DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

DoD 4000.25-5-M

IN REPLY
REFER TO

DLMSO

FEB 17 1999

FOREWORD

This manual is issued under the authority of Department of Defense (DoD) Directive 4140.1, Materiel Management Policy," January 4, 1993, and it implements provisions of the Federal Acquisition Regulation (FAR) and the DoD FAR Supplement (DFARS).

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

a. Standard formats, data elements, and codes for capturing key contract information.

b. Standard procedures for forecasting and reporting deliveries.

c. Computer processable contract payment notification for input into allotment and obligation status records.
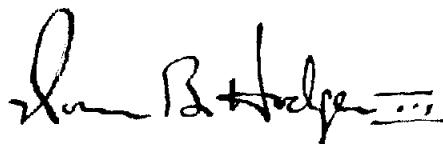

This manual supersedes DoD 4000.25-5-M, Mar 93, and Changes 1 through 5.

The text of this manual is similar to the previous editions. However, paragraph numbering has been revised (see paragraphs C1.7.1.2., 3., and 4. on page C1.8) to conform to the recently issued requirement for preparing DoD issuances. Other editorial changes and clarifications contained in this edition of the manual are designated in **bold italics**.

Department of Defense activities requiring copies of this manual should submit requests through normal requisitioning channels of the DoD Component, as shown on page C1-9. Heads of DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective commands.

Recommendations for revisions to this manual are encouraged. All proposed revisions or corrections should be sent to the designated focal points as shown on pages C1-6 and C1-7.

BY ORDER OF THE DIRECTOR

NORMAN B. HODGES III
Colonel, USA
Headquarters Complex Commandant

DISTRIBUTION:
        Army: DA 12-04-E (Block 0373)
        Navy: Special Distribution
        Air Force: F
        Marine Corps: HB
        Defense Logistics Agency: 2; 62

MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES

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ACRONYMS AND ABBREVIATIONS

**Acronym or
Abbreviation**   <u>Definition</u>

A/A	Acceptance Alert, DI Code PK5
ACO	Administrative Contracting Officer
ACPS	Automated Contract Preparation System (Air Force)
ACRN	Accounting Classification Reference Number
ADP	Automatic Data Processing
AFAFC	Accounting and Finance Center (Air Force)
AFMC	Air Force Materiel Command
AMC	Army Materiel Command
AMCL	Approved MILSCAP Change Letter
AMIS	Acquisition Management Information System (Air Force)
ANSI	American National Standards Institute
Applic	Applicable
A/R	Acceptance Report, DI Codes PKN/PKP
ARPA	Advanced Research Project Agency
ATCOM	Aviation and Troop Command
AUTODIN	Automatic Digital Network
BAAN	Budget Authorization Account Number
BPAC	Budget Program Activity Code
CAGE	Cataloging Handbook H4/H8, Contractor and Government Entity
CAO	Contract Administration Office
CC	Cost Center
CCE	Contract Closeout Extension, DI Code PKZ
CCS	Contract Completion Statement, DI Code PK9
CCSS	Commodity Command Standard System
CDD	Contract Delivery Date
CECOM	Communications and Electronics Command
CLIN	Contract Line Item Number
COMM RI	Communications Routing Identifier (a seven-digit alpha code)
CONUS	Continental United States
CPN	Contract Payment Notice, DI Codes PV1 through PV5, and PVA
DAAS	Defense Automatic Addressing System
DAPS	Defense Automated Printing Service
DCMAO	Defense Contract Management Area Office
DCMC	Defense Contract Management Command
DCMD	Defense Contract Management District

Acronym or Abbreviation	Definition
DD Form	Department of Defense Form
DD Form 250	Material Inspection and Receiving Report
DD Form 350	Individual Contracting Action Report (over $25,000)
DD Form 375	Production Progress Report
DD Form 375-2	Delay in Delivery
DD Form 1155	Order for Supplies or Services
DD Form 1423	Contract Data Requirements List
DD Form 1594	Contract Completion Statement
DD Form 1716	Contract Data Package Recommendation/Deficiency Report
DDN	*Defense Data Network (the DoD replacement for AUTODIN)*
DFARS	DoD Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DI	Document Identifier
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Standards Office
DLSS	Defense Logistics Standard Systems
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DPAS	Defense Priorities and Allocations System
DPP	Director of Defense Procurement
DPRO	Defense Plant Representative Office
DPSC	Defense Personnel Support Center
DSN	Defense Switched Network
DSS	Depot Standard System
DSSN	Disbursing Station Symbol Number
DUSD(L)	Deputy Under Secretary of Defense (Logistics)
E of E	Element of Expense
EFT	*Electronic Funds Transfer*
ELIN	Exhibit Line Item Number
EOM	End of Month
FAR	Federal Acquisition Regulation
FC	Formal Change
FDD	Forecast Delivery Date
FMS	Foreign Military Sales
FOB	Free on Board
IC	Interim Change

Acronym or
Abbreviation   **Definition**

SF 1	Printing and Binding Requisition
SF 26	Award/Contract
SF 30	Amendment of Solicitation/Modification of Contract
SF 33	Solicitation, Offer, and Award
SF 1081	Voucher and Schedule of Withdrawals and Credits
ICP	Inventory Control Point
IM	Inventory Manager
IOC	Industrial Operations Command
JANAP	Joint Army, Navy, and Air Force Publication
JO23	Small Purchase System (Air Force)
JO41	Acquisition and Due-in System (Air Force)
MAPAD	Military Assistance Program Address Directory
MICOM	Missile Command
MILSCAP	Military Standard Contract Administration Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MOCAS	Mechanization of Contract Administration Services
MPC	Materiel Program Code
NSN	National Stock Number
OF	Optional Form
OF 336	Continuation Sheet
OFPP	Office of Federal Procurement Policy
PIIN	Procurement Instrument Identification Number
PIO	Provisioned Item Order
PM	Project Manager
PMCL	Proposed MILSCAP Change Letter
PO	Purchasing Office
PQA	Procurement Quality Assurance
PRON	Procurement Request Order Number
RC	Responsibility Center
RCN	Record Control Number
RCS	Report Control Symbol
RDT&E	Research, Development, Test, and Evaluation
RON	Reimbursable Order Number

Acronym or Abbreviation	Definition
RP	Record Position
SAMMS	Standard Automated Materiel Management System
SF	Standard Form
SPIIN	Supplementary Procurement Instrument Identification Number
SPN	Shipment Performance Notice, DI Codes PJJ and PJR
TACOM	Tank Automotive and Armament Command
TCMD	Transportation Control and Movement Document
UADPS	Uniform Automated Data Processing System
UCS	Unclosed Contract Status, DI Code PKX
USD(A&T)	*Under Secretary of Defense (Acquisition and Technology)*

REFERENCES

(a)   DoD Directive 4140.1, "Materiel Management Policy," January 4, 1993.

(b)   DoD 4000.25-M, "Defense Logistics Management System," December 1995,
        authorized by DoDD 4140.1, reference (a).

(c)   DoD 5025.1-M, "DoD Directives System Procedures," August 15, 1994,
        authorized by DoD Directive 5025.1, DoD Directives System, June 24, 1994.

(d)   Federal Acquisition Regulation (FAR), current edition, authorized by the Office
        of Federal Procurement Policy (OFPP).

(e)   DoD Federal Acquisition Regulation Supplement (DFARS) current edition,
        authorized by OUSD(A) in the Defense Acquisition Regulation System.

(f)   DoD 8320.1-M-1, "Data Element Standardization Procedures," January 1993,
        authorized by DoD Directive 8320.1, DoD Data Administration,
        September 26, 1991.

(g)   DoD 4000.25-13-M, "DoD Logistics Data Element Standardization and
        Management Program Procedures," January 1984, authorized by
        DoD Directive 4140.1.

(h)   DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures,"
        May 1, 1987, authorized by DoD Directive 4140.1.

(i)   DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting
        Procedures," May 1, 1987, authorized by DoD Directive 4140.1.

(j)   DoD 4500.32-R, "Military Standard Transportation and Movement Procedures,"
        March 15, 1987.

(k)   Joint Army, Navy and Air Force Publication (JANAP) 128 (J), "Automatic Digital
        Network (AUTODIN) Operating Procedures," July 30, 1993.

(l)   "DoD Directory of Contract Administration Services Components,"
        February 1995, authorized by DASD(P) Memorandum dated April 5, 1990,
        subject: Directory of Contract Administration Services.

(m)   Reserved.

(n)   Reserved.

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

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

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

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

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

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

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

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

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

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

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

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

C1. CHAPTER 1

ADMINISTRATIVE AND GENERAL

C1.1. AUTHORITY

This manual is issued under authority of the Department of Defense (DoD) Directive 4140.1 (reference (a)).

C1.2. PURPOSE

C1.2.1. The Military Standard Contract Administration Procedures (MILSCAP) have been established to attain a greater degree of simplification, standardization, and automation in the processing of contract and contract related logistics and financial data.

C1.2.2. This manual prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related information between and among DoD Components. This standardization action provides the basis for the DoD Components to design and implement compatible internal procedures for coding, transmitting, decoding, and using logistics information.

C1.3. APPLICABILITY

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

C1.4. POLICY

Under provisions of DoD Directive 4140.1 (reference (a)), it is the policy of the DoD that:

C1.4.1. MILSCAP shall be disseminated, as required, to the using levels of DoD Components. Supplemental procedures issued by DoD Components or other organizations are authorized when additional detailed instructions are required.

C1.4.2. MILSCAP shall be implemented uniformly between DoD Components and at all levels within each DoD Component. Priority shall be given to the development and implementation of inter-DoD Component procedures before separate development and implementation of intra-DoD Component procedures.

C1.4.2.1. Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

C1.4.2.2. Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

C1.5. RESPONSIBILITIES

C1.5.1. Under provisions of DoD Directive 4140.1 (reference (a)), the Director of Defense Procurement (DDP) shall provide policy guidance, shall oversee MILSCAP, and shall direct implementation of and compliance with the Directive as it relates to MILSCAP. In carrying out this responsibility, the DDP shall:

C1.5.1.1. Approve the development of new MILSCAP assignments or revisions to existing assignments.

C1.5.1.2. Provide the Defense Logistics Management Standards Office (DLMSO) with policy guidance concerning the design, development, documentation, and maintenance of MILSCAP procedures.

C1.5.1.3. Review and approve DLMSO plans, priorities, and schedules for MILSCAP.

C1.5.1.4. Introduce new system improvements and expansion of MILSCAP.

C1.5.1.5. Approve or disapprove requests to use a system other than MILSCAP.

C1.5.1.6. Resolve issues submitted by DLMSO concerning resources, policy, and requests for deviations or waivers from the use of MILSCAP.

C1.5.2. The Director, DLMSO, shall establish a system administrator for MILSCAP.

C1.5.3. The DoD MILSCAP System Administrator shall:

C1.5.3.1. Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the *USD(A&T)* and to ensure the involvement of telecommunications planning in an integrated system design.

C1.5.3.2. Recommend system improvements and additional policy, as required, during the development of procedures.

C1.5.3.3. Develop, publish, and maintain this manual consistent with DoD 5025.1-M (reference (c)).

C1.5.3.4. Evaluate and coordinate proposed system revisions with DoD Components and furnish a copy of all revision proposals to the DDP.

C1.5.3.5. Resolve issues concerning procedural matters within 90 days after receipt of all comments from DoD Components. Issues affecting resources or policy shall be referred, together with the comments of the DoD Components and a recommendation by the DoD MILSCAP System Administrator, to the DDP for decision.

C1.5.3.6. Disseminate to DDP a quarterly status review of all revision proposals that have not yet been approved for publication or, that if approved, have not been implemented.

C1.5.3.7. Ensure compatibility of assigned systems. Coordination shall be effected, when appropriate, among system administrators for assigned systems, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Compatibility among these systems and groups shall be attained, when appropriate, before coordination with the DoD Components.

C1.5.3.8. Ensure uniform implementation of this manual by:

C1.5.3.8.1. Reviewing all supplemental procedures issued by DoD Components to ensure continuing conformance of revisions to the approved system.

C1.5.3.8.2. Reviewing implementation plans and implementation dates of DoD Components and making recommendations for improvements.

C1.5.3.8.3. Conducting periodic evaluations to determine effectiveness of the system.

C1.5.3.8.4. Conducting staff assistance visits of selected system segments to determine compliance with prescribed system requirements and to furnish clarification to ensure uniform interpretation of the requirements of the system.

C1.5.3.8.5. Reporting to DDP the findings and recommendations of evaluations and staff assistance visits, along with the comments of the DoD Components concerned.

C1.5.3.8.6. Securing semiannually, from the DoD Components, status information concerning implementation of approved system revisions.

C1.5.3.9. Review and evaluate curricula of DoD and other Defense Logistics Standard Systems (DLSS) participant training schools offering courses related to MILSCAP and make recommendations for improvements.

C1.5.3.10. Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the DoD MILSCAP System Administrator. Unresolved problems and continued violations shall be referred to DDP for resolution or corrective action.

C1.5.3.11. Review and coordinate with DoD Components all requests for system deviations and exemptions and make appropriate recommendations to *USD(A&T)* based on fact finding studies or analysis of accompanying justification.

C1.5.4. The Heads of DoD Components and other participating organizations shall:

C1.5.4.1. Designate an office of primary responsibility for MILSCAP to serve as the MILSCAP Focal Point. They shall identify to the DoD MILSCAP System Administrator the name of a primary and alternate focal point representative for MILSCAP to:

C1.5.4.1.1. Serve on the MILSCAP Focal Point Committee.

C1.5.4.1.2. Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedural aspects.

C1.5.4.1.3. Ensure continuous liaison with the DoD MILSCAP System Administrator and other DoD Components and participating organizations.

C1.5.4.1.4. Evaluate all suggested changes to MILSCAP that originate within the DoD Component or participating organization. Beneficial suggestions shall be evaluated initially by the focal point.

C1.5.4.1.4.1. If a suggestion is received by the DoD MILSCAP System Administrator directly for evaluation, it shall be forwarded to the appropriate DoD Component or participating organization focal point for review and evaluation.

C1.5.4.1.4.2. If the suggestion is considered worthy of adoption, the focal point shall submit a change proposal to the DoD MILSCAP System Administrator, stipulating specific narrative changes to the manual.

C1.5.4.1.4.3. Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

C1.5.4.1.5. Submit revision proposals to the DoD MILSCAP System Administrator with justification and expected benefits.

C1.5.4.1.6. Develop and submit to the DoD MILSCAP System Administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the DoD MILSCAP System Administrator.

C1.5.4.1.7. Participate in system staff assistance visits in coordination with the DoD MILSCAP System Administrator.

C1.5.4.2. Implement approved systems and revisions thereto and provide the DoD MILSCAP System Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 workdays after May 1st and November 1st and shall begin with the publication of the approved system change.

C1.5.4.3. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSCAP. In addition, furnish copies of initial training instructions concerning MILSCAP to the DoD MILSCAP System Administrator.

C1.5.4.4. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

C1.5.4.5. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the DoD MILSCAP System Administrator.

C1.5.4.6. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

C1.5.4.7. Provide the Defense Logistics Agency (DLA) with an open rider requisition using Standard Form (SF) 1, "Printing and Binding Requisition," and bulk distribution lists to cover all printed changes to this manual. The SF 1 will be sent to:

ATTN DLA DAPS CUSTOMER SERVICE REPRESENTATIVE
8725 JOHN J KINGMAN ROAD ROOM 1560
FORT BELVOIR VA   22060-6221

FAX number is (703) 767-5078

C1.5.4.8. Ensure that operating activities supporting MILSCAP functions comply with this manual.

C1.5.4.9. Furnish to the DoD MILSCAP System Administrator copies of supplemental and internal procedures, and changes thereto, relating to the operation of MILSCAP.

C1.5.4.10. Report to the DoD MILSCAP System Administrator violations and deviations that arise during system operations.

C1.6. FOCAL POINT COMMITTEE

C1.6.1. Organization and Management. The MILSCAP Focal Point Committee shall:

C1.6.1.1. Consist of representatives from the DoD Components and other participating organizations for MILSCAP.

C1.6.1.2. Be chaired by the DoD MILSCAP System Administrator.

C1.6.1.3. Meet at least quarterly. Minutes of these meetings shall be distributed by the DoD MILSCAP System Administrator within 30 days.

C1.6.2. Functions. The MILSCAP committee shall participate in the development, implementation, and maintenance of MILSCAP.

C1.6.3. Focal Points. The following have been designated as the office of primary responsibility or focal point for MILSCAP matters within the following organizations (DSN is the Defense Switched Network):

Army	COMMANDER US ARMY MATERIEL COMMAND ATTN **AMCRDA AT** 5001 EISENHOWER AVENUE ALEXANDRIA VA 22333-0001 DSN **767-8348 - Carmen Jennings**

Navy
COMMANDER, NAVAL SUPPLY SYSTEMS
5450 CARLISLE PIKE
ATTN SUP 02XE
P O BOX 2050
MECHANICSBURG PA   17055-0791
DSN 430-2930 - Diane Lucas

Air Force
PRICING AND CONTRACT ADMINISTRATION
    DIVISION
ATTN SAF/AQCP
THE PENTAGON ROOM 4C251
WASHINGTON DC   20330-5040
DSN 225-3656 - Eric Kattner

Marine Corps
COMMANDANT OF THE MARINE CORPS
ATTN HQMC-LB2
3033 WILSON BOULEVARD
ARLINGTON VA   22201-3843
DSN 226-1009 - Barbara Cordle

DFAS
DEPUTY DIRECTOR FOR POLICY
DEFENSE FINANCE AND ACCOUNTING
SERVICE
ATTN DFAS-FCC ROOM 10B220
WASHINGTON DC   20376-5001
DSN 227-0811 - Ken Sweitzer

DLA
ATTN DLSC-PRS
DEFENSE LOGISTICS AGENCY
PROCUREMENT SYSTEMS & EC/EDI TEAM
7676 OLD SPRINGHOUSE ROAD
McLEAN VA 22102-3403
DSN 235-5242 - John Christensen

C1.6.4. DoD Components other than those shown in paragraph C.1.6.3. should contact the DoD MILSCAP System Administrator:

ATTN DLMSO
DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE
7676 OLD SPRINGHOUSE ROAD
McLEAN VA 22101-3403
DSN 235-5141

C1.7. PUBLICATION OF THE MANUAL

C1.7.1. Organization and Numbering

C1.7.1.1. In addition to the front matter (Foreword, Table of Contents, Acronyms and Abbreviations, etc.), the manual is organized into chapters and appendices.

C1.7.1.2. *Each chapter begins with C, the first chapter is C1. The chapter may be further divided into sections and, where necessary, into paragraphs and subparagraphs; all will be numbered as follows:*

Chapter C1

C1.1. Section

C1.1.1. Subsection

C1.1.1.1. Paragraph

C1.1.1.1.1. Subparagraph

C1.7.1.3. *Appendices are identified by AP followed by the number of the appendix group, e.g., AP1 is MILSCAP Data Elements and Codes. When appendices are subdivided, the subdivisions are then numbered beginning with 1, e.g., AP1.1 is Document Identifier Codes.*

C1.7.1.4. *Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with Arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter, e.g., C1. Pages of an appendix are numbered in sequence beginning with 1 and each page number of an appendix is preceded by the number of the appendix, e.g., AP1.1-, AP2.1-, etc., followed by the page number of the individual appendix.*

C1.7.1.5. Reference to this manual in correspondence, messages, etc., will be shown by stating "MILSCAP" followed by the section/paragraph or appendix; for example, "MILSCAP, paragraph C5.3.2."

C1.7.2. Distribution of the Manual

C1.7.2.1. DLA will distribute this manual and formal changes to a bulk distribution point within each DoD Component and participating organization as requested by the

organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

   C1.7.2.2. Requests for changes in the distribution list for this manual will be submitted by a DoD Activity to its DoD Component as follows:

Army	COMMANDER US ARMY MATERIEL COMMAND ATTN *AMCRDA AT* 5001 EISENHOWER AVENUE ALEXANDRIA VA 22333-0001
Navy	*COMMANDER* *NAVAL SUPPLY SYSTEMS* *5450 CARLISLE PIKE* *ATTN SUP 02XE* *P O BOX 2050* *MECHANICSBURG PA 17055-0791*
Air Force	PRICING AND CONTRACT ADMINISTRATION DIVISION ATTN SAF/AQCP THE PENTAGON ROOM 4C251 WASHINGTON DC 20330-5040
Marine Corps	COMMANDANT OF THE MARINE CORPS ATTN HQMC-*LB2* WASHINGTON DC 20380-0001
DFAS	DEFENSE FINANCE AND ACCOUNTING SERVICE ATTN DFAS-FCC WASHINGTON DC 20376-5001
DLA	ATTN DASC VC PUBS DEFENSE AUTOMATED PRINTING AND SUPPORT CENTER 8725 JOHN J KINGMAN ROAD SUITE *1560* FORT BELVOIR VA 22060-*6221*

DoD Components (other than   ATTN DLMSO
those shown above)   DEFENSE LOGISTICS MANAGEMENT
                              STANDARDS OFFICE
                              7676 OLD SPRINGHOUSE ROAD
                              McLEAN VA 22101-3403

C1.7.2.3. Copies of this manual may be obtained by DoD Activities through normal publication requisitioning channels of the Service/Agency involved; and by others through the Director, DLMSO.

C1.7.3. Formal and Interim Changes

C1.7.3.1. Formal changes (FC) to this manual will be published, as needed. Each FC will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by bold italics.

C1.7.3.2. Interim changes (IC) will be issued to publish emergency or other changes when there is insufficient time to publish a FC. Each IC will be incorporated in an FC without undue delay. Each IC will be numbered consecutively and will indicate the FC in which it will be incorporated. For example, the second IC to be incorporated in change 3 will be numbered "IC 3-2." The DoD MILSCAP System Administrator will distribute copies of each IC to the MILSCAP Focal Points.

C1.8. **PROPOSED CHANGES**

C1.8.1. Activities proposing revisions to this manual will forward the proposal to their focal point.

C1.8.2. If concurred with, the focal point will forward the proposed change to the DoD MILSCAP System Administrator:

ATTN DLMSO
DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE
7676 OLD SPRINGHOUSE ROAD
FT BELVOIR VA   22060-6217

C1.8.3. In accordance with DoD Directive 4140.1 (reference (a)), the following information must accompany proposed changes to this manual when they are forwarded to the DoD MILSCAP System Administrator:

C1.8.3.1. Proposed Concept/Rationale: A narrative description of the idea underlying the proposed change and an explanation of the need for the change. (The purpose of this information is to identify both the basic idea and/or problem and why it is a problem.)

C1.8.3.2. Interface/Impact Requirements: Identify all known or potential impacts on the DLSS or other DoD logistics or financial systems. (The purpose of this information is to determine who should be involved with or be made aware of this proposal.)

C1.8.3.3. Advantages/Disadvantages: Identify the known or potential advantages or benefits that are expected to result from the proposed change. Disadvantages, when known, should also be addressed.

C1.8.3.4. Procedures: The proposed wording of the change for this manual and for any other publications that are affected by this proposed change.

C1.8.4. The DoD MILSCAP System Administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the MILSCAP Focal Points.

C1.8.4.1. Initiating Proposed MILSCAP Change Letters (PMCLs). Consecutively numbered PMCLs will be prepared for requests which demonstrate significant benefits. The PMCL will be forwarded to USD(A&T), the participating Services/Agency, and the DoD System Administrators of other DoD Systems impacted by the proposed change. A minimum of 60 days will be allowed for staffing. Information in regard to the establishment of an implementation date for the proposed change, if adopted, will also be requested. When required for evaluation of a proposal, the DoD MILSCAP System Administrator will request that the Services/Agency provide cost/benefit data with their responses. Nonreceipt of responses within the specified timeframes will result in the DoD MILSCAP System Administrator initiating follow-up correspondence with the nonresponding Service/Agency.

C1.8.4.2. Receiving and Evaluating Service/Agency Responses

C1.8.4.2.1. Proposed change letters not receiving complete Service/Agency concurrence will be scheduled for discussion/resolution at a subsequent meeting of the designated Service/Agency focal point representatives. The establishment of an effective date for the change, if adopted, may also be subjected to joint meeting for resolution.

C1.8.4.2.2. Issues which involve procedural matters will be resolved by the DoD MILSCAP System Administrator, normally within 90 days after the receipt of all comments from the participating Services/Agency.

C1.8.4.2.3. Matters affecting policy, together with the Service/Agency comments and a recommendation by (or from) the DoD MILSCAP System Administrator, will be referred to the **USD(A&T)** for resolution.

C1.9. APPROVED CHANGES

C1.9.1. Coordination. After a proposed change to this manual is approved, the DoD MILSCAP System Administrator will, in coordination with the MILSCAP Focal Points, establish an implementation date for the change. Coordination will be effected through agreements reached during DoD MILSCAP Focal Point Committee deliberations or, in most cases, through letters to the MILSCAP Focal Points.

C1.9.2. Effective Date. Following receipt and evaluation of DoD Component preferred implementation dates, the DoD MILSCAP System Administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the DoD MILSCAP System Administrator through release of an approved MILSCAP change letter (AMCL).

C1.9.3. AMCLs. These will be numbered consecutively and are provided to formally notify system participants of approved changes. AMCLs may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The DoD MILSCAP System Administrator will distribute copies of AMCLs to the MILSCAP Focal Points.

C1.9.4. Implementation. DoD policy (see section C1.4., above) requires full implementation of MILSCAP. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The DoD MILSCAP System Administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the DDP for resolution.

C1.10. SUPPLEMENTAL PROCEDURES

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

C1.10.1. Army:

C1.10.1.1. Commodity Command Standard System Operating Instructions (CCSSOI) 715-100, Volumes 2 and 4.

C1.10.1.2. CCSSOI 18-1-48 (MILSCAP File Guide).

C1.10.1.3. Automated Data System Manual (ADSM) 18-R19JCI-ZZZ-UN-01.

C1.10.2. Navy. No implementing procedures or instructions.

C1.10.3. Air Force. To be determined.

C1.10.4. DLA:

C1.10.4.1. DLAM 4140.2, Volume III, Supply Operations Manual, Defense Depot Transportation and Supply Procedures (for mechanization of warehouse and shipment processing (MOWASP) system).

C1.10.4.2. DLAM 4715.1, Standard Automated Materiel Management System (SAMMS), Manual of Operating Procedures for the Contracting Subsystem.

C1.10.4.3. DLAM 8000.3, Mechanization of Contract Administration Services (MOCAS) Users Manual for Contract Administration.

C1.11. QUARTERLY STATUS REVIEW

The DoD MILSCAP System Administrator will disseminate the Quarterly Status Review required (see paragraph C.1.5.3.6., above) by DoD Directive 4140.1 (reference (a)) within 2 weeks of the close of the quarter. The review will be in two parts; one for open proposals in process and another for approved changes which have not been implemented.

C1.12. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS: DD-A&T(Q&SA)1419)

C1.12.1. Purpose and Report Control Symbol (RCS). The Defense Logistics Management System (DLMS) Manual, DoD 4000.25-M (reference (b)), volume I, requires the DoD MILSCAP System Administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating Agencies, on a semiannual basis, status information concerning implementation of approved MILSCAP revisions. The reporting requirement ends after a status of "fully implemented" throughout the Component is provided. The purpose is to identify and resolve problems prior to the effective date of the AMCL. The Directive assigned RCS: DD-A&T(Q&SA)1419 as the report control symbol.

C1.12.2. Report Form. The report must provide, at a minimum, the following information:

C1.12.2.1. Title - Semiannual Implementation Status Report.

C1.12.2.2. Report Control Symbol - RCS: DD-A&T(Q&SA)1419.

C1.12.2.3. As of Date - May 1st or November 1st.

C1.12.2.4. Approved MILSCAP Change Number.

C1.12.2.5. Effective Date - As indicated on the AMCL.

C1.12.3. Due Date. The report must be forwarded to the Director, Defense Logistics Management Standards Office, ATTN: DLMSO, to arrive within 15 working days of the "as of" date of the report.

C1.13. NONCOMPLIANCE WITH PRESCRIBED MILSCAP PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSCAP related problems are unsatisfactory, the activity having the problem will request assistance from its MILSCAP focal point. The request will include copies of all correspondence pertinent to the problem. The focal point involved will take the necessary action to resolve the issue or problem. Necessary action may include requesting assistance from the DoD MILSCAP System Administrator, who will follow the prescribed procedures (see section C1.5., above).

