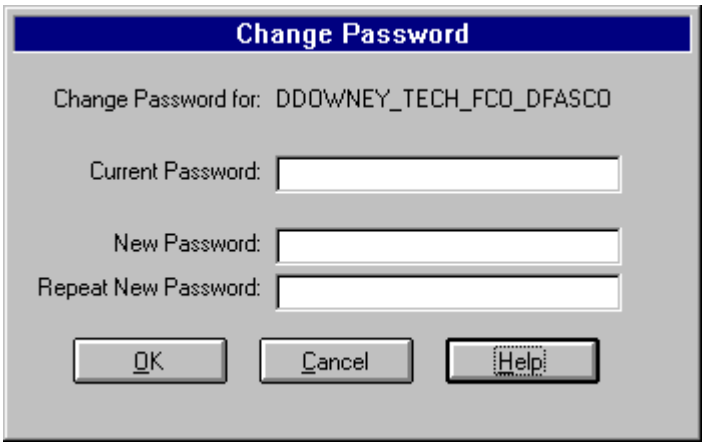
Continued on next page

Appendix 6: DD Form 1716 Processing

Changing a Password

☞ **After** logging in to CISTR, the user may change the current password.

- Select the **Maintenance** option from the main toolbar at the top of the screen. The Change Password screen, shown below, will be displayed.



- Enter the current password, and press **TAB** to move to the next field.
- Enter the new password, and press **TAB** to move to the next field.
- Re-enter the new password, and click on the **OK** button.

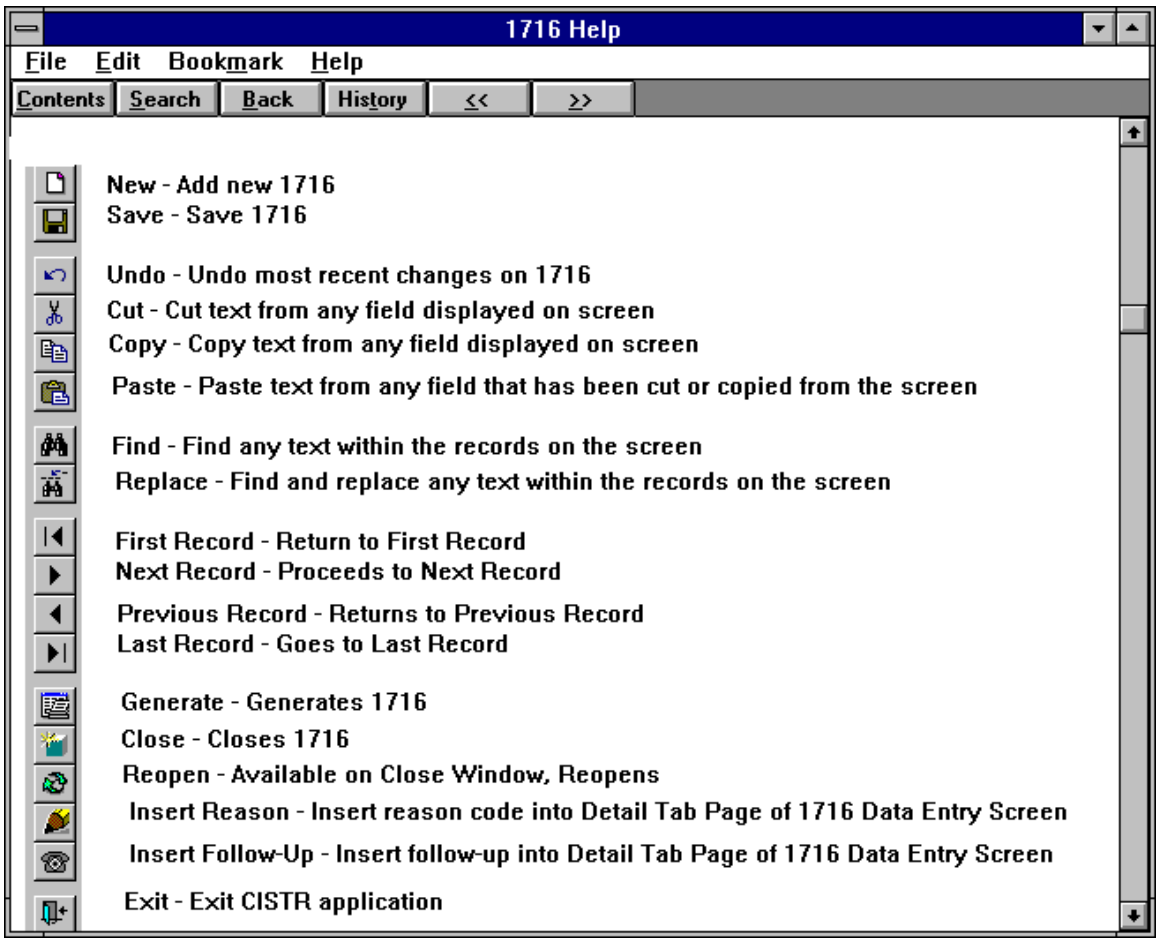
☞ Once the user clicks the **OK** button, the new password will be in effect. If the user decides not to change the current password, select **Cancel**, and the current password will remain valid.

Continued on next page

Appendix 6: DD Form 1716 Processing

Structure of a 1716 Record

- The following icons will be displayed while adding or viewing 1716 records.



Continued on next page

Appendix 6: DD Form 1716 Processing

A DD Form 1716 record consists of data contained on 3 different pages, most commonly referred to as tabs:

- **Master Tab** contains contract level data used to identify the 1716 record, as well as specified and actual time parameters permitted for response to the 1716.

- **Detail Tab** contains the Reason Codes for why the 1716 is being issued and the Follow-up information received after issuance of the 1716.

- **1716 Addresses Tab** is used to add or change addressing information on a 1716.

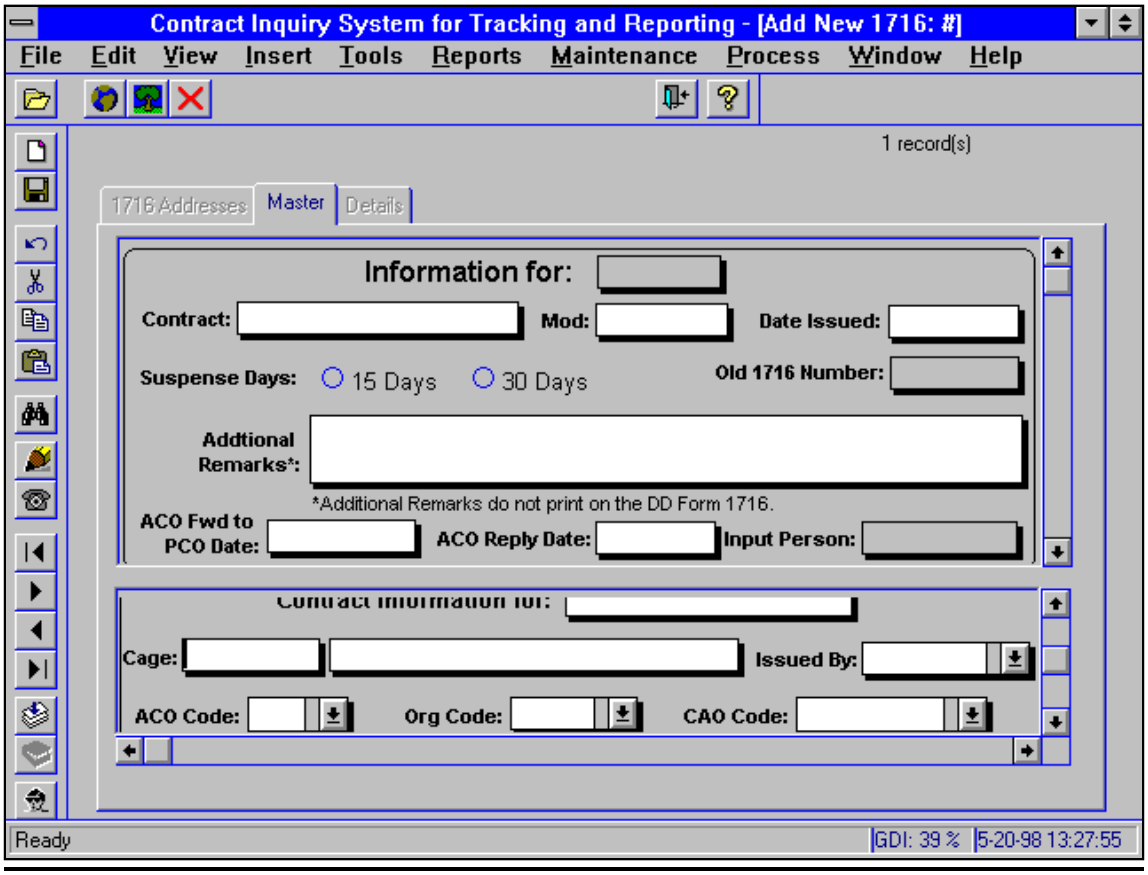
These tabs will be described in further detail in a later section, Creating a DD 1716.

Continued on next page

Appendix 6: DD Form 1716 Processing

Creating a DD 1716

- To create a new 1716, select the **Add New Record** option on the application dialog box, and click **OK**. The Master Tab Page will be displayed on the screen, as shown below.



- Enter the contract number and SPIIN, if applicable. Press **TAB** to move to the next field.

  Do not enter dashes between the different elements of the PIIN. After proceeding to the next field, the system will automatically format the contract number with the necessary dashes.

- Enter the modification number, if applicable, of the modification against which the DD Form 1716 is being issued. Press **TAB**.

Continued on next page

Appendix 6: DD Form 1716 Processing

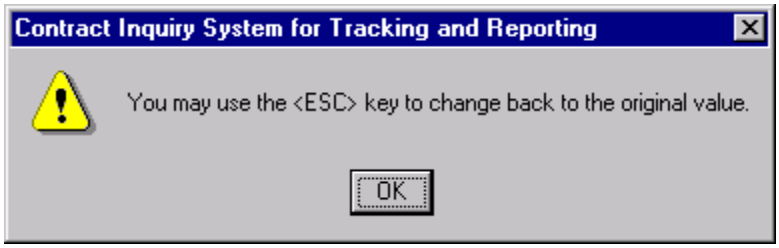
☞ The system will automatically generate a new **1716 Number**, **date issued, suspense days,** and the name of the **input person**. The system will default to 30 days suspense. If a 15-day suspense period is desired, click on the 15-day option.

- The contract information displayed at the bottom of the input screen will be system generated, if known by the CISTR database, and includes the **Contract Number,** the **CAGE Code,** the **Issued by Code,** the **ACO Code,** the **Org Code** and the **CAO Code**.

  - If any changes are made to the generated fields, the following message popup box will appear.

  - Select **Yes** if it is certain that the change is correct. The CISTR Master tables will be updated to reflect the change.

  - If **No** is selected, or **ENTER** is pressed, the following message appears.



  - Click **OK**, and then press **ESC** to change the field back to the original data.

Continued on next page

Appendix 6: DD Form 1716 Processing

The contract information displayed at the bottom of the Master Tab Page reflects the actual information about that contract. If the contract information for the 1716 is known to be inaccurate, do not enter it here, use the 1716 Addresses Tab Page. The Contract Number cannot be changed, but all other fields can be updated. The user may change contract information from this screen; however, be aware that the contract information is used by all applications on the CISTR database, and any changes will affect all applications as well as any other 1716 that references the changed contract.

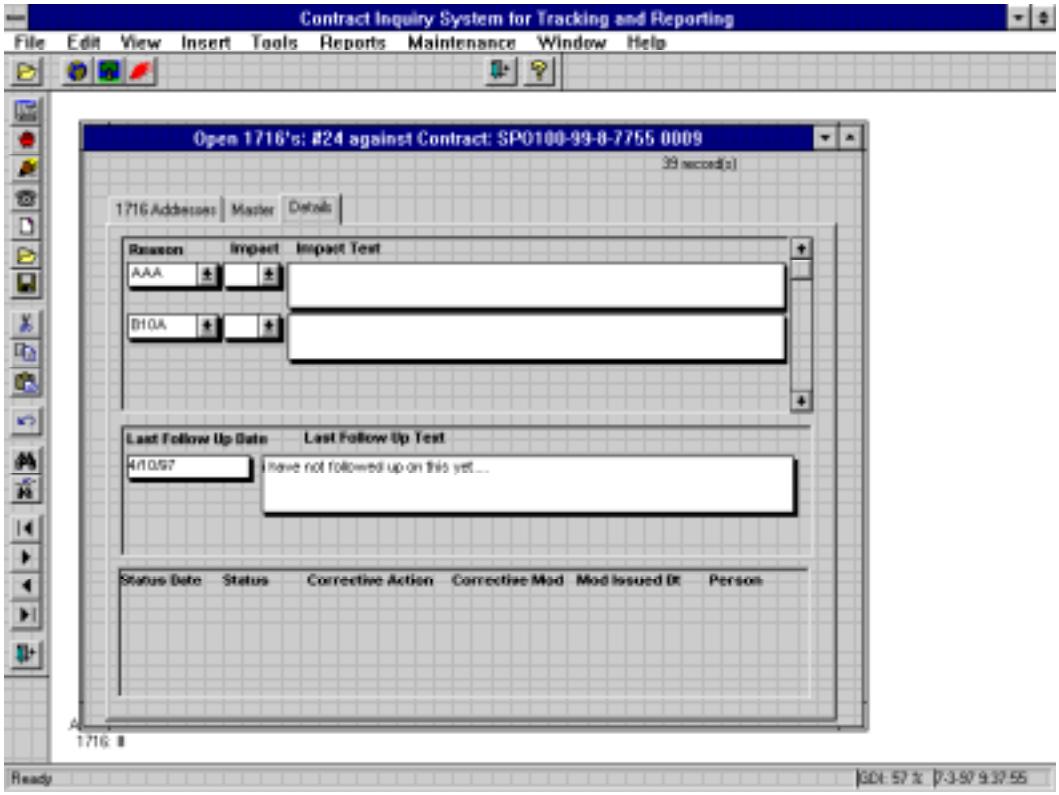
To update a field, the user must tab to the appropriate field and type in the updated information or click on the down arrow scroll. With the exception of the CAGE Code, a drop down menu will appear with all possible entries for that field. To select information from the drop down menu, click on the desired entry. If the information that is needed does not appear on the drop down menu, the user will have to have the information added to the table via the maintenance screen. To update the CAGE Code, type the desired CAGE Code in the field.

- Click on the Detail tab.

Continued on next page

Appendix 6: DD Form 1716 Processing

The **Detail Tab Page** will be displayed, as shown below.



- Click on the Insert Reason icon, , to enter a reason code.

Drop down menus will appear with all possible reason codes and impact codes. Select a reason code and an impact code from the drop down menus by clicking on the desired codes. Multiple reason codes may be entered.

- Click on the Insert Follow-up icon, , to enter follow-up information.

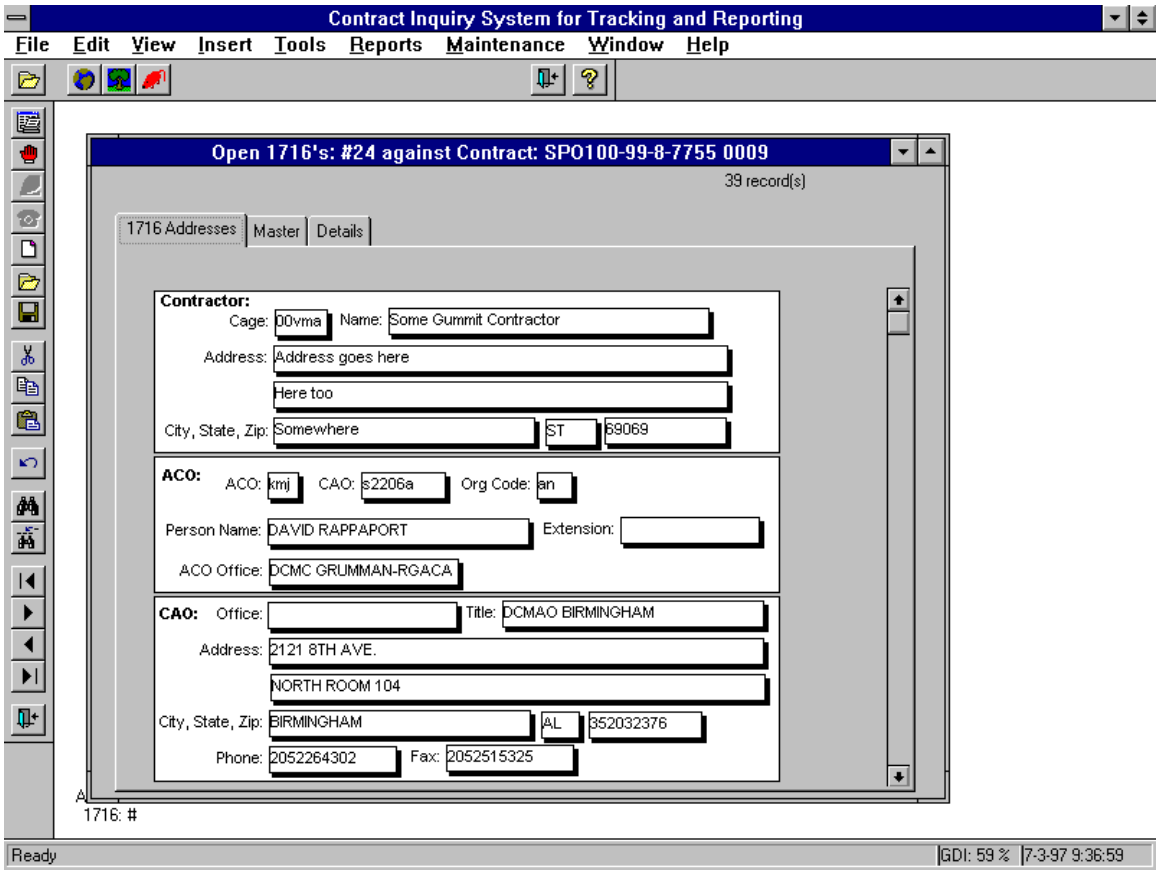
Enter the date of last follow-up, and press **TAB** to move to the Last Follow-Up Text field. Enter the follow-up information. Multiple follow-up entries may be made.

The last section of the Detail Tab Page holds the **Status Information** (mailing and closing) of the 1716. These fields are system generated, and may not be edited.

Continued on next page

Appendix 6: DD Form 1716 Processing

The **1716 Addresses Tab** is used to add or change addressing information on an **individual** DD Form 1716.



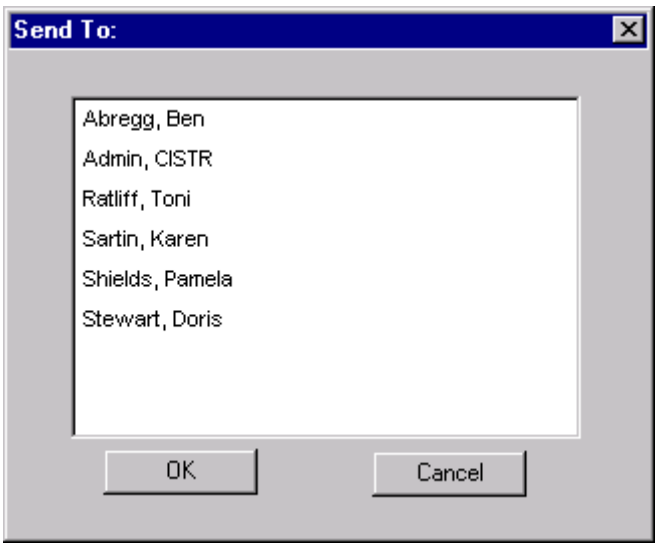
If any codes were entered in the information section of the Master Tab Page, the address data associated with those codes will be generated, from the CISTR tables, onto this screen. Any and all data on this screen may be edited to facilitate the addressing of the individual DD Form 1716. This screen allows the user to input/change information pertaining to the **Contractor,** the **ACO Code,** the **Org Code,** the **CAO Code and** the **Issuing Activity** for addressing and e-mailing a **specific** 1716. Any information added or changed on this screen will be generated on the 1716 form and will not update the CISTR tables.

Continued on next page

Appendix 6: DD Form 1716 Processing

- Click on the Save icon, , after all data for the new DD Form 1716 record has been entered.
- Click on the Submit to Supervisor icon. A drop down box, as shown below, will be displayed with the names of all the supervisors.

A DD Form 1716 must be submitted to the supervisor for approval prior to forwarding the document to the ACO.



- Click on the name of the supervisor who is to approve the DD Form 1716, and select **OK**.

Following selection of the supervisor, the DD Form 1716 is sent to the Supervisor's Inbox to be approved.

- Click on the Next Record icon, , if another DD Form 1716 is to be entered.
- Click on the Close icon, , after all entries have been made.

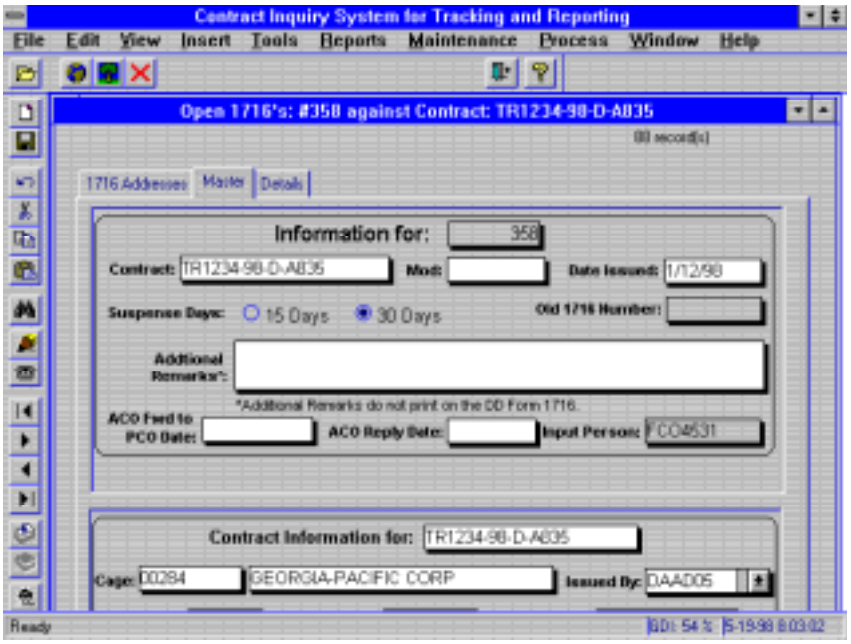
Continued on next page

Appendix 6: DD Form 1716 Processing

Supervisor Inbox

- Supervisors should select the **View Open Records** option from the Select an Application screen, shown below.

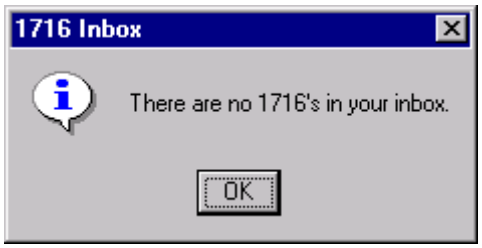
The CISTR 1716 Main screen , shown below, will be displayed.



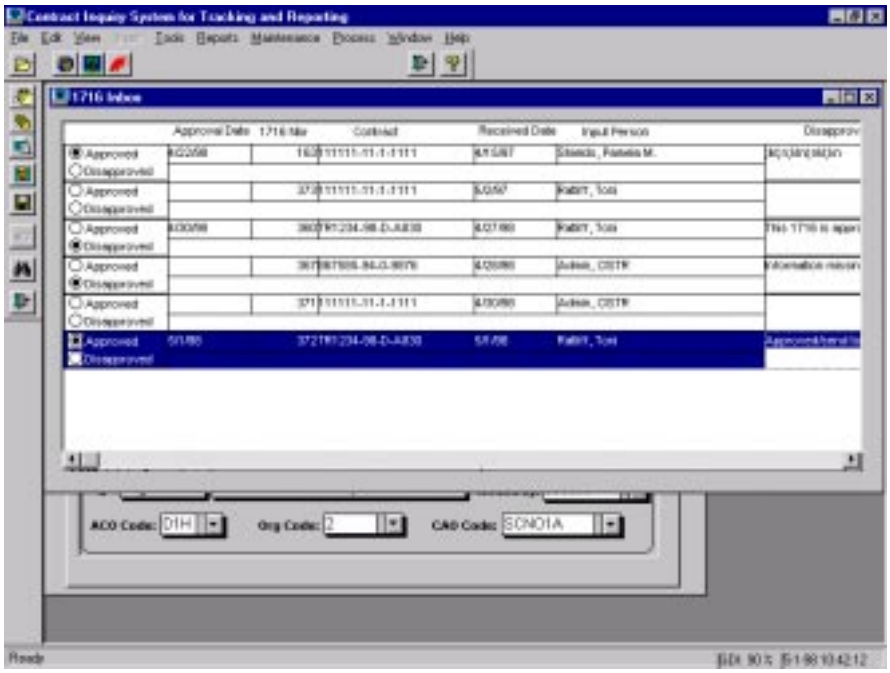
Continued on next page

Appendix 6: DD Form 1716 Processing

- Click on the Supervisor Inbox icon.
  - If there are no 1716s in the Inbox, the following mesage will appear



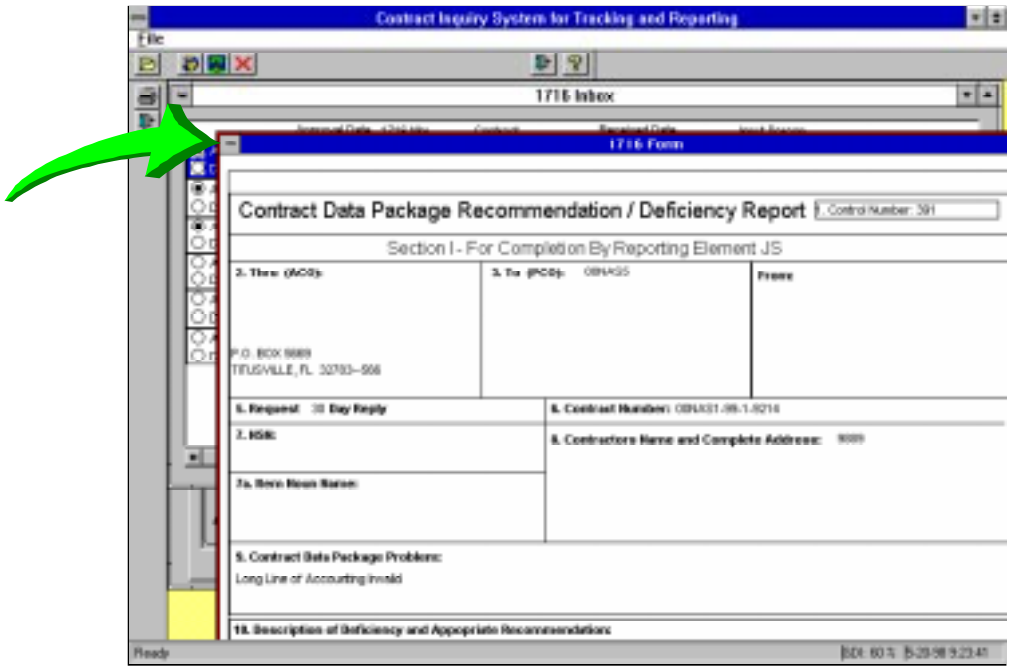
    - Click on **OK** to return to the previous screen.
  - If there are 1716s in the Inbox, the following screen will be displayed.



Continued on next page

Appendix 6: DD Form 1716 Processing

- Double-click on the 1716 that is to be reviewed. The 1716 will be displayed. as shown below.



- Double-click on the “staple” , as indicated by the arrow above, when finished reviewing the 1716. The system will return to the Supervisor Inbox.

- Click on **Approved** if the 1716 is correct.

- Click on **Disapproved** if the 1716 is incorrect.

☞ If the 1716 is disapproved, click on the Disapproval Reason block, and enter the reason for disapproval.

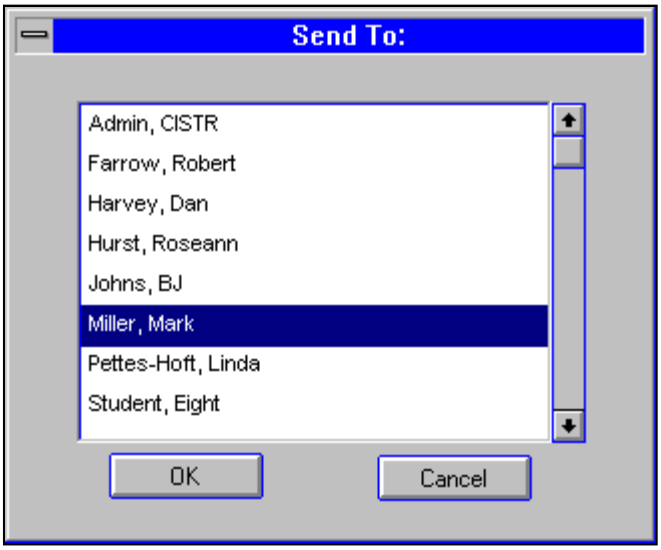
- Click on the Save icon, .

Continued on next page

Appendix 6: DD Form 1716 Processing

- Click on the Forward to Input Person's Inbox icon, . A drop down box, as shown below, will be displayed with the names of all the supervisors.

- Click on the name of the input technician who generated the DD Form 1716, and select **OK**.



Following selection of the input technician, the DD Form 1716 is sent to EDM and EDA, as well as the Input Person's Inbox.

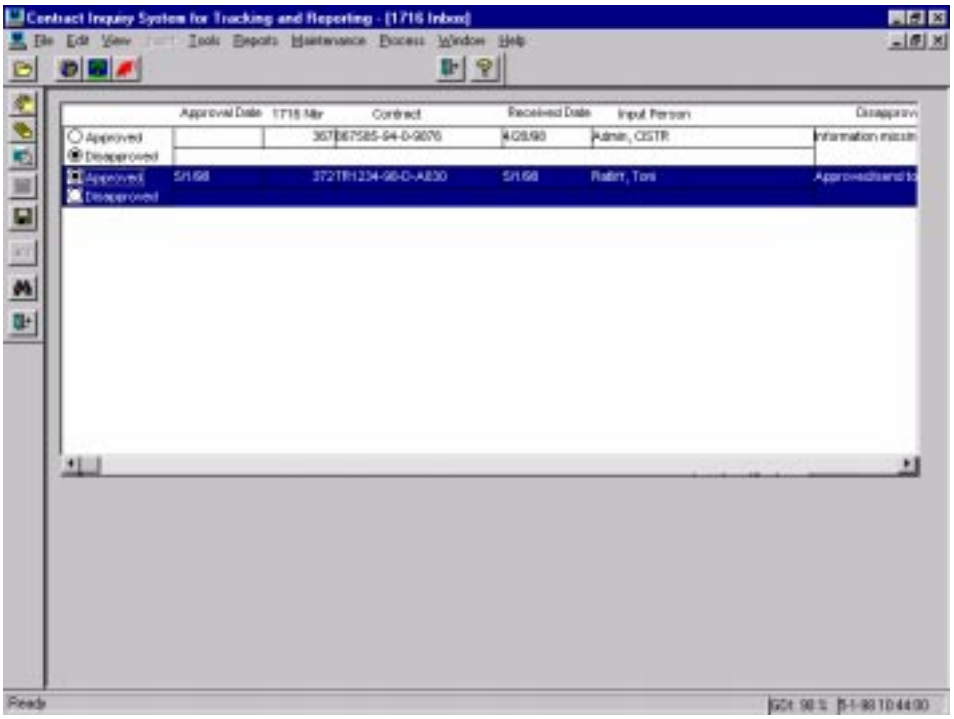
- Click on the Close icon, , after all entries have been made.

Continued on next page

Appendix 6: DD Form 1716 Processing

Input Person Inbox (Mailing A DD Form 1716)

- Click on the Input Person's Inbox icon. The 1716 Inbox screen, shown below, will be displayed.



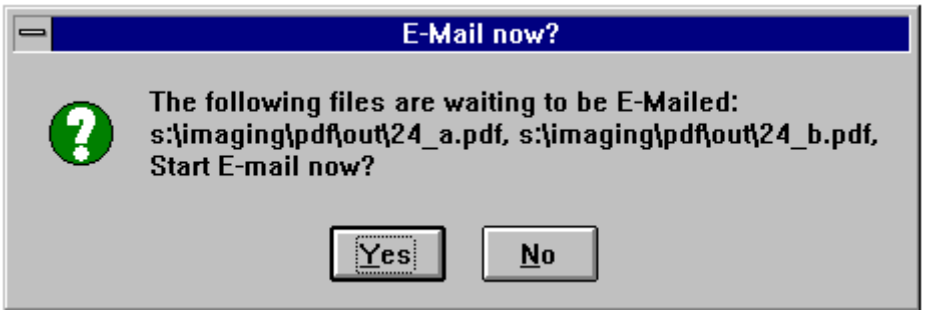
- If a 1716 has been disapproved by the supervisor, the reason for disapproval will be displayed in the Disapproval Reason field.
    - Click on the close icon, .
    - Click on the Find icon, . Follow instructions in the Viewing an Existing DD Form 1716 section of this module.
    - Once the 1716 has been located, correct the portions that caused disapproval.

Continued on next page

Appendix 6: DD Form 1716 Processing

- Click on the Submit to Supervisor icon, and repeat the steps described previously.
- If a 1716 has been approved by the supervisor, it must be sent, via E Mail, to the ACO.
- Click on the E-Mail to ACO icon, . The following message will be displayed.

- Click on **OK**. The following message will be displayed.

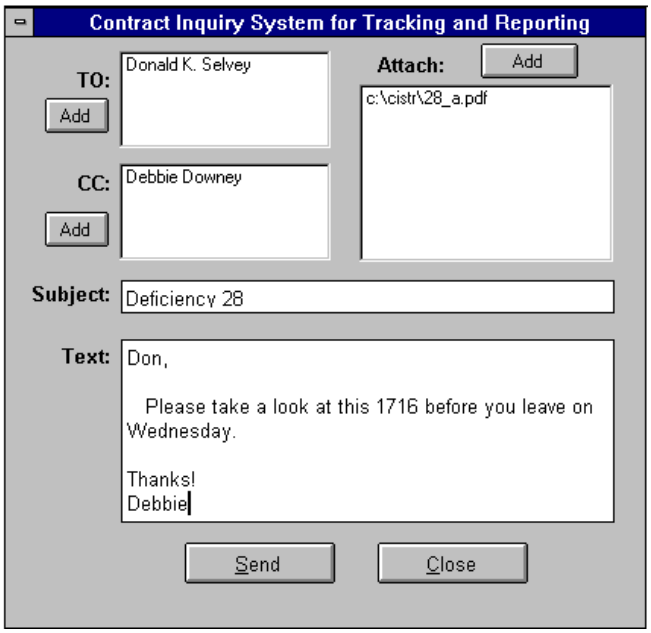


- Click **Yes** to start the E-mail process or **No** to delay the mailing of the DD Form 1716.

If the **Yes** option was chosen, the Mail DD Form 1716 screen will be displayed.

Continued on next page

Appendix 6: DD Form 1716 Processing



The Mail DD Form 1716 screen will be used by Contract Input Technicians to forward DD Form 1716's to the ACO.

The Mail DD Form 1716 screen consists of the following fields.

TO Displays the name of the person to whom the DD Form 1716 is being sent.

CC Displays the name of the user who created the DD Form 1716 so that a carbon copy of the DD Form 1716 will be sent to their E mail address.

ATTACH Displays the name of the file that contains the electronic DD Form 1716.

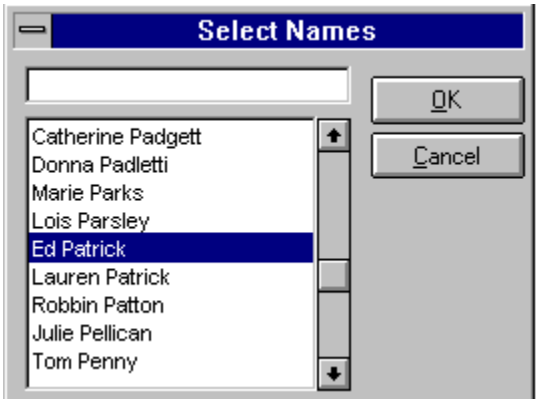
SUBJECT Contains the subject of the message being sent, if entered by the user

TEXT Contains a message, if entered, from the person who is mailing the DD Form 1716 to the person that is to receive the DD Form 1716.

Continued on next page

Appendix 6: DD Form 1716 Processing

- Click on the **Add** button next to the **TO** box. The following drop-down box will be displayed.



- Click on the name of the person who is being added to distribution of the DD Form 1716.

- Click **OK**.

☞ The name of the additional person will be displayed in the **TO** box.

☞ The process of adding an additional person to the **CC** box is identical to the process of adding an additional person to the **TO** box.

☞ If the name of the desired recipient is not listed in the Select Names box, click on the empty line at the top of the box, and type the E-Mail address of the recipient.

- Select the **Send** option to complete the mailing of the DD Form 1716.

- Select the **Close** option to cancel the mailing.

Continued on next page

Appendix 6: DD Form 1716 Processing

Viewing an Existing DD Form 1716

- To view an existing DD Form 1716 record, select the **View Open Records** option on the application dialog box, and click **OK**. The first open record in the database will be displayed. All open records, in the order in which they were entered into the database, will be displayed.

☞ The user may move through the open records in one of 2 ways:

1. Use the arrow icons to move forward or back one record at a time, or go to the first or last record. The following icons are used.

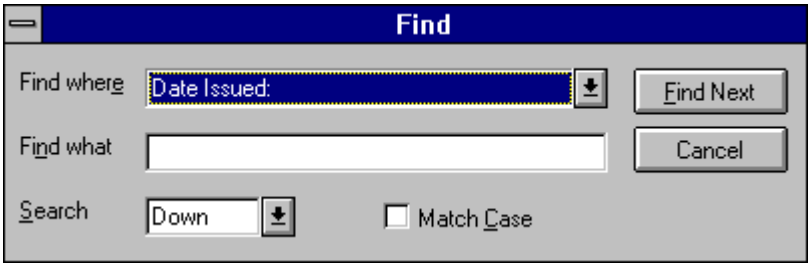
   ▶ Moves forward one record.

   ◀ Moves backwards one record.

   ▶| Moves forward to last record.

   |◀ Moves backwards to first record.

2. Click on the Find icon, . The screen shown below will be displayed.



   - Click on the down arrow, of the Find where field, to display all possible fields that may be searched. Click on the name of the field that will be searched.

Continued on next page

Appendix 6: DD Form 1716 Processing

- Enter the information to be searched for. For example, if searching for a DD Form 1716 issued on a specific date, the Date Issued field would be displayed in the Find where field, and the date to be searched for would be entered in the Find what field.

  ☞ Enter dates in MM/DD/YY format.

- In the Search field, click on the direction in which the search will take place.

  ☞ A search can move up or down from the record that is presently displayed and will discontinue at the beginning or end of the records. For example, if a search is begun while displaying a record contained in the middle of the database, and the down direction is selected, the search will only look from the present record down. In this situation, if the desired record happens to be above the present record, the search would not locate it. It is recommended that the user move to the first or last record before starting a search.

- Click the **Find Next** option.