C1.14. ADDRESSEE FOR MILSCAP DATA

C1.14.1. MILSCAP data should always be transmitted to the automatic data processing (ADP) activity servicing the prescribed recipient. The MILSCAP transaction recipient and the ADP activity servicing the recipient may not be the same point. The ADP points for contract administration offices (CAOs) are shown in appendix AP11.

C1.14.2. If MILSCAP data are received by the wrong activity, reasonable effort should be made to reroute the data to the correct activity. Automatic Digital Network (AUTODIN) Operating Procedures, JANAP 128, (reference (k)) will be used for rerouting data over AUTODIN. If the correct activity cannot be determined for electrically transmitted or mailed messages, return to the sender with appropriate remarks.

C2. CHAPTER 2

SYSTEM CONCEPT

C2.1. GENERAL

C2.1.1. This chapter introduces the procedures which support, through automated means, functions involved in contract administration and contract management. Under the authority contained in DoD Directive 4140.1 (reference (a)), this manual implements the following:

C2.1.1.1. Certain policy provisions published in the FAR (reference (d)) and in the DoD Federal Acquisition Regulation Supplement (DFARS) (reference (e)).

C2.1.1.2. Standard data elements (authorized by DoD 8320.1-M-1 (reference (f))) and logistics data elements covered by the Logistics Data Element Standardization and Management Program (implemented by DoD 4000.25-13-M, (reference (g))).

C2.1.2. In the event that the MILSCAP manual conflicts with the above publications, the provisions of the FAR, DFARS, or the Data Standards Manual will govern. Any such conflict should be reported to the DoD MILSCAP System Administrator.

C2.1.3. Detailed procedures are contained in subsequent sections of this manual. The material in this chapter is necessarily broad and intended to provide a perspective of the overall program.

C2.2. PROVISIONS

C2.2.1. The MILSCAP program uses automated data processing equipment and high-speed data transmission, thus permitting automation of the exchange of procurement and contract administration data.

C2.2.2. All MILSCAP transactions are transmitted through the AUTODIN (or its DoD replacement, the Defense Data Network (DDN)) to automated systems at purchasing offices, inventory control points, field contract administration activities, and finance and accounting offices.

C2.3. OVERALL SYSTEM DESCRIPTION

C2.3.1. This manual describes the external flow of selected contract, production, delivery, and financial information between field contract administration organizations and activities performing a broad range of procurement, materiel management, and financial accounting functions.

C2.3.2. This description is intended to present purchasing offices (POs), CAOs, inventory control points (ICPs), project managers (PMs), and financial accounting offices with a picture of the external procedures prescribed in this manual. An understanding of the external system will enable these activities to assess the impact of MILSCAP on their internal operating systems and to assimilate and use the products of MILSCAP. The proper use of these products will permit improvements at all levels by providing: (1) standard formats, data elements, and codes for capturing key contract data from procurement instruments, (2) standard procedures for forecasting and reporting deliveries, and (3) automated contract payment notifications for input into allotment and obligation status records.

C2.3.2.1. After contracts have been signed, the PO will forward contract abstract record formats to the CAO for use in establishing the CAO master contract file. As later contract modifications occur, such as changes in shipping instructions and definitization of prices, contract modification abstract record formats must also be forwarded by the PO for updating the CAO master contract file. (In instances where the CAO initiates the modification, the flow of the contract modification abstract records is reversed.)

C2.3.2.2. When material is shipped, the CAO advises the PO, the ICP, or the PM (as designated in the contract) by means of the Shipment Performance Notice (SPN). This permits an updating of due-in asset and intransit records at the PO or ICP level. If acceptance is to be accomplished at destination, the CAO advises the consignee of this fact by the Acceptance Alert (A/A). The receiving installation reports acceptance or rejection of material by the Acceptance Report (A/R) which forms a basis for payment of the contractor invoice by the CAO.

C2.3.2.3. As payments are made to a contractor, the CAO notification of such expenditures to finance and accounting activities consists of the Contract Payment Notice (CPN). These data formats are used by the recipient to update automated obligation and allotment accounting records and reduce accounts payable.

C2.3.2.4. The Contract Completion Statement (CCS) is utilized by the CAO to advise when a contract is closed. The reasons for delayed closing and an estimated date of closure are reported by means of the Unclosed Contract Status (UCS) record format.

C2.4. RELATIONSHIP OF CERTAIN FAR AND DFARS PROVISIONS TO MILSCAP

C2.4.1. The procurement and contract administration functions are benefited and facilitated by those FAR and DFARS provisions which standardize forms, criteria, and numbering. These standardization actions were a prerequisite to the efficient functioning of MILSCAP. DFARS coverage directly relating to MILSCAP is:

C2.4.1.1. Uniform procurement instrument identification numbering procedures. This standard number structure provides a basis for integrated management of all DoD procurement instruments and furnishes an effective common reference point in all communications involving such instruments. Also, this uniform structure, when introduced into ADP systems, permits economical and efficient control of contracts at all logistics levels. (See DFARS, subpart 204.70.)

C2.4.1.2. Standard techniques for contract line item and exhibit line item numbering. This uniform numbering scheme facilitates use of ADP by permitting establishment and control of automated records for each item of supply or service on procurement instruments. (See DFARS, subpart 204.71.)

C2.4.1.3. Various and sundry inspection and receiving formats were standardized in the DD Form 250, "Material Inspection and Receiving Report." Deviations from the form are prohibited; placement of data is standardized; nonessential data or data already available in other documentation is reduced; automatic preparation of the form is facilitated. Under MILSCAP, DD Form 250 data is captured once and, through the SPN transaction, made available to all activities needing the data, thus precluding several expensive keying operations at different installations. After implementation of the SPN, excessive distribution of copies of the form is to be reduced and controlled. (See DFARS, appendix F.)

C2.4.1.4. Uniform contract/award and modification documents. Standardization of formats and content of procurement instruments facilitates the transfer of contract administration data without misinterpretation and permits keying directly from the instruments without the need for coding and transcribing operations and capturing data in automated form simultaneously with preparation of the contract. This same automated contract data provides input to files of the materiel manager, the CAO, and potentially, the contractor. (See DFARS 213.505-70 for DD Form 1155, and FAR part 53 for standard forms.)

C2.4.2. A greater amount of detail concerning the above subjects can be obtained by direct reference to appropriate sections of the FAR and DFARS.

C2.5.1. Current objectives and developments of the DoD tend toward designing standardization information systems through the building block approach, i.e., each block capitalizing on the uniformity of elements established by the other. Standardization permits the integration of various information systems whereby the data output of one system is the input to another.

C2.5.2. Much of the data in MILSCAP directly relates to the information requirements established by other DoD standard data systems. MILSCAP interface with MILSTRIP (reference (h)), MILSTRAP (reference (i)), and MILSTAMP (reference (j)) includes:

C2.5.2.1. When the contract involves requisitions, the end user's requisition number (prescribed in MILSTRIP) is forwarded to the CAO in the contract abstract record formats. This standard 15-position MILSTRIP requisition number is perpetuated on the DD Form 250 to permit the customer to correlate the original requirement to the delivery. In addition, the MILSTRIP requisition number (as an option) is perpetuated in the MILSCAP SPN record format and enables the inventory manager or purchasing office to clear its record and to prepare shipment status required by MILSTRIP.

C2.5.2.2. The procurement instrument identification number (PIIN) reflected on delivery documents is the number used by storage activities in preparing the MILSTRAP materiel receipt transaction. The due-in records of an ICP can thus be cleared by matching the PIIN and the contract line item number (CLIN) common to the due-in records and transactions.

C2.5.2.3. Data in the contract abstract records, such as the requisition number, are used by the CAO in performing the traffic management function and enable preparation of the MILSTAMP Transportation Control and Movement Document (TCMD), when required.

C2.5.3. The evolution of standardized and integrated logistics data systems, is a continuing process; therefore, the development of other new systems, improvement to existing systems, and the expansion of MILSCAP are to be anticipated.

C2.6. TECHNIQUE FOR TRANSMITTING AMOUNTS AND QUANTITIES WHICH EQUAL OR EXCEED ALLOTTED DATA FIELD

C2.6.1. When the positions in contract abstracts which are allotted for amounts (other than unit price) and quantities are not sufficient to allow for the total amount/quantity, two transactions will be required to be submitted. Both transactions will be identical except for the amount fields. (This technique does not apply to the Unit Price data field.)

C2.6.1.1. Amount fields that exceed $99,999,999.99.

C2.6.1.1. Amount fields that exceed $99,999,999.99.

C2.6.1.1.1. Transaction Number One: This transaction will contain, in the amount field, the right positions (including cents) of the amount with an X-overpunch in the tenths (second position from the right of the field).

C2.6.1.1.2. Transaction Number Two: This transaction will contain the remaining positions to the left of the 10 positions posted in transaction number one and will be prefixed with zeros with a "T" in the high order position of the field.

C2.6.1.2. Example for amount of $78,987,654,321.00 (in a 10 position field)

X
C2.6.1.2.1. Transaction Number One: 8765432100.

C2.6.1.2.2. Transaction Number Two: T000000789.

C2.6.1.3. Amount data fields (except Unit Price) shown in appendix AP1.20 use this technique.

C2.6.1.4. Quantity fields that exceed 99,999,999.

C2.6.1.4.1. Transaction Number One: This transaction will contain, in the quantity field, the right most positions of the quantity with an X-overpunch in the second position from the right of the field.

C2.6.1.4.2. Transaction Number Two: This transaction will contain the remaining positions to the left of the eight positions posted in transaction number one and will be prefixed with zeros with a "T" in the high order position of the field.

C2.6.1.5. Example for quantity of 19,898,765,432 (in an eight-position field).

X
C2.6.1.5.1. Transaction Number One: 98765432.

C2.6.1.5.2. Transaction Number Two: T0000198.

C2.6.1.6. The Quantity data fields shown in appendix AP1.46 use this technique.

C2.6.2. Designations for estimated amounts or quantities will be contained in transaction number one only.

C3. CHAPTER 3

ABSTRACTS OF CONTRACTS

C3.1. GENERAL

C3.1.1. This chapter provides uniform procedures for the preparation and use of contract abstracts, including the individual data elements, codes, and record formats.

C3.1.2. The abstract is a data representation of a contractual procurement instrument and is comprised of a series of 80-position transactions. The abstract contains key elements of administrative, line item, and delivery data extracted from contractual documents into an electronically processable format.

C3.1.3. The standard 80-position transactions permit an interchange of data between and among the Services/Agency in a uniform manner, thereby producing greater accuracy of data in contract files and more reliable management products.

C3.2. ABSTRACT OBJECTIVE AND USES

C3.2.1. An objective in abstract preparation is source document automation (i.e., system printed documents), whereby all the data necessary to print the contract is entered into the computer. Simultaneously with the preparation of the contractual document, the computer prepares the abstract. Where this practice is not feasible, the abstract will be generated directly from the data base or keyed directly from the source document.

C3.2.2. The abstract data are processed electronically and are used by the PO or inventory manager (IM) in support of:

    a. Due-in assets systems

    b. Procurement status and history files

    c. MILSTRIP status reporting

    d. MILSTRAP pre-positioned receipt system

    e. Finance and accounting records

    f. Management statistics

C3.2.3. CAOs use the abstract data in support of:

a. Master contract file records
b. Suspense for receipt of hard copy documents
c. Work assignments in property administration, production, quality assurance, and transportation
d. Voucher examination
e. Management statistics

C3.3. INCLUSIONS AND EXCLUSIONS

C3.3.1. The contractual procurement instruments to be abstracted under MILSCAP are contracts, purchase orders, delivery orders, and calls. Exhibits related to any of the aforementioned are also referenced in the abstract. The term "contract" is used throughout this chapter to convey this all inclusiveness.

C3.3.2. Those contractual procurement instruments excluded from the abstracting process are basic ordering agreements, blanket purchase agreements, and indefinite delivery contracts. Information from these instruments required for internal systems may be extracted locally, as necessary.

C3.4. CONTRACTUAL DOCUMENTS

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

C3.5. INITIATION AND DISTRIBUTION OF CONTRACTS AND ABSTRACTS

C3.5.1. The PO will prepare contracts in accordance with FAR and DFARS instructions and will provide copies thereof to the CAO in accordance with distribution instructions in FAR subpart 4.2. and DFARS subpart 204.2.

C3.5.2. The office issuing the hard copy contract is responsible for initiating the abstract and transmitting the abstract to the contract abstract recipient ADP point. For contracts issued by a PO, the contract abstract recipient is always the primary CAO activity reflected in the "Administered By" block, as modified, of the basic contract. When authority has been

assigned to the CAO to issue calls or orders, the abstract recipient is the activity (PO, IM, or PM) which authorized the CAO to issue the contract. It is the responsibility of the office delegating PO responsibility to a CAO (i.e., authorizing the CAO to issue calls/orders) to indicate in the letter of delegation both the abstract recipient and the PO, IM, or PM who is to receive the MILSCAP delivery transactions.

C3.5.3. Abstracts will be forwarded within two workdays after contract execution without awaiting the reproduction and distribution of the hard copy.

C3.5.4. When the contract contains MILSCAP data elements that are classified, these data elements will not be abstracted and only the unclassified data will be transmitted in the abstract. A "9" in position 61 of the PAA transaction indicates "partial abstract - see contract." The contract containing the classified data will be forwarded in accordance with existing security regulations.

C3.6. **STRUCTURE OF THE ABSTRACT**

C3.6.1. The abstract records are described in appendices AP3.1. through AP3.8. These records will be used to abstract contract data. The data element fields of the record formats are arranged sequentially by record position.

C3.6.2. The abstract consists of four sections of information representing four levels of contract data as described below:

C3.6.2.1. Administrative Data - Administrative Data Record Number 1 (DI code PAA) and Number 2 (DI code PAB) will reflect information relative to the overall contract. Therefore, the control field for contract level data is PIIN and Supplementary PIIN (SPIIN).

C3.6.2.2. Accounting Classification Data - The Accounting Classification Record (DI code PAC) and Trailer Record (DI code PAD) reflect the accounting classification with the appropriation and limit/subhead placed in fixed locations.

C3.6.2.2.1. The Accounting Classification Reference Number (ACRN) is a two-position alphanumeric control code assigned (in accordance with DFARS 204.7107) to each accounting classification used in a single contract. The ACRN will be shown as a detached prefix to the accounting classification on the contract. The ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedule Data Record, and the Services Line Item Data Record with the appropriate long line accounting classification. The ACRN is also used to associate the various record formats of the Contract Payment Notice segment of this manual. The control fields for accounting classification data are ACRN within PIIN. All dollar figures in MILSCAP are U.S. dollars.

C3.6.2.2.2. It will be necessary to provide identification of accounting information that is not related to a CLIN or an Exhibit Line Item Number (ELIN) when this identification is required by the recipient of the CPN. If the contract authorizes contingent services for which the contractor may be reimbursed and no CLIN/ELIN is established, a Special Reimbursable Provision indicator will be entered in the Accounting Classification Trailer Record to identify the accounting classification to be charged for each Special Reimbursable Provision. If an amount has been obligated for these contingencies (i.e., not a variance), it will be included with the amount for the line item also chargeable to the accounting classification. Multiple PAD records may accompany any PAC record.

C3.6.3. Line Item Data - Line item data is segregated into two areas as follows:

C3.6.3.1. Supplies Line Item Data Record Number I (DI Code PAE) and Number 2 (DI Code PAF) pertain to items of supply, as differentiating from services, and reflect such information as stock number, purchase unit, price, noun, procurement quality assurance, acceptance points, etc.

C3.6.3.2. Services Line Item Data Record (DI Code PAH) pertains to services on contracts, as differentiating from supplies, and reflects such information as short description of the service, completion date, dollar amount, etc. Some examples of service line items are engineering services; research and development services; training services; DD Form 1423, Contract Data Requirements List, data items; and testing services. Services line items normally cover one lot of services at one location (delivery destination) and are to be paid for as one lot. When the services being procured are to be accomplished at several locations and/or payment is on the basis of the level of effort (e.g., hours expended per month), such items should be defined on Supplies Line Item Data Records with Supplies Schedule Data Record for each unit of services against which payments are to be made.

C3.6.3.3. The control fields for supplies line item level data are PIIN, call/order number, and CLIN/ELIN; for services line item level data the control fields are PIIN, call/order number, CLIN/ELIN, ACRN, and completion date.

C3.6.3.4. For those contract line items that do nothing more than reference an exhibit in the contract, only the DI Code PAE is required. In these instances, the DI Code PAF and the Supplies Schedule Data Record (DI Code PAG) will not be furnished.

C3.6.3.5. For those CLINs or ELINs which do contain sublines, the following applies:

C3.6.3.5.1. Contract and exhibit subline items that reflect a numeric suffix are established for informational purposes only and MILSCAP records will not be created therefor.

C3.6.3.5.2. Contract and exhibit subline items that bear an alphabetic suffix are established for separate reporting by MILSCAP records; therefore, when the contract contains CLIN or ELIN sublines, the applicable MILSCAP records (DI Codes PAE, PAF, PAG, PAH, PJJ, and PJR) will be at the subline level. The associated contract or exhibit line serves only as a common denominator for the accumulation of management data by the procuring activity. No data will be transmitted for this associated contract or exhibit line item.

C3.6.3.6. For exhibit line and subline items on DD Form 1423 MILSCAP records will be created only if the DD Form 1423 indicated that a DD Form 250 is required.

C3.6.4. Destination and Schedule Data - The Supplies Schedule Data Record format (DI Code PAG) reflects information relative to destination and delivery date level. This record format includes such information as ship-to, mark-for, delivery date, ACRN, and MILSTRIP data required for DD Form 250 and MILSTAMP purposes. The control fields for destination and schedule level data are PIIN, CLIN/ELIN, ship-to, mark-for, delivery date, and MILSTRIP document number, when used. These elements make up most of the format; therefore, the entire record shall be considered control for the purpose of making changes.

C3.7. TAILORING OF ABSTRACTS

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

Kind of Contract	Kind of Contract Code, AP1.7	Admin. Data Records #1 and 2	Acctg. Classif. Record & Trailer	Supplies Line Item #1 & 2 & Schd. Data Record	Services Line Item Data Record
Supply Contracts and Priced Orders	1	X	X	X	When Applic
Research & Development Contracts	2	X	X	When Applic	X
Systems[1] Acquisition Contracts	3	X	X	When Applic	X
Maintenance Contracts	5	X	X	When Applic	When Applic
Service Contracts	6	X	X	When Applic	X
Facilities Contracts	7	X	When Applic	When Applic	X
Undefinitized Letter Contracts	8	X	X	When Applic	When Applic
Unpriced BOA Orders	9	X	When Applic	When Applic	When Applic
Other	0	X	When Applic	When Applic	When Applic

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

C3.8. ABSTRACT FORMATS

C3.8.1. There are eight record formats that can be included in the contract abstract. The formats, record positions, field legends, and instructions for field entries are contained in appendix AP3. The applicable codes for use in the abstract are contained in appendix AP1. Abstract validation criteria are contained in appendix AP5. The abstract originator is responsible for validating abstract data.

C3.8.2. Additional record formats, data elements, or codes may be used to satisfy local needs; however, such data will not be transmitted.

C3.9. ACKNOWLEDGMENT/CANCELLATION

C3.9.1. An Abstract Acknowledgment Record (DI Code PFK) will be generated by the abstract recipient upon receipt of each contract abstract. This will serve to confirm receipt of a basic abstract (PA_ records only) by the recipient and will be transmitted to the originator of the contract abstract within 5 workdays from abstract submission date. Confirmation not received within 7 workdays may be subject to followup via message, advising that the acknowledgment has not been received for contract number _ _ _ _.

C3.9.2. To cancel a previously submitted abstract, or withdraw an abstract where the data entries are erroneous to the extent that the abstract originator desires to start over, the Abstract Cancellation Record (DI code PEK) will be used. Internal procedures will be utilized to back the related abstract records out of the applicable internal systems. This method does not apply to contract modifications and can be initiated only by the originator of the abstract. The recipient of the request for canceling an abstract will provide a DI code PFK to indicate that the original abstract has been deleted from their files. It should be noted that the cancellation acknowledgment must be received before a new abstract can be sent.

C3.9.3. The data format for both the Acknowledgment and Cancellation Records, which are differentiated by DI codes, is as shown in appendix AP3.9.

C3.10. EXEMPTIONS/EXCLUSIONS

The abstract segment of MILSCAP is operational between selected purchasing offices, and the Defense Contract Management Districts (DCMDs). The participants are listed in appendix AP11.

C4. CHAPTER 4

ABSTRACTS OF CONTRACT MODIFICATIONS

C4.1. GENERAL

C.4.1.1. This chapter prescribes procedures for abstracting modifications (provisioned item orders (PIO) will be treated and numbered as modifications) to a contract. Contract modification is defined in FAR, subpart 43.1, as "any written change in the terms of the contract." This definition includes changes to the specification, delivery point, rate of delivery, contract period, price, quantity, or other contract provisions of an existing contract whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes: (i) bilateral actions such as supplemental agreements, and (ii) unilateral actions such as change orders, orders for provisioned items, administrative changes, notices of termination, and notices of the exercise of a contract option.

C.4.1.2. The above definition covers all additions, deletions, or changes to the contract involving elements of data found in the contract abstract. This includes amending or supplementing instructions and agreements such as initial (follow-on) shipping instructions, amended shipping instructions, exhibits to contracts, and modifications to provisioning orders. Contract modifications will be numbered in accordance with the provisions of DFARS 204.7004.

C.4.1.3. MILSCAP also includes a clerical correction procedure. This procedure allows for the addition of contract data that was omitted from the abstract, and of the correction of erroneous contract data that was included in the abstract. Clerical corrections are further discussed in section C4.7., below.

C.4.1.4. The format for modification abstracts and error correction abstracts is shown at appendix AP3.10.

C4.2. SOURCE DOCUMENTS

SF 30, Amendment of Solicitation/Modification of Contract, is the form authorized for use in modifying contracts (including purchase and delivery orders entered on DD Form 1155). OF 336, Continuation Sheet, is authorized for use with the SF 30.

C4.3. VALIDATION AND DISTRIBUTION

C.4.3.1. The office issuing the hard copy contract modification is responsible for initiating and transmitting the abstract to the modification abstract recipient ADP point. Modification abstract validation criteria are contained in appendix AP5. The modification abstract originator is responsible for validating the abstract data. For contract modifications issued by the purchasing office, the modification abstract recipient is always the CAO activity reflected in the "Administered By" block, as modified, of the basic contract. For contract modifications issued by the CAO the modification abstract recipient varies:

C.4.3.1.1. On calls and orders issued by the CAO, if the CAO issues a modification, the abstract recipient will be the same as recipient of the call/order abstract, as provided for in appendix AP3.2, position 64-69; however, if another office modifies the call/order, then the abstract recipient will be the CAO.

C.4.3.1.2. For other modifications issued by the CAO, the recipient of the modification abstract is the office who initiated the original contract abstract unless the requirement(s) for the modification is initiated by another activity, in which case the other activity becomes the abstract recipient for that particular modification abstract. This means that for supplemental agreements definitizing PIOs, the abstract recipient is the activity which has been assigned item management responsibility for the items of supply being procured. Further, a supplemental agreement or other modification issued by the CAO and which relates to a PIO cannot encompass PIOs issued by more than one activity.

C.4.3.2. The modification abstract will consist of the following records:

C.4.3.2.1. A Modification Header Record reflecting information contained in the header portion of the SF 30. For continuity and control purposes, the header record will be furnished between the PO and primary CAO and the disbursing office designated in the contract, if different, for all modifications whether or not the change affects the abstract. The format for the Modification Header Record is shown at appendix AP3.10.

C.4.3.2.2. When a modification reflects a transfer of a contract between POs, the Modification Header Record (DI Code PB1) will indicate the identity code of the PO from which the contract was transferred and the PBA record will indicate the identity code of the gaining PO. The Issue By field of the PB1 and PBA records will be used for this identification purpose. In addition, a "D" in position 61 of the Modification Header Record will indicate a transfer of the PO function to the activity identified in the associated PBA record. When a modification reflects a transfer of a contract between CAOs, the Modification Header Record (DI Code PB1) will indicate the identity code of the CAO from which the contract was transferred and the PBA record will indicate the identity of the gaining CAO. The Administered By fields of the PB1 and PBA records will be used for this

identification purpose. In addition, an "E" in position 61 of the Modification Header Record will indicate a transfer of CAO assignment to the activity identified in the associated PBA. The transfer of supporting records between CAO activities will be negotiated at the time of each transfer.

C.4.3.2.2.1. When a contract modification is created due to a hard copy documentation error detected by the initiator prior to abstract transmission, the initial abstract will be revised to reflect correction made by the hard copy modification and transmitted to the recipient ADP point. The modification abstract will consist of only the PB1 to account for the hard copy modification. An "F" in position 61 of the Modification Header Record will indicate correction of a hard copy error.

C.4.3.2.2.2. In the event the Modification Header Record contains a "P" or "Q" in position 61, the affected abstract records indicated in subparagraph C4.3.2.3., below, will be provided. If the Modification Header Record contains a "T" or "X" in position 61, no other records are required until the termination notice processing has been completed and an SF 30, "Amendment of Solicitation/Modification of Contract," is issued with the concurrent coding of "U" in position 61 of the Modification Header Record.

C.4.3.2.2.3. For obligation adjustments subsequent to physical completion of a contract in accordance with MILSCAP contract closing, an "R" will be entered in position 61 to represent repricing, recosting, renegotiation, etc. If the Modification Header Record contains an "R" in position 61, only PBA, PBB, PBC, PBD, and PBE, as applicable, are required in association with the PB1. The "R" in position 61 will enable supporting systems to allow for an unmatched condition and set up new obligation positions.

C.4.3.3. For other than subparagraph C4.3.2.2., above, a set of records of the applicable contract abstract series as described in chapter C3. The abstract records will contain the SPIIN modification number, the control fields and DI codes listed below, and the changed, added, or deleted information entered in the same field(s) prescribed for the given elements of data in the basic contract abstract. (In the event the Modification Header Record contains a "P" or "Q" in position 61, the affected abstract records will be provided. If the Modification Header Record contains a "T" or "X" in position 61, no other records are required until the termination notice processing has been completed, and an SF 30 is issued with the concurrent coding of "U" in position 61 of the Modification Header Record.)

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

C4.4. CHANGING NONCONTROL DATA

C.4.4.1. When one or more fields of the abstract are to be changed, enter the control data listed above, the changed (new) noncontrol data in their proper field locations, and the appropriate document identifier (DI) (for modifications) as listed above. Those fields which are not being changed should be left blank. If it is desired to delete (blank) a field containing significant data, alphabetic "Xs" will be entered in the complete field. The DI, the PIIN, and the SPIIN identify the record as being a modification. The format of the modification abstract is the same as that of the basic contract abstract.

C.4.4.2. This method of abstracting noncontrol data changes permits the use of the overlay technique for updating master contract records whereby a given record is located through comparison of control elements and the changed (new) information replaces the current (old) information while the remainder of the record remains unchanged.

C.4.4.3. The overlay technique described in paragraph C4.4.1., above, will be used for changing all noncontrol data except for increasing or decreasing quantities and amounts (not unit price) on modification and error correction abstracts. When quantities and amounts are being changed, the net increase or decrease in each affected record will be transmitted (when a decrease is involved; an X-overpunch will be inserted in the last position of the field). When changing an estimated quantity or amount, an X-overpunch is required in the first position of the field. When definitizing an existing estimated quantity or amount, zero fill the quantity or amount field; omit the X-overpunch. This technique applies to the quantities and amounts in the Administrative Data Record Number 2, Accounting Data Classification

Trailer, Supplies Line Item Data Record Number 1, Supplies Schedule Data Record, and Services Line Item Data Record.

C4.5. CHANGING CONTROL DATA

C.4.5.1. Where there is a requirement to change control data other than PIIN or CLIN/ELIN, duplicate the entire 80 position record (except for DI code) containing the old control data and utilize the deletion/reversal technique, i.e., X-overpunch position 10 which is the decade position of the fiscal year in the structure of the PIIN. The applicable DI code for modification will be used.