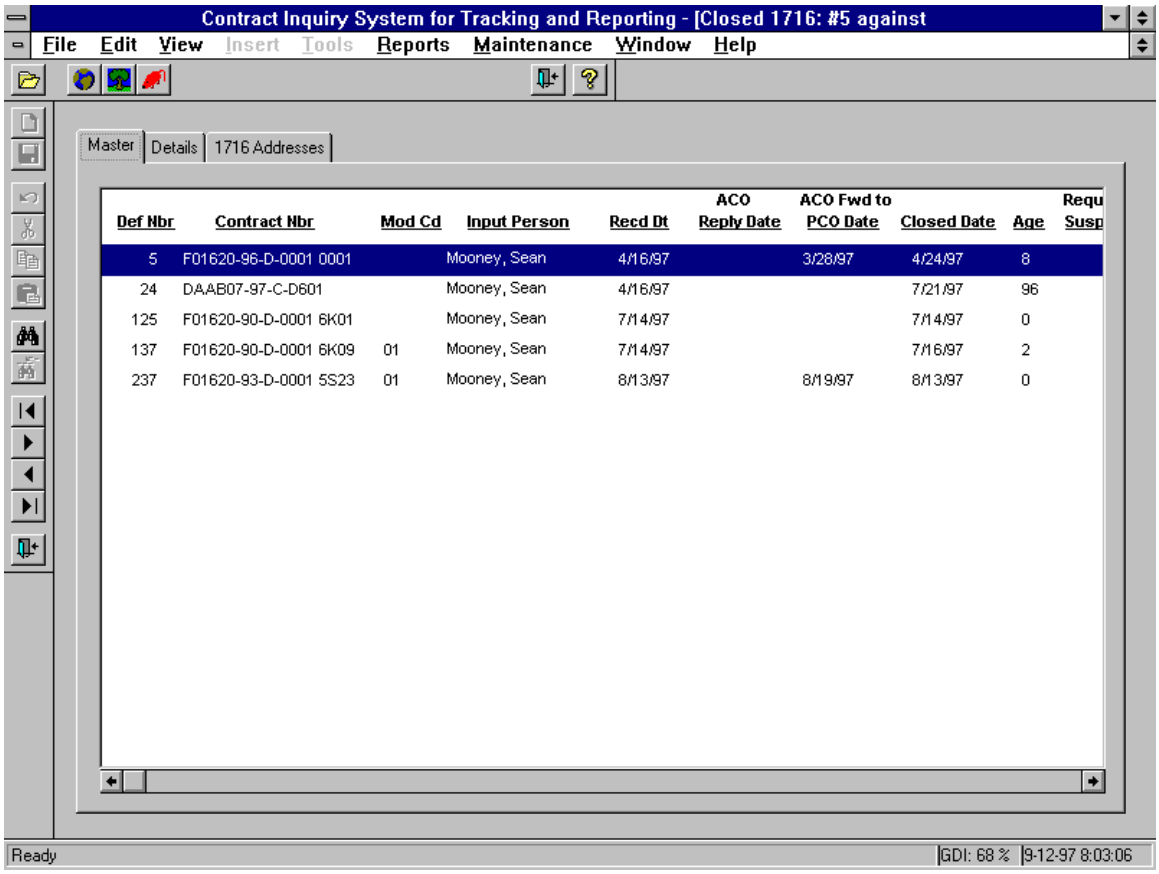
  ☞ The system will display the record that was found, but it will be displayed behind the Find search screen. Close the Find search screen, by clicking on **Cancel**, to view the record that was found.

Continued on next page

Appendix 6: DD Form 1716 Processing

Viewing a Closed DD Form 1716

- To view a Closed DD Form 1716 record, select the **View Closed Records** option on the application dialog box, and click **OK**. A listing of all closed records will be displayed, as shown on the screen below.



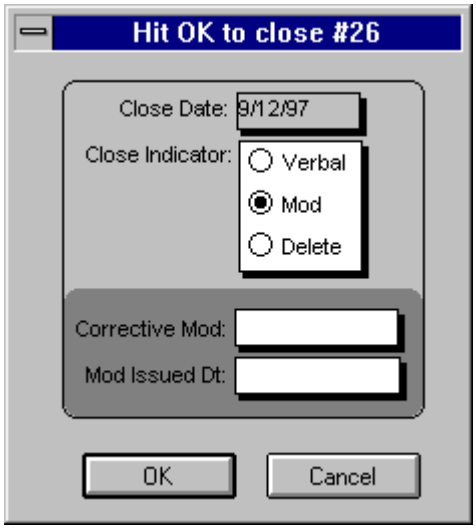
- Double-click on the desired record to be viewed.

Continued on next page

Appendix 6: DD Form 1716 Processing

Closing an Open DD Form 1716

- While viewing the open DD Form 1716 record to be closed, click on the Close 1716 icon, . The pop-up window shown below will be displayed.



A DD Form 1716 record can be closed when one of the following scenarios exists:

- There has been a verbal clarification (**VERBAL**) that clears the reason for the issuance of the DD Form 1716.
- A modification (**MOD**) has been issued to correct the situation that caused the issuance of the DD Form 1716.
- The DD Form 1716 should never have been entered into the database and now needs to be deleted (**DELETE**).

Continued on next page

Appendix 6: DD Form 1716 Processing

- Click on the scenario that describes why the DD Form 1716 record is being closed.

☞ If a modification was issued to correct the deficiency, the modification number must be entered in the **Corrective Mod** field, and the effective date of the modification must be entered in the **Mod Issued Dt** field.

- Click **OK** to complete the process of closing the record, or click **Cancel** to stop the closing process.

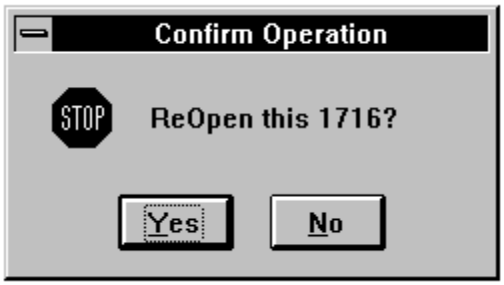
Continued on next page

Appendix 6: DD Form 1716 Processing

Re-opening a DD Form 1716

- To re-open a closed 1716, select the Edit option from the toolbar at the top of the screen. A pop-up menu will appear.

- Click on the **Re-Open 1716** option. The following message will be displayed:



- Select **Yes** to continue with the re-open process, or select **No** to discontinue the process.

☞ If **Yes** was selected, the following message will be displayed:

☞ When the DD Form 1716 is re-opened, the database will assign a new control number to the document. As shown above, the new control number is displayed on the Re-Open Successful message screen.

Continued on next page

Appendix 6: DD Form 1716 Processing

Maintaining the DD Form 1716 Tables

DD Form 1716 table maintenance can only be accomplished by personnel who have been given access to these tables.

- Click on the 1716 Table icon, , to access the DD Form 1716 Maintenance Tables. A drop down menu showing the various tables available to the user will appear.

  The following DD Form 1716 tables will be listed:

  - Reason Code
  - Impact Code
  - Corrective Action
  - Buying Activity

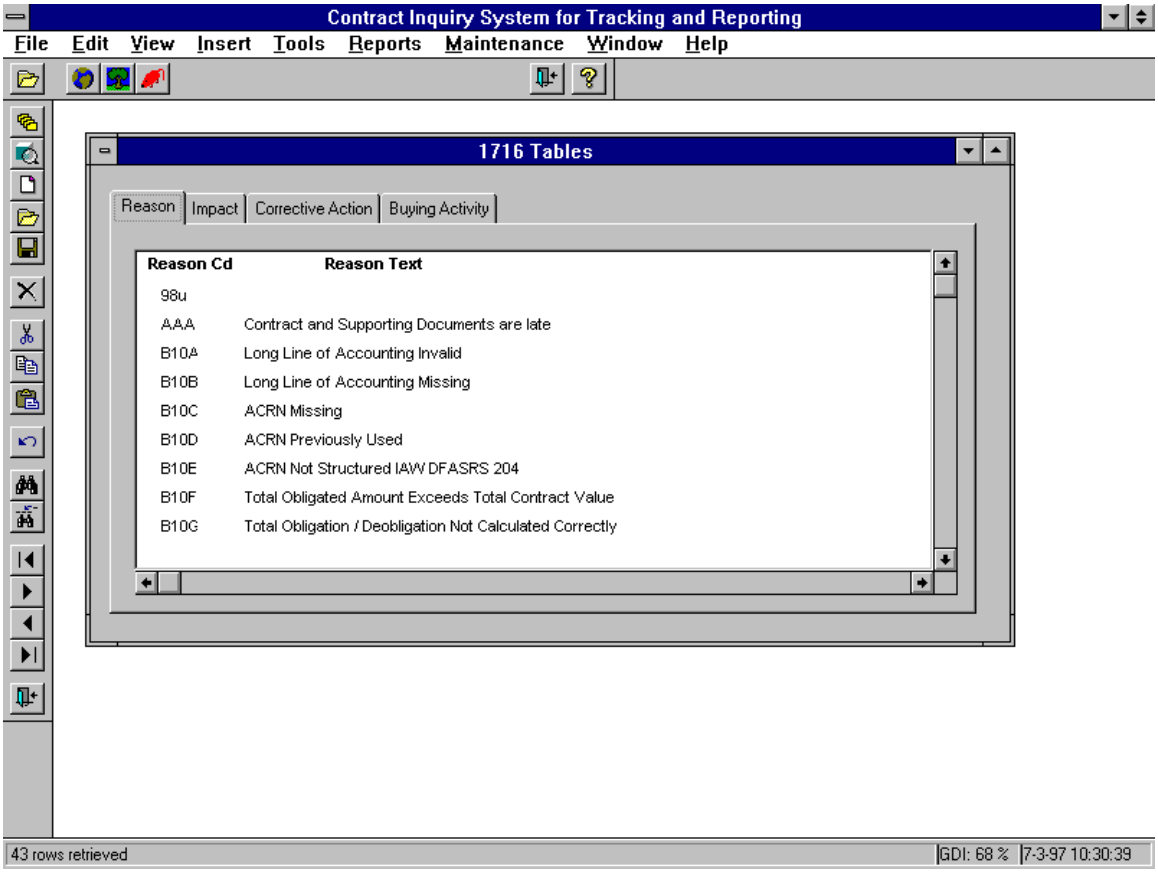
- Click on the desired table. The tables will be displayed as shown below.

  To correct any information on the tables, click on the field to be changed. The field will become highlighted. Enter the corrected data.

Continued on next page

Appendix 6: DD Form 1716 Processing

Reason Table



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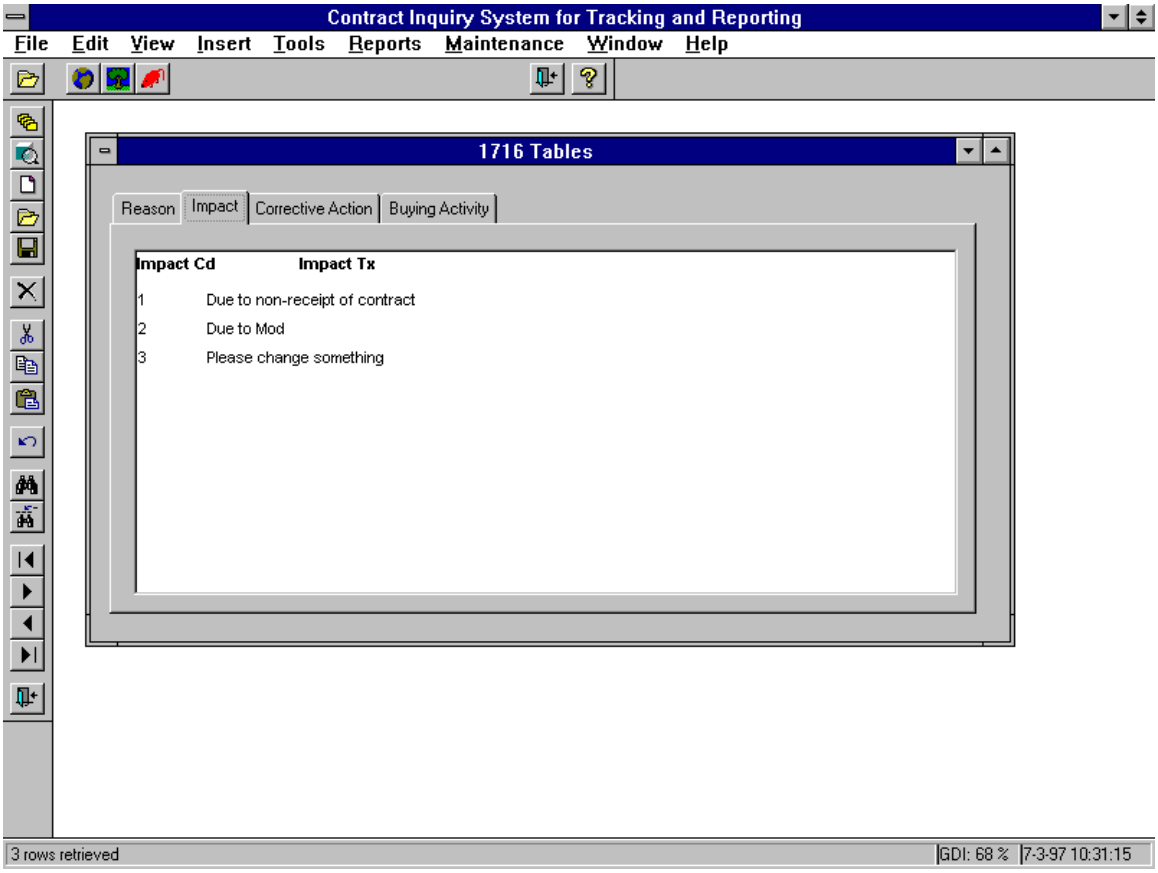
Appendix 6: DD Form 1716 Processing

Impact Table



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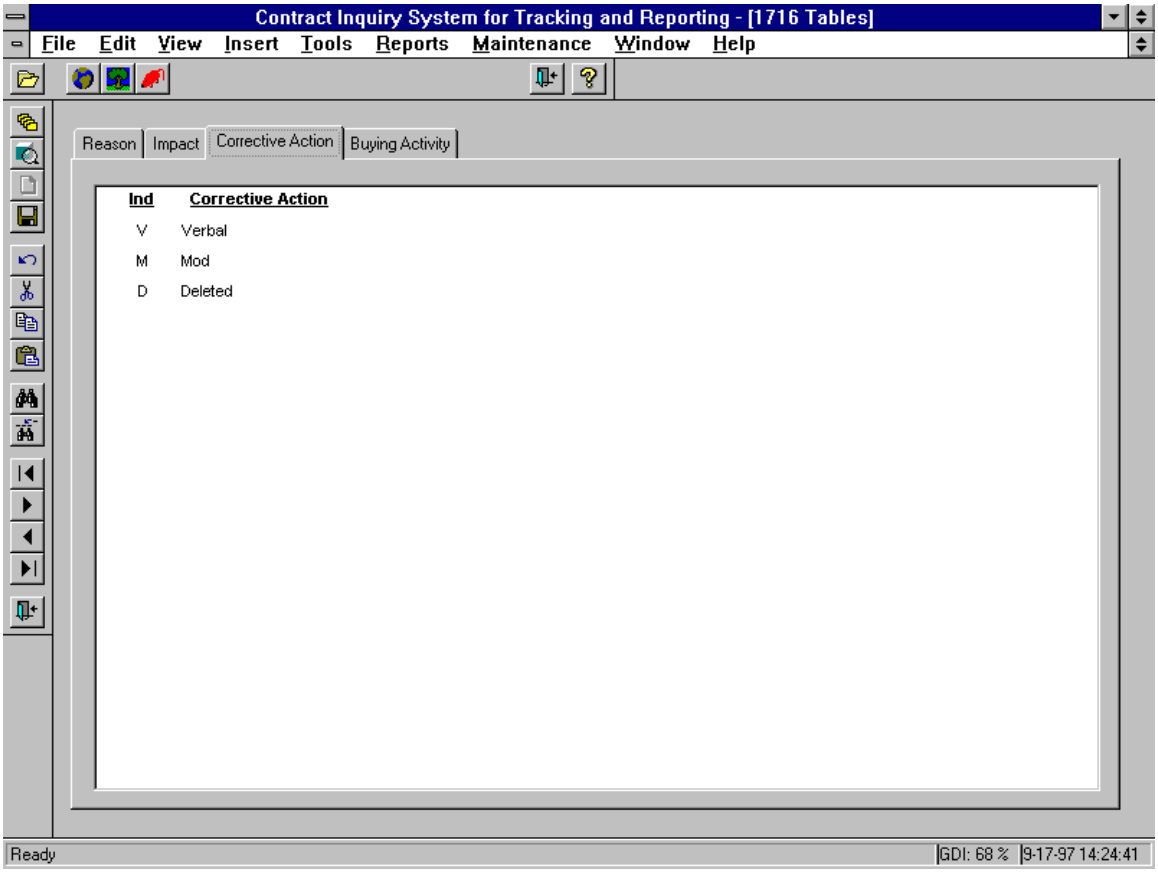
Appendix 6: DD Form 1716 Processing

Corrective Action Table



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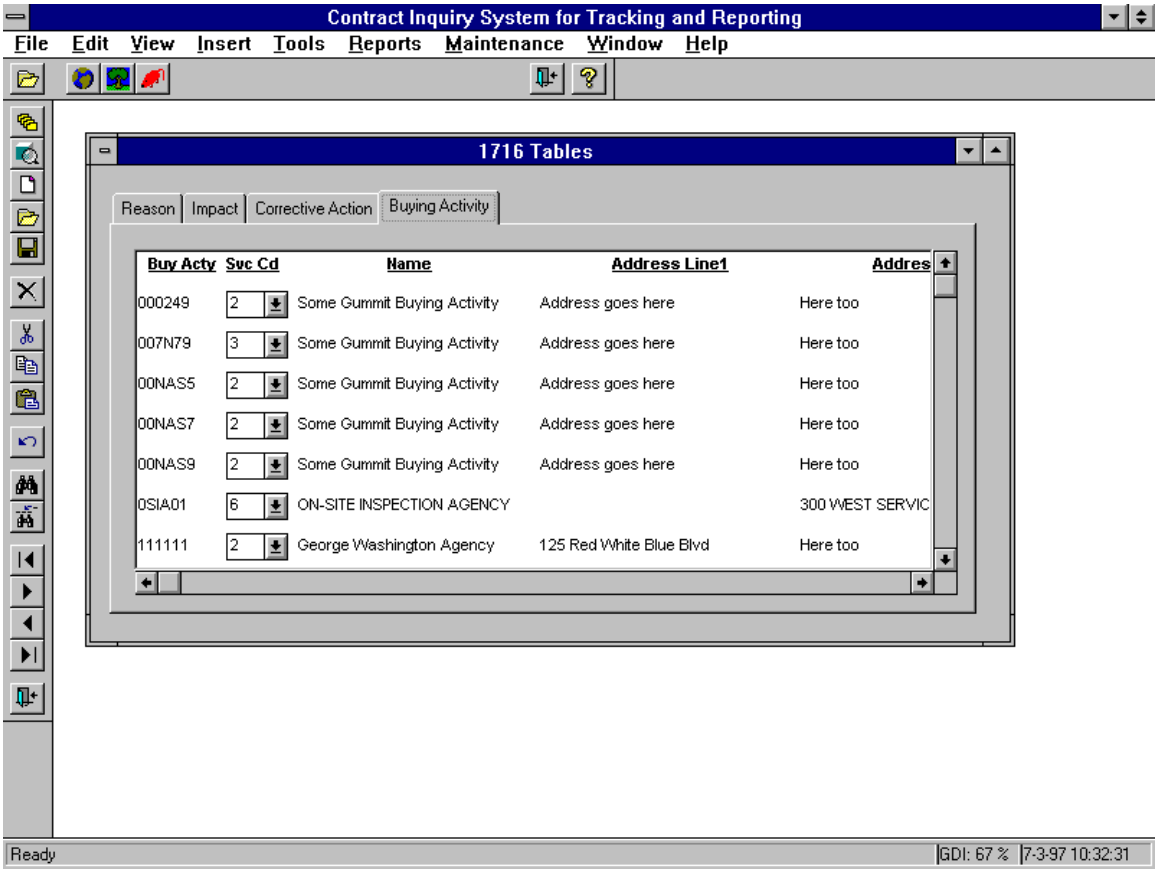
Appendix 6: DD Form 1716 Processing

Buying Activity Table



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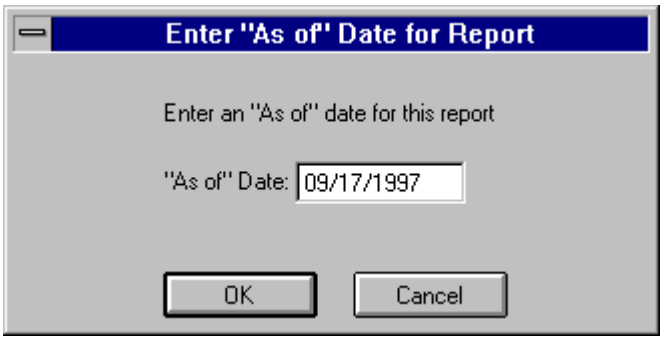
Appendix 6: DD Form 1716 Processing

Generating DD Form 1716 Reports

- To generate a report from the DD Form 1716 database, select the **Reports** option from the toolbar at the top of the screen. A drop-down list of all the DD Form 1716 reports will be displayed.

- Click on the desired report. The following message will appear:



- Enter the last date for which data will be used in compiling the report.

  ☞ Enter the date in MMDDYYYY format. For example, October 1, 1997 would be entered as 10011997.

  ☞ If October 1, 1997 was entered, the system would use the data entered on and before October 1, 1997 to compile the report.

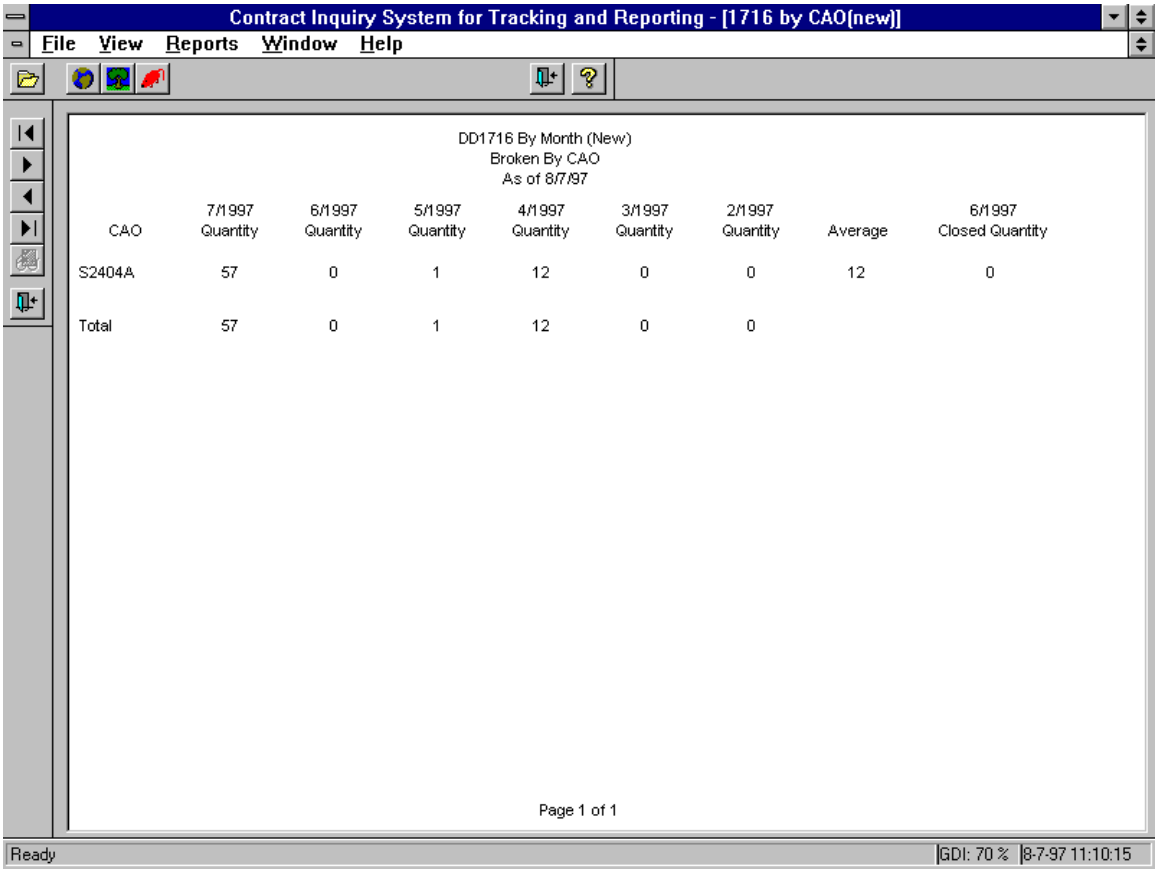
- Click **OK** to generate the report, or click **Cancel** to stop the report generating process.

  ☞ The following reports may be generated.

Continued on next page

Appendix 6: DD Form 1716 Processing

1716 by CAO (New) Report - CAO, Six Months of Quantity Totals, Average, Closed Quantity.



DD1716 By Month (New)
Broken By CAO
As of 8/7/97

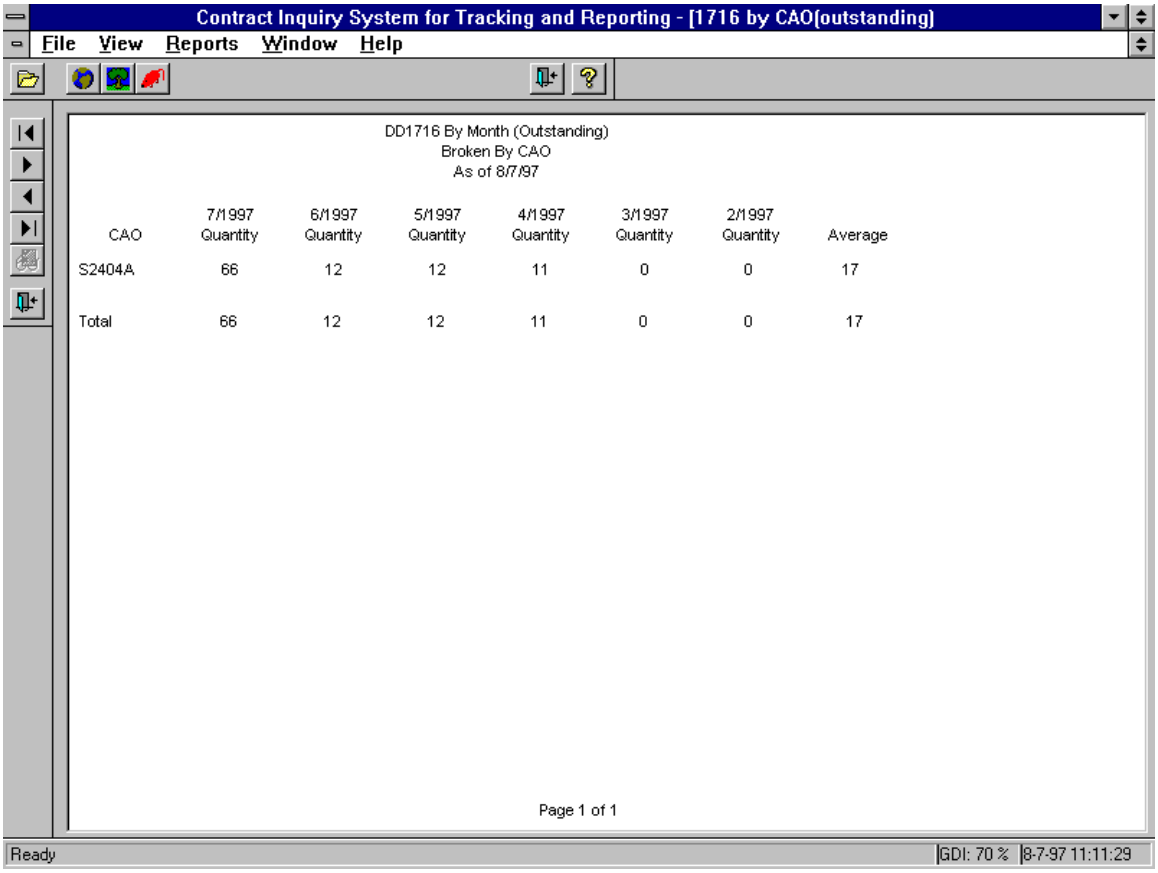
CAO	7/1997 Quantity	6/1997 Quantity	5/1997 Quantity	4/1997 Quantity	3/1997 Quantity	2/1997 Quantity	Average	6/1997 Closed Quantity
S2404A	57	0	1	12	0	0	12	0
Total	57	0	1	12	0	0		

Page 1 of 1

Continued on next page

Appendix 6: DD Form 1716 Processing

1716 by CAO (Outstanding) Report - CAO, Six Months of Quantity Totals, Average

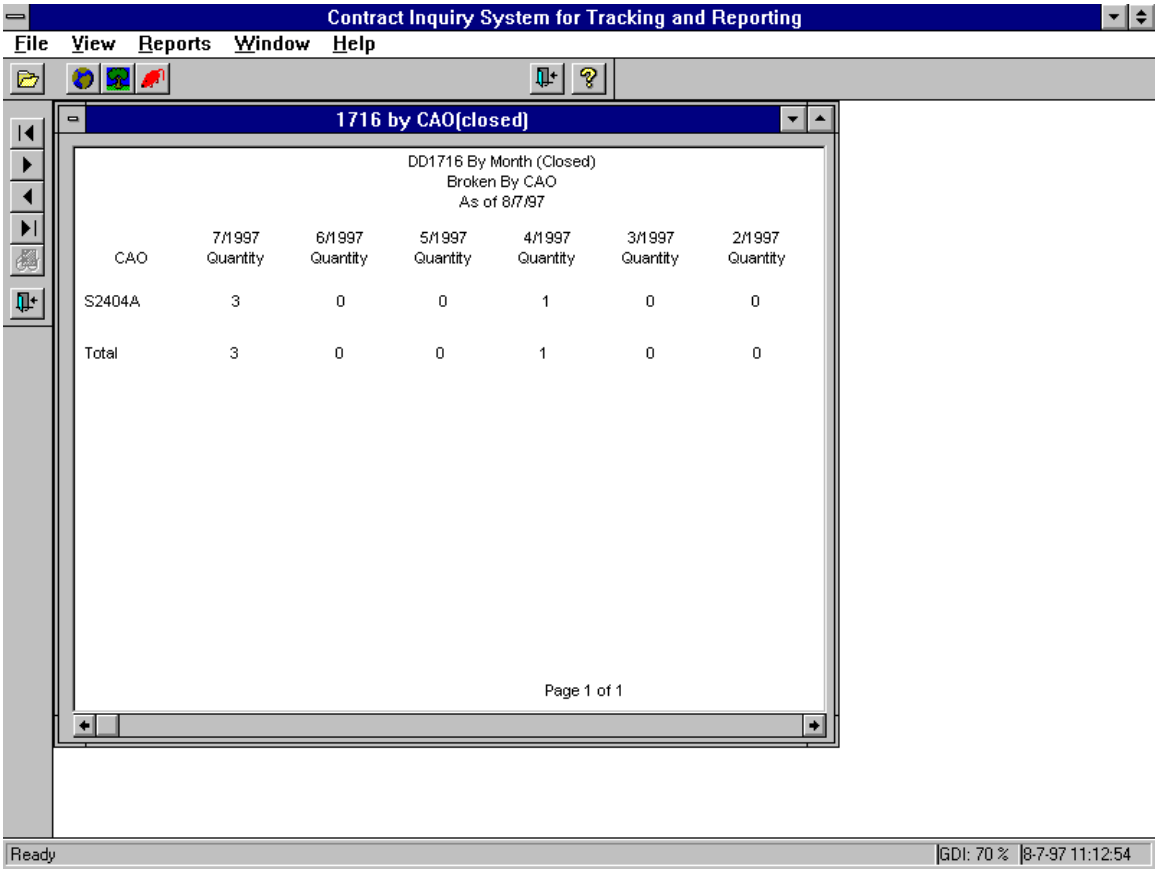


CAO	7/1997 Quantity	6/1997 Quantity	5/1997 Quantity	4/1997 Quantity	3/1997 Quantity	2/1997 Quantity	Average
S2404A	66	12	12	11	0	0	17
Total	66	12	12	11	0	0	17

Continued on next page

Appendix 6: DD Form 1716 Processing

1716 by CAO (Closed) Report -CAO, Six Months of Quantity, Average



CAO	7/1997 Quantity	6/1997 Quantity	5/1997 Quantity	4/1997 Quantity	3/1997 Quantity	2/1997 Quantity
S2404A	3	0	0	1	0	0
Total	3	0	0	1	0	0

Continued on next page

Appendix 6: DD Form 1716 Processing

1716 by Directorate Report - Directorate, Buying Command, CAO, Division, Quantity

Contract Inquiry System for Tracking and Reporting - [1716 by Directorate]

File View Reports Window Help

DD1716 By Directorate
As of 8/7/97

Directorate	Buying Cmd	CAO	Division	Quantity	
South					
		S2404A	JSD	2	
Subtotal				2	3%
	000249	S2404A	JSD	1	
Subtotal				1	2%
	B00383	S2404A	JSD	1	
Subtotal				1	2%
	DAAA15	S2404A	JSD	1	
Subtotal				1	2%
	DAAB07	S2404A	JSD	3	
Subtotal				3	5%
	DAAC72	S2404A	JSD	1	
Subtotal				1	2%
	DAAD01	S2404A	JSD	1	
Subtotal				1	2%
	DAAD07	S2404A	JSD	1	
Subtotal				1	2%
	DAAK80	S2404A	JSD	1	
Subtotal				1	2%
	DADA15	S2404A	JSD	1	
Subtotal				1	2%
	DAEA32	S2404A	JSD	2	
Subtotal				2	3%

Page 1 of 4

Ready GDI: 70 % 8-7-97 11:14:27

Continued on next page

Appendix 6: DD Form 1716 Processing

1716 by Buy Command (Trend) Report - Buying Command, Six Months of Quantity, Average, Trend

Contract Inquiry System for Tracking and Reporting - [1716 by Buy Cmd (trend)]

File View Reports Window Help

DD1716 By Month
Buying Command Sequence
As of 8/7/97

Buy Cmd	7/1997 Quantity	6/1997 Quantity	5/1997 Quantity	4/1997 Quantity	3/1997 Quantity	2/1997 Quantity	Average	Tren
000249	1	0	0	0	0	0	0	
B00383	1	1	1	0	0	0	1	
DAAK80	1	0	0	0	0	0	0	
FACA76	2	0	0	0	0	0	0	
M00027	1	0	0	0	0	0	0	
M67842	1	0	0	0	0	0	0	
N00003	2	2	2	2	0	0	1	
N00014	3	0	0	0	0	0	1	
N00015	5	0	0	0	0	0	1	
N00024	1	0	0	0	0	0	0	
N00039	1	0	0	0	0	0	0	
N00065	1	0	0	0	0	0	0	
N00189	1	0	0	0	0	0	0	
N00228	1	0	0	0	0	0	0	
N00383	1	1	1	1	0	0	1	
n00383	1	1	1	1	0	0	1	
N00600	1	0	0	0	0	0	0	
N00639	1	0	0	0	0	0	0	
N51158	1	0	0	0	0	0	0	
Subtotal for Air Force	27	5	5	4	0	0	7	Not Improvir
DAAA15	1	0	0	0	0	0	0	
DAAB07	3	3	3	3	0	0	2	
DAAC72	1	0	0	0	0	0	0	

Page 2 of 2

Ready GDI: 73 % 8-7-97 13:58:08

Continued on next page

Appendix 6: DD Form 1716 Processing

1716 by Buy Command (Closed %) Report -Buying Command, Six Months of Quantity on Hand, Average, Closed Quantity, Prior Month's On-Hand

Contract Inquiry System for Tracking and Reporting - [1716 by Buy Cmd(closed %

File View Reports Window Help

DD1716 By Month
Buying Command Sequence
As of 8/7/97

Buying Command	7/1997 Quantity on Hand	6/1997 Quantity on Hand	5/1997 Quantity on Hand	4/1997 Quantity on Hand	3/1997 Quantity on Hand	2/1997 Quantity on Hand	Average	7/1997 Closed Qt.	% Prior I On
000249	1	0	0	0	0	0	0	0	0.0
B00383	1	1	1	0	0	0	1	0	0.0
DAAK80	1	0	0	0	0	0	0	0	0.0
FACA76	2	0	0	0	0	0	0	0	0.0
M00027	1	0	0	0	0	0	0	0	0.0
M67842	1	0	0	0	0	0	0	0	0.0
N00003	2	2	2	2	0	0	1	0	0.0
N00014	3	0	0	0	0	0	1	0	0.0
N00015	5	0	0	0	0	0	1	0	0.0
N00024	1	0	0	0	0	0	0	0	0.0
N00039	1	0	0	0	0	0	0	0	0.0
N00065	1	0	0	0	0	0	0	0	0.0
N00189	1	0	0	0	0	0	0	0	0.0
N00228	1	0	0	0	0	0	0	0	0.0
N00383	1	1	1	1	0	0	1	0	0.0
n00383	1	1	1	1	0	0	1	0	0.0
N00600	1	0	0	0	0	0	0	0	0.0
N00639	1	0	0	0	0	0	0	0	0.0

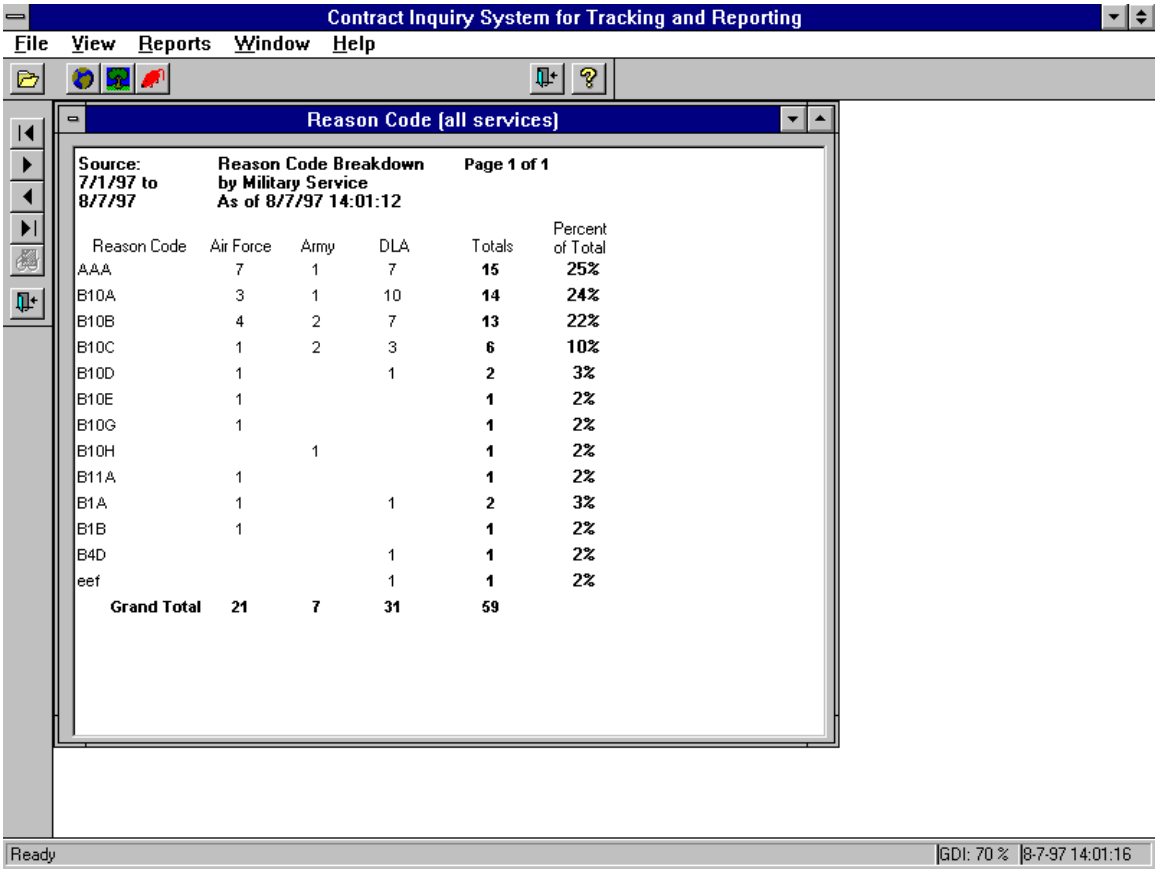
Page 2 of 3

Ready GDI: 72 % 8-7-97 13:59:17

Continued on next page

Appendix 6: DD Form 1716 Processing

Reason Code (All Services) Report - Reason code, Air Force, Army, DLA, Totals, Percent of Totals