C.4.5.2. Prepare a record with the new control data, filling in all other fields to complete the record and utilizing the technique for addition of data records, i.e., X-overpunch in position 11, which is the units position of the fiscal year in the structure of the PIIN. The applicable DI code for modification will be used.

C.4.5.3. The first record having the deletion/reversal X-overpunch in position 10 will serve to delete the record having the old control data. The second record having the addition X-overpunch in position 11 will serve to establish a record having the new control data. The most common use of this method will be to update delivery schedules with shipping information and amend schedules to change destination and add MILSTRIP data.

C.4.5.4. On the infrequent occasions when a modification changes the PIIN, call/order number, or CLIN/ELIN, a message will be used indicating the PIIN of the modification and information relative to the following situation, as applicable:

C.4.5.4.1. The old PIIN and call/order number changed to a new PIIN and call/order number.

C.4.5.4.2. The current PIIN and call/order number and old CLIN/ELIN changed to a new CLIN/ELIN.

C.4.5.4.3. The old PIIN, call/order number and CLIN/ELIN changed to a new PIIN, call/order number and CLIN/ELIN.

C4.6. ADDING OR DELETING DATA

C.4.6.1. A contract modification requiring the addition of a new record to the abstract or deletion of an existing record without further replacement, will utilize the same procedures and X-overpunch techniques prescribed in section C4.5., above, for deleting and adding data.

C.4.6.2. This method will be used for deleting specific records in an abstract and will not be used to delete or retire an entire contract abstract. Contract completion will normally serve to retire a contract abstract.

C4.7. UNSOLICITED SUBMISSION OF OMITTED AND/OR CORRECTION OF ERRONEOUS DATA

C.4.7.1. Data errors discovered by the initiator after transmission of the abstracts (these are errors in which the contractual documentation is correct; however, the abstract record is in error; therefore, contract modification is not required) and cases of stock list changes, i.e., going from non-NSN to national stock number (NSN) (if FAR or DFARS does not require a contract modification) may be corrected/changed by submission of abstract records containing an "E" in the second position of the MILSCAP DI code. PE_ transactions can be prepared only by the initiator of the contract abstract or, in the case of modifications, the initiator of the modification abstract. In the event a PE_ transaction is used to correct/change a modification (PB_) abstract the same modification number that was reflected in the PB_ transaction will also be cited in the PE_ transaction.

C.4.7.2. Unsolicited PE_ transactions involving other than control data must contain all of the required control elements. Only the noncontrol elements being changed must be filled and these fields, except for quantity and amount, establish/replace/overlay their respective fields. Quantity and amount (excluding unit price) are net increase/decrease, plus or minus, (see section C4.4., above). The net increase/decrease is the difference between the source document, i.e., contract or modification, and previously submitted transactions for the same document.

C.4.7.3. Unsolicited Transactions Involving Control Data

C.4.7.3.1. All errors, control and noncontrol data, associated with abstracts containing PIIN/SPIIN/CLIN/ELIN control errors will be corrected by message form. Messages correcting PIIN/SPIIN and CLIN/ELIN errors will cite the old PIIN/SPIIN and CLIN/ELIN (if CLIN/ELIN changes) and the new PIIN/SPIIN and CLIN/ELIN (if CLIN/ELIN changes). The PIIN/SPIIN/CLIN/ELIN correction will be a one line **from** and **to** change which will be applicable to all contract abstract records in error. Whenever both PIIN/SPIIN/CLIN/ELIN and other errors occur together, all PE_ transactions will contain the corrected PIIN, SPIIN, CLIN/ELIN.

C.4.7.3.2. Control data errors other than the above will be corrected in the normal PE_ transaction mode, by preparing an exact duplicate of control elements contained in the original record except for entering an "E" in the second position of MILSCAP DI code and the reversal/deletion X-overpunch in position 10 to delete the old record. A record with the correct control data will be prepared containing an "E" in the second position of the

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

C4.8. EXEMPTIONS/EXCLUSIONS

Chapter C3, section C3.10. also pertains to the exemptions/exclusions provision of this chapter.

C5. CHAPTER 5

SHIPMENT PERFORMANCE NOTIFICATION

C5.1. GENERAL

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

C5.2. FLOW AND DISTRIBUTION

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

C5.3. SHIPMENT PERFORMANCE NOTICE

C5.3.1. Purpose - The SPN is the means of providing timely notification of the shipment of material, or the completion of a service by a contractor. The SPN obviates the need of several DoD activities editing, keying, and verifying data from the DD Form 250 shipping document. The SPN provides information for updating due-in assets, intransit accounting, MILSTRIP shipment status, billing customers on direct delivery and major item control. Separate notice formats are provided for supplies line items and for service line items. DFARS, appendix F, contains the instructions applicable to preparation and distribution of the DD Form 250.

C5.3.2. Estimated Shipment Dates - Whenever the DD Form 250 contains an estimated rather than actual shipment date, the SPN will contain an estimated date. Estimated dates are identified by an X-overpunch in the decade position of the year in the Date Shipped field.

C5.3.3. Time Standards - The CAO will transmit the SPN within 1 working day after the receipt of the DD Form 250 or DD Form 1155.

C5.3.4. Preparation of Supplies Line Item SPN - A separate supplies line item SPN record will be prepared for each line item/MILSTRIP document number on the shipping document (DD Form 250 or DD Form 1155) in accordance with the format and instructions at appendix AP3.11.

C5.3.5. Control Elements - The following fields represent control elements for discretely identifying one supplies line SPN from another:

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

C5.3.6. Preparation of Services Line Item SPN - A separate services line item SPN record will be prepared for each service line item on the performance document (DD Form 250 or DD Form 1155) in accordance with the format and instructions at appendix AP3-12.

C5.3.7. Control Elements - The following fields represent control elements for discretely identifying one services line SPN from another:

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

C5.4. INCOMPLETE ITEMS

C5.4.1. Components Missing - Items may be shipped with components missing. When this occurs, the SPN will contain Contract Shipment Advice, appendix AP1.25, code A. This advice code indicates that the items are incomplete.

C5.4.2. Missing Components Furnished - When components are shipped to complete items previously shipped incomplete, the SPN will contain Contract Shipment Advice code B. This code indicates that the shipment is not an additional quantity of the line item, but the components required to complete previously shipped items.

C5.5. QUANTITATIVE DISCREPANCIES

C5.5.1. On acceptance at destination shipments, discrepancies between the quantity documented as shipped and the quantity accepted are reported to the CAO in the MILSCAP A/R.

C5.5.2. Upon receipt of an MILSCAP A/R indicating a quantitative discrepancy, the CAO will prepare an additional SPN as follows:

C5.5.2.1. When the quantity accepted is greater than the quantity documented as shipped, an SPN will be transmitted to reflect the difference. This SPN will be identified by Contract Shipment Advice code C and will be used to reflect the increase in the quantity shipped.

C5.5.2.2. When the quantity accepted is less than the quantity documented as shipped, an SPN will be transmitted to reflect the difference. This SPN will be identified by Contract Shipment Advice code D and will be used to reflect the decrease in the quantity shipped.

C5.6. REPLACEMENT SHIPMENTS

When a shipment consists of replacements for supplies previously shipped and subsequently reported as damaged, nonconforming, or missing (quantitative discrepancies) at destination, the SPN will contain Contract Shipment Advice code E. The SPN will reflect the contractor shipment number of the initial shipment with an alphabetic serial suffix to indicate the replacement shipment. (The alpha suffix is taken from block 17 of the DD Form 250.)

C5.7. CANCELLATIONS

Conditions may arise that necessitate the cancellation of an SPN. When cancellation is necessary, this will be accomplished by transmitting the original records to be canceled, modified by adding an X-overpunch over the decade position of year in the PIIN. In the event that an SPN is transmitted in error, the erroneous record will be canceled. The corrected record will be prepared in the appropriate format and will contain Transaction Status Indicator code C in position 80.

C5.8. DATA DISCREPANCIES

At times, some of the information in the SPN will not agree with information that the CAO has on the contract. The CAO knows that the shipment information does not agree with the contract information and cannot resolve the difference. In these situations, the SPN will be issued with the appropriate Transaction Status Indicator code G, H, L, P, Q, S, or T. The explanations of these codes are at appendix AP1.22.

C5.9. EXEMPTIONS

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

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CHAPTER 6

DESTINATION ACCEPTANCE REPORTING

A. GENERAL

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

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

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

B. **FLOW OF DOCUMENTS**

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

c. **DELIVERY DATE**

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

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

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

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

D. **ACCEPTANCE ALERT**

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

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

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

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

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

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

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

E. ACCEPTANCE REPORT

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

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

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

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

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

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

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

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

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

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

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

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

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

F. FOLLOWUP

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

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

> a. *If the reply is an interim* A/R, *enter* code D.

> b. If the reply is not interim but acceptance has been reported previously or is being reported initially, enter code A.

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

G. **CANCELLATIONS** AND CORRECTIONS

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

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

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

H. EXEMPTIONS/EXCLUSIONS

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

C7. <u>CHAPTER 7</u>

<u>RESERVED FOR FUTURE USE</u>

C8. <u>CHAPTER 8</u>

<u>RESERVED FOR FUTURE USE</u>

C9. <u>CHAPTER 9</u>

<u>CONTRACT PAYMENT AND COLLECTION NOTIFICATION</u>

C9.1. <u>GENERAL</u>

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

C9.2. <u>CONTRACT PAYMENT NOTICE FORMATS</u>

C.9.2.1. The CPN is the means by which the disbursing element of the CAO reports contract payment and collection data to the designated accounting point of the Service/Agency listed in section J., below. As payments/collections are made on public vouchers, a separate CPN will be generated for each contract and accounting classification cited on the voucher.

C.9.2.2. The information to be included in the CPN, e.g., contract identity, accounting classification, voucher number, amount paid, makes it necessary to divide the data into segments with a separate record format for each segment. Each CPN will consist of two or more 80-position records depending on the amount of data required to fully report the transaction. A batch sequence code, A through Z (except I and O) will be assigned to each CPN record for batch control purposes. The record formats which can comprise a CPN are:

> Accounting Classification Header Record
> Disbursement/Collection Record
> Deduction Record
> Variance Record
> Line Item Report Record

C.9.2.3. The records which constitute a CPN can be associated by a match of the following control elements in each set:

> PIIN
> Call/Order Number
> ACRN
> Voucher Number
> Batch Sequence Code

C9.3. ACCOUNTING CLASSIFICATION HEADER RECORD

This record format, DI code PV1, prepared as shown at appendix AP3.17, will contain the accounting classification applicable to the payment and as cited in the contract. This record may also be used in a collection transaction (see section C9.8., below). It is a mandatory record in every CPN.

C9.4. DISBURSEMENT/COLLECTION RECORD

This record format, DI code PV2, prepared as shown at appendix AP3.18, reports the gross and net amounts applicable to a payment and is a mandatory record in the CPN. This record may also be used in a collection or recoupment transaction (see section C9.8., below). The Contract Payment Type code distinguishes between an advance payment, a progress payment, a non-CLIN payment, or a delivery payment. Two or more Disbursement/Collection Records will be furnished when payment made for CLINs and non-CLINs is disbursed on the same voucher.

C9.5. DEDUCTION RECORD

This record format, DI code PV3, prepared as shown at appendix AP3.19, will include each allowance applied against the gross amount to arrive at the net amount paid or identify amounts previously deducted. This record will be included as part of the CPN when the net amount paid is different from the gross amount because of discounts taken, trade-in allowance, etc. (all minus amounts) or refunds (plus amounts) of previous deductions from gross amounts now being paid. Each deduction or refund will be identified by a type of contract deduction code. If applicable, the deduction will cite the exhibit or contract line/subline. As many as three different types of deductions and/or refunds may be reported in one deduction record; however, each deduction must relate to the exhibit or contract line/subline in that record. As many deduction records as needed will be prepared. Recoupment of advance and progress payments will be in a separate PV2 record in accordance with section C9.8., below. A PV3 record may be prepared as part of a collection set of CPN records when reversing a previous disbursement.

C9.6. VARIANCE RECORD

This record format, DI code PV4, prepared as shown at appendix AP3.20, will include each variance between the gross amount (contained in the Disbursement/Collection Record) and the comparable contract amount. This record will be included as part of the CPN only when such gross and contract amounts differ because of quantity variances (overrun and underrun); unit price variances; added charges for transportation, packing, and handling; reusable containers; state and local taxes; royalty payments; and minimum guaranteed

payments. Price and quantity variances will be reported at contract line item level and may be combined in one variance record. Transportation, packing and handling, reusable containers, state and local taxes, royalty payments, and minimum guaranteed payments will be reported on a separate record and will not be at line item level. Additional variance records will be used to report the variance types of payments as necessary.

C9.7. LINE ITEM REPORT RECORD

C.9.7.1. This record format, DI code PV5, prepared as shown at appendix AP3.21, will be used to report the gross amount for each exhibit or contract line/subline and contractor shipment number to which the CPN applies. Citation of the six-digit line item number permits correlation of the payment to obligation and allotment accounting records maintained by the Army, Navy, Air Force, and DLA.

C.9.7.2. The contractor shipment number will be as shown on the DD Form 250, or the DD Form 1155 (when used in lieu of DD Form 250), and is provided to enable correlation of the payment notice document with the related delivery. The line item report record format will not be provided on cost type payments or on initial advance and progress payments. The line item report record format will, however, be furnished as subsequent deliveries are made and previous advance and progress payments are recouped.

C9.8. COLLECTION TRANSACTIONS

C.9.8.1. Collections occasioned by recoupments of advance/progress payments, refunds, correction of payment errors involving the appropriation, etc., require notification to the designated Service/Agency accounting points.

C.9.8.2. A recoupment or the collection of the overpayment of an advance or progress payment, whether deducted from the disbursement voucher or processed as a separate voucher, will be depicted in a PV2 record as a collection transaction.

C.9.8.3. Versions (four) of the CPN record formats (the Accounting Classifications Header, the Disbursement/Collection Record, the Variance Record and the Line Item Report) will normally be used for this purpose and prepared in accordance with procedures contained in sections C9.3., C9.4., C9.6., and C9.7. A PV3 record may be received as part of a collection transaction when reversing a previous disbursement. In some instances, it will not be possible to identify collections to the line item level, e.g., voluntary refunds or lack of capability. In these instances, the line item report record will not be provided by the CAO.

C9.9. TEXT HEADER RECORD

C.9.9.1. This record format, DI code PVA, prepared as shown at appendix AP3.22, will

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

C.9.9.2. The Text Header Record contains a count of records in the batch (including the header record), a batch serial number, a batch sequence code, and control totals of disbursements/collections. It permits the recipient to:

C.9.9.2.1. Balance-control the number of records in the batch to the count in the text header.

C.9.9.2.2. Balance-control the sum of the individual CPN records in the batch to the totals in the text header. For this balancing, collected and disbursed amounts are defined as follows:

C.9.9.2.2.1. Collected Amount - the sum of the PV2 Net Paid/Collected Amount with a Contract Fund Reporting Transaction code C, plus the PV3 deducted amounts with a Plus/Minus code M.

C.9.9.2.2.2. Disbursed Amount - the sum of the PV2 Gross Amount with Contract Fund Reporting Transaction code D, plus the PV3 deducted amounts with Plus/Minus code P.

C.9.9.2.3. Produce a "flash" report of the daily financial actions since, normally, only one batch of new CPNs will be transmitted each day to each accounting point.

C.9.9.2.4. Ascertain if all batches of CPNs have been received by checking for an unbroken sequence of batch serial numbers.

C.9.9.2.5. Relate CPNs to the proper Text Header Record (by use of the batch sequence code).

C.9.9.2.6. Notify each CPN recipient of the last transmission for the month.

C.9.9.3. A Text Header Record will be prepared for transmission of duplicate or missing CPNs from a previously transmitted batch. The header record will contain the batch serial number of the original batch. The Batch Sequence code will not necessarily be the same code as contained in the original batch. They will not be combined with other CPNs in current daily batches.

C.9.9.4. For the Text Header Records being prepared for the last transmission of CPNs for the month, a code F will be entered in position 80 to indicate that this is the final report. For those accounting stations which are not receiving CPNs on the last transmission, but have been transmitted CPNs during the accounting month, a dummy end of month (EOM) Text Header Record will be prepared and transmitted concurrently with the last day's batch which shows the last Batch Serial Number transmitted to a particular CPN recipient and a code F in position 80, with positions 46-79 left blank.

C9.10. RECIPIENTS OF PAYMENT NOTICES

C.9.10.1. CPNs shall be sent to the following addresses based on the department identity codes in the appropriation being expended:

Appropriation Department Identity	Transmit To
Code 21, and any code 97 bearing limitation/subhead 0100 or 1301	Accounting station shown in contractor abstract.
Code 17, and any code 97 bearing limitation/subhead 0400 or 0500 or 1304	The activity indicated in the contract responsible for keeping the accounting records.
Any code 97 bearing limitation/subhead in the 5100 series (DLA)	Accounting station shown in the contract or abstract.

C.9.10.2. Transmission of payment data by the CAO to activities other than those shown above is not sanctioned. It is the responsibility of the designated accounting point to supply such data to those activities having a valid requirement.

C10. CHAPTER 10

<u>RESERVED FOR FUTURE USE</u>

C11. CHAPTER 11

CONTRACT COMPLETION STATUS REPORTING

C11.1. GENERAL

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

C11.2. BASIS FOR CONTRACT CLOSING

C11.2.1. The basis for closing contract files is dependent upon the face value of the contract and the extent of administration accorded to it.

C11.2.2. The conditions set forth in appendix AP1.30, Contract Closeout Group, are used by the CAO to group the contracts for follow-on closing actions.

C11.3. STANDARD TIMES FOR CONTRACT CLOSING

The time standards established for closing contracts are prescribed in FAR 4.804-1. These standards are based on the date that the contract is physically completed and on the pricing provisions. The contract closeout groups are contained in appendix AP1.30. Contracts that are closed within the time standards are reported under the procedures in section C11.4., below. Contracts that are not closed within the time standards are reported under the procedures in section C11.5., below, until they are closed. Such contracts are also reported under section C11.4., when they are closed.

C11.4. CONTRACT COMPLETION STATEMENT

C11.4.1. The CCS, DI Code PK9, is the DFARS authorized MILSCAP version of the DD Form 1594, Contract Completion Statement. It is the means by which the CAO informs the PO or Service designated ADP point of the major events of physical completion, final payment, and/or that the CAO contract file is closed. For all contracts, a final CCS is the basis for the PO to closeout its contract file.

C11.4.2. Reporting Physical Completion

C11.4.2.1. A contract is physically completed when: (i) the contractor has completed the required deliveries of supplies and the Government has inspected and accepted such supplies, and (ii) the contractor has performed all services and the Government has accepted such services, or (iii) notice of complete contract termination has been given the contractor by the Government. Facilities contracts and rental, use, and storage agreements shall be considered to be physically complete when a notice of complete termination has been issued or the contract period has expired.

C11.4.2.2. When a large purchase contract (Contract Closeout Group B, C, or D) is physically completed (i.e., delivered complete and the material or service accepted), the CAO with the primary contract administration responsibility will forward an interim CCS (i.e., a PK9 transaction with Transaction Status Indicator code J in rp 80) to the PO as a means of reporting physical completion.

C11.4.2.3. Small purchase contracts (Contract Closeout Group A) usually do not require payment reporting for contract completion or file closeout. For these contracts the final CCS will normally be issued and may include only the physical completion dates.

C11.4.3. Reporting Final Payment and Completion of all Administrative Actions - Contracts meeting the closing criteria for Contract Closeout Group A usually do not require final payment reporting for contract completion or file closeout. When the payment function on contracts meeting the closing criteria for Contract Closeout Groups B, C, or D is assigned to an office other than the office with primary contract administration responsibility, the disbursing office will notify the primary CAO when final payment has been made and the disbursing office file closed. When final payment is made and other actions completed, the CAO with primary contract administration responsibility will forward a final CCS (i.e., a PK9 transaction with Transaction Status Indicator code F in rp 80), designated as Contract Closeout Group B, C, or D to the PO based upon physical completion, final payment, and completion of all administrative actions.

C11.4.4. In those cases when a PKZ transaction has been received from the PO, the CAO will issue a final PK9 transaction within 5 workdays after the Extended Closeout Date, only if the CAO had to perform an additional contract administration function. The contract file will be closed and the last issued final PK9 will apply if the CAO did not have additional contract administration functions to perform after issuance of the final PK9 transaction.

C11.4.5. Preparation of a CCS - DI Code PK9 will be prepared in accordance with the format and instructions at appendix AP3.23 for each condition specified in paragraphs

C11.4.2., C11.4.3., and C11.4.4., above.

C11.5. UNCLOSED CONTRACT STATUS (UCS)

C11.5.1. Requirement for a UCS - a UCS will be furnished to the PO or designated ADP point for each contract that will not be closed within the timeframe established in FAR 4.804-1. The status will include the reasons for delay and the target date which has been set for closing. If the contract is not closed by the target date, a revised UCS will be forwarded with the new target date and reasons for further delay.

C11.5.1.1. A Disbursing Officer with secondary contract administration responsibility will forward the status information to the CAO with primary responsibility. The status will be forwarded within 5 workdays after expiration of the standard closing period.

C11.5.1.2. A CAO with primary contract administration responsibility will forward the UCS to the PO. The status will be forwarded within 15 workdays after the expiration of the standard closing period in accordance with FAR 4.804.

C11.5.2. Preparation of UCS - a UCS report, DI Code PKX, will be prepared in accordance with the format and instructions at appendix AP3.24 for each condition specified in paragraph C11.5.1., above.

C11.6. CONTRACT CLOSEOUT EXTENSION (CCE)

C11.6.1. Requirements for CCE - The Contract Completed Date in the CCS will be used by the PO as the closeout date for file purposes. When completion of any pending significant PO action extends beyond this closeout date, the PO will advise the CAO of the Extended Closeout Date. The PO will forward a CCE to the CAO within 5 workdays after receipt of the CCS. The CAO will then hold the contract open until the Extended Closeout Date. The PO must ensure that when the Extended Closeout Date is to be revised, another PKZ transaction, with a new Extended Closeout Date, is sent to the CAO. The CAO will close the contract file after the Extended Closeout Date is passed. If an additional contract administrative function was performed by the CAO, another PK9 transaction will be issued; otherwise, the previous PK9 transaction will remain in effect.

C11.6.2. Preparation of a CCE - A CCE, DI Code PKZ, will be prepared for the condition specified in paragraph C11.6.1., above, in accordance with the format and instructions for the CCS except as shown at appendix A1.25.

C11.6.3. In those cases when a PKZ transaction has been received from the PO, the CAO will issue a final PK9 transaction within 5 workdays after the Extended Closeout Date, only if the CAO had to perform an additional contract administration function. The contract file will be

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

C11.7. CANCELLATIONS

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

C11.8. FAST PAY CONTRACTS

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

AP1. <u>APPENDIX 1</u>

<u>MILSCAP DATA ELEMENTS AND CODES</u>

The Military Standard Contract Administration Procedures (MILSCAP), DoD Manual 4000.25-5-M, prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related data between and among DoD Components. This series of appendices is devoted to descriptions of data elements and codes used in MILSCAP. Data elements developed under the criteria outlined in DoD 8320.1-M-1, "Data Element Standardization Procedures," reference (f) have been approved by the Defense Information Systems Agency (DISA) Center for Standards. All data elements in this manual are defined in the DoD Logistics Data Resource Management System (LOGDRMS) as described in DoD 4000.25-13-M, "DoD Logistics Data Element Standardization and Management Program (LOGDESMAP) Procedures," reference (g).

AP1.1 <u>APPENDIX 1.1</u>

<u>DOCUMENT IDENTIFIER CODES</u>

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alphanumeric

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

<u>CODE</u>	<u>EXPLANATION</u>
	Contract Abstract:
PAA	Contract Abstract, Administrative Data Record #1
PAB	Contract Abstract, Administrative Data Record #2
PAC	Contract Abstract, Accounting Classification Record
PAD	Contract Abstract, Accounting Classification Trailer
PAE	Contract Abstract, Supplies Line Item Data Record #1
PAF	Contract Abstract, Supplies Line Item Data Record #2
PAG	Contract Abstract, Supplies Schedule Data Record
PAH	Contract Abstract, Services Line Item Data Record
	Modification Abstract:
PB1	Modification Header Record
PBA	Modification, Administrative Data Record #1

CODE	EXPLANATION
PBB	Modification, Administrative Data Record #2
PBC	Modification, Accounting Classification Record
PBD	Modification, Accounting Classification Trailer
PBE	Modification, Supplies Line Item Data Record #1
PBF	Modification, Supplies Line Item Data Record #2
PBG	Modification, Supplies Schedule Data Record
PBH	Modification, Services Line Item Data Record

Correction of Erroneous or Omitted Abstract Data:

CODE	EXPLANATION
PE1	Correction Header Record
PEA	Correction, Administrative Data Record #1
PEB	Correction, Administrative Data Record #2
PEC	Correction, Accounting Classification Record
PED	Correction, Accounting Classification Trailer
PEE	Correction, Supplies Line Item Data Record #1
PEF	Correction, Supplies Line Item Data Record #2
PEG	Correction, Supplies Schedule Data Record
PEH	Correction, Services Line Item Data Record

Acknowledgment/Cancellation:

CODE	EXPLANATION
PEK	Abstract Cancellation Record
PFK	Abstract Acknowledgment Record

Shipment and Performance:

CODE	EXPLANATION
PJJ	Shipment Performance Notice - Supplies Line Item
PJR	Shipment Performance Notice - Services Line Item

Destination Acceptance:

CODE	EXPLANATION
PK5	Destination Acceptance Alert

CODE	EXPLANATION
PKN	Destination Acceptance Report in response to an alert
PKP	Destination Acceptance Report, no alert received
	Contract Completion Status:
PK9	Contract Completion Statement
PKX	Unclosed Contract Status
PKZ	Contract Closeout Extension
	Contract Payment Notice:
PV1	Accounting Classification Header Record
PV2	Disbursement/Collection Record
PV3	Deduction Record
PV4	Variance Record
PV5	Line Item Report Record
PVA	Text Header Record

AP1.2 <u>APPENDIX 1.2</u>

<u>DATING TECHNIQUES</u>

NUMBER OF CHARACTERS: Three, five, or seven

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

A. Seven-Position Date

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

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

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

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

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

EXPLANATION

B. Five-Position Month-Day

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

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

C. Three-Position Day

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

AP1.3 <u>APPENDIX 1.3</u>

<u>DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM</u>

NUMBER OF CHARACTERS: Four

TYPE OF CODE: Alphanumeric

DEFINITION: The Defense Priorities and Allocations System (DPAS) requires prime contractors of Defense Agencies, their subcontractors, and suppliers to employ the priority powers of the Defense Production Act on their purchase orders for products and materiels needed to complete production, construction, and research and development schedules for Defense programs. Under DPAS, Defense contractors must identify their Defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified Defense orders must be given delivery preference over non-Defense business by the suppliers who receive them. (See FAR 11-600.)

<u>EXPLANATION</u>

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

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

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

AP1.4 <u>APPENDIX 1.4</u>

<u>IDENTITY CODES</u>

NUMBER OF CHARACTERS: Six

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

A. Government Entities - utilize codes published in DoD 4000.25-6-M, "DoD Activity Address Directory" (DoDAAD)[1], reference (o), and DoD 4000.25-8-M, "Military Assistance Program Address Directory" (MAPAD), reference (p). (MAPAD codes are generally used to identify ship-to and mark-for in Foreign Military Sales (FMS) and Grant Aid requisitions.) The objective of MILSCAP is to perpetuate the data as reflected in the MILSTRIP requisition through the procurement process and back to the requisition processing point in the RDF and/or the SPN. Therefore, the Ship-To field of MILSCAP transactions will contain the data reflected in positions 30-35 of the MILSTRIP requisition and the Mark-For field will contain the data reflected in positions 45-50 of the MILSTRIP requisition. These data fields will not necessarily represent address codes and therefore will not be validated against master address files. When these codes cannot be cross-referenced to MAPAD, the contract may be the source of in-the-clear addresses for marking containers and addressing documents.