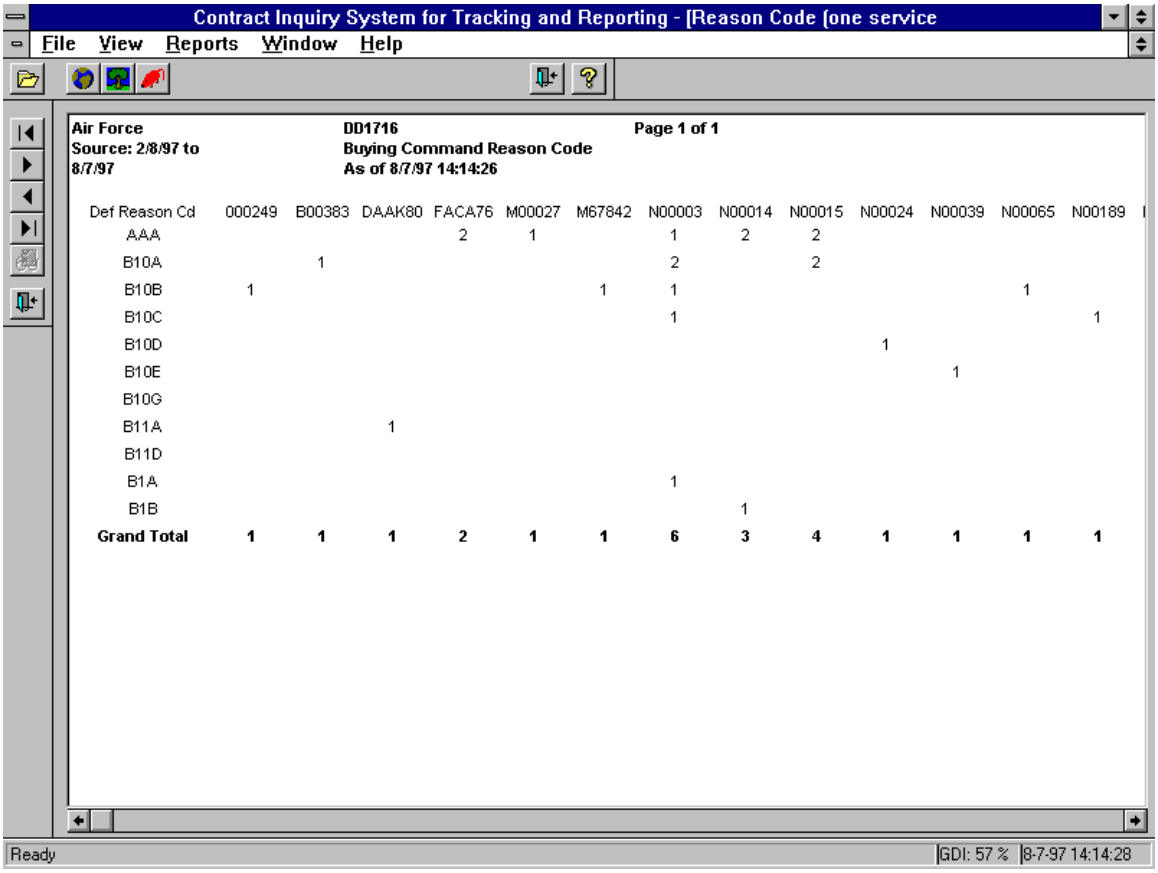
Source: 7/1/97 to 8/7/97
Reason Code Breakdown by Military Service As of 8/7/97 14:01:12
Page 1 of 1

Reason Code	Air Force	Army	DLA	Totals	Percent of Total
AAA	7	1	7	**15**	**25%**
B10A	3	1	10	**14**	**24%**
B10B	4	2	7	**13**	**22%**
B10C	1	2	3	**6**	**10%**
B10D	1		1	**2**	**3%**
B10E	1			**1**	**2%**
B10G	1			**1**	**2%**
B10H		1		**1**	**2%**
B11A	1			**1**	**2%**
B1A	1		1	**2**	**3%**
B1B	1			**1**	**2%**
B4D			1	**1**	**2%**
eef			1	**1**	**2%**
Grand Total	**21**	**7**	**31**	**59**	

Continued on next page

Appendix 6: DD Form 1716 Processing

Reason Code (one Service) Report - Def Reason Code, Buying Activity, Grand Total, Percent of Total



Air Force
Source: 2/8/97 to 8/7/97

DD1716
Buying Command Reason Code
As of 8/7/97 14:14:26

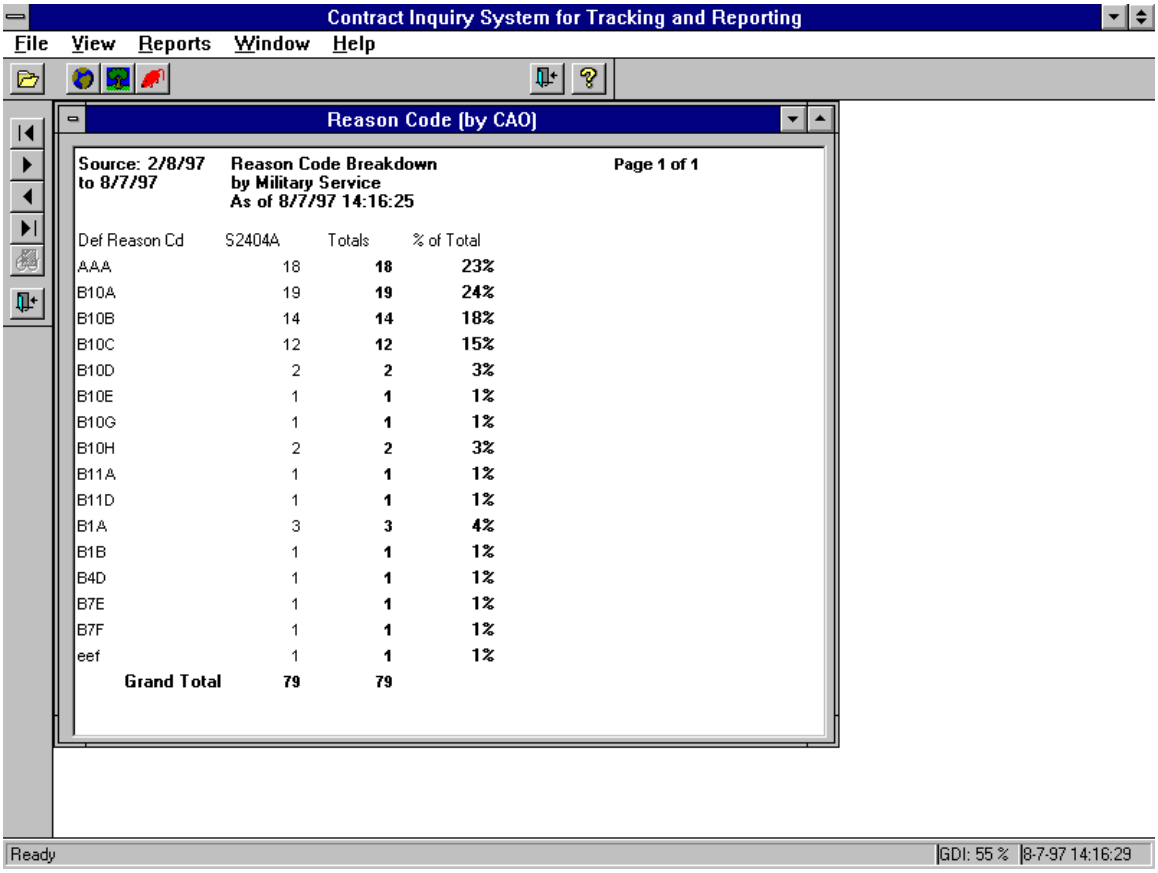
Page 1 of 1

Def Reason Cd	000249	B00383	DAAK80	FACA76	M00027	M67842	N00003	N00014	N00015	N00024	N00039	N00065	N00189
AAA				2	1		1	2	2				
B10A		1					2		2				
B10B	1					1	1					1	
B10C							1						1
B10D										1			
B10E											1		
B10G													
B11A			1										
B11D													
B1A							1						
B1B								1					
Grand Total	**1**	**1**	**1**	**2**	**1**	**1**	**6**	**3**	**4**	**1**	**1**	**1**	**1**

Continued on next page

Appendix 6: DD Form 1716 Processing

Reason Code (by CAO) Report - Def Reason Code, CAO code, Totals, Percent of Totals

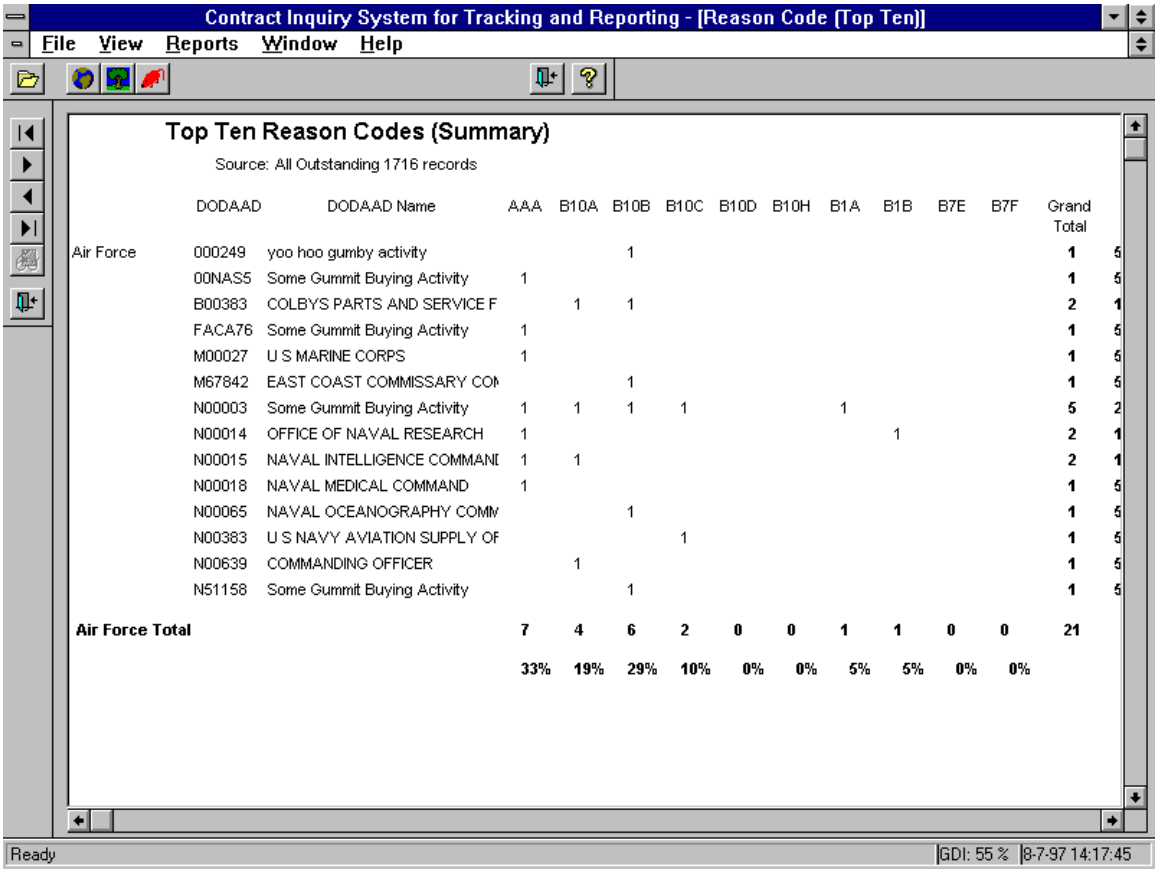


Def Reason Cd	S2404A	Totals	% of Total
AAA	18	18	23%
B10A	19	19	24%
B10B	14	14	18%
B10C	12	12	15%
B10D	2	2	3%
B10E	1	1	1%
B10G	1	1	1%
B10H	2	2	3%
B11A	1	1	1%
B11D	1	1	1%
B1A	3	3	4%
B1B	1	1	1%
B4D	1	1	1%
B7E	1	1	1%
B7F	1	1	1%
eef	1	1	1%
Grand Total	**79**	**79**	

Continued on next page

Appendix 6: DD Form 1716 Processing

Reason Code (Top Ten) Report - Service, DODAAD, DODAAD Name, Reason, Grand Total



Top Ten Reason Codes (Summary)

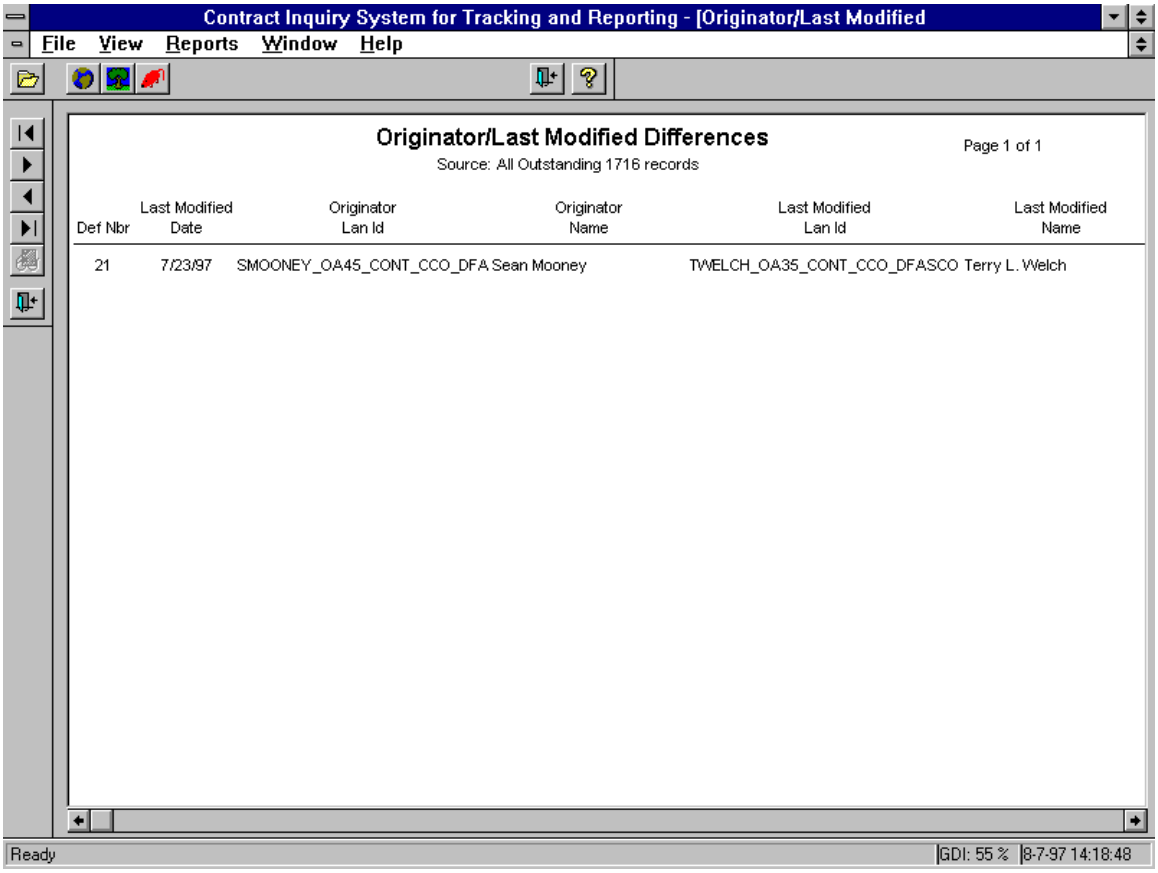
Source: All Outstanding 1716 records

	DODAAD	DODAAD Name	AAA	B10A	B10B	B10C	B10D	B10H	B1A	B1B	B7E	B7F	Grand Total	
Air Force	000249	yoo hoo gumby activity			1								1	5
	00NAS5	Some Gummit Buying Activity	1										1	5
	B00383	COLBYS PARTS AND SERVICE F		1	1								2	1
	FACA76	Some Gummit Buying Activity	1										1	5
	M00027	U S MARINE CORPS	1										1	5
	M67842	EAST COAST COMMISSARY CON			1								1	5
	N00003	Some Gummit Buying Activity	1	1	1	1			1				5	2
	N00014	OFFICE OF NAVAL RESEARCH	1							1			2	1
	N00015	NAVAL INTELLIGENCE COMMAND	1	1									2	1
	N00018	NAVAL MEDICAL COMMAND	1										1	5
	N00065	NAVAL OCEANOGRAPHY COMM			1								1	5
	N00383	U S NAVY AVIATION SUPPLY OF				1							1	5
	N00639	COMMANDING OFFICER		1									1	5
	N51158	Some Gummit Buying Activity			1								1	5
Air Force Total			**7**	**4**	**6**	**2**	**0**	**0**	**1**	**1**	**0**	**0**	**21**	
			33%	**19%**	**29%**	**10%**	**0%**	**0%**	**5%**	**5%**	**0%**	**0%**		

Continued on next page

Appendix 6: DD Form 1716 Processing

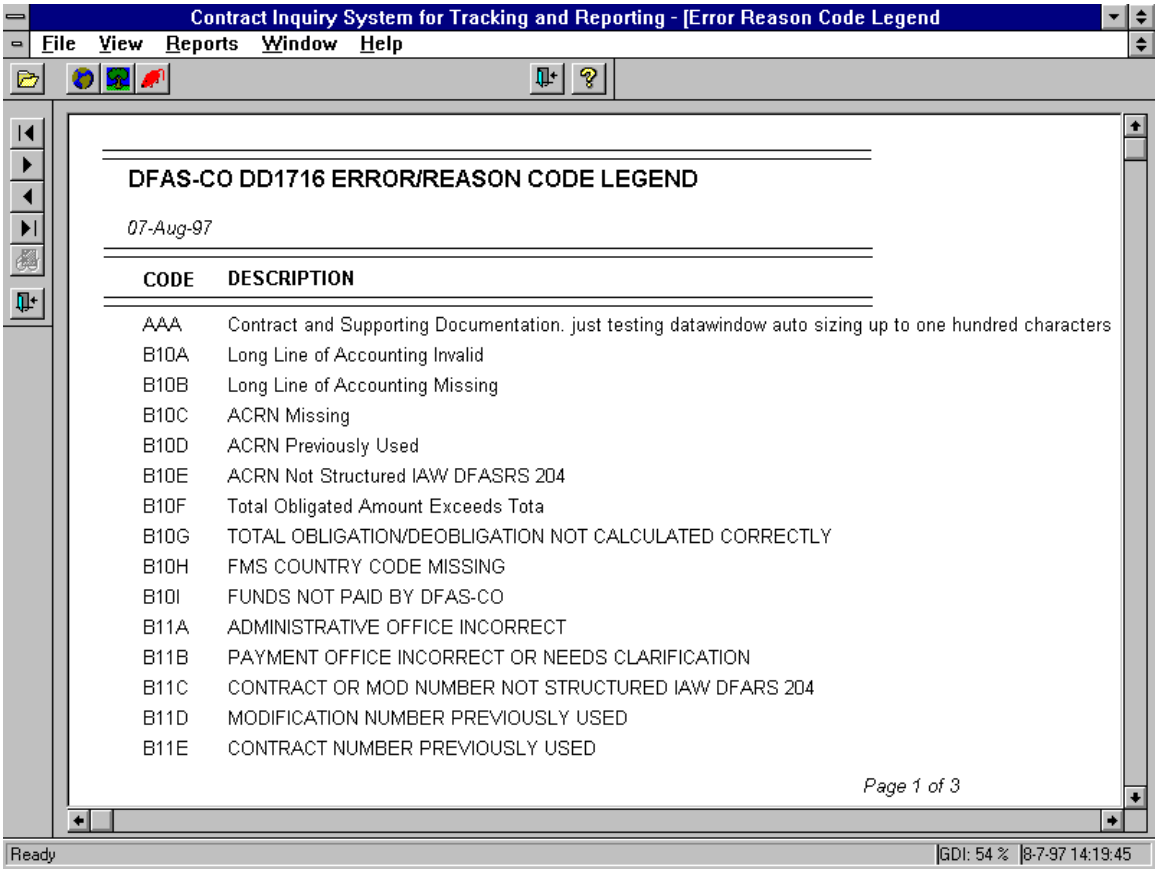
Originator/Last Modified Differences Report - Def Number, Last Modified Date, Originator LAN ID, Originator Name, Last Modified LAN ID, Last Modified Name



Continued on next page

Appendix 6: DD Form 1716 Processing

Error Reason Code Legend Report - Reason Code, Description



DFAS-CO DD1716 ERROR/REASON CODE LEGEND

07-Aug-97

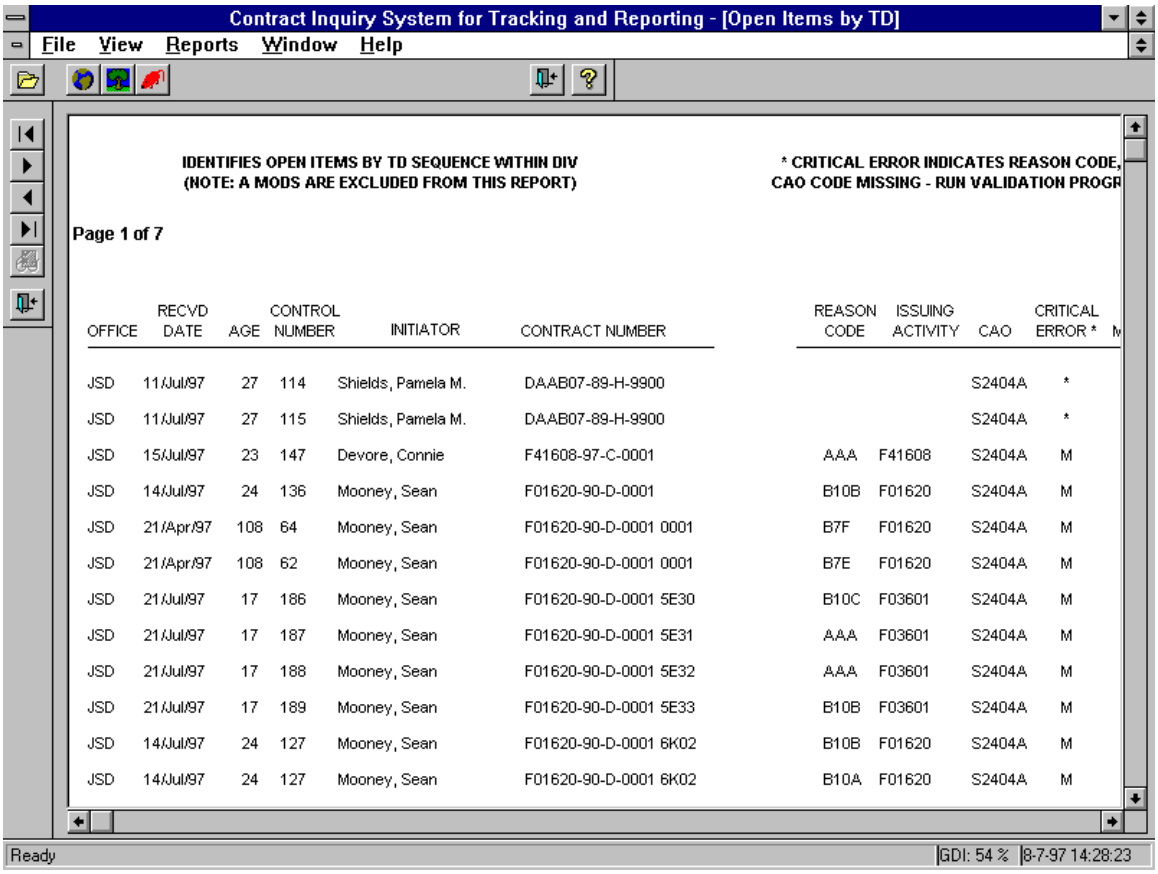
CODE	DESCRIPTION
AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters
B10A	Long Line of Accounting Invalid
B10B	Long Line of Accounting Missing
B10C	ACRN Missing
B10D	ACRN Previously Used
B10E	ACRN Not Structured IAW DFASRS 204
B10F	Total Obligated Amount Exceeds Tota
B10G	TOTAL OBLIGATION/DEOBLIGATION NOT CALCULATED CORRECTLY
B10H	FMS COUNTRY CODE MISSING
B10I	FUNDS NOT PAID BY DFAS-CO
B11A	ADMINISTRATIVE OFFICE INCORRECT
B11B	PAYMENT OFFICE INCORRECT OR NEEDS CLARIFICATION
B11C	CONTRACT OR MOD NUMBER NOT STRUCTURED IAW DFARS 204
B11D	MODIFICATION NUMBER PREVIOUSLY USED
B11E	CONTRACT NUMBER PREVIOUSLY USED

Page 1 of 3

Continued on next page

Appendix 6: DD Form 1716 Processing

Open Items by TD Report - Office, Received Date, Age, Control Number, Initiator, Contract Number, Reason Code, Issuing Activity, CAO, Critical Error, Completion Dates- Mod Date, Verify Date



IDENTIFIES OPEN ITEMS BY TD SEQUENCE WITHIN DIV
(NOTE: A MODS ARE EXCLUDED FROM THIS REPORT)

* CRITICAL ERROR INDICATES REASON CODE,
CAO CODE MISSING - RUN VALIDATION PROGR

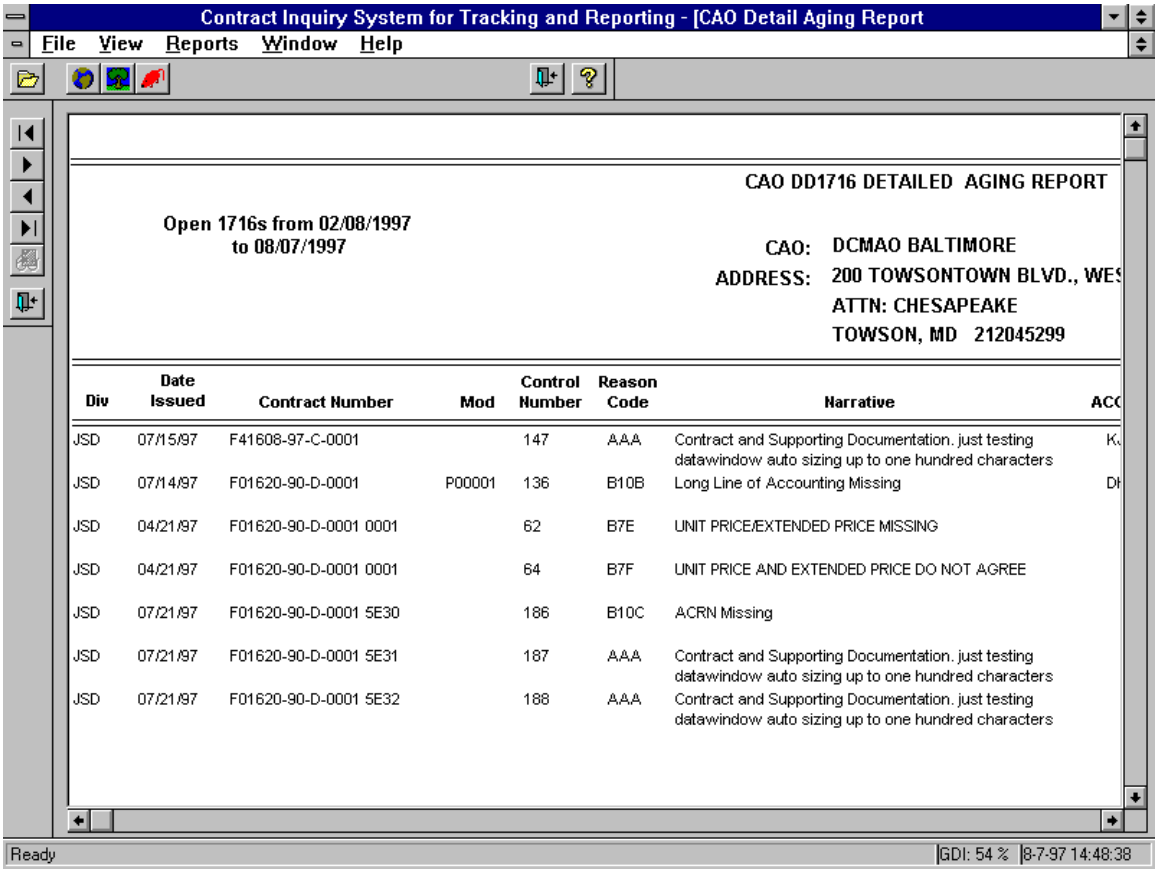
Page 1 of 7

OFFICE	RECVD DATE	AGE	CONTROL NUMBER	INITIATOR	CONTRACT NUMBER	REASON CODE	ISSUING ACTIVITY	CAO	CRITICAL ERROR *	M
JSD	11/Jul/97	27	114	Shields, Pamela M.	DAAB07-89-H-9900			S2404A	*	
JSD	11/Jul/97	27	115	Shields, Pamela M.	DAAB07-89-H-9900			S2404A	*	
JSD	15/Jul/97	23	147	Devore, Connie	F41608-97-C-0001	AAA	F41608	S2404A	M	
JSD	14/Jul/97	24	136	Mooney, Sean	F01620-90-D-0001	B10B	F01620	S2404A	M	
JSD	21/Apr/97	108	64	Mooney, Sean	F01620-90-D-0001 0001	B7F	F01620	S2404A	M	
JSD	21/Apr/97	108	62	Mooney, Sean	F01620-90-D-0001 0001	B7E	F01620	S2404A	M	
JSD	21/Jul/97	17	186	Mooney, Sean	F01620-90-D-0001 5E30	B10C	F03601	S2404A	M	
JSD	21/Jul/97	17	187	Mooney, Sean	F01620-90-D-0001 5E31	AAA	F03601	S2404A	M	
JSD	21/Jul/97	17	188	Mooney, Sean	F01620-90-D-0001 5E32	AAA	F03601	S2404A	M	
JSD	21/Jul/97	17	189	Mooney, Sean	F01620-90-D-0001 5E33	B10B	F03601	S2404A	M	
JSD	14/Jul/97	24	127	Mooney, Sean	F01620-90-D-0001 6K02	B10B	F01620	S2404A	M	
JSD	14/Jul/97	24	127	Mooney, Sean	F01620-90-D-0001 6K02	B10A	F01620	S2404A	M	

Continued on next page

Appendix 6: DD Form 1716 Processing

CAO Detail Aging Report (Open) - Division, Date Issued, Contract Number, Mod, Control Number, Reason Code, Narrative, ACO Code, Cage Code, Age

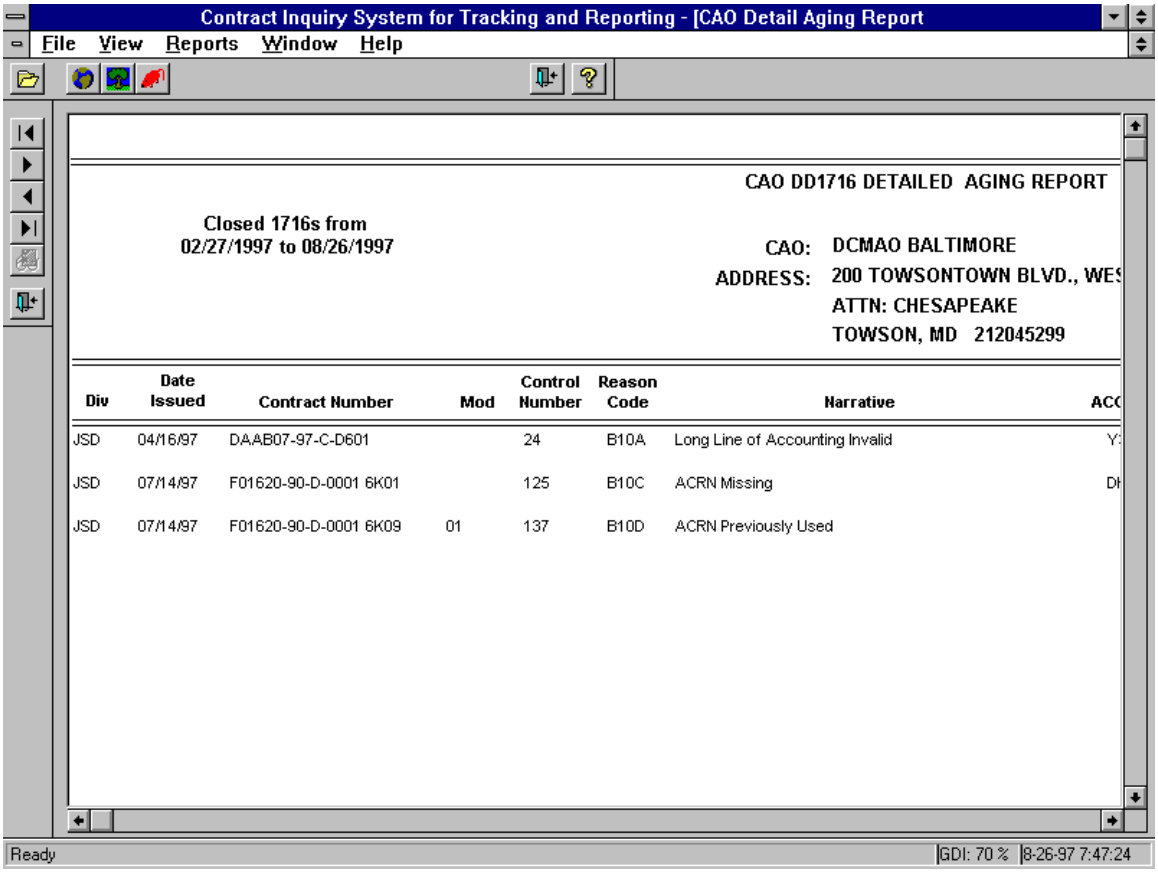


Div	Date Issued	Contract Number	Mod	Control Number	Reason Code	Narrative	ACC
JSD	07/15/97	F41608-97-C-0001		147	AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	K
JSD	07/14/97	F01620-90-D-0001	P00001	136	B10B	Long Line of Accounting Missing	DI
JSD	04/21/97	F01620-90-D-0001 0001		62	B7E	UNIT PRICE/EXTENDED PRICE MISSING	
JSD	04/21/97	F01620-90-D-0001 0001		64	B7F	UNIT PRICE AND EXTENDED PRICE DO NOT AGREE	
JSD	07/21/97	F01620-90-D-0001 5E30		186	B10C	ACRN Missing	
JSD	07/21/97	F01620-90-D-0001 5E31		187	AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	
JSD	07/21/97	F01620-90-D-0001 5E32		188	AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	

Continued on next page

Appendix 6: DD Form 1716 Processing

CAO Detail Aging Report (Closed) - Division, Date Issued, Contract Number, Mod, Control Number, Reason Code, Narrative, ACO Code, Cage Code, Age

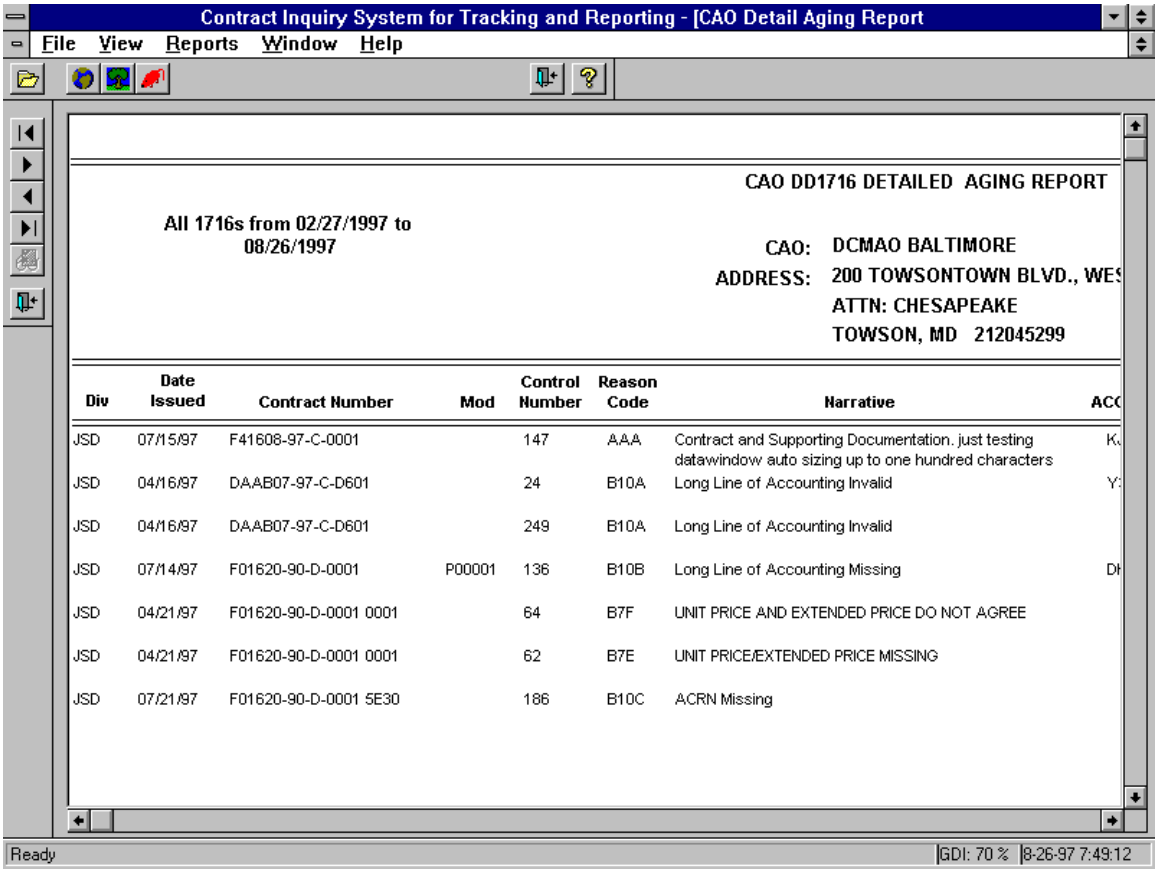


Div	Date Issued	Contract Number	Mod	Control Number	Reason Code	Narrative	ACC
JSD	04/16/97	DAAB07-97-C-D601		24	B10A	Long Line of Accounting Invalid	Y:
JSD	07/14/97	F01620-90-D-0001 6K01		125	B10C	ACRN Missing	DI
JSD	07/14/97	F01620-90-D-0001 6K09	01	137	B10D	ACRN Previously Used	

Continued on next page

Appendix 6: DD Form 1716 Processing

CAO Detail Aging Report (All) - Division, Date Issued, Contract Number, Mod, Control Number, Reason Code, Narrative, ACO Code, Cage Code, Age