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[1] The contracting office is identified in the first six positions of the PIIN by an alphanumeric code. For contract and order numbers issued before Fiscal Year (FY) 94, this code was taken from DFARS appendix G; for contract and order numbers issued FY95 and later, the identifying code is a DoDAAC.

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

C. DFARS Appendix G[2] - the first six positions of each PIIN are identified in DFARS Appendix G to an individual purchasing office name and location.

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

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

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

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[2] The contracting office is identified in the first six positions of the PIIN by an alphanumeric code. For contract and order numbers issued before Fiscal Year (FY) 94, this code was taken from DFARS appendix G; for contract and order numbers issued FY95 and later, the identifying code is a DoDAAC.

APPLICABLE ADDRESSING

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

AP1.5 <u>APPENDIX 1.5</u>

<u>FREE ON BOARD SITE</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

AP1.6 <u>APPENDIX 1.6</u>

<u>TYPE OF BUSINESS</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: The classification of contractor's business in accordance with the guidance in DFARS 253.204-70(d)(5)(i), block D1, Type of Business. These are the Type of Business codes as published in block D1 of the DD Form 350, Individual Contracting Action Report, dated August 1992.

<u>CODE</u>	<u>EXPLANATION</u>
A	Small Disadvantaged Business Performing in the United States
B	Other Small Business Performing in the United States
C	Large Business Performing in the United States
D	Nonprofit Agency Employing People Who Are Blind or Severely Disabled
F	Hospital
L	Foreign Concern/Entity
M	Domestic Firm Performing Outside the United States
N	Historically Black Colleges and Universities or Minority Institutions
P	Other Educational
Z	Other Nonprofit

AP1.7 <u>APPENDIX 1.7</u>

<u>KIND OF CONTRACT</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

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

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

AP1.8 <u>APPENDIX 1.8</u>

<u>TYPE OF CONTRACT</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

AP1.9 <u>APPENDIX 1.9</u>

<u>CRITICALITY DESIGNATOR</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

<u>CODE</u>	<u>EXPLANATION</u>
A	Critical contracts, including:

  (i)   DX-rated contracts (see FAR subpart 12.3),

  (ii)   contracts negotiated under public exigency (see FAR 6.302-2),

  (iii)   contracts for major systems, or

  (iv)   contracts for items with a priority 01, 02, 03, or 06 (if emergency supply of clothing) under DoDD 4410.6, Uniform Materiel Movement and Issue Priority System (see DFARS 242.1105)

| B | Contracts (other than those designated "A") for items: |

  (i)   needed to maintain a Government or contractor production or repair line, (ii) to preclude out-of-stock condition, or (iii) to meet user needs for nonstock items

| C | All contracts other than those designated "A" or "B" |

AP1.10 <u>APPENDIX 1.10</u>

Reserved For Future Use

AP1.11 <u>APPENDIX 1.11</u>

<u>SPECIAL CONTRACT PROVISIONS</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

CODE	PRIORITY SEQUENCE	EXPLANATION
J	10	Anticipatory Government Furnished Facilities Cost Approval Required
K	14	Bond Bailment (DPSC Clothing Contracts only)
L	12	Delivery Schedules on Maintenance Contract Requiring Future Definitization
M	15	Formalized Delivery Schedules on Maintenance Contract Unnecessary
N	16	Payment to be Made in Canadian Funds
P	9	Delivery Schedule Required Based Upon Delegation Assignment and Upon Approval of First Article
Q	8	Contract Schedule Subline Items Not Separately Priced - Withholding of Billing and Payment Clause Included
R	7	Incentive Subcontracting Program for Small and Small Disadvantaged Business Concerns (FAR Clause 52.219-I0)
T	5	Electronic Funds Transfer (EFT) Payment Required

For Cross-Reference Table in Priority Sequence, see next page.

Cross-Reference Table in Priority Sequence:

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

AP1.12 <u>APPENDIX 1.12</u>

<u>APPROPRIATION</u>

NUMBER OF CHARACTERS: Ten

TYPE OF CODE: Alphanumeric

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

<u>POSITION</u>	<u>EXPLANATION</u>
1 and 2:	Department Identity - The number assigned by the Treasury to identify the Government Service/Agency to which an appropriation applies or to which it has been transferred.
3 and 4:	Transfer Department - The number assigned by the Treasury to identify the Government Service/Agency from which an appropriation was transferred
5:	Appropriation Fiscal Year - The low order digit of the beginning fiscal year in which a multiyear appropriation is effective. If the appropriation is not a multiyear type, leave this space blank.
6:	Appropriation Fiscal Year - The low order digit of (a) the ending fiscal year in which a multiyear appropriation is effective or (b) the fiscal year in which an annual appropriation is effective. If the appropriation is a no-year type, an alphabetic X is used in this position.
7 through 10:	Appropriation Fund - A serial number assigned by the Treasury for the purpose of identification, control, accounting, and reporting.

AP1.13 <u>APPENDIX 1.13</u>

<u>PURCHASE UNIT</u>

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

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

<u>EXPLANATION</u>

Codes are as identified in DoD 4000.25-13--M (reference g), data element "Unit of Materiel Measurement."

AP1.14 <u>APPENDIX 1.14</u>

<u>PROCUREMENT QUALITY ASSURANCE SITE</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

AP1.15 <u>APPENDIX 1.15</u>

<u>ACCEPTANCE SITE</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

AP1.16 <u>APPENDIX 1.16</u>

<u>ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN)</u>

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

A unique code assigned to each long line accounting classification number in a contract. (See DFARS 204.7108.) Used to relate the long line accounting classification number in the contract to the applicable line items. Required in all contracts that are assigned to a contract administration services activity, usually DCMC, identified in the "DoD Directory of Contract Administration Services Components," reference (I).

AP1.17 <u>APPENDIX 1.17</u>

<u>ACCOUNTING CLASSIFICATION DATA</u>

NUMBER OF CHARACTERS: Fifty

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

Accounting Classification Data consists of:

    a. Ten-position Appropriation data, see appendix AP1.12,

    b. Four-position Limit/Subhead data, and

    c. Thirty-six-position Supplemental Accounting Classification data (see appendix AP2.2., pages AP2.2-1 thru AP2.2-5).

AP1.18 <u>APPENDIX 1.18</u>

<u>DISCOUNT TERMS</u>

NUMBER OF CHARACTERS: Fifteen

TYPE OF CODE: Numeric

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

<u>EXPLANATION</u>

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

AP1.19 <u>APPENDIX 1.19</u>

<u>INDICATOR</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphanumeric

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

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

AP1.20 <u>APPENDIX 1.20</u>

<u>AMOUNT</u>

NUMBER OF CHARACTERS: Various (see below)

TYPE OF CODE: Numeric

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

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

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

AP1.21 <u>APPENDIX 1.21</u>

<u>NUMBERING</u>

NUMBER OF CHARACTERS: Various (see below)

TYPE OF CODE: Alphanumeric

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

<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
Record Count	The count of all records being abstracted for this PIIN/SPIIN. When counter exceeds 9999, transmit last four positions of count only. See page AP5-2. Also see DI Codes P_A and P_1, rp 77-80.
Voucher Number	The five-position voucher serial number assigned to the payment/collection (prefixed with a zero). See various locations in PV_ transactions; and see DI Codes PK9 and PKZ, rp 72-77.
Batch Sequence Code	A sequential code assigned to each CPN transaction set for batch control purposes. The same code is assigned to each record within the CPN set. The disbursing office sequentially assigns the code to each CPN set it issues. Use codes A through Z, except I and O, and repeat the alphabet after use of Z. See PV_ transactions, rp 29.
Batch Serial Number	A consecutive number which identifies the number of the batches transmitted to the accounting point since the first day of the fiscal year. See DI Code PVA, rp 42-44.

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

AP1.22 <u>APPENDIX 1.22</u>

<u>TRANSACTION STATUS INDICATOR</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphanumeric

DEFINITION: Identifies a transaction: a) as other than normal and therefore requires special handling; b) as a reply to a previously submitted request; or c) to identify specific types of American National Standards Institute transactions.

<u>CODE</u>	<u>EXPLANATION</u>
A[1]	Reply to a previous request
B	No record
C[1]	Corrected transaction
D	Interim reply
E	Request for corrected transaction
F	Final reply/report
G	Ship-to code differs from contract
H	Stock number/part number differs from contract
J	Physically completed and accepted

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[1] Status Code A or C will take precedence when they, as well as other status codes, are applicable to the same record.

CODE	EXPLANATION

K^2 Cancellation (used in DLMS to replace the X-overpunch method of cancellation; also used for the text message "CANCEL" in DI code PEK)

L   MILSTRIP document number differs from contract

M^3 Modification Abstract (used in DLMS to identify modification abstracts - which are replacing the PB_ transactions)

N^3 Contract Abstract Acknowledgment (used in DLMS to replace the PFK when used as an abstract acknowledgment)

P   Final quantity shipped exceeds quantity variance for this CLIN

Q   Mark-for differs from contract

R^3 Contract Abstract Cancellation Acknowledgment (used in DLMS to replace the PFK when used as an abstract cancellation acknowledgment)

S   Two or more of the following control data elements do not match contract (ship-to, mark-for, MILSTRIP document number)

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

U^3 Error/Correction Abstract (used in DLMS to identify error/correction abstracts - which are replacing the PE_ transactions)

V^3 Estimated Quantity (used in DLMS, Transaction Set 561, 2/PO1/050, with PO102 when the quantity is estimated; replaces the X overpunch in PAE, rp 44)

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[2] This code is not used in MILSCAP; it has been identified and reserved here solely for use in DLMS transactions.

[3] These codes are not used in MILSCAP; they have been reserved here solely for use in DLMS transactions.

CODE	EXPLANATION
1	First followup
2	Second followup

APPENDIX A22 CODE MATRIX

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

App A22 Code	Chapter 5 SPN		Chapter 6 Dest. Acc.		Chapter 9 CPN		Chapter 11 CCS			DLMS
	PJJ	PJR	PK5	PKN/P	PV_	PVA	PK9	PKX	PKZ	DLMS
A				A(4)						
B										
C	C(1)	C(1)		C(5)						
D				D(4)						
E			E(6)							
F					F(8)	F(10)				
G	G(2)									
H	H(2)									
J						J(9)				
K										K(11)
L	L(2)									
M										M(11)
N										N(11)
P	P(2)									
Q	Q(2)									
R										R(11)
S	S(2)									
T	T(2)									
U										U(11)
V										V(11)
1			1(3)							
2			2(3)							

(1) See page 5-3, paragraph 5 G.
(2) See page 5-4, paragraph 5 H.
(3) See page 6-5, paragraph 6 F.1.
(4) See page 6-5, paragraph 6 F.2.
(5) See page 6-6, paragraphs 6 G.2. and 3.
(6) See page 6-6, paragraph 6 G.3.
(7) See page 7-4, paragraph 7 J.
(8) See page 9-5, paragraph 9 I.4.
(9) See page 11-2, paragraph 11 D.2.
(10) See page 11-2, paragraph 11 D.3.
(11) These codes not used in MILSCAP; reserved here solely for DLMS use.

AP1.23 <u>APPENDIX 1.23</u>

Reserved For Future Use

AP1.24 <u>APPENDIX 1.24</u>

Reserved For Future Use

AP1.25 <u>APPENDIX 1.25</u>

<u>CONTRACT SHIPMENT ADVICE</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha

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

<u>CODE</u>   <u>EXPLANATION</u>

A   Components Missing. Authorized shipment of an end item less some of the Components required by specifications.

B   Missing Components Furnished. The subsequent shipment of components missing at the time of shipment of the original end item. NOTE: The MOCAS system of DLA will issue an SPN only on the final shipment, i.e., it will not issue an SPN on a partial shipment furnishing missing components.

C   Quantity Increase. Due to overages, the quantity is an increase over that previously reported as shipped.

D   Quantity Decrease. Due to missing, damaged, or nonconforming supplies, the quantity is a decrease to that previously reported as shipped.

E   Replacement Shipment. Supplies were previously reported as quantity decrease due to missing, damaged, or nonconforming supplies.

F   Shipped and held in bond at contractor's plant. Shipment has been accepted.

G   Shipped and held as Government furnished property. Shipment has been accepted.

CODE	EXPLANATION
H	Shipped or performed as indicated. No special circumstances.
Z	Underrun Quantity. Final shipment of contract line item where underrun variation is authorized and the condition exists.

AP1.26 <u>APPENDIX 1.26</u>

<u>MODE OF SHIPMENT</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphanumeric

DEFINITION: Identifies the initial line haul of an item when shipped. Codes are authorized in MILSTAMP (reference j.) appendix F-14 and prescribed for DD 250 use in DFARS F-302.

<u>CODE</u>	<u>EXPLANATION</u>
A	Motor, truckload
B	Motor, less than truckload
C	Van (unpacked, uncrated personal or Government property)
D	Driveaway, Truckaway, Towaway
E	Bus
F	Air Mobility Command (AMC) Channel and Special Assignmant Airlift Mission
G	Surface parcel post
H	Air parcel post
I	Government truck, for shipment outside local delivery area
J	Air - small package carrier
K	Rail, carload[1]
L	Reserved

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[1]Includes trailer/container-on-flat car (excluding SEAVAN).

CODE	EXPLANATION
M	Surface - Freight forwarder
N	Reserved
O	Organic military air (including aircraft of foreign governments)
P	Through Government Bill of Lading (TGBL)
Q	Commercial Air Freight (includes regular and expedited service provided by major airlines; charters and air taxis)
R	Reserved
S	Scheduled Truck Service (STS) (applies to contract carriage, guaranteed traffic routings and/or scheduled service)
T	Air Freight Forwarder
U	Reserved
V	SEAVAN
W	Water, River, Lake, Coastal (commercial)
X	Bearer, Walk-Thru (customer pickup of materiel)
Y	Reserved
Z	Military Sealift Command (MSC) (controlled contract or arranged space)
2	Government watercraft (barge or lighter)
3	Roll On Roll Off (RORO) service
4	Armed Forces Courier Service (ARFCOS)
5	Surface - small package carrier
6	Military Official Mail (MOM)
7	Express Mail
8	Pipeline

CODE	EXPLANATION
9	Local delivery by Government or commercial truck including on-base transfers and deliveries between air, water, or motor terminals, and adjacent activities. Local delivery areas are identified incommercial carriers' tariffs which are filed and approved by regulatory authorities.

AP1.27 <u>APPENDIX 1.27</u>

<u>CASH DISCOUNT STIPULATION</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

<u>CODE</u>   <u>EXPLANATION</u>

D   Discount (contract contains cash discount terms)

N   No discount (contract does not contain cash discount terms)

AP1.28 <u>APPENDIX 1.28</u>

<u>SHIPMENT/ACCEPTANCE DISCREPANCY</u> <u>EXPLANATION</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

CODE   **EXPLANATION**

X   Damaged (received in damaged condition)

AP1.29 <u>APPENDIX 1.29</u>

<u>TRANSPORTATION PRIORITY</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

DEFINITION: Identifies the precedence of handling and method of shipment (see MILSTAMP, reference j.). Generally, the codes are described as shown below. However, a specific required delivery date (regardless of UMMIPS priority) may also affect the Transportation Priority that must be applied to meet that delivery date.

<u>CODE</u>   <u>EXPLANATION</u>

1   UMMIPS 01-08 with RDD of 999, N__, or E__; expedite

2   UMMIPS 01-08 with RDD of 555 or 777; expedite

3   UMMIPS 01-15 with no RDD; routine

AP1.30 <u>APPENDIX 1.30</u>

<u>CONTRACT CLOSEOUT GROUP</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

<u>CODE</u>	<u>EXPLANATION</u>
A	Contracts using simplified acquisition procedures. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when the contract is physically complete and payment has been made; payment date may be included. (See FAR 204.804-1(a)(1).)
B	Firm-fixed-price contracts. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when final payment is made; normally within 6 months. (See FAR 4.804-1(a)(2).)
C	Contracts requiring settlement of overhead rates, i.e., contracts that are appendix AP1.8. codes R, S, T, and U. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when all administrative actions are completed and final payment has been made; normally within 36 months. (See FAR 4.804-1(a)(3).)

CODE	EXPLANATION
D	All other contracts. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when all administrative actions are completed and final payment has been made; normally within 20 months. (See FAR 4.804.1(a)(4).)

AP1.31 <u>APPENDIX 1.31</u>

<u>TEXT</u>

NUMBER OF CHARACTERS: Various (see below)

TYPE OF CODE: Alphabetic

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

<u>DATA ELEMENT</u>	<u>EXPLANATION</u>
Noun	Identifies the name of the item as shown in the contract. See DI Code P_F, rp 29-39.
Description of Services	Identifies the service purchased or delivered. See DI Codes P_H, rp 30-53 and PJR, rp 62-79.
Message	Cancels the abstract. See DI Code PEK, rp 35-52.
Message	Acknowledges the abstract or acknowledges a notice to cancel the abstract. See DI Code PFK, rp 35-52.
Modification	Identifies the authority for the contract Authority modification as shown on the SF 30. See DI Code PB1, rp 30-44.
Record Legend	Identifies the Payment Text Header. See DI Code PVA, rp 4-20.

AP1.32 <u>APPENDIX 1.32</u>

<u>CONTRACT PAYMENT TYPE</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

<u>CODE</u>	<u>EXPLANATION</u>
A	Advance
B	Progress
C[1]	Partial (if not advance or progress) (Non-cost type contract)
D	Collection reversal (other than progress payment and advancement recoupments)
F[1]	Final (non-cost type contract)
H	Special tooling
J	Value engineering
K	Termination charges
L	Escalating clause payments
M	Price redetermination payments

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[1] Codes C and F will be used only when other codes are not applicable.

CODE	EXPLANATION
Q	Partial (cost type contracts)
R	Final (cost type contracts)
Z	Other lump-sum settlement (non-CLIN)

AP1.33 <u>APPENDIX 1.33</u>

<u>CONTRACT FUND REPORTING TRANSACTION</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

AP1.34 <u>APPENDIX 1.34</u>

<u>CONTRACT PAYMENT DEDUCTION/COLLECTION</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

a. Adjust the gross amount of the contract to arrive at the net amount paid the contractor, and

b. Reflect monies collected from the contractor which can be handled via applicable payment regulations/procedures which do not require contractual modification.

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

CODE	EXPLANATION
Q	Voluntary refund
R	Cash discounts
S	Trade discounts
T	Trade-in allowance
U	Proceeds from sale of surplus materiels
V	Liquidated damages
W	Temporary withholding of funds
X	Recoupment of advance payments
Y	Recoupment of progress payments
Z	Recoupment of other contractor indebtedness

AP1.35 <u>APPENDIX 1.35</u>

<u>CONTRACT OBLIGATION VARIANCE</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

<u>CODE</u>   <u>EXPLANATION</u>

A   Packaging and handling charges billed by the contractor for which no obligation was recorded

B   Reusable containers billed by the contractor for which no obligation was recorded

C   State and local taxes billed by the contractor for which no obligation was recorded

D   Royalty payments billed by the contractor for which no obligation was recorded

E   Minimum guarantee payments billed by the contractor for which no obligation was recorded

P   The difference between the unit price used to compute the obligation and the unit price billed on the contractor's invoice

Q   The difference between the quantity of items used to compute the obligation and the quantities delivered by the contractor (overruns and underruns)

T   Transportation charges paid and billed by the contractor for which no

obligation was recorded

AP1.36 <u>APPENDIX 1.36</u>

<u>COUNTRY CODE</u>

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

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

<u>EXPLANATION</u>

Codes are as identified in DoD 4000.25-13--M (reference g), data element "Countries of the World."

AP1.37 <u>APPENDIX 1.37</u>

<u>PLUS/MINUS INDICATOR</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Signifies whether a data field is to be considered algebraically positive or negative.

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

AP1.38 APPENDIX 1.38

REASON FOR DELAYED CLOSING OF CONTRACT FILE

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphanumeric

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

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

CODE	EXPLANATION
M	Negotiation of overhead rates pending
N	Additional funds requested but not yet received
P	Reconciliation with paying office and contractor being accomplished
Q	Armed Services Board of Contract Appeals case
R	Public Law 85-804 case
S	Litigation/investigation pending
T	Termination in process
U	Warranty clause action pending
V	Disposition of Government property pending
W	Contract modification pending
X	Contract release and assignment pending
Y	Awaiting notice of final payment
Z	Disposition of classified material pending
1-5, 8-9	Reserved
6	Fee withheld[1]
7	Awaiting removal of excess funds

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[1] Fee is being withheld because a question about the fee must be resolved before final payment can be made and the contract can be closed

AP1.38-2

AP1.39 <u>APPENDIX 1.39</u>

<u>CONTRACT PAYMENT LINE ITEM STATUS</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

AP1.40 <u>APPENDIX 1.40</u>

<u>SPECIAL REIMBURSABLE PROVISIONS</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

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

AP1.41 <u>APPENDIX 1.41</u>

<u>KIND OF MODIFICATION</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

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

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

CODE	EXPLANATION
K	Unpriced order definitization (definitizes an unpriced order, which is a Kind of Contract, appendix AP1.7., code 9 document)
L	Letter contract definitization (definitizes a letter contract, which is either a Kind of Contract, appendix AP1.7., code 8 document, or a Kind of Modification, appendix AP1.41., code W document)
M	Reserved for internal Service/Agency use (Army uses this code to identify the complete cancellation of a purchase order which is administered in-house and on which no deliveries have been made)
N	Exercise of priced option (definitization not required)
O	Lease adjustment (modification to facility contract)
P	Partial termination for convenience (requires code U definitization)
Q	Partial termination for default (requires code U definitization)
R	Obligation adjustment after physical completion of contract
S	PIO (requires code V definitization)
T	Complete termination for convenience (requires code U definitization)
U	Termination settlement (definitizes code P, Q, T, and X documents)
V	Provisioned item order (definitizes code S document, partial or total)
W	Letter contract modification (requires code L definitization)
X	Complete termination for default (requires code U definitization)
Y	Excess funds removal (decommit and deobligate ... due to partial or complete termination)
Z	Work and task order definitization (definitizes code J document)
2	Complete termination for default (definitization not required)

AP1.42 <u>APPENDIX 1.42</u>

<u>STOCK NUMBER</u>

NUMBER OF CHARACTERS: Thirteen

TYPE OF CODE: Numeric

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

<u>EXPLANATION</u>

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

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

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

AP1.43 <u>APPENDIX 1.43</u>

<u>PART NUMBER</u>

NUMBER OF CHARACTERS: Thirty-two

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

For purposes of MILSCAP the part number includes:

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

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

AP1.44 <u>APPENDIX 1.44</u>

<u>SHIPMENT IDENTIFICATION DATA</u>

NUMBER OF CHARACTERS: Eight

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

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

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

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

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

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

AP1.45 <u>APPENDIX 1.45</u>

<u>MILSTRIP DATA</u>

NUMBER OF CHARACTERS: Fifteen

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

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

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

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

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

AP1.46 <u>APPENDIX 1.46</u>

<u>QUANTITY</u>

NUMBER OF CHARACTERS: Various (see below)

TYPE OF CODE: Numeric

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

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

AP1.47 <u>APPENDIX 1.47</u>

<u>QUANTITY VARIANCE</u>

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

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

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

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

AP1.48 <u>APPENDIX 1.48</u>

<u>PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)</u>

NUMBER OF CHARACTERS: Thirteen

TYPE OF CODE: Alphanumeric

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

<u>EXPLANATION</u>

The number consists of:

a. Contracting Office - A six-position alphanumeric code. For pre-FY95 contract and order numbers, the code identifying the office that issued the contract or order is listed in DFARS appendix G; for FY95 and later contract and order numbers, the identifying code is a DoDAAC.

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

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

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

AP1.49 <u>APPENDIX 1.49</u>

<u>SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphanumeric

DEFINITION: A coded number that is used in conjunction with or to supplement the PIIN. Identifies a modification to a contract, or a call/order (and related modifications) under a contractual agreement.

<u>EXPLANATION</u>

The SPIIN is developed in accordance with DFARS 204.7004.

    a. The contract modification number is a six-position alphanumeric that identifies the issuing office and the type of modification.

    b. A call/order number may be a delivery order under an Indefinite Delivery Type Contract, an order under a Basic Ordering Agreement, or a call under a Blanket Purchase Agreement. It may be issued by either the DoD office that issued the basic contract/agreement or it may be issued by another office.

        (1) Calls/orders issued by the contracting office identified in the PIIN are numbered 0001 thru 9999.

        (2) Calls/orders, issued by an office other than the contracting office identified in the PIIN, are numbered by a two-position alphanumeric code followed by a two-position alphanumeric serial number. The first two-position code of the call/order is listed in DFARS appendix G and identifies the office issuing the call/order.

EXPLANATION

(3) Call/order modification order number: a two-position alphanumeric (call/order modification indicator) will be added to the call/order number to identify the call/order modification.

AP1.50 <u>APPENDIX 1.50</u>

<u>CONTRACT LINE ITEM NUMBER (CLIN) /</u>
<u>EXHIBIT LINE ITEM NUMBER (ELIN)</u>

NUMBER OF CHARACTERS: Six

TYPE OF CODE: Alphanumeric

DEFINITION: A number that identifies all items of supply or services set forth in the contract and in other documents related to the contract.

<u>EXPLANATION</u>

The CLIN/ELIN is developed in accordance with DFARS 204.71.

    a. CLINs refer to items in the contract. ELINs are used as an aternative to setting forth in the schedule an extensive list of contract line items. The list of items is called an exhibit and is identified by a CLIN. The items in the exhibit are identified by ELINs.

    b. The basic CLIN/ELIN is four positions and, when further subdivided, an additional two positions are added. When six positions are used, the last two positions are generally referred to as the subline.

AP1.51 <u>APPENDIX 1.51</u>

RESERVED FOR FUTURE USE

AP1.52 <u>APPENDIX 1.52</u>

RESERVED FOR FUTURE USE

AP1.53 <u>APPENDIX 1.53</u>

<u>NOT CONSIDERED FOR AWARD</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the reasons that an offer is no longer considered for award (FAR 15.1001(b)). (This code list is not used in MILSCAP. It is listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code NL.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Offer is unacceptable
B	Offer is outside of competitive range
C	Offer does not meet required delivery
D	Offeror is suspended, debarred, or otherwise ineligible
Z	Other

NOTE: This Appendix was not developed for use in MILSCAP; it is expected to be used solely for DLMS transactions.

AP1.54 <u>APPENDIX 1.54</u>

<u>FAILURE TO AWARD</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the reasons that an offer does not receive the award (FAR 15-1001(c)). (This code list is not used in MILSCAP. It is listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code RF.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Offer is unacceptable
B	Offer is not low
C	Offer does not meet required delivery
D	Offeror is suspended, debarred, or otherwise ineligible
E	Offer is not best value
F	Offer is determined to be other than fair and reasonable
G	Offer is determined not responsible
Z	Other

NOTE: This Appendix was not developed for use in MILSCAP; it is expected to be used solely for DLMS transactions.

AP1.55 <u>APPENDIX 1.55</u>

<u>REASON FOR BID REJECTION</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the reasons that a bid was rejected and not considered for award (FAR 14.404-2). (This code list is not used in MILSCAP. It is listed here for use with ANSI X12, Transaction S .t 836, Procurement Notices, data element 1270, code RR.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Bid is determined to be other than fair and reasonable
B	Bid does not conform to essential requirements of the IFB
C	Bid does not conform to delivery schedule
D	Bidder is suspended, debarred, or otherwise ineligible
F	Bid is materially imbalanced
G	Bidder is determined nonresponsible
H	Bid does not conform to specifications
J	Bid imposes conditions prejudicial to other bidders
K	Bid guarantee required but not submitted
Z	Other

NOTE: This Appendix was not developed for use in MILSCAP; it is expected to be used solely for DLMS transactions.

AP1.56 <u>APPENDIX 1.56</u>

<u>SOLICITATION METHOD</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the method of solicitation that applies to the award. (This code list is not used in MILSCAP. It is listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code SM.)

<u>CODE</u>	<u>EXPLANATION</u>
A	EDI unrestricted public solicitation (one-to-all)
B	EDI public solicitation restricted to small business (one-to-all)
C	EDI public solicitation restricted by statute or regulation other than a small business set-aside (one-to-all)
D	EDI restricted sources solicitation (one-to-few)
E	EDI noncompetitive solicitation (one-to-one)
F	Non-EDI unrestricted solicitation
G	Non-EDI solicitation restricted to small businesses
H	Non-EDI public solicitation restricted by statute or regulation other than a small business set-aside (one-to-all)
J	Non-EDI restricted sources solicitation
K	Non-EDI noncompetitive solicitation

CODE	EXPLANATION
Z	Other

NOTE: This Appendix was not developed for use in MILSCAP; it is expected to be used solely for DLMS transactions.

AP1.57 <u>APPENDIX 1.57</u>

<u>REASON FOR REJECTION OF UNSOLICITED PROPOSAL</u>

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the reasons for the rejection of an unsolicited proposal (FAR 15.506). (This code list is not used in MILSCAP. It is Listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code UP.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Offeror is suspended, debarred, or otherwise ineligible
B	Proposal is not related to agency mission area
C	Proposal contains insufficient technical information
D	Proposal contains insufficient cost information
F	Proposal is not approved by authorized offeror official
G	Proposal does not comply with FAR 15.509 markings
H	Proposal is not unique or innovative
J	Proposal was not independently originated and developed by offeror
K	Proposal was prepared with Government supervision

CODE	EXPLANATION
L	Proposal is for known Agency requirement subject to competitive procurement
Z	Other

NOTE: This Appendix was not developed for use in MILSCAP; it is expected to be used solely for DLMS transactions.

AP2. <u>APPENDIX 2.</u>

<u>MILSCAP TELECOMMUNICATION AND</u>

<u>SUPPLEMENTAL ACCOUNTING INFORMATION</u>

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

AP2.1 <u>APPENDIX 2.1</u>

<u>MILITARY STANDARD CONTRACT ADMINISTRATION</u> <u>PROCEDURES (MILSCAP) TELECOMMUNICATION</u> <u>PRECEDENCE GUIDE</u>

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

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[1] See footnote on next page.

[2] The Content Indicator code is four positions. The first position is assigned by the sending communications center in accordance with the AUTODIN Operating Procedure, JANAP 128 (reference k).

Footnote [1] from previous page:

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

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

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

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

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

AP2.2 <u>APPENDIX 2.2</u>

<u>LOCATION OF SUPPLEMENTAL ACCOUNTING CLASSIFICATION IN MILSCAP</u>

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

RECORD POSITIONS	DATA ELEMENT	DATA FORMATION	REMARKS
ARMY			
39	Program Year	Alphanumeric	May be blank.
40-4I	General Operating Agency Code	Alphanumeric	See AR 37-100, paragraph 2-4
42-45	Allotment Serial	Alphanumeric	Right justify and prefix with zeros. May be blank.
46-52	Program Element/ Budget Project	Alphanumeric	Left justify and suffix with blanks. May be blank.
53-56	Element of Expense/Object Class	Alphanumeric	Left justify and suffix with blanks. See AR 37-I00 paragraphs 1-13 and 2-2.
57-58	Country Code	Alphanumeric	Leave blank for CONUS, Alaska, and Hawaii. See AR 37-I00 for other country codes.
59-64	Fiscal Station Number	Alphanumeric	Enter code S in rp 59 followed by the appropriate fiscal station number, reflected in AR 37-101-2.

RECORD POSITIONS	DATA ELEMENT	DATA FORMATION	REMARKS
65-70	Procurement Request Order Number (PRON)	Alphanumeric	For all cost or cost reimbursable type contracts, and those fixed price type contracts for which progress or advance payments are authorized, enter the following data. For all other type contracts, leave blank. Mandatory for activities under jurisdiction of the USA Materiel Development and Readiness and USA Ballistic Missile Defense Systems Commands. For other Army activities, optional Agency use or leave blank.
(65)	Fiscal Year	Numeric	Enter applicable fiscal year as contained in the PRON.
(66-70)	PRON Serial	Alphanumeric	Enter the five-digit serial number of the PRON.
7l-74	Reserved		Leave blank.

NAVY

RECORD POSITIONS	DATA ELEMENT	DATA FORMATION	REMARKS
39-4l	Object Class	Numeric	Right justify and prefix with zeros.
42-46	Bureau Control Number	Alphanumeric	Right justify and prefix with zeros.
47	Suballotment or Operating Budget Subdivision	Alphanumeric	If not applicable, zero fill.
48-53	Authorization Accounting Activity (AAA)	Alphanumeric	Right justify and prefix with zeros.
54-55	Transaction Type	Alphanumeric	

RECORD POSITIONS	DATA ELEMENT	DATA FORMATION	REMARKS
56-6l	Property Accounting	Alphanumeric	Right justify and prefix with zeros.
62-73	Cost Code	Alphanumeric	Right justify and prefix with zeros.
74	Reserved		Leave blank.

Air Force

39-40	Fund Code	Alphanumeric	
4l	Program Year	Alphanumeric	
42-43	Operating Agency Code	Numeric	
44-45	Allotment Serial Number/Operating Budget Account Number	Alphanumeric	If not applicable, zero fill.
46-5l	Budget Program Activity Code (BPAC)/Project-Subproject/ Responsibility Center (RC)-Cost Center (CC)/Advance Research Project Agency (ARPA) Program	Alphanumeric	BPAC - Left justify and suffix with zeros.
52-57	Materiel Program Code (MPC)/RC-CC for RDT&E (Fund Code 28)	Alphanumeric	RC-CC for fund code 28, OAC 47. Four digit MPC in positions 2-5; add zero in positions l and 6. Zero fill if MPC/RC-CC is not applicable. Leave blank for open allotment.

RECORD POSITIONS	DATA ELEMENT	DATA FORMATION	REMARKS
58-62	Element of Expense (E of E) Subaccount/ Record Control Number (RCN)-Grant Aid/Modification ID/ ARPA Order Number/ Reimbursable Order Number (RON)/FMS Country Code-FMS Case Code/Budget Authorization Account Number (BAAN)	Alphanumeric	E of E in rp 1-3; subaccount in 4-5. RCN in rp 1-5. Modification ID in rp 1-5. ARPA order in rp 2-5. RON in rp 1-5. FMS case code in code in rp 1-2. Case in rp 3-5. BAAN in rp 1-3.
63-68	Program Element Major Force Program for Fund Code 30		The significant digit of the major force will be shown in rp 1 for fund code 30. Zero fill nonsignificant parts of this field.
69-74	Accounting Station	Numeric	

DLA

39	Reserved		Leave blank.
40-42	Allotment or Sub-allotment	Numeric	Right justify and prefix with zeros.
43	Reserved		Leave blank.
44-48	Program and Cost Account Number	Numeric	Left justify and suffix with zeros.
49	Reserved		Leave blank.
50-52	Object Class	Numeric	Left justify and suffix with zeros.
53-74	Reserved		Leave blank.

AP3. <u>APPENDIX 3</u>

<u>MILSCAP Record Layouts</u>

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

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

AP3.1 <u>APPENDIX 3.1</u>

<u>ADMINISTRATIVE DATA RECORD #1</u>

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

<u>Field Legend</u>	Record <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAA.
PIIN	4-16	Enter the number assigned to the contract. See appendix AP1.48 and DFARS subpart 204.70 for explanation of the PIIN.
SPIIN: Call/Order	17-22	Enter the assigned call or order number in rp 17-20, if applicable, and leave rp 21-22 blank. See appendix AP1.49. If not applicable, leave blank. (See chapter C4 for the use of this field with contract modifications.)
Effective Date or Order Date	23-29	Enter the Effective Date from the Award/Contract forms or the Order Date from the DD Form 1155. This date is expressed as year-month-day in accordance with appendix AP1.2.
Basic PIIN	30-42	Enter the 13-position PIIN that identifies the basic contract or agreement to which the order number in rp 4-16 applies.
Reserved	43-44	Leave blank.
Defense Priorities and Allocations System (DPAS)	45-48	Enter the code assigned to the contract in accordance with the DPAS handbook. See appendix AP1.3. DO or DX should be entered in the first two positions followed by a two-position Program Identification code. (A fifth position suffix code will not be entered.)

Field Legend	Record Position(s)	Entry and Instructions
		When more than one rating applies to a contract, enter code 9 in rp 45 and leave the remainder of the field blank; this indicates "see contract." If no DPAS rating is assigned, enter code N in rp 45 and leave the remainder of the field blank.
Identity Code: Issued By	49-54	Enter the identity code of the purchasing office issuing the contractual document. See appendix AP1.4.
Identity Code: Administered By	55-60	Enter the identity code of the office administering the contract. See appendix AP1.4.
Indicator: Partial Abstract	61	Enter 9 indicating "see contract," when all other data elements are not included in this abstract set (PAA-PAH). See appendix AP1.19. Otherwise, leave blank.
Identity Code: Contractor	62-67	Enter the identity code of the contractor shown in the contractor's block of the procurement instrument. See appendix AP1.4. Right justify.
Identity Code: Contractor Facility	68-73	If the work covered by the contract is to be performed in a facility at an address other than the address shown in the contractor's block of the contract, enter the appropriate identity code of the facility at which the work is to be performed. See appendix A4. Right justify. When more than one facility is involved in performing the contract, enter code 9 in rp 68 and leave the remainder of the field blank; this indicates "see contract." Otherwise, leave blank.
Type of Business	74	Enter the appropriate type of contractor code as listed in appendix AP1.6.

Field Legend	Record Position(s)	Entry and Instructions
Indicator: FMS Requirement	75	Enter code 1 if the contract includes FMS requirements. See appendix AP1.19. Otherwise, leave blank.
Reserved	76	Leave blank.
Numbering: Record Count	77-80	Enter the count of all the records being abstracted for this PIIN/SPIIN. See appendix AP1.21. (When the counter exceeds 9999, transmit last four positions of count only.) Use with PAA only. Count for PBA and PEA is recorded in the related PB1 or PE1 record.

AP3.2 <u>APPENDIX 3.2</u>

<u>ADMINISTRATIVE DATA RECORD #2</u>

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

<u>Field Legend</u>	**Record** <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAB.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
Discount Terms	23-37	Enter discount percentage and corresponding number of days allowed for prompt payment. See appendix AP1.18. Percentages should be expressed in terms of two positions for the whole number and two positions for the decimal. For example, 03.25 percent; 15.00 percent. Enter the first discount percentage in rp 23-26, with the corresponding number of days in rp 27-28. Enter the second discount percentage in rp 29-32, with the corresponding number of days in rp 33-34. If net days appear in the contract, they will be entered in rp 35-36; however, if net days are not specified in the contract, enter a code N in rp 35 and leave rp 36 blank. If discount terms are not applicable to a given contract, an N will be entered in rp 23, leaving rp 24-37 blank. If other terms are

Field Legend	Record Position(s)	Entry and Instructions
		cited in the contract in lieu of or in addition to those shown in rp 23-36, code 9 will be entered in rp 37; otherwise, leave rp 37 blank.
Identity Code: Paying Office	38-43	Enter the identity code of the office making payment. See appendix AP1.4. If more than the one office is designated in the contract for payment purposes, enter code 9 in rp 38 and leave the remainder of the field blank. In this case, the responsible paying offices will be identified in rp 55-60 of the PAD record.
Indicator: Fast Pay	44	Enter code F for fast pay provision. See appendix AP1.19. Otherwise, leave blank.
Amount: Total Amount of Contract	45-54	Enter, in dollars (rp 45-52) and cents (rp 53-54), the face value of the contract being abstracted. See appendix AP1.20. Right justify and prefix with zeros to fill the field. As specified in paragraph C4.4.3., increases and decreases will reflect net changes. An X-overpunch in rp 54 indicates a decrease. As specified in paragraph C2.6., an X-overpunch in rp 53 indicates the amount exceeds the limit of the field; another PAB transaction will follow with the overflow amount and a code T in rp 45. If no costs are involved, enter zeros in rp 45-54.
Date of Signature	55-61	Enter the date of signature or date of award in the case of a formal advertised procurement. For purchase orders, this is the same as the date in DI Code PAA, rp 23-29. Year-month-day will be expressed in accordance with appendix AP1.2.
Kind of Contract	62	Enter the appropriate kind of contract code in accordance with appendix AP1.7.

Field Legend	Record Position(s)	Entry and Instructions
Type of Contract	63	Enter the appropriate type of pricing provision code in accordance with appendix AP1.8, when it applies to the entire contract; when it varies by line or subline, use either DI Code PAF or PAH, rp 29. If no costs are involved in this contract, leave blank.
Identity Code: Abstract Recipient ADP Point	64-69	Enter the identity code of the activity furnishing ADP support to the abstract the abstract recipient. See appendix AP1.4. For contracts issued by the PO, the Abstract Recipient is always the CAO activity reflected in the "Administered by" block, rp 55-60 of DI Code PAA, as modified, of the basic contract. For calls/orders issued by the CAO, enter the identity code of the activity furnishing ADP support to the office indicated in the letter of delegation which authorized the CAO to issue the call/order. See paragraph C1.14., for further explanation of ADP point.
Criticality Designator	70	Enter the appropriate Criticality Designator in accordance with appendix AP1.9.
Indicator: Contract Administration Functional Limitations	71	Enter the Contract Administration Functional Assignment Limitation code 3 when a contract is assigned to a CAS component for payment only. See appendix AP1.19.
Reserved	72-74	Leave blank.
Special Contract Provisions	75-79	Enter one or more of the applicable codes listed in appendix AP1.11. Entries indicate the existence of certain clauses or provisions in the contract. When more than five codes apply, the code with the lowest sequence number, as shown in the appendix, will be used. Entries will be left justified and suffixed with zeros to fill the field. If no entry, leave blank.

AP3.2-3

Field Legend	Record Position(s)	Entry and Instructions
Reserved	80	Leave blank.

AP3.3 APPENDIX 3.3

ACCOUNTING CLASSIFICATION RECORD

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

Field Legend	Record Position(s)	Entry and Instructions
Document Identifier	1-3	Enter code PAC.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
ACRN	23-24	Enter the accounting classification reference number assigned to the accounting classification. See appendix AP1.16.
Accounting Classification Data:	25-74	Structured as shown below (also see appendix AP1.17).
Appropriation	(25-34)	Enter the appropriation as shown in the contract. See appendix AP1.12.
Limit/Subhead	(35-38)	Enter the appropriation limit or subhead code. Left justify and suffix with blank spaces to fill the field.

Field Legend	Record Position(s)	Entry and Instructions
Supplemental Accounting Classification	(39-74)	Enter the balance of the accounting classification data in any arrangement desired by the Service/Agency. However, this arrangement should be consistent as it will be reported back to the Service/Agency in payment data, in the same manner as recorded in the abstract. See pages AP2.2-1 through AP2.2-5 for current data structure.
Identity Code: Accounting Station	75-80	Enter the appropriate accounting station identity (CPN recipient) code for the Army, DLA, and Air Force. See appendix AP1.4. This field will be left blank for the Navy funds.

AP3.4 <u>APPENDIX 3.4</u>

<u>ACCOUNTING CLASSIFICATION TRAILER</u>

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

<u>Field Legend</u>	Record <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAD.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
ACRN	23-24	Perpetuate the ACRN in the Accounting Classification Record.
Special Reimbursable Provisions	25-35	Enter the applicable code(s): a. When the contract authorizes contingent services for which the contractor may be reimbursed (i.e., if the cost is incurred) with a charge to this ACRN but for which no CLIN/ELIN is applicable and no obligation has been established (i.e., codes A thru E, T, or Z). or b. When the contract authorizes material, services, or lump sum payments for which the contractor will be reimbursed (i.e., the cost will be incurred) with a charge to this ACRN but for which no CLIN/ELIN has been established (i.e., codes F thru H, J thru M, P, or Z). See appendix AP1.40. Left justify, leaving the unused portion of the field blank.

Field Legend	Record Position(s)	Entry and Instructions
Reserved	36-44	Leave blank.
Amount: Obligated Amount	45-54	Enter, in dollars (rp 45-52) and cents (rp 53-54), the obligated amount of the contract being abstracted for a given accounting classification. See appendix AP1.20. Right justify and prefix with zeros to fill the field. As specified in paragraph C4.4.3., increases and decreases will reflect net changes. An X-overpunch in rp 54 indicates a decrease. As specified in paragraph C2.6., an X-overpunch in rp 53 indicates the amount exceeds the limit of the field; another PAD transaction will follow with the overflow amount and a code T in rp 45. If this record is issued only to identify the accounting classification chargeable for a non-CLIN/ELIN payment for which no obligation has been established, zero fill.
Identity Code: Paying Office	55-60	Enter the identity code of each office making payment when more than one office is designated in the contract. See appendix AP1.4. Otherwise, leave blank.
Reserved	61-80	Leave blank.

AP3.5 APPENDIX 3.5

SUPPLIES LINE ITEM DATA RECORD #1

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

Field Legend	Record Position(s)	Entry and Instructions
Document Identifier	1-3	Enter code PAE.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Stock Number (NSN)	29-43	Enter the National Stock Number or local stock number in rp 29-41. Rp 42-43 may be used for management data related to a stock number. See appendix AP1.42. When a stock number is not available but will be furnished later, a U for "undefinitized" will be entered in rp 29, leaving the remainder of the field blank. A code U will be entered in rp 29 when a stock number is not applicable. If this line item references an exhibit, enter code N

Field Legend	Record Position(s)	Entry and Instructions
		in rp 29, leave rp 30 blank, insert "EXHIBIT" in rp 31-37, and leave the remainder of the field blank. If delivery schedules are applicable to a services line item, enter code N in rp 29, leave rp 30 blank, insert "SERVICES" in rp 31-38, and leave the rest of the field blank. In this case, the services line record will not be used.
Quantity: Order Quantity	44-51	Enter the total quantity on order for a given CLIN or ELIN. See appendix AP1.46. Right justify and prefix with zeros to fill the field. An X-overpunch will be entered in rp 44 when the quantity is estimated. When the quantity is unknown, a code U will be entered in rp 44, leaving the remainder of the field blank. If this line item references an exhibit or service, a code N will be entered in rp 44 and the remainder of the field left blank. An X-overpunch in rp 51 indicates a decrease. As specified in paragraph C2.6., an X-overpunch in rp 50 indicates the quantity exceeds the limit of the field; another PAE transaction will follow with the overflow quantity and a code T in rp 44.
Purchase Unit	52-53	Enter the two-position purchase unit to reflect the unit of purchase as shown in the contract. See appendix AP1.13. Leave blank if no unit is shown in the contract.
Amount: Unit Price	54-64	Enter the unit price, in dollars (rp 54-60), cents (rp 61-62), and mills (rp 63-64). See appendix AP1.20. The dollar and cents segments of the field will be right justified and prefixed with zeros, the mills segment will be left justified and suffixed with zeros. If blank, zero fill the field. An X-overpunch in rp 54

Field Legend	Record Position(s)	Entry and Instructions
		indicates that the unit price is estimated. When the unit price is unavailable but will be furnished later, a code U will be entered in rp 54, leaving the remainder of the field blank. On other than fixed price services, unit price may not be applicable, in which case a code N will be entered in rp 54, leaving the remainder of the field blank. Enter a code C in rp 54, leaving the remainder of the field blank if the unit price for this contract subline or exhibit subline item is not separately priced and the unit price for this contract subline is included within the unit price of a related subline item. (If mills exceed two positions, enter 9, indicating "see contract," in rp 54 and leave remainder of the field blank.)
Amount: Total Item Amount	65-74	Enter, in dollars (rp 65-72) and cents (rp 73-74) the amount of the item quantity on order (i.e., unit price times quantity rounded to the nearest cent) except when a code C, N, U, or 9 appears in rp 54. See appendix AP1.20. Right justify and prefix with zeros to fill the field. As specified in paragraph C4.4.3., increases and decreases will reflect net changes. An X-overpunch will be entered in rp 65 when the Total Item Amount is estimated. When the Total Item Amount is undefinitized, a code U will be entered in rp 65, leaving the remainder of the field blank. If the Total Item Amount is not applicable, a code N will be entered in rp 65 and the remainder of the field left blank. An X-overpunch in rp 74 indicates decrease. As specified in paragraph C2.6., an X-overpunch

Field Legend	Record Position(s)	Entry and Instructions
		limit of the field; another PAE transaction will follow with the overflow amount and a code T in rp 65.
Identity Code: Item or Project Manager	75-80	If the activity to receive MILSCAP follow-on records of shipment performance is not the Issued By of the initial abstract or an activity collocated with the Issued By, enter the identity code of the authorized activity. See appendix AP1.4. Otherwise, leave blank.

AP3.6 <u>APPENDIX 3.6</u>

<u>SUPPLIES LINE ITEM DATA RECORD #2</u>

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

<u>Field Legend</u>	Record <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAF.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number Call/Order assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Text: Noun	29-39	Enter the first 11 positions of the name and description of the item being procured as shown in the contract. See appendix AP1.31.
Part Number	40-71	Enter the manufacturer's Federal Supply Code for Manufacturers in rp 40-44 and the part number in rp 45-71. See appendix AP1.43. If not available, leave blank. Left justify and suffix with blank spaces. If fractions are involved, use three positions, i.e., 1/2.

Field Legend	Record Position(s)	Entry and Instructions
Procurement Quality Assurance (PQA) Site	72	Enter the code, in accordance with appendix AP1.14, indicating the site where PQA (inspection) of supplies will take place.
Acceptance Site	73	Enter the code, in accordance with appendix AP1.15, indicating the site where acceptance of supplies (i.e., when the Government assumes ownership of the supplies) will take place.
Free on Board (FOB) Site (CLIN/ELIN Level)	74	Enter appropriate FOB code for this line item, in accordance with appendix AP1.5.
Quantity Variance: Over	75-76	Enter permissible quantity overage in terms of percentage. See appendix AP1.47 for appropriate codes. Right justify and prefix with zeros to fill the field. If no entry, leave blank.
Quantity Variance: Under	77-78	Enter permissible quantity shortage in terms of percentage. See appendix AP1.47 for appropriate codes. Right justify and prefix with zeros to fill the field. If no entry, leave blank.
Type of Contract	79	Enter the appropriate type of pricing provision code (see appendix AP1.8) when It varies by line or subline within the contract . Otherwise, leave blank.
Reserved	80	Leave blank.

AP3.7 <u>APPENDIX 3.7</u>

<u>SUPPLIES SCHEDULE DATA RECORD</u>

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

<u>Field Legend</u>	**Record** <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAG.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number Call/Order assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN or ELIN	23-28	Enter the basic contract line or exhibit line number in rp 23-26. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Identity Code: Ship-To	29-34	Enter the destination identity code. See appendix AP1.4. If shipping instructions are to be furnished later, enter code U in rp 29 (i.e., undefinitized) and leave the remainder of the field blank.

Field Legend	Record Position(s)	Entry and Instructions
Identity Code: Mark-For	35-40	Enter the identity code of the ultimate recipient of the supplies. See appendix AP1.4. The following MILSTRIP technique may also be used: code Y entered in rp 35 indicates the remainder of the coding in the field is meaningful only to the recipient and is not a formally established identity code. If no entry, leave blank.
Delivery Schedule Date	41-47	Enter the contract date for delivery of material which will be addressed to the destination shown in the Ship-To and Mark-For fields. This date is expressed as year-month day in accordance with appendix AP1.2. An X-overpunch will be entered in rp 41 when the date is estimated. When the date is undefinitized, a code U will be entered in rp 41, leaving the remainder of the field blank.
Quantity: Delivery Schedule Quantity	48-55	Enter the quantity scheduled for delivery on the date shown in the Delivery Schedule Date field and addressed to the destination in the Ship-To and Mark-For fields. See appendix AP1.46. Right justify and prefix with zeros to fill the field. An X-overpunch will be entered in rp 48 where the quantity is estimated. When the quantity is undefinitized, a code U will be entered in rp 48, leaving the remainder of the field blank. As specified in paragraph C4.4.3., increases and decreases will reflect net changes; an X-overpunch in rp 55 indicates a decrease. As specified in paragraph C2.6., an X-overpunch in rp 50 indicates the quantity specified in paragraph C2.6., an X-overpunch in rp 50 indicates the quantity exceeds the

Field Legend	Record Position(s)	Entry and Instructions
		limit of the field; another PAG transaction will follow with the overflow quantity and a code T in rp 48.
ACRN	56-57	Perpetuate the entry in the Accounting Classification Record of the reference number which represents the accounting classification that is applicable to a given destination (ship-to/mark-for), delivery date, and quantity. See appendix AP1.16. In rare cases, when multiple accounting classifications apply to a single unit so the quantity cannot be subdivided to relate to a single accounting classification, enter a code 9 followed by a blank. The "nine blank" indicates that information under.the heading "Payment Instructions for Multiple Fund Accounting Citations" is provided in the contract. (See DFARS 204.7108.) In those cases where the ACRN cannot be determined for a Supplies Schedule Data Record, shipping instructions are to be furnished later and a code U for undefinitized appears in rp 29; a code U for undefinitized may be entered in rp 56, leaving rp 57 blank. This will require entry of the proper ACRN at the time shipping instructions are issued prior to the shipment.
Reserved	58	Leave blank.
Transportation Priority (TP)	59	Enter the applicable code from the contract. See appendix AP1.29. The TP code will appear in the consignment instructions of the contract as required by DFARS 247.305-10. The codes are constructed in accordance with DoD 4500.32-R, (reference (j)). Leave blank when a TP is not included in the contract.

Field Legend	Record Position(s)	Entry and Instructions
MILSTRIP Data:	60-74	When an MILSTRIP requisition results in a new procurement or amendment to a contract, the following MILSTRIP data will be entered. Otherwise, leave blank. See appendix AP1.45.
MILSTRIP Document Number	(60-73)	Enter the MILSTRiP document number for a given requisition.
MILSTRIP Suffix	(74)	Enter the MILSTRIP document number suffix if given; otherwise, leave blank.
CLIN/Subline (for Exhibit)	75-80	Enter the contract line/subline item number which establishes the exhibit line item number shown in rp 23-28. See appendix AP1.50. Leave blank if no ELIN is involved.

AP3.8 <u>APPENDIX 3.8</u>

<u>SERVICES LINE ITEM DATA RECORD</u>

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

<u>Field Legend</u>	Record <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PAH.
PIIN	4-16	Enter the number assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
SPIIN: Call/Order	17-22	Enter the supplementary number Call/Order assigned to the contract in the same manner as prescribed for the related Administrative Data Record #1.
CLIN	23-28	Enter the basic contract line number in rp 23-26. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 27-28. If no subline, leave blank.
Type of Contract	29	Enter the appropriate type of pricing provision code (see appendix AP1.8) when it varies by line or subline within the contract. Otherwise, leave blank.
Text: Description of Services	30-53	Enter a portion of the services description, not to exceed 25 positions. See appendix AP1.31.
Procurement Quality Assurance (PQA) Site	54	Enter the code, in accordance with appendix AP1.14, indicating the site where PQA (inspection) of services will take place.

Field Legend	Record Position(s)	Entry and Instructions
Acceptance Site	55	Enter the code, in accordance with appendix AP1.15, indicating the site where acceptance of services (i.e., where the Government approves specific services) will take place.
ACRN	56-57	Perpetuate the entry in the Accounting Classification Record of the reference number which represents the accounting classification that is applicable to a given service CLIN. See appendix AP1.16. In rare cases when multiple accounting classifications apply to the same CLIN/ subline and the quantity cannot be subdivided to relate to a single accounting classification, enter a code 9 followed by a blank. The nine blank indicates that information under the heading "Payment Instructions for Multiple Fund Accounting Citations" is provided in the contract. (See DFARS 204.7108.)
Service Completion Date	58-64	Enter the date a given service is scheduled for completion. This date is expressed as year-month-day in accordance with appendix AP1.2. An X-overpunch will be entered in rp 58 when the date is estimated. When the date is undefinitized, a code U will be entered in rp 58, leaving the remainder of the field blank.