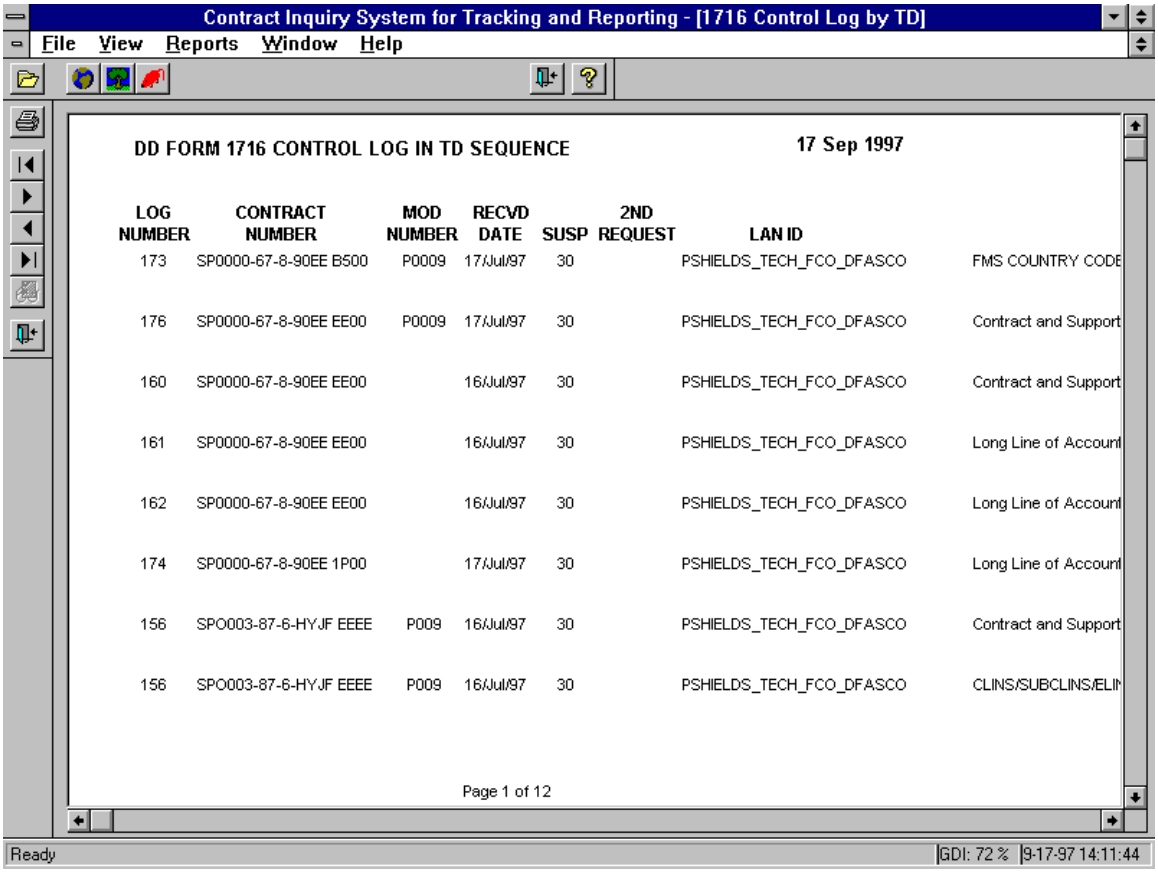


Div	Date Issued	Contract Number	Mod	Control Number	Reason Code	Narrative	ACC
JSD	07/15/97	F41608-97-C-0001		147	AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	K
JSD	04/16/97	DAAB07-97-C-D601		24	B10A	Long Line of Accounting Invalid	Y
JSD	04/16/97	DAAB07-97-C-D601		249	B10A	Long Line of Accounting Invalid	
JSD	07/14/97	F01620-90-D-0001	P00001	136	B10B	Long Line of Accounting Missing	D
JSD	04/21/97	F01620-90-D-0001 0001		64	B7F	UNIT PRICE AND EXTENDED PRICE DO NOT AGREE	
JSD	04/21/97	F01620-90-D-0001 0001		62	B7E	UNIT PRICE/EXTENDED PRICE MISSING	
JSD	07/21/97	F01620-90-D-0001 5E30		186	B10C	ACRN Missing	

Continued on next page

Appendix 6: DD Form 1716 Processing

1716 Control Log by TD Report - Log Number, Contract Number, Mod Number, Received Date, Suspense, 2nd Request, LAN ID, Reason



DD FORM 1716 CONTROL LOG IN TD SEQUENCE 17 Sep 1997

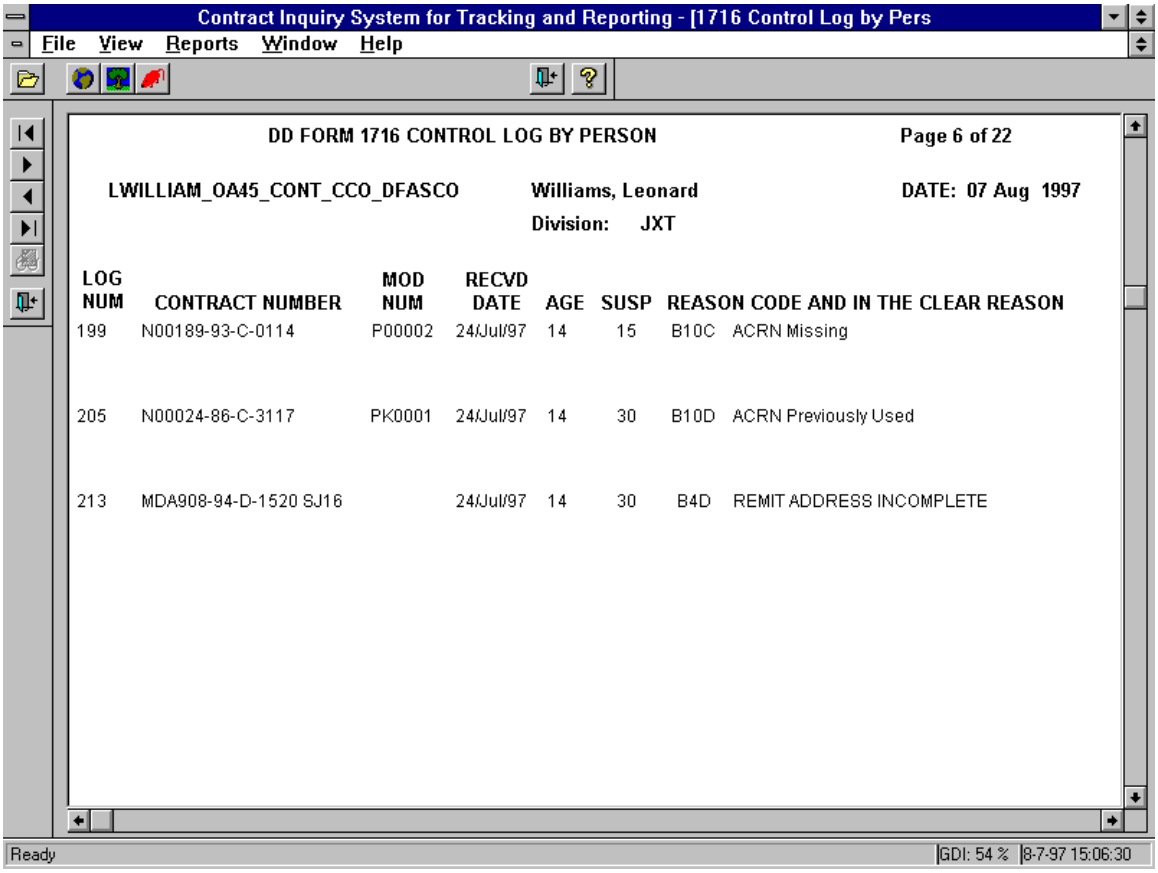
LOG NUMBER	CONTRACT NUMBER	MOD NUMBER	RECVD DATE	SUSP	2ND REQUEST	LAN ID	
173	SP0000-67-8-90EE B500	P0009	17/Jul/97	30		PSHIELDS_TECH_FCO_DFASCO	FMS COUNTRY CODE
176	SP0000-67-8-90EE EE00	P0009	17/Jul/97	30		PSHIELDS_TECH_FCO_DFASCO	Contract and Support
160	SP0000-67-8-90EE EE00		16/Jul/97	30		PSHIELDS_TECH_FCO_DFASCO	Contract and Support
161	SP0000-67-8-90EE EE00		16/Jul/97	30		PSHIELDS_TECH_FCO_DFASCO	Long Line of Account
162	SP0000-67-8-90EE EE00		16/Jul/97	30		PSHIELDS_TECH_FCO_DFASCO	Long Line of Account
174	SP0000-67-8-90EE 1P00		17/Jul/97	30		PSHIELDS_TECH_FCO_DFASCO	Long Line of Account
156	SPO003-87-6-HYJF EEEE	P009	16/Jul/97	30		PSHIELDS_TECH_FCO_DFASCO	Contract and Support
156	SPO003-87-6-HYJF EEEE	P009	16/Jul/97	30		PSHIELDS_TECH_FCO_DFASCO	CLINS/SUBCLINS/ELIN

Page 1 of 12

Continued on next page

Appendix 6: DD Form 1716 Processing

1716 Control Log by Person Report - Log Number, Contract Number, Mod Number, Received Date, Age, Suspense, Reason Code and in the Clear Reason



DD FORM 1716 CONTROL LOG BY PERSON — Page 6 of 22

LWILLIAM_OA45_CONT_CCO_DFASCO — Williams, Leonard — DATE: 07 Aug 1997

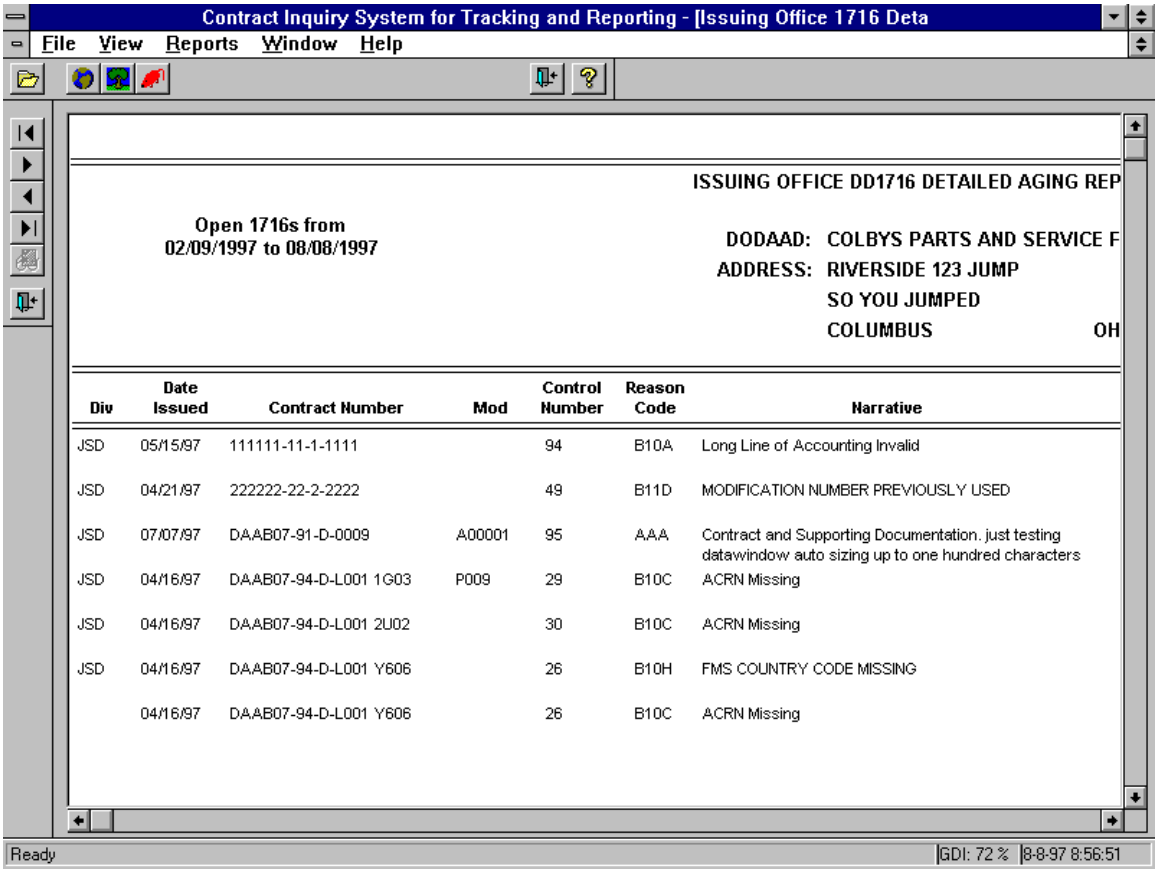
Division: JXT

LOG NUM	CONTRACT NUMBER	MOD NUM	RECVD DATE	AGE	SUSP	REASON CODE AND IN THE CLEAR REASON	
199	N00189-93-C-0114	P00002	24/Jul/97	14	15	B10C	ACRN Missing
205	N00024-86-C-3117	PK0001	24/Jul/97	14	30	B10D	ACRN Previously Used
213	MDA908-94-D-1520 SJ16		24/Jul/97	14	30	B4D	REMIT ADDRESS INCOMPLETE

Continued on next page

Appendix 6: DD Form 1716 Processing

Issuing Office 1716 Detail Aging Report (Open) - Division, Date Isssued, Contract Number, Mod, Control Number, Reason Code, Narrative, ACO Code, Cage Code, Age

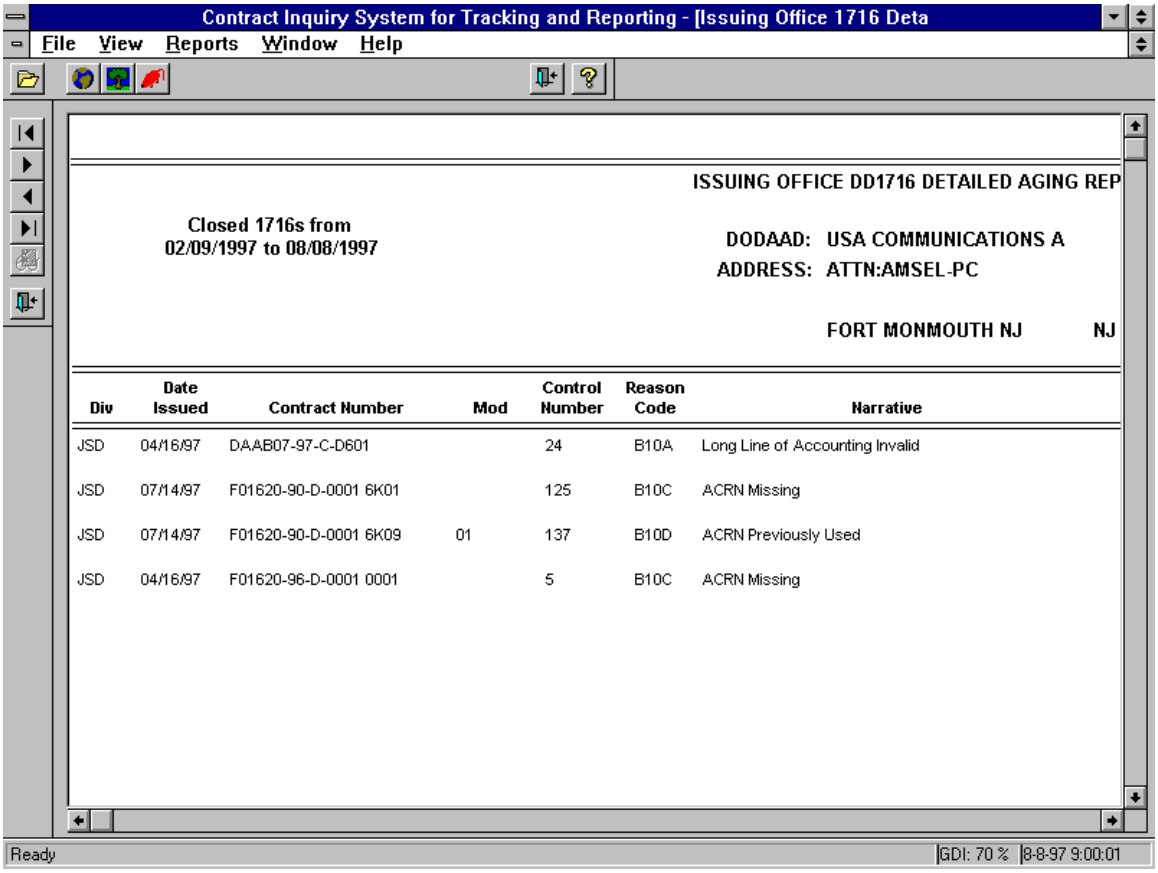


Div	Date Issued	Contract Number	Mod	Control Number	Reason Code	Narrative
JSD	05/15/97	111111-11-1-1111		94	B10A	Long Line of Accounting Invalid
JSD	04/21/97	222222-22-2-2222		49	B11D	MODIFICATION NUMBER PREVIOUSLY USED
JSD	07/07/97	DAAB07-91-D-0009	A00001	95	AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters
JSD	04/16/97	DAAB07-94-D-L001 1G03	P009	29	B10C	ACRN Missing
JSD	04/16/97	DAAB07-94-D-L001 2U02		30	B10C	ACRN Missing
JSD	04/16/97	DAAB07-94-D-L001 Y606		26	B10H	FMS COUNTRY CODE MISSING
	04/16/97	DAAB07-94-D-L001 Y606		26	B10C	ACRN Missing

Continued on next page

Appendix 6: DD Form 1716 Processing

Issuing Office 1716 Detail Aging Report (Closed) - Division, Date Issued, Contract Number, Mod, Control Number, Reason Code, Narrative, ACO Code, Cage Code, Age

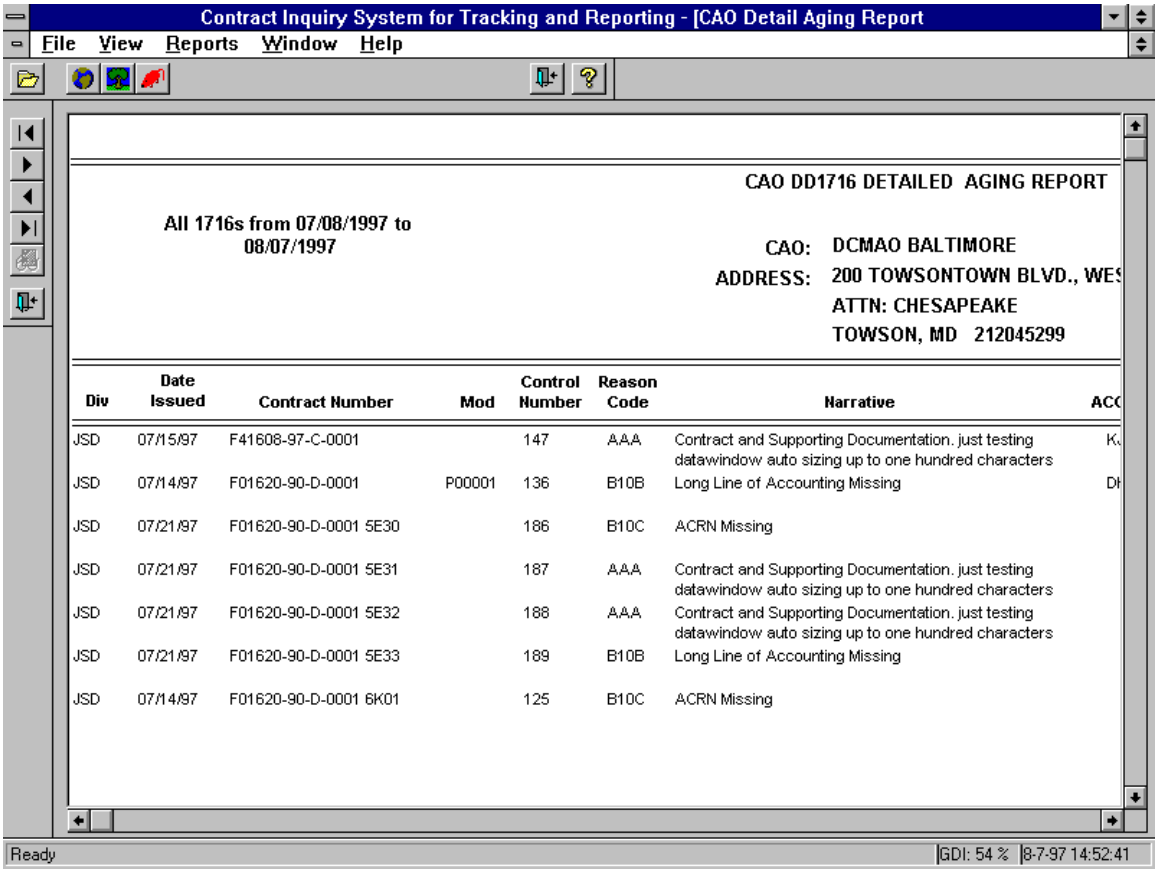


Div	Date Issued	Contract Number	Mod	Control Number	Reason Code	Narrative
JSD	04/16/97	DAAB07-97-C-D601		24	B10A	Long Line of Accounting Invalid
JSD	07/14/97	F01620-90-D-0001 6K01		125	B10C	ACRN Missing
JSD	07/14/97	F01620-90-D-0001 6K09	01	137	B10D	ACRN Previously Used
JSD	04/16/97	F01620-96-D-0001 0001		5	B10C	ACRN Missing

Continued on next page

Appendix 6: DD Form 1716 Processing

Issuing Office 1716 Detail Aging Report (All) - Division, Date Issued, Contract Number, Mod, Control Number, Reason Code, Narrative, ACO Code, Cage Code, Age



Div	Date Issued	Contract Number	Mod	Control Number	Reason Code	Narrative	ACC
JSD	07/15/97	F41608-97-C-0001		147	AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	K
JSD	07/14/97	F01620-90-D-0001	P00001	136	B10B	Long Line of Accounting Missing	DI
JSD	07/21/97	F01620-90-D-0001 5E30		186	B10C	ACRN Missing	
JSD	07/21/97	F01620-90-D-0001 5E31		187	AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	
JSD	07/21/97	F01620-90-D-0001 5E32		188	AAA	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	
JSD	07/21/97	F01620-90-D-0001 5E33		189	B10B	Long Line of Accounting Missing	
JSD	07/14/97	F01620-90-D-0001 6K01		125	B10C	ACRN Missing	

Continued on next page

Appendix 6: DD Form 1716 Processing

Validation of 1716A Report - Office, Control, Contract Number, Issued By, ACO, CAO, Mod, Reason Code, Issue Error Msg 1, CAO Error Msg 2, Reason Code Error Msg 3, Open or Closed

Contract Inquiry System for Tracking and Reporting - [Validation of 1716A]

File View Reports Window Help

VALIDATION OF DD1716A DATA REPORT PROGRAM Run Date: Aug 08, 1997 Page 1 of 3

(NOTE ALL RECORDS OPEN,CLOSED,ALL MODS VALIDATED)

THIS PROGRAM CHECKS DD1716A DATA BASE RECORDS FOR MISSING DATA

ERROR MESSAGE: 1. ISSUING ACTIVITY CODE IS BLANK.
ERROR MESSAGE: 2. CAO CODE IS BLANK.
ERROR MESSAGE: 3. REASON CODE IS BLANK.