Field Legend	Record Position(s)	Entry and Instructions
Amount: Total Item Amount	65-74	Enter, in dollars (rp 65-72) and cents (rp 73-74), the amount of the item on order for a given CLIN. See appendix AP1.20. Right justify and prefix with zeros to fill the field. As specified in paragraph C4.4.3., increases and decreases will reflect net changes. An X-overpunch will be entered in rp 65 where the Total Item Amount is estimated. When Total Item Amount is undefinitized, a code U will be entered in rp 65, leaving the remainder of the field blank. If Total Item Amount is not applicable, a code N will be entered in rp 65 and the remainder of the field left blank. An X-overpunch in rp 74 indicates a decrease. As specified in paragraph C2.6., an X-overpunch in rp 73 indicates the amount exceeds the limit of the field; another PAH transaction will follow with the overflow amount and a code T in rp 65.
Identity Code: Item or Project Manager	75-80	If the activity to receive MILSCAP follow-on records of performance is not the PO (the Issue-By of the initial abstract) or an activity collocated with the Issue-By, enter the identity code of the authorized activity. See appendix AP1.4. Otherwise, leave blank.

AP3.9 APPENDIX 3.9

ACKNOWLEDGMENT/CANCELLATION

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

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

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

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

Field Legend	Record Position(s)	Entry and Instructions
Document Identifier	1-3	Enter code PEK for a Cancellation Record; enter code PFK for an Acknowledgment Record.
PIIN	4-16	Enter the number assigned to the contract. See appendix AP1.48.

Field Legend	Record Position(s)	Entry and Instructions
SPIIN: Call/Order	17-22	Enter the assigned call/order number in rp 17-20, and leave rp 21-22 blank. See appendix AP1.49. If no call/order number, leave blank.
Identity Code: Abstract Recipient ADP Point	23-28	Enter the identity code of the activity that received the abstract or the cancellation notice. See appendix AP1.4.
Identity Code: Issued By	29-34	Enter the identity code of the activity that originated the abstract. See appendix AP1.4.
Text: Message	35-52	Enter "CANCEL" for a Cancellation Record; "ABSTRACT RECEIVED" for an abstract Acknowledgment Record; or "ABSTRACT CANCELED" for a cancellation Acknowledgment Record.
Transaction Date	53-57	Enter the date of preparation of this transaction. This date is expressed as month-day in accordance with appendix AP1.2.
Reserved	58-80	Leave blank.

AP3.10 <u>APPENDIX 3.10</u>

<u>MODIFICATION HEADER RECORD/</u>
<u>CORRECTION HEADER RECORD</u>

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

In general, changing noncontrol data requires the overlay technique; changing control data requires delete and add. Refer to chapter C4 for the control data in the succeeding change formats and for detailed instructions for changing both control and noncontrol data.

<u>Field Legend</u>	Record <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PB1 for a contract modification abstract or PE1 for a correction abstract.
PIIN	4-16	Enter the number assigned to the contract against which the modification or correction is issued. See appendix AP1.48.
SPIIN: Call/Order	17-22	For modification to contracts, enter the modification number in rp 17-22. For modifications to calls or orders, enter the call/order number in rp 17-20 and the modification number in rp 21-22. See appendix AP1.49. This number will be perpetuated in all abstract records required to effect a given change to the contract.
Effective Date of Modification	23-29	Enter the effective date of the modification, if applicable. The date is expressed as year-month-day in accordance with appendix AP1.2.

Field Legend	Record Position(s)	Entry and Instructions
Text: Modification Authority	30-44	Enter the modification authority from the SF 30, if applicable. See appendix AP1.31. This is an optional entry and may be left blank.
Reserved	45-48	Leave blank.
Identity Code: Issued By	49-54	Enter the identity code of the office issuing the modification or correction. See appendix AP1.4.
Identity Code: Administered By	55-60	Enter the identity code of the office administering the contract. See appendix AP1.4.
Kind of Modification	61	Enter the appropriate code for the Kind of Modification outlined in appendix AP1.41, if applicable. Otherwise, enter the kind of modification as indicated by paragraph numbers in block 13 of SF 30, i.e., a - change order, b - administrative change, etc.
Reserved	62-63	Leave blank.
Identity Code: Abstract Recipient ADP Point	64-69	Enter the identity code of the activity furnishing ADP support to the abstract recipient. See appendix AP1.4. For modifications or corrections issued by the CAO activity, see paragraph C4.3.1., for determining the abstract recipient.
Date of Signature	70-76	Enter the date that the modification document was signed, if applicable. The date is expressed as year-month-day in accordance with appendix AP1.2.
Numbering: Record Count	77-80	Enter the count of all records being abstracted (including the P_1 Header Record) for this PIIN/SPIIN. See appendix AP1.21. When the counter exceeds 9999, transmit the last four positions of count only.

AP3.11. APPENDIX 3.11

SHIPMENT PERFORMANCE NOTICE
SUPPLIES LINE ITEM

Field Legend	Record Position(s)	Entry and Instructions
Document Identifier	1-3	Enter code PJJ.
PIIN	4-16	Enter the number signed to the contract against which the shipment was made. See appendix AP1.48. An X-overpunch in rp 10 indicates a cancellation.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, against which the shipment was made. See appendix AP1.49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Ship-To	27-32	Enter the identity code of the consignee to whom shipment was made. See appendix AP1.4.
Identity Code: Mark-For	33-38	Enter the identity code of the ultimate recipient of the supplies. See appendix AP1.4. If no entry, leave blank.

Field Legend	Record Position(s)	Entry and Instructions
Date Shipped	39-45	Enter the date of shipment as reflected on the DD Form 250 or DD Form 1155. This date is expressed as year-month-day in accordance with appendix AP1.2. If the shipping document indicates that the shipping date is estimated, enter an X-overpunch in rp 39.
Quantity: Quantity Shipped	46-51	Enter the quantity shown as shipped on the shipping document. See appendix AP1.46. Right justify and prefix with zeros to fill the field.
Shipment: Identification Data:	52-59	See appendix AP1.44.
Shipment Number	(52-58)	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to discretely identify this shipment under the contract.
Shipment Number Suffix	(59)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155, if applicable. This code will be a Z (final shipment against the contract) or an alpha, indicating a replacement shipment (see C5.6.). Otherwise, leave blank.
Mode of Shipment	60	Enter the appropriate code from appendix AP1.26 to indicate the transportation mode used to ship the supplies.
Contract Shipment Advice	61	Enter the appropriate code in accordance with appendix AP1.25.
Stock Number or MILSTRIP data:	62-76	
Stock Number	(62-74)	For Navy and DLA contracts, enter the National Stock Number (NSN) or local stock number as reflected on the shipping document. See appendix AP1.42.

Field Legend	Record Position(s)	Entry and Instructions
Reserved	(75-76)	Blank.
MILSTRIP Document Number	(62-75)	For Army and Air Force contracts, enter the MILSTRIP document number as reflected on the shipping document;
MILSTRIP Suffix	(76)	and, enter the MILSTRIP document number suffix code when reflected on the shipping document. See appendix AP1.45. If no entry, leave blank.
Transaction Date	77-79	Enter the ordinal date on which this transaction was prepared. This date will be all numeric in accordance with appendix AP1.2.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix AP1.22. If no entry, leave blank.

AP3.12 <u>APPENDIX 3.12</u>

<u>SHIPMENT PERFORMANCE NOTICE</u>
<u>SERVICES LINE ITEM</u>

<u>Field Legend</u>	Record <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PJR.
PIIN	4-16	Enter the number assigned to the contract against which the services were performed. See appendix AP1.48. An X-overpunch in position rp 10 indicates a cancellation.
SPIIN: Call/Order	17-22	Enter the call or order number, if applicable, against which the services were performed. See appendix AP1.49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
CLIN or ELIN	21-26	Enter the basic exhibit line item number in rp 21-24, if applicable; if not, enter the basic contract line item number. See appendix AP1.50. Right justify and prefix with zeros to fill this field. Enter the corresponding subline item number in rp 25-26; if no subline, leave blank.
Identity Code: Performed-At	27-32	Enter the identity code of the activity at which the services were performed (this may be a contractor's facility or a Government activity). See appendix AP1.4.
Reserved	33-38	Leave blank.

Field Legend	Record Position(s)	Entry and Instructions
Date Completed	39-45	Enter the date of completion of the services as reflected on the DD Form 250 or DD Form 1155. This date is expressed as year-month-day in accordance with appendix AP1.2. If the shipping document indicates that the completion date is estimated, enter an X-overpunch in rp 39.
Reserved	46-51	Leave blank.
Shipment Identification Data: Shipment Number	52-58	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to discretely identify this increment of services performed by the contractor. See appendix AP1.4.
Reserved	59-60	Leave blank.
Contract Shipment Advice	61	Enter the appropriate code in accordance with appendix AP1.25.
Text: Description of Services	62-79	Enter a portion of the description of services performed, not to exceed 18 positions. See appendix AP1.31.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix AP1.22. If no entry, leave blank.

AP3.13 <u>APPENDIX 3.13</u>

<u>ACCEPTANCE ALERT</u>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PK5.
PIIN	4-16	Enter the number assigned to the contract against which acceptance is to be reported. See appendix AP1.48.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, under which the shipment was made. See appendix AP1.49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
Identity Code: Contract Administration ADP Point	21-26	Enter the identity code of the DCMR ADP point. This code is prescribed in appendix AP1.4. (The A/R is later forwarded through DAAS to this ADP point.)
Identity Code: Ship-To	27-32	Enter the identity code of the consignee to whom shipment was made. See appendix AP1.4.
Shipment Identification Data:	33-40	See appendix AP1.44.
Shipment Number	(33-39)	Enter from the DD Form 250 or the DD Form 1155 the shipment number assigned to discretely identify this shipment under the contract.
Shipment Number Suffix	(40)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract) or an alpha (replacement shipment). See chapter 5, section C5.6. Otherwise, leave blank.

Field Legend	Record Position(s)	Entry and Instructions
CLIN or ELIN	41-46	Enter the basic exhibit line item number in rp 41-44, if applicable; if not, enter the basic contract line item number. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 45-46; if no subline, leave blank.
Quantity: Quantity Shipped	47-54	Enter the quantity shown as shipped on the shipping document. See appendix AP1.46. Right justify and prefix with zeros to fill the field.
Purchase Unit	55-56	Enter the purchase unit shown on the shipping document. See appendix AP1.13.
Stock Number	57-69	Enter the National Stock Number (NSN) or local stock number for the CLIN as reflected on the shipping document. See appendix AP1.42. When a stock number is not applicable, enter the manufacturer's part number if 13 positions or less, FSCM in rp 57-61 and part number in (see appendix AP1.43) rp 62-69. When neither a stock number nor a part number applies and there is a mark-for code in the DD Form 1155 or in block 4 of the DD Form 250, enter the DoDAAC in rp 58-63. When none of the above applies, enter other identifying information, such as an office symbol or name, in rp 58-69. Otherwise, leave blank.
Date Shipped	70-76	Enter the date of shipment as reflected on the shipping document. This date is expressed as year-month-day in accordance with appendix AP1.2. When the shipping document indicates that the shipping date is estimated, enter an X-overpunch in rp 70.

Field Legend	Record Position(s)	Entry and Instructions
Procurement Quality Assurance (PQA) Site	77	When quality assurance (inspection) is to be performed at destination, enter code D; otherwise, enter code S. See appendix AP1.14.
Special Contract Provision: Liquidated Damages	78	If the contract contains a Liquidated Damages clause, enter Clause code A from appendix AP1.11; otherwise, leave blank. This advises the consignee that acceptance action should be expedited.
Cash Discount Stipulation	79	Enter the appropriate code from appendix AP1.27. This advises the consignee that a cash discount applies and acceptance should be expedited.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix AP1.22. See chapter 6, sections C6.6. and C6.7. If no entry, leave blank.

AP3.14 <u>APPENDIX 3.14</u>

<u>ACCEPTANCE REPORT</u>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKN if A/A has been received; enter PKP if A/A has not been received.
PIIN	4-16	Enter the number assigned to the contract against which acceptance is being reported. See appendix AP1.48. An X-overpunch in rp 10 indicates a cancellation of the report.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, under which the shipment was made. See appendix AP1.49. Modification numbers, including Provisioned Item Order numbers, will not be entered. Leave blank if no call or order number applies.
Identity Code: Contract Administration ADP Point	21-26	Enter the identity code of the DCMR ADP point. This code is prescribed in appendix AP1.4. (The A/R is forwarded through DAAS to this ADP point.)
Identity Code: Ship-To	27-32	Enter the identity code of the consignee to whom shipment was made. See appendix AP1.4.
Shipment Identification Data:	33-40	See appendix AP1.44.
Shipment Number	(33-39)	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to discretely identify this shipment under the contract.

Field Legend	Record Position(s)	Entry and Instructions
Shipment Number Suffix	(40)	Enter the alpha suffix code from the Suffix DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract) or an alpha indicating a replacement shipment (see chapter 5, section C5.6.). Otherwise, leave blank.
CLIN or ELIN	41-46	Enter the basic exhibit line item number in rp 41-44, if applicable; if not, enter the basic contract line item number. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 45-46; if no subline, leave blank.
Quantity: Quantity Shipped	47-54	Enter the quantity shown as shipped on the shipping document. See appendix AP1.46. Right justify and prefix with zeros to fill the field.
Purchase Unit	55-56	Enter the purchase unit shown on the DD Form 250 or DD Form 1155. See appendix AP1.13.
Quantity: Quantity Accepted	57-64	Enter only that quantity actually accepted by the Government representative at the destination. Right justify and prefix with zeros to fill the field. See appendix AP1.46. If this is an interim report, enter zeros.
Shipment/Acceptance Discrepancy Explanation	65	Enter the appropriate code from appendix AP1.28 when either a difference exists between the quantity shipped and the quantity accepted, or the material is accepted when the complete shipping information is not available, i.e., documentation is missing or incomplete. If more than one reason is applicable, enter the major reason for the difference. Leave blank if no discrepancy is involved.

Field Legend	Record Position(s)	Entry and Instructions
Actual/Estimated Acceptance Date	66-72	Enter the date that the material was accepted by the Government representative as indicated on the DD Form 250 or DD Form 1155. This date is expressed as year-month-day in accordance with appendix AP1.2. If this is an interim report, insert an X-overpunch in rp 66 and enter estimated date material will be accepted. Leave blank if material has not been received.
Date Delivered/Offered	73-79	Enter the date that the material was delivered or offered for delivery (see chapter 6, section C6.3.). This date is expressed as year-month-day, in accordance with appendix AP1.2. Leave blank if material has not been delivered.
Transaction Status Indicator	80	Enter the appropriate code in accordance with appendix AP1.22. See chapter 6, sections C6.6. and C6.7. If no entry, leave blank.

AP3.15 <u>APPENDIX 3.15</u>

RESERVED FOR FUTURE USE

AP3.16 <u>APPENDIX 3.16</u>

RESERVED FOR FUTURE USE

AP3.17 APPENDIX 3.17

ACCOUNTING CLASSIFICATION HEADER RECORD

Field Legend	Record Position(s)	Entry and Instructions
Document Identifier	1-3	Enter code PV1.
PIIN	4-16	Enter the number assigned to the contract involved in the payment/collection. See appendix AP1.48.
SPIIN: Call/Order	17-20	Enter the call or order number, if a plicable, against which the payment/collection is being applied. See appendix AP1.49. Leave blank if no call/order number applies.
ACRN	21-22	Enter the Accounting Classification Reference Number applicable to the accounting classification against which the payment/collection is being applied. See appendix AP1.16. (This code is identical to the code in the contract or the contract abstract Accounting Classification Record prepared by the purchasing office.)
Numbering: Voucher Number	23-28	Enter the voucher serial number assigned to the payment/collection. See appendix AP1.21.
Numbering: Batch Sequence	29	Enter a sequential alpha code A through Z except I and O, for each CPN transaction set. See appendix AP1.21.
Accounting Classification Data:	30-79	Structured as shown below. Also see appendix AP1.17.
Appropriation	(30-39)	Enter the appropriation (exactly as furnished in the abstract or contract) applicable to the payment/collection. See appendix AP1.12.

Field Legend	Record Position(s)	Entry and Instructions
Limit/Subhead	(40-43)	Enter the appropriation limit or subhead (exactly as furnished in the abstract or contract) applicable to the payment/collection.
Supplemental Accounting Classification	(44-79)	Enter the balance of the accounting classification data (exactly as furnished in the abstract or contract) applicable to the payment/collection.
Transaction Status Indicator	80	Leave blank.

AP3.18 <u>APPENDIX 3.18</u>

<u>DISBURSEMENT/COLLECTION RECORD</u>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV2.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Identity Code: CAN Recipient	30-35	Enter the identity code of the accounting point to which the CAN is being sent. See chapter 9, section C9.10. and appendix AP1.4.
Identity Code: Disbursing Officer	36-41	Enter the identity code as reflected in the voucher of the disbursing officer who made payment. See appendix AP1.4.

Field Legend	Record Position(s)	Entry and Instructions
Voucher Date	42-48	Enter the date of the voucher pertinent to the CAN. This date is expressed as year-month-day in accordance with appendix AP1.2.
Contract Payment Type	49	Enter the code (for payments) which identifies the kind of payment being made. See appendix AP1.32. Code C or F will be used only when another code is not applicable. Leave blank for collections.
Country Code	50-51	Enter the appropriate code if the payment/collection is an International Balance of Payments transaction as defined in DoD Instruction 7060.2. Country codes are published in DoD 8320.1-M-1 (reference (f)), data element "Countries of the World." See appendix AP1.36.
Numbering: (Original) Voucher Number	52-57	Enter the original voucher number of the previous transaction being corrected by SF 1081 or other adjustment document in the reversed and corrected CAN. See appendix AP1.21. Otherwise, leave blank.
Contract Payment Deduction/Collection (Type of Collection)	58	Enter the code which identifies the type of collection. See appendix AP1.34. Leave blank for disbursements.
Amount: Gross Amount	59-68	Enter, in dollars (rp 59-66) and cents (rp 67-68), the gross amount before deductions (plus or minus), applicable to the payment. See appendix AP1.20. Right justify and prefix with zeros to fill the field. For example, on fixed price contracts, this is computed as unit price multiplied by quantity being paid for. Leave blank for collections and reverse deductions (if net amount paid includes reverse deductions, do not add reverse deductions to gross amount).

Field Legend	Record Position(s)	Entry and Instructions
Amount: Net Paid/Collected Amount	69-78	Enter, in dollars (rp 69-76) and cents (rp 77-78), the net amount paid, after deductions, if a payment. Enter the amount collected if a collection. See appendix AP1.20. Right justify and prefix with zeros to fill the field.
Contract Fund Reporting Transaction	79	Enter the appropriate code which identifies the CAN as a disbursement or a collection. See appendix AP1.33.
Reserved	80	Leave blank.

AP3.19 <u>APPENDIX 3.19</u>

<u>DEDUCTION RECORD</u>

<u>Field Legend</u>	Record <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV3.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
CLIN or ELIN	30-35	Enter the basic exhibit line item number in rp 30-33, if applicable; if not, enter the basic contract line item number. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 34-35; if no CLIN/ELIN is applicable, leave blank.
Reserved	36-43	Leave blank.

Field Legend	Record Position(s)	Entry and Instructions
Contract Payment (Type of Deduction) Deduction/Collection	44	Enter the primary code which identifies a reason for deduction, i.e., difference between Gross Amount and Net Amount in the Disbursement/Collection Record, DI Code PV2. See appendix AP1.34.
Amount: Deduction Amount	45-54	Enter, in dollars (rp 45-52) and cents (rp 53-54), the amount of the deduction. See appendix AP1.20. Right justify and prefix with zeros to fill the field.
Plus/Minus	55	Enter the code which indicates the amount is a deduction (minus) or a refund (plus) or a reverse deduction (plus). See appendix AP1.37.
Contract Payment Deduction/Collection (Type of Deduction)	56	Enter the second deduction code, if any. See appendix AP1.34. Otherwise, leave blank.
Amount: Deduction Amount	57-66	Enter second deduction amount (dollars in rp 57-64, cents in rp 65-66), if any. See appendix AP1.20. Otherwise, leave blank.
Plus/Minus	67	Enter the code applicable to the second deduction/refund/reverse deduction amount, if any. See appendix AP1.37. Otherwise, leave blank.
Contract Payment Deduction/Collection (Type of Deduction)	68	Enter the third deduction code, if any. See appendix AP1.34. Otherwise, leave blank.
Amount: Deduction Amount	69-78	Enter third deduction amount (dollars in rp 69-76, cents in rp 77-78), if any. See appendix AP1.20. Otherwise, leave blank.
Plus/Minus	79	Enter the code applicable to the third deduction/refund/reverse deduction amount, if any. See appendix AP1.37. Otherwise, leave blank.

Field Legend	Record Position(s)	Entry and Instructions
Reserved	80	Leave blank.

AP3.20 <u>APPENDIX 3.20</u>

<u>VARIANCE RECORD</u>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV4.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Reserved	30-43	Leave blank.
CLIN or ELIN	44-49	Enter the basic exhibit line item number in rp 44-47, if applicable; if not, enter the basic contract line item number. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 48-49; if no subline, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.

Field Legend	Record Position(s)	Entry and Instructions
Contract Obligation Variance	50	Enter the primary code which identifies the reason for variance between the Gross Amount and the comparable contract amount. See appendix AP1.35.
Amount: Net Variance Amount	51-60	Enter, in dollars (rp 51-58) and cents (rp 59-60), the amount of the net variance. See appendix AP1.20. Right justify and prefix with zeros to fill the field.
Plus/Minus	61	Enter the code which indicates whether the variance is an addition to the contract obligation amount (plus) or a subtraction therefrom (minus). See appendix AP1.37.
CLIN or ELIN	62-67	Enter the basic exhibit line item number in rp 62-65, if applicable; if not, enter the basic contract line item number. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 66-67; if no subline, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Contract Obligation Variance	68	Enter the code applicable to the second variance amount, if any. See appendix AP1.35. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Amount: Net Variance Amount	69-78	Enter the second variance amount, If any. See appendix AP1.20. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Plus/Minus	79	Enter the code applicable to the second variance amount, if any. See appendix AP1.37. Otherwise, leave blank. If rp 50 is code A, B, C, D, E, or T, leave blank.
Reserved	80	Leave blank.

AP3.21 <u>APPENDIX 3.21</u>

<u>LINE ITEM REPORT RECORD</u>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PV5.
PIIN	4-16	Enter the number assigned to the contract as prescribed in the related Accounting Classification Header Record, DI Code PV1.
SPIIN: Call/Order	17-20	Enter the call or order number, if applicable, as prescribed in the related Accounting Classification Header Record, DI Code PV1. Leave blank if no call/order number is applicable.
ACRN	21-22	Enter the Accounting Classification Reference Number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Voucher Number	23-28	Enter the voucher serial number as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1.
Shipment Identification Data:	30-37	See appendix AP1.44.
Shipment Number	(30-36)	Enter from the DD Form 250 or DD Form 1155 the shipment number assigned to the items for which payment is being made. If no number is applicable, e.g., advance payment, leave blank.

Field Legend	**Record Position(s)**	**Entry and Instructions**
Shipment Number Suffix	(37)	Enter the alpha suffix code from the DD Form 250 or DD Form 1155. This code will be a Z (final shipment against the contract) or an alpha indicating a replacement shipment (see chapter 5, section C5.6.). Otherwise, leave blank.
Reserved	38-39	Leave blank.
Identity Code: Ship-To	40-45	Enter the identity code of the consignee from the shipping document covering the items for which payment is being made. See appendix AP1.4.
Reserved	40-45	Leave blank.
Contract Payment Line Item Status	54	Enter the code which indicates whether or not this payment/collection transaction completes the line action. See appendix AP1.39.
Quantity: Expenditure Quantity	55-62	Enter the quantity of items for which expenditure was made. See appendix AP1.46. Right justify and prefix with zeros to fill the field.
CLIN or ELIN	63-68	Enter the basic exhibit line item number in rp 63-66, if applicable; if not, enter the basic contract line item number. See appendix AP1.50. Right justify and prefix with zeros to fill the field. Enter the corresponding subline item number in rp 67-68; if no subline, leave blank.
Amount: Item Gross Amount	69-78	Enter, in dollars (rp 69-76) and cents (rp 77-78), the overall payment amount which applies to the line item cited. See appendix AP1.20. (This gross amount includes price and quantity variances but is not netted by deductions.) Right justify and prefix with zeros to fill the field.

Field Legend	Record Position(s)	Entry and Instructions
Contract Fund Reporting Transaction	79	Enter the appropriate code which identifies the reported transaction as a disbursement or a collection. See appendix AP1.33.
Reserved	80	Leave blank.

AP3.22 <u>APPENDIX 3.22</u>

<u>TEXT HEADER RECORD</u>

Field Legend	Record Position(s)	Entry and Instructions
Document Identifier	1-3	Enter code PVA.
Text: Record Legend	4-20	Enter the words "PAYMENT TEXT HDR" with a blank space between words.
Numbering: Item Count	21-24	Enter the number of items (i.e., records) in the batch, including the Text Header Record. See appendix AP1.21.
Reserved	25-28	Leave blank.
Numbering: Batch Sequence	29	Enter the batch sequence code as prescribed in the related Accounting Classification Header Record, DI Code PV1. If this is a dummy end of month (EOM) report, enter a sequential alpha code A through Z (excluding I and O). See appendix AP1.21. Repeat the alphabet after use of code Z.
Identity Code: CPN Recipient	30-35	Enter the identity code of the accounting point to which the CPN is being sent. See chapter 9, section C9.10. and appendix AP1.4.
Identity Code: Disbursing Officer	36-41	Enter the identity code, as reflected on the voucher, of the disbursing officer who made the payment. See appendix AP1.4.
Numbering: Batch Serial Number	42-44	Enter a consecutive serial number which identifies the number of the batches transmitted to the accounting point since the first day of the fiscal year. If this is a dummy EOM report, perpetuate the last batch serial number transmitted to the CPN recipient this month. See appendix AP1.21.

Field Legend	Record Position(s)	Entry and Instructions
Reserved	45	Leave blank.
Reserved	46-51	Leave blank (until first voucher number becomes operational).
Reserved	52-57	Leave blank (until last voucher number becomes operational)
Amount: Collected Amount	58-68	Enter, in dollars (rp 58-66) and cents (rp 67-68), the sum of monies shown as collections in the CPNs. See appendix AP1.20. Right justify and prefix with zeros to fill the field. If this is a dummy EOM report or if no amount is applicable, leave blank.
Amount: Disbursed Amount	69-79	Enter, in dollars (rp 69-77) and cents (rp 78-79), the sum of monies shown as payments in the CPNs. See appendix AP1.20. Right justify and refix with zeros to fill the field. If this is a dummy EOM report or if no amount is applicable, leave blank.
Transaction Status Indicator	80	If this is the last transmission of the month or a dummy EOM report, enter code F, in accordance with appendix AP1.22. See chapter 9, paragraph C9.9.4. Otherwise, leave blank.

AP3.23 <u>APPENDIX 3.23</u>

<u>CONTRACT COMPLETION STATEMENT</u>

<u>Field Legend</u>	Record <u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PK9.
PIIN	4-16	Enter the number assigned to the contract against which contract completion status is being reported. See appendix AP1.48. An X-overpunch in rp 10 indicates a cancellation, in which case rp 35-80 should be left blank.
SPIIN: Call/Order or Last Modification Number	17-22	Enter the call or order number in rp 17-20 for which completion status is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix AP1.49. Leave this field blank if not applicable.
Identity Code: Administered By	23-28	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix AP1.4.
Identity Code: Purchasing Office	29-34	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix AP1.4.

Field Legend	Record Position(s)	Entry and Instructions
Amount: Unliquidated Amount	35-42	Enter, in dollars (rp 35-40) and cents (rp 41-42), the remainder of the accumulated amounts paid as netted by all collections subtracted from the amount obligated on the contract by any contract modifications and adjusted by deductions and all variance codes. See appendix AP1.20. Right justify and prefix with zeros to fill the field. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, subparagraph C11.4.2.3.)
Contract Closeout Group	43	Enter the appropriate code in accordance with appendix AP1.30. This code indicates the time and condition under which this contract is closed.
Reserved	44	Leave blank.
Date Physically Completed	45-51	Enter the date that the contract is physically completed, in accordance with chapter 11, subparagraph C11.4.2.1. This date will be expressed as year-month-day in accordance with appendix AP1.2.
Date of Final Payment	52-58	Enter the date of the voucher reflecting the final payment of the contract. This date will be expressed as year-month-day in accordance with appendix AP1.2. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, subparagraph C11.4.2.3.).
Date Contract Completed	59-65	Enter the date that the contract was completed in accordance with the contract closing criteria. This date will be expressed as year-month-day in accordance with appendix AP1.2. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, subparagraph C11.4.2.3.).

Field Legend	Record Position(s)	Entry and Instructions
Identity Code: Disbursing Officer	66-71	Enter the identity code, as reflected on the voucher, of the disbursing officer that made final payment. See appendix AP1.4. Leave blank when not applicable, i.e., when rp 43 is code A (see chapter 11, subparagraph C11.4.2.3.).
Numbering: Voucher Number	72-77	Enter the serial number assigned to the final payment voucher. See appendix AP1.21. May be blank when not applicable, i.e., when rp 43 is code A (see chapter 11, subparagraph C11.4.2.3.).
Reserved	78-79	Leave blank.
Transaction Status Indicator	80	Enter code F (for final) or J (for physically completed). See appendix AP1.22.

AP3.24 <u>APPENDIX 3.24</u>

<u>UNCLOSED CONTRACT STATUS</u>

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKX.
PIIN	4-16	Enter the number assigned to the contract against which the unclosed contract status is being reported. See appendix AP1.48. An X-overpunch in rp 10 indicates a cancellation, in which case rp 37-80 is left blank.
SPIIN: Call/Order or Last Modification Number	17-22	Enter the call or order number in rp 17-20 for which unclosed status is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix AP1.49. Leave this field blank if not applicable.
Reserved	23-24	Leave blank.
Identity Code: Administered By	25-30	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix AP1.4.
Identity Code: Purchasing Office	31-36	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix AP1.4.
Identity Code Contractor	37-42	Enter the identity code, as reflected in the contract, of the contractor. See appendix AP1.4. Right justify.

Field Legend	Record Position(s)	Entry and Instructions
Date Physically Completed	45-51	Enter the date that the contract was physically completed in accordance with chapter 11, subparagraph C11.4.2.1. This date is expressed as year-month-day in accordance with appendix AP1.2.
Date of Final Payment	52-58	If final payment has been made, enter the date of the voucher reflecting final payment of the contract. Otherwise, leave blank. This date is expressed as year-month-day in accordance with appendix AP1.2.
Estimated Completion Date	59-65	Enter the best estimate of the date by which the contract will be completed in accordance with the contract closing criteria. This date is expressed as year-month-day in accordance with appendix AP1.2.
Reserved	66-71	Leave blank.
Reason For Delayed Closing of Contract File	72	Enter the appropriate code, in accordance with appendix AP1.38, that indicates the most significant reason the contract has not been closed.
Reason for Delayed Closing of Contract File	73	Enter the appropriate code, in accordance with appendix AP1.38, for the second most significant reason that the contract has not been closed, if applicable. Otherwise, leave blank.
Reason for Delayed Closing of Contract File	74	Enter the appropriate code, in accordance with appendix AP1.38, for the third most significant reason that the contract has not been closed, if applicable. Otherwise, leave blank.
Transaction Date	75-79	Enter the date of preparation of this transaction. The date is expressed as month-day (see appendix AP1.2).
Reserved	80	Leave blank.

AP3.25 APPENDIX 3.25

CONTRACT CLOSEOUT EXTENSION

Field Legend	Record Position(s)	Entry and Instructions
Document Identifier	1-3	Enter code PKZ.
PIIN	4-16	Enter the number assigned to the contract against which contract completion status is being reported. See appendix AP1.48. An X-overpunch in rp 10 indicates a cancellation.
SPIIN: Call/Order or Last Modification Number	17-22	Enter the call or order number in rp 17-20 for which the contract closeout extension is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix AP1.49. Leave this field blank if not applicable.
Identity Code: Administered By	23-28	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix AP1.4.
Identity Code: Purchasing Office	29-34	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix AP1.4.
Reserved	35-42	Leave blank.
Contract Closeout Group	43	Enter the appropriate code in accordance with appendix AP1.30. This code indicates the time and condition under which this contract is closed.
Reserved	44	Leave blank.

Field Legend	Record Position(s)	Entry and Instructions
Date Physically Completed	45-51	Enter the date that the contract is physically completed, in accordance with chapter 11, subparagraph C11.4.2.1. This date will be expressed as year-month-day in accordance with appendix AP1.2.
Reserved	52-58	Leave blank.
Extended Closeout Date	59-65	Enter the date that the contract file will be closed by the PO. This date is expressed as year-month-day in accordance with appendix AP1.2.
Reserved	66-80	Leave blank.

AP4. <u>APPENDIX 4</u>

Reserved For Future Use

A5. UNDERLINE APPENDIX 5

MILSCAP VALIDATION CRITERIA

AP.5.1. PURPOSE

AP.5.1. 1. The Military Standard Contract Administration Procedures (MILSCAP), DoD Manual 4000.25-5-M, prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract-related information between and among DoD Components.

AP.5.1. 2. This appendix provides detailed validation criteria which will form the basis for accepting or rejecting data into the internal operating systems of the Services/Agency.

AP.5.2. SCOPE

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

AP.5.3. IMPLEMENTATION

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

AP.5.4. GENERAL

Listed below are the detailed validation criteria for each transaction in the initial contract abstract and the follow-on transaction, as well as instructions for validating contract modification abstracts. Since the originating activity is responsible for the data validation and corrective action thereto prior to release of the MILSCAP records, the internal systems should be designed to reject erroneous data and reinput corrected data based upon these criteria. Receivers of MILSCAP records may also choose to use these validation criteria. Rejection of erroneous data by the receiver will necessitate research and corrective action by the receiver when possible. The originator of the data should be advised by message or letter whenever the receiver corrects the data. In the event the correction cannot be made at the receiving site because it requires contractual corrective action by the originator, a notification to the originator and request for action will be made.

AP.5.5. VALIDATION CRITERIA

AP.5.5. 1. The entire abstract will be checked, record for record, and all errors identified before reporting erroneous conditions to the originator.

AP.5.5. 2. Rejects all transactions (PAB thru PAH) on basic abstracts when a PAA is not included. Reject all transactions (PAA thru PAH) when the PIIN/SPIIN is not formatted correctly.

AP.5.5. 3. All PA_ transaction must equal the total quantity (record count) shown in record positions (rp) 77-80 of the PAA, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PAA record does not equal all PA_ transactions for that PIIN/call/order.

AP.5.5. 4. Reject all transactions (PBA thru PBH) when a PBI is not included.

AP.5.5. 5. All PB_ transactions must equal the total quantity (record count) shown in rp 77-80 of the PBI, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PBI record does not equal all PB_ transactions, reject all PB_ transactions for the PIIN/call/order.

AP.5.5. 6. When letter type contracts are definitized, rp 62 of the PBB must indicate the Kind of Contract.

AP.5.5. 7. Reject all transactions (PEA thru PEH) on error correction abstracts when a PE1 is not included.

AP.5.5. 8. All PE_ transactions must equal the total quantity (record count) shown in rp 77-80 of the PE1, except when the count exceeds 9,999. Then, only the last four positions are transmitted. If the quantity in rp 77-80 of the PE1 record does not equal all PE_ transactions, reject all PE_ transactions for the PIIN/call/order.

AP.5.5. 9. PB_ and PE_ transactions can be accepted with an X-overpunch in rp 10 to 11:

AP.5.5. 9. 1. When an X-overpunch is present in rp 10, noncontrol field may be left blank.

AP.5.5. 9. 2. When X-overpunch is present in rp 11, all data field must be filled. For modifications, the field may be filled with X's for deleting data from the master files.

AP.5.5. 10. PB_ transactions correcting a modification can have an X-overpunch in the units position of any quantity or amount field (excluding unit price) to denote a decrease.

AP5.1 <u>APPENDIX 5.1</u>

<u>ADMINISTRATIVE DATA RECORD #1</u>

<u>Data Element Name</u>	Record <u>Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAA, PBA, or PEA.
PIIN	4-16	
Purchasing Office	(4-9)	A six-position DoDAAC or DFARS appendix G code.
Fiscal Year	(10-11)	Numeric. (NOTE: A possible X-overpunch in rp 10 (to delete) or in rp 11 (to add) when changing control data. See chapter C4.)
Type of Instrument	(12)	A, C-H, J-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	
Call/Order Number	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank.
Call/Order Modification Number	(21-22)	Must be blank in the PAA record. The PBA and PEA records may be any combination of alphanumerics. I and O cannot be used.
Contract Modification Number	(17-22)	Must be blank in the PAA record. In the PBA and PEA records, when Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.

Data Element Name	Record Position(s)	Data Entries
Effective Date or Order Date:	23-29	May be blank in the PBA and PEA records. The PAA record must be structured as shown below.
Year	(23-24)	Numeric.
Month	(25-27)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(28-29)	Applicable day for the month in rp 25-27.
Basic PIIN	30-42	Required when the number in rp 4-16 includes PIIN code J. Structured the same as rp 4-16.
Reserved	43-44	Blank.
Defense Priorities and Allocations System (DPAS):	45-48	May be blank in the PBA and PEA records. The PAA record must be structured as shown below.
Rating Prefix	(45-46)	DO, DX, 9 blank, or N blank. If DX, then rp 70 of P_B record must contain a code A.
Program Identification	(47-48)	Blank when rp 45-46 is either 9 blank or N blank; otherwise, must be A1, A2, A3, A4, A5, A6, A7, B1, B8, B9, C2, C3, C8, C9, D1, D2, D3, E1, E2, E3, F1, F2, F3, G1, G2, G3, H1, H2, H3, H4, H5, H6, H7, J1, K1, or N1.
Identity Code: Issued By	49-54	May be blank in the PBA and PEA records. The PAA record must be a valid DoDAAC.
Identity Code: Administered By	55-60	May be blank in the PBA and PEA records. The PAA record must be a valid DoDAAC. Verify that the CAO code is in agreement with the CAO code listed in the CAGE file for the contractor code in rp 63-67.
Indicator: Partial Abstract	61	Blank or 9.

Data Element Name	Record Position(s)	Data Entries
Identity Code: Contractor 1/	62-67	Rp 62 must be blank. Rp 63-67 may be blank in the PBA and PEA records; the PAA record must be a valid CAGE code. Verify that the CAGE code and DoDAAC in rp 55-60, are proper, i.e., administration point is valid for contractor specified.
Identity Code: Contractor Facility 1/	68-73	Rp 68 must be 9 or blank. Rp 63-67 may be blank in the PBA and PEA records. In the PAA record when rp 68 is 9, then 69-73 must be blank; if 68 is blank, then 69-73 may be either blank or a valid CAGE code.
Type of Business	74	May be blank in the PBA and PEA records. The PAA record must be: A, B, C, D, F, L, M, N, P or Z.
Indicator: FMS Requirement	75	Blank or 1.
Reserved	76	Blank.
Numbering: Record Count	77-80	May be blank in the PBA and PEA records. The PAA record must be numeric.

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

AP5.2 <u>APPENDIX 5.2</u>

<u>ADMINISTRATIVE DATA RECORD #2</u>

<u>Data Element Name</u>	Record <u>Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAB, PBB, or PEB.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
Discount Terms	23-37	May be blank in the PBB and PEB records. The PAB record must be as follows: rp 23-34 may be numeric or blank; rp 35-36 may be numeric or N blank; rp 37 may be blank or 9; and if 23 is N, then rp 24-37 must be blank. Rp 23-34 may be blank with numerics in rp 35-36 and blank in rp 37.
Identity Code: Paying Office	38-43	May be blank in PBB and PEB records. In the PAB record it must be a valid DoDAAC; or 9 in rp 38 and blank in rp 39-43.
Indicator: Fast Pay	44	F or blank.
Amount: Total Amount of Contract [1]	45-54	May be blank in PBB and PEB records. The PAB record must be a numeric value with a possible X-overpunch in rp 53 or 54. If this amount is less than the sums of the Obligated Amounts contained in related P_E/P_H records, it may be erroneous and must be reviewed against the hard copy contract prior to transmission of the abstract.

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

Data Element Name	Record Position(s)	Data Entries
Date of Signature:	55-61	May be blank in the PBB and PEB records. The PAB record must be structured as shown below.
Year	(55-56)	Numeric, current or prior year.
Month	(57-59)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(60-61)	Applicable day for the month in rp 57-59.
Kind of Contract	62	May be blank in the PBB and PEB records. The PAB record must be 0-3 or 5-9.
Type of Contract	63	May be blank in the PBB and PEB records. The PAB record may be A, J-L, R-V, Y, Z or blank. If blank, and the PAF and PAH records are also blank, then the Total Amount of Contract, rp 45-54 of this record, and Total Item Amount, rp 65-74 of the related P_E record, must be zero filled or N blank, respectively.
Identity Code: Abstract Recipient ADP Point	64-69	May be blank in PBB and PEB records. The PAB record must be a valid DoDAAC for the ADP point of the CAO in rp 55-60 of PAA record.
Criticality Designator	70	May be A, B, C, or blank in PBB and PEB records. The PAB record must be an A, B, or C. When rp 45-46 of the related P_A transaction is DX, the entry must be an A.
Indicator: Contract Administrative Functional Limitations	71	Blank or 3.
Reserved	72-74	Blank.

Data Element Name	Record Position(s)	Data Entries
Special Contract[2/] Provisions	75-79	Rp 75-79: blanks; or rp 75: A-H, J-N, or P-R, and rp 76-79: zeros; or rp 75-76 each: A-H, J-N, or P-R, and rp 77-79: zeros; or rp 75-77 each: A-H, J-N, or P-R, and rp 78-79: zeros; or rp 75-78 each: A-H, J-N, or P-R, and rp 79 zero: or rp 75-79 each: A-H, J-N, or P-R.
Reserved	80	Blank.

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

AP5.3 <u>APPENDIX 5.3</u>

<u>ACCOUNTING CLASSIFICATION DATA RECORD</u>

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAC, PBC, or PEC.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
ACRN	23-24	Must be alpha/numeric, cannot have duplicate within contract, I and O cannot be used.
Accounting Classification Data:	25-74	May be blank in the PBC and PEC records. The PAC record must reflect the data in the contract and should agree with appendix B criteria.
Appropriation:	[25-34]	Must be authorized Appropriation Data and structured in accordance with appendix AP1.12.
Department Identity	(25-26)	
Transfer Department	(27-28)	
Appropriation Fiscal Year (Beginning)	(29)	
Appropriation Fiscal Year (Ending)	(30)	
Appropriation Fund	(31-34)	
Limit/Subhead	(35-38)	Must be an authorized Limit/Subhead.
Supplemental Accounting Classification	(39-74)	

Data Element Name	Record Position(s)	Data Entries
Identity Code: Accounting Station	75-80	May be blank in the PBC and PEC records. In the PAC record, it must be a valid DoDAAC. Applies only when rp 25-26 is Department Code 21, 43, or 57; or when rp 25-26 equals Department Code 97 and Limitation/Subhead, rp 35-38, is 0100, 1301, 1302, 0200, or 5100 series. This field will be blank for Navy accounting stations.

AP5.4 APPENDIX 5.4

ACCOUNTING CLASSIFICATION DATA TRAILER

Data Element Name	Record Position(s)	Data Entries
Document Identifier	1-3	PAD, PBD, or PED.
PIIN	4-16	Must agree with the related P_A record. Rp 11 may contain an X-overpunch to indicate a new record.
SPIIN	17-22	Must agree with the related P_A record.
ACRN	23-24	Must agree with the related P_C record.
Special Reimbursable Provisions	25-35	A-H, J-M, P, T, Z, or blanks. Entries must be left justified with no duplications.
Reserved	36-44	Blank.
Amount: Obligated Amount[1]	45-54	May be blank in the PBD and PED records. The PAD record must be a numeric value with a possible X-overpunch in rp 53 or rp 54. It can be zero filled if codes A-E, T, or blank are in rp 25-35. If the sum of all Obligated Amounts is greater than the Total Amount of Contract contained in the related P_B record, it may be erroneous and must be reviewed against the hard copy contract prior to transmission of the abstract.
Identity Code: Paying Office	55-60	Must be a valid DoDAAC when PAB rp 38 is code 9; otherwise, leave blank.

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

Data Element Name	Record Position(s)	Data Entries
Reserved	61-80	Blank.

AP5.5 <u>APPENDIX 5.5</u>

<u>SUPPLIES LINE ITEM DATA RECORD #1</u>

<u>Data Element Name</u>	Record <u>Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAE, PBE, or PEE.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN or ELIN:	23-28	
CLIN	(23-26)	000I-9999 and any given number cannot be repeated for this type record within a given contract.
ELIN	(23-26)	Rp 23 must be alpha and rp 24-26 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(27-28)	AA-ZZ or blank. This entry cannot be repeated within the CLIN/ELIN of rp 23-26 for a given contract. I and O cannot be used.
Stock Number:	29-43	May be blank in the PBE and PEE records. The PAE record must be as shown below.
Stock Number	(29-41)	If rp 29 contains "N," the remainder of the field can be blank or contain a blank in rp 30 and the word "EXHIBIT" in rp 31-37 and the remainder of the field will be blank. May contain code N in position 29, blank in 30, and the word "SERVICES"in rp 31-38. If rp 29 is code U, then rp 30-41 must be blank. Otherwise enter stock number or management control number.
Management Data	(42-43)	No validation required.

Data Element Name	Record Position(s)	Data Entries
Quantity: Order Quantity[1/]	44-51	May be blank in the PBE and PEE records. The PAE record must be as follows: rp 44-51 each: 0-9 with a possible X-overpunch in rp 44. If rp 44 is code N or U, then rp 45-51 must be blank. Must be a valid entry when rp 54-64 is 9 blank.
Purchase Unit	52-53	Alpha or blank.
Amount: Unit Price	54-64	May be blank in the PBE and PEE records. The PAE record must be as follows: rp 54-64 each, 0-9 with a possible X-overpunch in rp 54; or if rp 54 is code 9, C, N, or U, then rp 55-64: blank. When 9 blank is used, Order Quantity, rp 44-51, and Total Item Amount, rp 65-74, must be entered.

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

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

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

AP5.6 <u>APPENDIX 5.6</u>

<u>SUPPLIES LINE ITEM DATA RECORD #2</u>

<u>Data Element Name</u>	Record <u>Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAF, PBF, or PEF.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN or ELIN	23-28	Must agree with the related P_E record.
Text: Noun (Item Description)	29-39	No validation.
Part Number	40-71	No validation.
Procurement Quality Assurance (PQA) Site	72	May be blank in the PBF and PEF records. The PAF record must be D or S.
Acceptance Site	73	May be blank in the PBF and PEF records. The PAF record must be D or S.
Free on Board (FOB) Site (CLIN/ELIN Level)	74	May be blank in the PBF and PEF records. The PAF record must be D, S, or O.
Quantity Variance: Over	75-76	Rp 75 may be 0, 1, 2, 9, or blank and rp 76 may be A-H, numeric, or blank.
Quantity Variance: Under	77-78	Rp 77 may be 0, 1, 2, 9, or blank and rp 78 may be A-H, numeric, or blank.
Type of Contract	79	May be blank, or may be A, J-L, R, V, Y, or Z.
Reserved	80	Blank.

AP5.7 APPENDIX 5.7

SUPPLIES SCHEDULE DATA RECORD

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

Data Element Name	Record Position(s)	Data Entries
Quantity: Delivery, / Schedule Quantity /	48-55	May be blank in the PBG and PEG records. The PAG record must be as follows: if a code U is in rp 48, then rp 49-55 will be blank. No comparison to CLIN/ELIN Order Quantity is required. If other than U in rp 48, then rp 48-55 may be 0-9 with a possible X-overpunch in rp 48. A sum of all Delivery Schedule Quantities for a given CLIN/ELIN must be equal to the Order Quantity, rp 44-5I (for that CLIN/ELIN), of the related P_E record. If this sum is not equal, all the Delivery Schedule Quantities for the applicable CLIN/ELIN are considered erroneous, except for those abstracts in which the Administrative Data Record #2, rp 75-79, contains a Special Contract Provision code L, M, or P; then the sum of the schedules may be less than the Order Quantity of the line.
ACRN	56-57	May be blank in the PBG and PEG records. The PAG record must be as follows: if 9 or U in rp 56, then rp 57 is blank. If other than 9 or U in rp 56, then rp 56-57 must agree with an ACRN in rp 23-24, of a related P_C record. Control levels for this entry extend to destination (i.e., Ship-To/Mark-For) and Schedule Delivery Date.
Reserved	58	Blank.
Transportation Priority	59	May be 1, 2, 3, 4, or blank.
MILSTRIP Data:	60-74	Total field may be blank or validated as follows:

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

Data Element Name	Record Position(s)	Data Entries
Service	(60)	A-H, J-N, P-W, Z, or 0-9.
Requisitioner	(61-65)	Must be filled.
Ordinal Date:	[66-69]	
Year of Decade	(66)	0-9.
Day of Year	(67-69)	00I-365 (366 for leap year).
Serial Number	(70-73)	A-Z or 0-9.
MILSTRIP Suffix	(74)	If filled, then rp 60-73 must be filled.
CLIN/Subline (for EXHIBIT):	75-80	
CLIN	(75-78)	Numeric if rp 23-26 contains ELIN. Otherwise, blank. Two different CLINs cannot be submitted for the same alpha ELIN designator in rp 23-26.
Subline	(79-80)	AA-ZZ or blank. I and O cannot be used. Must be blank if rp 75-78 are blank.

AP5.8 <u>APPENDIX 5.8</u>

<u>SERVICES LINE ITEM DATA RECORD</u>

Data Element Name	Record Position(s)	Data Entries
Document Identifier	1-3	PAH, PBH, or PEH.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN	23-28	Must agree with the related P_E record.
Type of Contract	29	A, J-L, R-V, Y, Z, or blank.
Text: Description of Services	30-53	No validation.
Procurement Quality Assurance (PQA) Site	54	May be blank in the PBH and PEH records. The PAH record must be code D or S.
Acceptance Site	55	May be blank in the PBH and PEH records. The PAH record must be code D or S.
ACRN	56-57	Must be as follows: when 9 in rp 56, then rp 57 blank; when other than 9 in rp 56, then 56-57 must agree with an ACRN in rp 23-24, of a related P_C record.
Service Completion Date:	58-64	May be blank in the PBH and PEH records. The PAH record must be as follows: if rp 58 is code U, then 59-64 is blank. Otherwise, as shown below.
Year	(58-59)	Numeric, with a possible X-overpunch in rp 58.
Month	(60-62)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(63-64)	Applicable day for the month in rp 60-62.

Data Element Name	Record Position(s)	Data Entries
Amount: Total Item Amount[1]	65-74	May be blank in the PBH and PEH records. The PAH record must be as follows: if rp 65 is code N or U, then rp 66-74 is blank. If other than code N or U in rp 65, then rp 65-74 each 0-9 with a possible X-overpunch in rp 65. If rp 63 of the P_B record is blank, then rp 65 will contain code N with the remainder of the field blank. Balancing criteria for this amount will be the same as for the Total Item Amount of the related P_E record.
Identity Code: Item or Project Manager	75-80	Must be a valid DoDAAC or blank.

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

AP5.9 <u>APPENDIX 5.9</u>

<u>ACKNOWLEDGMENT/CANCELLATION</u>

Data Element Name	Record Position(s)	Data Entries
Document Identifier	1-3	PEK for Cancellation; or PFK for Acknowledgment.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix N code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If Type of Instrument (rp 12) is A, D, or G, then rp 17-20 is four positions, alpha-numeric. Otherwise, rp 17-20 is blank.
Call/Order Modification Number	(21-22)	Blank.
Identity Code: Abstract Recipient ADP Point	23-28	Must be a valid DoDAAC for the CAO that received the abstract.
Identity Code: Issued By	29-34	Must be a valid DoDAAC for the activity that issued the abstract.
Text: Message	35-52	"CANCEL" for PEK record: "ABSTRACT RECEIVED" or "ABSTRACT CANCELED" for PFK record.

Data Element Name	Record Position(s)	Data Entries
Transaction Date:	53-57	
Month	(53-55)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(56-57)	Applicable day for the month in rp 53-55.
Reserved	58-80	Blank.

AP5.10 <u>APPENDIX 5.10</u>

<u>MODIFICATION HEADER RECORD/</u>
<u>CORRECTION HEADER RECORD</u>

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PB1 for the Modification Header Record; or PE1 for the Correction Header Record.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, rp 17-20 is blank.
Call/Order Modification Number	(21-22)	Must be any combination of alphanumerics or blank. I and O cannot be used.
Contract Modification Number	(17-22)	If the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P. Rp 18-22 must contain alphanumeric data. I and O cannot be used.
Effective Date of Modification:	23-29	May be blank in the PE1 record. In the PB1 record, structured as shown below.
Year	(23-24)	Numeric year.

Data Element Name	Record Position(s)	Data Entries
Month	(25-27)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(28-29)	Applicable day for the month in rp 25-27.
Text: Modification Authority	30-44	No validation.
Reserved	45-48	Blank.
Identity Code: Issued By	49-54	Must be a valid DoDAAC.
Identity Code: Administered By	55-60	Must be a DoDAAC and agree with previously submitted contract abstract record.
Kind of Modification	61	May be blank in the PE1 record. In the PB1 record, must be alpha A through Z, including I and O.
Reserved	62-63	Blank.
Identity Code: Abstract Recipient ADP Point	64-69	Must be a valid DoDAAC.
Date of Signature:	70-76	May be blank in the PE1 record. In the PB1 record, must be structured as shown below.
Year	(70-71)	Numeric year
Month	(72-74)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(75-76)	Applicable day for the month in rp 72-74.
Numbering: Record Count	77-80	Numeric.

AP5.11 <u>APPENDIX 5.11</u>

SHIPMENT PERFORMANCE NOTICE
SUPPLIES LINE ITEM

Data Element Name	Record Position(s)	Data Entries
Document Identifier	1-3	PJJ.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
CLIN or ELIN:	21-26	Must match the contract line to which it applies.
CLIN	(21-24)	0001-9999.
ELIN	(21-24)	Rp 21 must an be alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(25-26)	AA-ZZ or blank. I and O cannot be used.

Data Element Name	Record Position(s)	Data Entries
Identity Code: Ship-To	27-32	Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 is blank, do not validate. Otherwise, must be a valid DoDAAC.
Identity Code: Mark-For	33-38	Must match the contract line to which it applies. If rp 33 is B, D, P, K, T, or Y, do not validate. Otherwise, must be either a valid DoDAAC or blank.
Date Shipped:	39-45	
Year	(39-40)	Numeric year, with a possible X-over punch in rp 39.
Month	(41-43)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(44-45)	Applicable day for the month in rp 41-43.
Quantity: Quantity Shipped	46-51	Numeric.
Shipment Identification Data:	52-59	
Shipment Number	(52-58)	52-54 alpha; 55-58 alphanumeric.
Shipment Number Suffix	(59)	Z or blank.
Mode of Shipment	60	Alphanumeric, except numerics one and zero are excluded.
Contract Shipment Advice	61	A-H or Z.
Stock Number or MILSTRIP Data:	62-76	

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

AP5.12 <u>APPENDIX 5.12</u>

SHIPMENT PERFORMANCE NOTICE
SERVICES LINE ITEM

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PJR.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
CLIN or ELIN:	21-26	Must match the contract line to which it applies.
CLIN	(21-24)	0001-9999.
ELIN	(21-24)	Rp 21 must an be alpha and rp 22-24 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(25-26)	AA-ZZ or blank. I and O cannot be used.
Identity Code: Performed-At	27-32	Must be a valid DoDAAC.

Data Element Name	Record Position(s)	Data Entries
Reserved	33-38	Blank.
Date Completed:	39-45	
Year	(39-40)	Numeric year, with a possible X-overpunch in rp 39.
Month	(41-43)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(44-45)	Applicable day for the month in rp 41-43.
Received	46-51	Blank.
Shipment Identification Data: Shipment Number	52-58	52-54 alpha; 55-58 alphanumeric.
Reserved	59-60	Blank.
Contract Shipment Advice	61	A-H or Z.
Text: Description of Services	62-79	No validation.
Transaction Status Indicator	80	C or blank.

AP5.13 <u>APPENDIX 5.13</u>

<u>ACCEPTANCE ALERT</u>

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PK5.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
Identity Code: Contract Administration ADP Point	21-26	Must be a valid DoDAAC.
Identity Code: Ship-To	27-32	Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 is blank, do not validate. Otherwise, must be a valid DoDAAC.
Shipment Identification Data:	33-40	
Shipment Number	(33-39)	33-35 alpha; 36-39 alphanumeric.