THIS PROGRAM SHOULD BE RUN AS REQUIRED TO VALIDATE DD1716 RECORDS FOR DATA REQUIRED FOR MONTHLY/QUARTERLY REPORTS.

CORRECT REQUIRED DATA ELEMENTS ARE NEEDED FOR MONTHLY AND QUARTERLY REPORTS TO COMPUTE CORRECT STATISTICS.

OFFICE	CONTROL	CONTRACT NUMBER	ISSUED BY	ACO	CAO	MOD	REASON CODE	ISSUE ERROR-MSG-1	CAO ERROR-MSG-2	REASON CODE ERROR-MSG-3	OPEN C CLOSE
JSD	115	DAAB07-89-H-9900		KAD	S2404A	0001		X		X	OPEN
JSD	114	DAAB07-89-H-9900		KAD	S2404A	0009		X		X	OPEN
JSD	109	DAAB07-94-D-L001 606		VG	S2404A			X		X	OPEN
JSD	80	N00383-97-M-0001		VG	S2404A		AAA	X			OPEN
JSD	81	N00383-97-M-0001		VG	S2404A		B10A	X			OPEN
JSD	211	F30602-95-C-0020	F30602	VG	S2404A					X	OPEN
JSD	37	222222-92-2-2222		VG	S2404A		B10B	X			OPEN

Ready GDI: 72 % 8-8-97 9:01:43

Continued on next page

Appendix 6: DD Form 1716 Processing

Purchasing Office Report - Contract Number, Mod Number Received Date, Log Number, Type of Deficiency, Reason Code

Contract Inquiry System for Tracking and Reporting - [Purchasing Office Report

File View Reports Window Help

07 August 1997

DD Form 1716 Purchasing Office Report JSD

Contract Number	Mod Number	Recd Date	Log Number	Type of Deficiency	Reason Cd
DAAB07-97-C-D601		16/Apr/97	24	Long Line of Accounting Invalid	B10A
F01620-90-D-0001	P00001	14/Jul/97	136	Long Line of Accounting Missing	B10B
F01620-90-D-0001 0001		21/Apr/97	62	UNIT PRICE/EXTENDED PRICE MISSING	B7E
F01620-90-D-0001 0001		21/Apr/97	64	UNIT PRICE AND EXTENDED PRICE DO NOT AGREE	B7F
F01620-90-D-0001 5E30		21/Jul/97	186	ACRN Missing	B10C
F01620-90-D-0001 5E31		21/Jul/97	187	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	AAA
F01620-90-D-0001 5E32		21/Jul/97	188	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	AAA
F01620-90-D-0001 5E33		21/Jul/97	189	Long Line of Accounting Missing	B10B
F01620-90-D-0001 6K01		14/Jul/97	125	ACRN Missing	B10C
F01620-90-D-0001 6K02		14/Jul/97	127	Long Line of Accounting Missing	B10B
F01620-90-D-0001 6K02		14/Jul/97	127	Long Line of Accounting Invalid	B10A
F01620-90-D-0001 6K03		14/Jul/97	128	Contract and Supporting Documentation. just testing datawindow auto sizing up to one hundred characters	AAA
F01620-90-D-0001 6K04		14/Jul/97	129	Long Line of Accounting Missing	B10B

Page 1 of 5

Ready GDI: 54 % 8-7-97 15:13:16

End of Appendix

ZERO FILL GUIDELINES
as of 27 Sep 96

(With updates and corrections to 11 May 95 edition)

1. Purpose: This guidance provides the appropriate long line account structure for the most common fund codes used in AFMC. Contracts that are assigned to the Defense Contract Management Command are paid by DFAS-CO using the Mechanization of Contract Administration Services (MOCAS) payment system. The long line account must be transmitted from the obligating system (e.g., Acquisition Management Information System, AMIS) to the MOCAS system and from MOCAS to an accounting system (e.g., Central Procurement Accounting System, CPAS). The long line account must be setup and transmitted in an identical format in each system for the proper posting of a disbursement. Any deviation of the input or placement of a character in any of the systems will lead to an unmatched disbursement. Working with the DFAS-DE (DFAS-DE/ANI and ANM), HQ AFMC/FMA developed the "Zero Fill Requirement Table for AFMC Accounting Classifications", herein, for use by DFAS-DE and AFMC. MOCAS requires the accounting classification, long line account, to be in the Military Standard Contract Administration Procedures (MILSCAP) format. The table identifies the MILSCAP structure of the long line account data and the peculiar use of certain fields by fund codes. MILSCAP format divides the data into fields. Each field must have a specific number of digits entered. If the data to be used in that field is less than the number of digits provided, zeroes must be used in specific positions to fill in the field. The placement of the zeroes vary with each field and fund code. The table provides the position for data and zeroes for each field in the supplemental accounting classification section by fund code. A short primer on the MILSCAP structure is provided below to assist in communicating requirements among AFMC and DFAS accounting and payment stations.

2. MILSCAP Standard Accounting Classification Structure: The standard MILSCAP structure is as follows:

Treasury	**DoD**	**Supplemental Accounting Classification Data**						
Appropriation	**Limit**	**FC & PY**	**OAC/ ASN**	**BPAC**	**MPC**	**EEIC**	**PEC**	**ADSN**
nnnnxnnnn	**xxxx**	**xxx**	**nnxx**	**xxxxxx**	**xxxxxx**	**xxxxx**	**xxxxxx**	**xxxxxx**

DoDAAC
xxxxxx

Note: n - Must be numeric; x - allows alphanumerics

There are three major sections in the MILSCAP accounting classification format. The first two sections are the Treasury Appropriation and the DOD Limit. The appropriation data in the Teasury section is standard for each fund code. The "x" position in this field identifies the program year of the funds. The second section is the DoD Limit used for the Air Force allocation of Defense Agencies funds (Dept 97 funds, including DBOF, FMS, and Medical accounts). The data entered is standard for each fund code or account. There are no "zero fill"

requirements for this section. The final major section is the Supplemental Accounting Classification Data section. This section is subject to multiple use. Depending on the type of data to be placed in these fields, the need and position to "zero fill" the field varies. The standard AFMC fund cites for this section are provided in the following Table.

==========

MILSCAP "Zero Fill" Requirement Table for AFMC Accounting Classifications

MILSCAP accounting classification format is a DoD strandard and used for all MOCAS payments. This "zero fill" guidelines apply to all fund cites placed on a transfer (e.g., MIPR), commitment, or obligating document by AFMC fundholders that are 1) serviced by a DFAS-DE Defense Accounting Office (DAO) or Operating Location (OPLOC) and 2) payment made by DFAS-CO from MOCAS regardless of buying service or DoD agency. The Treasury Appropriation and DoD Limit are standard fields (no "zero fill" required) and shown in the example, only. The Supplemental Accounting Classification section requires "zero fill". This table shows the MILSCAP nomenclature, "zero fill" requirement, and the DFAS/AFMC acceptable peculiar use for a specific field in parentheticals, ( ). In the "zero fill" line a small "**x**" indicates the accounting data, zero (0) indicates the digit positions to be "zero filled". **Although some data fields are not used for some fund codes, the field must still be filled.** The ADSN and DoDAAC are standard fields (no "zero fill" required) in the Supplemental Accounting Classification section and are shown only in the example.

I. PROCUREMENT APPROPRIATIONS: (Procurement funds accounting structure can take one of two formats: 1) program mission - directly related to purchase of designated items; or 2) program management administration - supporting government management of program, indirect. These accounting structures are similar to Type C and A used for RDT&E funds.)

A. DIRECT MISSION USE (Type "C" Structure)

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
11x	xxxx	xxxxxx	0xxxx000000	000000 or	xxxxxx
15x	xxxx	xxxxxx	0xxxx000000	000000 or	xxxxxx
17x	xxxx	xxxxxx	0xxxx000000	000000 or	xxxxxx
H8x	xxxx	xxxxxx	0xxxx000000	000000 or	xxxxxx

EXAMPLE:

APPROPRIATION	FC/ YR	OAC/ ASN	BPAC	MPC	EEIC	PROGRAM ELEMENTS	ADSN
5753010	115	4730	119992	099400	00000	000000	503000

DODAAC
F03000

B. ADMINISTRATIVE USE (Type "A" Structure): The Type "A" structure contains the peculiar use of the Responsibility Center/Cost Center (RC/CC) code in the MPC field.

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
11x	xxxx	xxxxxx	xxxxxx xxx00 or **(RC/CC)**	000000 or xxxxx	xxxxxx
15x	xxxx	xxxxxx	xxxxxx xxx00 or **(RC/CC)**	000000 or xxxxx	xxxxxx
17x	xxxx	xxxxxx	xxxxxx xxx00 or **(RC/CC)**	000000 or xxxxx	xxxxxx
H8x	xxxx	xxxxxx	xxxxxx xxx00 or **(RC/CC)**	000000 or xxxxx	xxxxxx

EXAMPLE:

APPROPRIATION	FC/YR	OAC/ASN	BPAC	RC/CC	EEIC	PROGRAM ELEMENTS	ADSN
5763010	116	4798	15119Y	231100	40900	000000	503300

DODAAC
F0300

II. RDT&E APPROPRIATIONS:

A. DIRECT MISSION USE (Type "C" Structure)

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
29x	xxxx	xxxxxx	0xxxx000000	xxxxxx	

EXAMPLE:

APPROPRIATION	FC/YR	OAC/ASN	BPAC	MPC	EEIC	PROGRAM ELEMENTS	ADSN
5763600	296	47B4	681307	099400	00000	61102F	503000

DODAAC
F03000

NOTE: The above example is for mission funding 57*3600 fund type C only. For RBA do not include a PEC, zero fill only. Job order Numbers for DBA or RBA should be typed after the DODAAC. MPC's for FC 29 for fund type C should not have alpha characters unless assigned on a budget authority document.

B. ADMINISTRATIVE USE (Type "A" Structure): The Type "A" structure contains the peculiar use of the RC/CC in the MPC field.

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
29x	xxxx	xxxxxx	xxxxxx xxx00 or (RC/CC)	xxxxxx xxxxx	

EXAMPLE:

APPROPRIATION	FC/YR	OAC/ASN	BPAC	RC/CC	EEIC	PROGRAM ELEMENTS	ADSN
5763600	296	4712	6606TS	101530	59212	65807F	669800

DODAAC
F69800

NOTE: The above example is for support funding 57*3600 fund type A only. For RBA do not include PEC, zero fill only. Job order numbers for DBA or RBA should be typed after the DODAAC.

II. OPERATIONS AND MAINTENANCE (O&M) APPROPRIATIONS: There are four accounting structures for O&M shown in this table. The first two are for FC 30 differences in the data in the BPAC, MPC, and PEC fields for FY93 and prior funds verses FY94 and later funds. The third structure is for AF Reserves O&M funds. The fourth and final structure is for medical funding. Peculiar data for the O&M fund cites are the use of RC/CC, Budget Activity Code (BAC), and Major Force Program (MFP) code in the BPAC, MPC, and PEC fields.

A. FC 30 - FY94 AND LATER:

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
30x	xxxx	xxxxxx (RC/CC)	xx0000 xxx00 or (BAC)	xxxxxx or xxxxx	000000

EXAMPLE:

APPROPRIATION	FC/YR	OAC/ASN	RC/CC	BAC	EEIC	PEC	ADSN
5753400	305	475A	110704	040000	40815	72806F	503000

DODAAC
F03000

B. FC 30 - FY93 AND PRIOR:

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
30x	xxxx	xxxxxx000000	xxx00 or	xxxxxx xxxxx	
		(RC/CC)			

EXAMPLE:

APPROPRIATION	FC/ YR	OAC/ ASN	RC/CC	BAC	EEIC	PEC	ADSN
5733400	303	475A	110704	000000	40815	72806F	503000

DODAAC
F03000

C. AF RESERVES

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
54x	xxxx	xx0000xxxxxx	xxx00 or	000000 xxxxx	
		(BAC)	**(RC/CC)**		

D. DEFENSE HEALTH PROGRAM - MEDICAL:

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
2Xx	xxxx	xx0000xxxxxx	xxx00 or	000000 xxxxx	
		(MFP)	**(RC/CC)**		

EXAMPLE:

Apprpriation.Limit	FC/ YR	OAC/ ASN	MFP	RC/CC	EEIC	PEC	ADSN
9750130.1883	2X5	47WW	B80000	4A5723	59200	000000	503000

DODAAC
F03000

IV. STOCK FUND AUTHORIZATIONS:

A. Supply Management Business Area (SMBA): SMBA peculiar source data for the BPAC and PEC fields are the Stock Record Account Number (SRAN), Control Symbol Number (CSN), and the Product Directorate Code (PDC) . The CSN is developed differently at the various centers and is not the same for RSD and SSD. However, the PEC field, where the CSN is used, must always contain six digits or be zero filled. (The SRAN is no longer used in the BPAC field for SSD or RSD.)

1. **Reparable Support Division (RSD)**

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
64x	xxxx	xxxxxx	0xxxx0	00000	000000 or xxxxxx **(CSN)**

EXAMPLE:

Appropriation.Limit	FC & PY	OAC/ ASN	BPAC	MPC	EEIC	PEC	ADSN
97X4930.FC04	645	47E8	15328Z	01N000	00000	000000	503300

DODAAC
F0330L

Note: The BPAC field contains the code "15" (first two positions) followed by the System Management Code (SMC) for RSD.

2. **System Support Division (SSD):**

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
6Hx	xxxx	xxxxxx	0xxxx0	00000	000000 or xxxxxx **(CSN)**

EXAMPLE:

Appropriation.Limit	FC & PY	OAC/ ASN	BPAC	MPC	EEIC	CSN	ADSN
97X4930.FCOH	6H5	47ES	FD2040	01N000	00000	27438F	503200

DODAAC
F0320F

Note: The BPAC field contains the code "FD" (first two positions) followed by the System Management Code (SMC) for SSD.

3. **General Support Division (GSD)**

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
6Cx	0000	xxxxxx **(SRAN)**	0xxxx0	xxx00 or xxxxxx	000000

EXAMPLE:

Appropriation.Limit	FC & PY	OAC/ ASN	SRAN	MPC	EEIC	PEC	ADSN
57X4921.0070	6C5	0000	FB4500	01N000	00000	000000	503000

DODAAC
F03000

4. Cost of Operation Division (COD): There is no "zero fill" requirement for COD fund cite. The Defense Business Management System (DBMS) is the accounting system. DBMS does not require a MILSCAP format. The long line account is entered by an AFMC Liaison Office (LO) at the nine AFMC COD fundholder locations. Questions on these long line accounts should be handled by the local LO office.

B. Depot Maintenance Business Area (DMBA): There are three types of funds under DMBA; Capital Procurement Program (CPP), Organic and Contract. Each of these use the same format. The BPAC and MPC fields are used to provide the General Ledger Account Code (GLAC), Program Control Number (PCN) and the Document Number.

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
6Ex	xxxx	xxxxxx	0xxxx0 or 00000 xxxxxx	000000	
		(GLAC or PCN)	**(MPC or Document #)**		

EXAMPLE:

Appropriation.Limit	FC & PY	OAC/ ASN	PCN	MPC	EEIC	PEC	ADSN
97X4930.FA20	6E2	6308	TBJFHO	011000	00000	000000	503300
DODAAC F0330L							

V. FOREIGN MILITARY SALES (FMS): There are two fund codes for AF FMS funds that have payments processed through MOCAS: 4F - Direct Cite and 4A - Administrative. FMS peculiar data for BPAC and PEC fields are Contract-NonContract Category Code (CNCC), Master Case Code (MCC), Country Codes (CC) and Line Item Code (LIC).

1. DIRECT CITE:

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
4FX	xxxx	xxxxxx	000000 0xxxx0	00000	xxx000
		(CNCC, MCC, CC)			**(LIC)**

EXAMPLE:

Appropriation.Limit	FC & PY	OAC/ ASN	CNCC/ MCC/CC	MPC	EEIC	LIC	ADSN
9711X8242.VE02	4FX	47E2	CQCAVE	000000	00000	011000	503000
DODAAC F03000							

2. ADMINISTRATIVE CITE: Administrative funds are normally processed through the local accounting and payment systems. Only when funds are placed on contracts administered by the Defense Contract Management Command and paid by the DFAS-CO MOCAS system do they require the MILSCAP format shown below:

FC&PY	OAC/ASN	BPAC	MPC	EEIC	PEC
4Ax	xxxx	0xxxxx	xxxxxx	xxx00 or xxxxx	000000
		(LIC & CC)	**(RC/CC)**		

EXAMPLE:

Appropriation.Limit	FC & PY	OAC/ ASN	LIC &CC	RC/CC	EEIC	PEC	ADSN
9711X8242.AL62	4A6	47M1	0ADMOO	1P126Z	52200	000000	503000

DODAAC
F03000

==========END OF MILSCAP "ZERO FILL" REQUIREMENT TABLE==========

Appendix 8: Making Changes to this Procedure (Completing DFAS-CO Form 65)

DFAS-CO FORM 65

Attached is a DFAS-CO Form 65. This form must be used for all recommended desk procedure changes. Please use the following guidelines when completing the form:

GUIDELINES
A separate form must be used for each recommendation.
The recommended change should reference the current method, module, and step number(s).
The recommended change should also include documentation to support the changes (i.e., copies of screens, etc.).
The recommended change must be signed by your Branch Chief.

SUBMITTING DFAS-CO FORM 65

Forward the recommended change to DFAS-CO-JXSB where a tracking number will be assigned and an estimated completion date will be given to the originator.

Continued on next page

Appendix 8: Making Changes to this Procedure (Completing DFAS-CO Form 65)

DESK PROCEDURE CHANGE REQUEST

PART I: To be completed by the requestor.	
1.	Print Name:
	Organization:
	Extension:
2.	Requested By: Signature Date
3.	DESK PROCEDURE (DP) NUMBER:
4.	DESCRIBE CURRENT PROCEDURE(Include Module and Step No.):
	(If additional space is required, continue on back.)
5.	DESCRIBE RECOMMENDED CHANGE TO DP (Attach documentation)
	(If additional space is required, continue on back.)
PART II: To be completed by Branch Chief.	
1.	Organization:
	Extension:
2.	Approved By: Title Signature Date
PART III: To be completed by DFAS-CO-JXSB.	
1.	Date received:
2.	Tracking Number Assigned:
3.	Name and Extension of Point of Contact:
4.	Received By: Signature Date

DFAS-CO Form 65
Revised February 1996
Previous versions may be used until depleted.

End of Appendix