Data Element Name	Record Position(s)	Data Entries
Shipment Number Suffix	(40)	Alpha or blank.
CLIN or ELIN:	41-46	Must match the contract line to which it applies.
CLIN	(41-44)	0001-9999.
ELIN	(41-44)	Rp 41 must be an alpha and rp 42-44 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(45-46)	AA-ZZ or blank. I and O cannot be used.
Quantity: Quantity Shipped	47-54	Numeric.
Purchase Unit	55-56	Alpha.
Stock Number	57-69	No validation.
Date Shipped:	70-76	
Year	(70-71)	Numeric year, with a possible X-overpunch in rp 70.
Month	(72-74)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(75-76)	Applicable day for the month in rp 72-74.
Procurement Quality Assurance (PQA) Site	77	D or S.
Special Contract Provision: Liquidated Damages Clause	78	A or blank.
Cash Discount Stipulation	79	D or N.
Transaction Status Indicator	80	May be 1, 2, E, or blank.

AP5.14 <u>APPENDIX 5.14</u>

<u>ACCEPTANCE REPORT</u>

<u>Data Element Name</u>	Record <u>Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PKN, when PK5 has been received; or PKP, when PK5 has not been received.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
Identity Code: Contract Administration ADP Point	21-26	Must be a valid DoDAAC.
Identity Code: Ship-To	27-32	Must match the contract line to which it applies. If rp 27 is B, D, P, K, or T, do not validate. If rp 27 is code U and 28-32 is blank, do not validate. Otherwise, must be a valid DoDAAC.
Shipment Identification Data:	33-40	

Data Element Name	Record Position(s)	Data Entries
Shipment Number	(33-39)	33-35 alpha; 36-39 alphanumeric.
Shipment Number Suffix	(40)	Alpha or blank.
CLIN or ELIN:	41-46	Must match the contract line to which it applies.
CLIN	(41-44)	0001-9999.
ELIN	(41-44)	Rp 41 must be an alpha and rp 42-44 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(45-46)	AA-ZZ or blank. I and O cannot be used.
Quantity: Quantity Shipped	47-54	Numeric.
Purchase Unit	55-56	Alpha.
Quantity: Quantity Accepted	57-64	Numeric. Zero fill, if necessary. Do not leave blank.
Shipment/Acceptance Discrepancy Explanation	65	D, E, M-O, S-U, W, X, or blank.
Actual/Estimated Acceptance Date:	66-72	Blank only when rp 65 is code U. Otherwise, must be filled, with a possible X-overpunch in rp 66.
Year	(66-67)	Numeric year.
Month	(68-70)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(71-72)	Applicable day for the month in rp 68-70.
Date Delivered/Offered:	73-79	Blank when rp 65 is coded U.
Year	(73-74)	Numeric year.
Month	(75-77)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.

Data Element Name	Record Position(s)	Data Entries
Day	(78-79)	Applicable day for the month in rp 75-77.
Transaction Status Indicator	80	A, C, D, or blank. When coded D, rp 57-64 must be zero filled and rp 66-72 must be filled.

AP5.15 <u>APPENDIX 5.15</u>

RESERVED FOR FUTURE USE

AP5.16 <u>APPENDIX 5.16</u>

RESERVED FOR FUTURE USE

AP5.17 <u>APPENDIX 5.17</u>

ACCOUNTING CLASSIFICATION HEADER RECORD

Data Element Name	Record Position(s)	Data Entries
Document Identifier	1-3	PV1.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Numeric.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN: Call/Order	17-20	When required, it must match the master file for this procurement instrument. If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
ACRN	21-22	Must be alphanumeric and match the contract funds applicable to the payment. I and O cannot be used.
Numbering: Voucher Number	23-28	Alphanumeric.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.

Data Element Name	Record Position(s)	Data Entries
Accounting Classification Data:	30-79	Must agree with the Accounting Classification Data in the contract applicable to this payment.
Appropriation	[30-39]	Must be authorized Appropriation Data and structured in accordance with appendix AP1.12.
Department Identity	(30-31)	
Transfer Department	(32-33)	
Appropriation Fiscal Year (Beginning)	(34)	
Appropriation Fiscal Year (Ending)	(35)	
Appropriation Fund	(36-39)	
Limit/Subhead	(40-43)	Must be an authorized Limit/Subhead.
Supplemental Accounting Classification	(44-79)	
Reserved	80	Blank.

AP5.18 <u>APPENDIX 5.18</u>

DISBURSEMENT/COLLECTION RECORD

Data Element Name	Record Position(s)	Data Entries
Document Identifier	1-3	PV2.
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
Identity Code: CPN Recipient	30-35	Must be a valid DoDAAC.
Identity Code: Disbursing Officer	36-41	Must be a valid Disbursing Symbol.
Voucher Date:	42-48	
Year	(42-43)	Numeric year.
Month	(44-46)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(47-48)	Applicable day for the month in rp 44-46.
Contract Payment Type	49	A-D, F, H, J-M, Q, R, or Z.
Country Code	50-51	Alpha.
Numbering: (Original) Voucher Number	52-57	Alphanumeric.

Data Element Name	Record Position(s)	Data Entries
Contract Payment Deduction/Collection (Type of Collection)	58	D-H, J, N, P-Z, or blank.
Amount: Gross Amount	59-68	Numeric.
Amount: Net Paid/Collected Amount	69-78	Numeric.
Contract Fund Reporting Transaction	79	C, when rp 58 contains a code; or D, when rp 58 is blank.
Reserved	80	Blank.

AP5.19 <u>APPENDIX 5.19</u>

<u>DEDUCTION RECORD</u>

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PV3
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
CLIN or ELIN:	30-35	Leave blank for a non-CLIN deduction. Otherwise, must match the contract line to which it applies.
CLIN	(30-33)	0001-9999.
ELIN	(30-33)	Rp 30 must an be alpha and rp 31-33 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(34-35)	AA-ZZ or blank. I and O cannot be used.
Reserved	36-43	Blank.
Contract Payment Deduction/Collection (Type of Deduction)	44	D-H, J, N, or P-Z.
Amount: Deduction Amount	45-54	Numeric.
Plus/Minus	55	P or M.

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

AP5.20 <u>APPENDIX 5.20</u>

<u>VARIANCE RECORD</u>

Data Element Name	Record Position(s)	Data Entries
Document Identifier	1-3	PV4.
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
Reserved	30-43	Blank.
CLIN or ELIN:	44-49	Required when rp 50 is P or Q and must match the related PV3 record. When rp 50 is A-E or T, leave blank.
CLIN	(44-47)	0001-9999.
ELIN	(44-47)	Rp 44 must an be alpha and rp 45-47 may be any alphanumeric combination. I and O cannot be used.
CLIN/ELIN Subline	(48-49)	AA-ZZ or blank. I and O cannot be used.
Contract Obligation Variance	50	A-E, P, Q, or T.
Amount: Net Variance Amount	51-60	Numeric.
Plus/Minus	61	P or M.

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

AP5.21 <u>APPENDIX 5.21</u>

<u>LINE ITEM REPORT RECORD</u>

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PV5.
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
Shipment Identification Data:	30-37	
Shipment Number	(30-36)	Rp 30-32 must be alpha; rp 33-36 must be numeric.
Shipment Number Suffix	(37)	Z or blank.
Reserved	38-39	Blank.
Identity Code: Ship-To	40-45	Must match the contract line to which it applies. If rp 40 is B, D, P, K, or T, do not validate. If rp 40 is code U and 41-45 are blank, do not validate. Otherwise, must be a valid DoDAAC.
Reserved	46-53	Blank.
Contract Payment Line Item Status	54	C or F.
Quantity: Expenditure Quantity	55-62	Numeric.

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

AP5.22 <u>APPENDIX 5.22</u>

<u>TEXT HEADER RECORD</u>

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

AP5.23 <u>APPENDIX 5.23</u>

<u>CONTRACT COMPLETION STATEMENT</u>

<u>Data Element Name</u>	Record <u>Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PK9.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Alphanumeric. Normally, numeric, except when X-overpunched for cancellation.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
Call/Order Modification Number	(21-22)	When applicable, must be any combination of alphanumerics. I and O cannot be used.
Contract Modification Number	(17-22)	When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.
Identity Code: Administered By	23-28	Must be a valid DoDAAC.

Data Element Name	Record Position(s)	Data Entries
Identity Code: Purchasing Office	29-34	Must be a valid DoDAAC.
Blank	35-80	When rp 10 is X-overpunched, then rp 35-80 will be blank; otherwise, continue as below.
Amount: Unliquidated Amount	35-42	Numeric or blank.
Contract Closeout Group	43	A, B, C, or D.
Reserved	44	Blank.
Date Physically Completed:	45-51	
Year	(45-46)	Numeric year.
Month	(47-49)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(50-51)	Applicable day for the month in rp 47-49.
Date of Final Payment:	52-58	Blank when rp 43 is code A; otherwise, continue as shown below.
Year	(52-53)	Numeric year.
Month	(54-56)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC
Day	(57-58)	Applicable day for the month in rp 54-56.
Date Contract Completed:	59-65	Blank when rp 43 is code A; otherwise, continue as shown below.
Year	(59-60)	Numeric year.
Month	(61-63)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC
Day	(64-65)	Applicable day for the month in rp 61-63.
Identity Code: Disbursing Officer	66-71	Must be a valid Disbursing Symbol, or may be blank if rp 43 is code A.

Data Element Name	Record Position(s)	Data Entries
Numbering: Voucher Number	72-77	Alphanumeric, or may be blank if rp 43 is code A.
Reserved	78-79	Blank.
Transaction Status Indicator	80	F or J.

AP5.24 <u>APPENDIX 5.24</u>

<u>UNCLOSED CONTRACT STATUS</u>

<u>Data Element Name</u>	Record <u>Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PKX.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Alphanumeric. Normally, numeric, except when X-overpunched for cancellation.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
Call/Order Modification Number	(21-22)	When applicable, must be any combination of alphanumerics. I and O cannot be used.
Contract Modification Number	(17-22)	When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.
Reserved	23-24	Blank.
Identity Code: Administered By	25-30	Must be a valid DoDAAC.

Data Element Name	Record Position(s)	Data Entries
Identity Code: Purchasing Office	31-36	Must be a valid DoDAAC.
Identity Code: Contractor	37-42	Rp 37 must be blank. Rp 38-42 must be valid CAGE code.
Contract Closeout Group	43	A, B, C, or D.
Reserved	44	Blank.
Date Physically Completed:	45-51	
Year	(45-46)	Numeric year.
Month	(47-49)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(50-51)	Applicable day for the month in rp 47-49.
Date of Final Payment:	52-58	Blank when rp 43 is code A; otherwise, continue as shown below.
Year	(52-53)	Numeric year.
Month	(54-56)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC
Day	(57-58)	Applicable day for the month in rp 54-56.
Estimated Completion Date	59-65	
Year	(59-60)	Numeric year.
Month	(61-63)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC
Day	(64-65)	Applicable day for the month in rp 61-63.
Reserved	66-71	Blank.
Reason for Delayed Closing of Contract File	72	Six or 7, or any alpha, except that I and O cannot be used.

Data Element Name	Record Position(s)	Data Entries
Reason for Delayed Closing of Contract File	73	Six or 7, or any alpha, except that I and O cannot be used.
Reason for Delayed Closing of Contract File	74	Six or 7, or any alpha, except that I and O cannot be used.
Transaction Date:	75-79	
Month	(75-77)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(78-79)	Applicable day for the month in rp 75-77.
Reserved	80	Blank.

AP5.25 APPENDIX 5.25

CONTRACT CLOSEOUT EXTENSION

Data Element Name	Record Position(s)	Data Entries
Document Identifier	1-3	PKZ.
PIIN	4-16	Must match the contract number to which it applies.
Purchasing Office	(4-9)	A six-position DFARS, appendix G code.
Fiscal Year	(10-11)	Alphanumeric. Normally, numeric, except when X-overpunched for cancellation.
Type of Instrument	(12)	A, C-H, K-M, P, S, V, or W.
Serial Number	(13-16)	Rp 13-16: 0001-9999; or rp 13: A-Z and rp 14-16: 001-999; or rp 13-14: AA-ZZ and rp 15-16: 01-99. I and O cannot be used.
SPIIN:	17-22	When required, it must match the master file for this procurement instrument.
Call/Order	(17-20)	If the Type of Instrument in rp 12 is A, D, or G, then rp 17-20 is four positions, alphanumeric. Otherwise, leave blank.
Call/Order Modification Number	(21-22)	When applicable, must be any combination of alphanumerics. I and O cannot be used.
Contract Modification Number	(17-22)	When applicable, if the Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.
Identity Code: Administered By	23-28	Must be a valid DoDAAC.
Identity Code: Purchasing Office	29-34	Must be a valid DoDAAC.

Data Element Name	Record Position(s)	Data Entries
Blank	35-42	Blank.
Contract Closeout Group	43	A, B, C, or D.
Reserved	44	Blank.
Date Physically Completed:	45-51	
Year	(45-46)	Numeric year.
Month	(47-49)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(50-51)	Applicable day for the month in rp 47-49.
Reserved	52-58	Blank.
Extended Closeout Date::	59-65	
Year	(59-60)	Numeric year.
Month	(61-63)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC
Day	(64-65)	Applicable day for the month in rp 61-63.
Reserved	78- 80	Blank.

AP11. <u>APPENDIX 11</u>

<u>MILSCAP PARTICIPANTS</u>

AP.11.1. The total implementation of MILSCAP is not simple to portray because different parts of MILSCAP are implemented at different locations in various Services/DLA activities. At very few locations is it necessary to implement all of the MILSCAP processes.

AP.11.2. The purpose of this appendix is to identify the activities that process MILSCAP transactions. The activities are grouped by Service/Agency and by MILSCAP functional participation within the Service/Agency. The automatic data processing (ADP) system used by each of the participants is also identified.

AP.11.3. MILSCAP Focal Point representatives are required to ensure that the data in this appendix are kept current. All changes should be furnished in writing to the DoD MILSCAP System Administrator who will include them in the next change to the manual.

AP.11.4. As an overview, the groups of MILSCAP participants that appear on the following pages are identified as follows:

<u>Service</u>		<u>Activities</u>	<u>Group</u>	<u>Page</u>
Army	5	AMC Subordinate Commands	A1	AP11-2
	6	Depots	A2	AP11-4
	3	Test Sites	A3	AP11-5
Navy	2	ICPs	N1	AP11-6
	4	Systems Commands	N1	AP11-6
	23	Stock Points	N2	AP11-7
Air Force	29	AFMC Buying Offices (using JO41 system)	F1	AP11-9
	79	AFMC Buying Offices (using AMIS)	F1	AP11-12
DLA	5	DSCs	D1	AP11-20
	28	Defense Depots	D2	AP11-22
	3	DCMDs	D3	AP11-24
DFAS	3	Operations (MOCAS data bases)	D4	AP11-30

Group A1
Army Commands

Activity	DFARS App. G Code Identifier		Issued by	ADP Point	
	PIIN	Call/Order	DoDAAC	DoDAAC	COMM RI
IOC Rock Island, IL	DAAA09	BA	W52P1J	W15P1J	RUCIAGA
ATCOM St. Louis, MO	DAAJ09	BS	W58RGZ	W58RGZ	RUCIBGH
	DAAK50*	--	W58RGZ	W58RGZ	RUCIBGH
	DAAK51*	--	W58RGZ	W58RGZ	RUCIBGH
	DAAK01*	BB	W58PO5	W58PO5	RUCIBGB
	DAAK70*	E1	W26AAQ	W26AAQ	RUCIBGB
CECOM Ft. Monmouth, NJ	DAAB07	BG	W15P7T	W15P7T	RUEDMTA
	DAAB10	ZP	W81C9K	W15R7S	RUEATEA
MICOM Restone Arsenal, AL	DAAH01	CC	W31P4Q	W31P4Q	RUCDGDA
TACOM Warren, MI	DAAE07	BR	W56HZV	W56HZN	RUCIWMA
	DAAE02	DG	W52H09	W52H09	RUCIAGA
	DAAE30	2T	W15QKN	W15QKN	RUCIAGA
	DAAA21*	2T	W15QKN	W15QKN	RUCIAGA

* Command that utilized this PIIN no longer exists separately.

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

1. Issue:
    a. Contract modification, and correction abstracts.
    b. Cancellation records (PEK).
    c. Shipment Performance Notices (PJJ) (to MIPR initiators and within AMC CCSS sites).
    d. Acceptance Report (PKN/PKP) (in lieu of acceptance DD Form 250).
    e. Contract Closeout Extensions (PKZ).

Group A1
Army Commands

2. Receive
   a. Modification and correction abstracts.
   b. Acknowledgment records (PFK).
   c. Shipment Performance Notices (PJJ/PJR).
   d. Acceptance Alerts (PK5).
   e. Contract Payment Notices (PV_).
   f. Contract Completion Statements (PK9).
   g. Unclosed Contract Status (PKX).

Group A2
Army Depots

Name/Location	Receiving Activity DoDAAC	ADP Point DoDAAC	COMM RI
Tobyhanna, PA	W25G1V	W25G1V	RUEOFRA
Tooele, UT	W67G22	W67G22	RUWJBTA
Red River, Texarkana, TX	W45G18	W45G18	RUWTBFA
Letterkenny, Chambersburg, PA	W25G1R	W25G1R	RUEPABA
Anniston, AL	W31G1Y	W31G1Y	RUCLNNC
Corpus, Christi, TX	W45N7Z	W45N7Z	RUWTNBC

The distribution mission of these Army deports has been assumed by LDA: however, they continue to use the Army's Standard Depot System (SDS) which is programmed to:

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

2. Receive Acceptance Alerts (PK5).

Group A3
Army Test Sites

Name/Location	Receiving Activity DoDAAC	ADP Point DoDAAC	COMM RI
Directorate of Contracting (STEAP-PR) Aberdeen Proving Ground, MD	W23QL0	W23QL0	RULNAPC
Directorate of Contracting (STEWS-PR) White Sands Missile Range, NM	W43SAN	W43SAN	RUCGWSM
Directorate of Contracting (STEYP-CR) Yuma Proving Ground, AZ	W61HZF	W61HZF	RUWJHUA

These three test sites use their own local systems which are programmed to accept Shipment Performance Notices (PJJ/PJR). White Sands is also programmed to accept PK9 and PK5 transactions.

Group N1
Navy Inventory Control

| Activity | DFARS App. G Code | | Issued by | ADP POINT | |
| | Identifier | | | | |
	PIIN	Call/Order	DoDAAC	DoDAAC	COMM RI
ASO Philadelphia, PA	N00383	GB / GC	N00383	N00383	RUEOITA
SPCC Mechanicsburg, PA	N00104	EP	N00104	N00104	RUEORGA

These two inventory control points (ICPs) use the ICP Uniform Automated Data Processing System (UADPS). Abstracts are issued through a special module that receives data from the ICP UADPS and arranges it in MILSCAP formats. ICP UADPS is programmed to:

1. Issue limited contract abstracts on some items by using a special module.

2. Receive:

   a. Shipment Performance Notices.
   b. Contract Payment Notices.
   c. Contract Completion Statements.

SPCC also has another program that receives PK5 transactions, sends them to their FOCUS file where the PK5 data is printed out, one to a sheet. The paper is sent to the buyer for acceptance information. Generally these are not supply items; they are usually exhibit lines, i.e., test reports, documentation, etc. After the sheet is annotated by the accepting official and the buyer, the data is posted to the FOCUS file and a PKN transaction is returned to DCMC. When a PK5 transaction has not been received the paper acceptance document is sent by mail to the administering DCMC; a PKP transaction is not used.

Navy Systems Commands

| Activity | DFARS App. G Code | | ADP Point | |
| | Identifier | | | |
	PIIN	Call/Order	DoDAAC	COMM RI
Naval Air Systems Command	N00019	EF / GU	N00019	RUQACCK
Naval Sea Systems Commands	N00024	EH / UO	N00024	RUQACCF
Space and Naval Warfare Systems Comm.	N00039	NS	N00039	RUQACEL

Navy Systems Commands

Activity	DFARS App. G Code Identifier		ADP Point	
	PIIN	**Call/Order**	**DoDAAC**	**COMM RI**
Strategic Systems Programs	N00030	EK	N00030	RUQAYJV

Each of these four SYSCOMs has a special program hookup through the DAAS, and a unique COMM RI, to receive PK9 records for their contracts.

Group N2
Navy Stock Points

Name/Location	Receiving Activity DoDAAC	ADP Point DoDAAC	COMM RI
NAS Corpus Christi, TX	N00216	N00216	RUWTNBA
NAS Jacksonville, FL	N00207	N00207	RUCLDKA
NAS Norfolk, VA	N00188	N00188	RUEBBHR
NAS North Island, San Diego, CA	N00246	N00246	RUWMFFF
NAS Pensacola, FL	N00204	N00204	RUCLMHA
NAS Barbers Point, HI	N00334	N00334	RUHJFEE
NAS Cecil Field, FL	N60200	N60200	RUWTAWC
NAS Lemoore, CA	N63042	N63042	RUWMFFE
NAS Miramar, San Diego, CA	N60259	N60259	RUWFVAA
NAWC Patuxent River, MD	N00421	N00421	RUEBRDA
NAS Whidbey Island, WA	N00620	N00620	RUWJAWO
NSY Norfolk, Portsmouth, VA	N00181	N00181	RUEDMPA
FISC * Charleston, SC	N00612	N00612	RUCIFLN
FISC Norfolk, VA	N00189	N00189	RUEOIUO
FISC * Oakland, CA	N00228	N00228	RUWMEKO
FISC Pearl Harbor, HI	N00604	N00604	RUHHJBO
FISC Puget Sound, Bremerton, WA	N00406	N00406	RUWMBWO

Group N2
Navy Stock Points

FISC	San Diego, CA	N00244	N00244	RUWJPHK
FISC	Jacksonville, FL	N68836	N68836	RUCLDKO
FISC	Pensacola, FL	N68860	N68860	RUCLMHD
MCAS	Cherry Point, NC	N00146	N00146	RUEBBEC
MCAS	El Toro, CA	N60050	N00244	RUWJCFA
MCAS	Yuma, AZ	N62974	N00244	RUWJMRA

* Activities no longer receiving stock.

Group N2
Navy Stock Points

Twenty-three receiving activities (20 Navy and 3 Marine Corps) use the Navy Uniform Automated Data Processing System for stock points (UADPS SP) to:

1. Issue Acceptance Reports (PKN), in lieu of acceptance DD Form 250, Material Inspection and Receiving Report.

2. Receive Acceptance Alerts (PK5).

UADPS SP posts PK5 transactions when they pass validation. A large number reject because the stock number is missing. When receipt data is posted and matches a PK5, a PKN transaction is automatically issued. When the receipt data does not match a PK5, an acceptance DD Form 250 is mailed to the DCMD.

Group F1
Air Force Materiel Command

| Name/Location | DFARS App. G Code Identifier | | Issued by | ADP Point | |
	PIIN	Call/Order	DoDAAC	DoDAAC	COMM RI
OC-ALC/PK BLDG 3001 STAFF DRIVE SUITE 1AG76A TINKER AFB OK 73145-3015	F34601	SD	FA8100	FD2030	RUVORIA
OC-ALC/LAD BLDG 3001 STAFF DRIVE SUITE 2AG87A TINKER AFB OK 73145-3015	F34601	SD	FA8102	FD2030	RUVORIA
OC-ALC/LID BLDG 3001 STAFF DRIVE SUITE 2AH77A TINKER AFB OK 73145-3015	F34601	SD	FA8103	FD2030	RUVORIA
OC-ALC/LPD BLDG 3001 STAFF DRIVE SUITE 2AH76A TINKER AFB OK 73145-3015	F34601	SD	FA8104	FD2030	RUVORIA
OO-ALC/PK BLDG 1289 6038 ASPEN AVENUE HILL AFB UT 84056-5805	F42600	QP	FA8200	FD2020	RUVHRIA
OO-ALC/LAK BLDG 1233 6072 FIR AVENUE HILL AFB UT 84056-5820	F42620	QP	FA8202	FD2020	RUVHRIA
OO-ALC/LIK BLDG 1215 6050 GUM LANE HILL AFB UT 84056-5825	F42630	QP	FA8203	FD2020	RUVHRIA
OO-ALC/LMK BLDG 1258 6014 DOGWOOD AVENUE HILL AFB UT 84056-5805	F42610	QP	FA8204	FD2020	RUVHRIA
SA-ALC/PK BLDG 43 143 BILLY MITCHELL ROAD KELLY AFB TX 78241-6414	F41608	SA	FA8300	FD2050	RUVKRIA
SA-ALC/LAK BLDG 171 485 QUENTIN ROOSEVELT ROAD KELLY AFB TX 78241-6420	F41608	SA	FA8302	FD2050	RUVKRIA
SA-ALC/LDK BLDG 171 485 QUENTIN ROOSEVELT ROAD KELLY AFB TX 78241-6420	F41608	SA	FA8303	FD2050	RUVKRIA
SA-ALC/LPK BLDG 171 485 QUENTIN ROOSEVELT ROAD KELLY AFB TX 78241-6427	F41608	SA	FA8304	FD2050	RUVKRIA

Group F1
Air Force Materiel Command

Name/Location	DFARS App. G Code Identifier		Issued by	ADP Point	
	PIIN	Call/Order	DoDAAC	DoDAAC	COMM RI
SA-ALC/SFK BLDG 1621 1014 ANDREWS ROAD KELLY AFB TX 78241-5603	F41608	SA	FA8305	FD2050	RUVKRIA
SA-ALC/SWK BLDG 1420 413 JACKSON ROAD KELLY AFB TX 78241-5000	F41608	SA	FA8306	FD2050	RUVKRIA
SM-ALC/PK BLDG 200 3237 PEACEKEEPER WAY, #17 MCCLELLAN AFB CA 95652-1060	F04606	SM	FA8400	FD2040	RUVMRIA
SM-ALC/QL BLDG 250-I 3200 PEACEKEEPER WAY, #9 MCCLELLAN AFB CA 95652-1034	F04606	SM	FA8405	FD2040	RUVMRIA
SM-ALC/PKL BLDG 250D 3200 PEACEKEEPER WAY, #3 MCCLELLAN AFB CA 95652-1027	F04606	SM	FA8406	FD2040	RUVMRIA
WR-ALC/PK BLDG 300 215 BYRON STREET ROBINS AFB GA 31098-1611	F09603	RJ / RR	FA8500	FD2060	RUVRRIA
WR-ALC/PK(3) BLDG 320 325 ROBINS PARKWAY ROBINS AFB GA 31098-1803	F09603	----	FA8502	FD2060	RUVRRIA
WR-ALC/PKP BLDG 300 235 BYRON STREET ROBINS AFB GA 31098-1611	F09603	RJ / RR	FA8503	FD2060	RUVRRIA
WR-ALC/LBK BLDG 300 265 OCMULGEE COURT ROBINS AFB GA 31098-1803	F09603	RJ / RR	FA8504	FD2060	RUVRRIA
WR-ALC/LFK BLDG 300 296 COCHRAN STREET ROBINS AFB GA 31098-1622	F09603	RJ / RR	FA8505	FD2060	RUVRRIA
WR-ALC/LJK BLDG 300 270 OCMULGEE COURT ROBINS AFB GA 31098-1646	F09603	RJ / RR	FA8506	FD2060	RUVRRIA
WR-ALC/LKK BLDG 301 460 SECOND STREET, SUITE 221 ROBINS AFB GA 31098-1640	F09603	RJ / RR	FA8507	FD2060	RUVRRIA

Group F1
Air Force Materiel Command

Name/Location	DFARS App. G Code		Issued by DoDAAC	ADP Point DoDAAC	COMM RI
	Identifier				
	PIIN	Call/Order			
WR-ALC/LNK BLDG 300 265 PERRY STREET ROBINS AFB GA 31098-1607	F09603	RJ / RR	FA8508	FD2060	RUVRRIA
WR-ALC/LUK BLDG 300 226 COCHRAN STREET ROBINS AFB GA 31098-1622	F09603	RJ / RR	FA8509	FD2060	RUVRRIA
WR-ALC/LVK BLDG 300 225 OCMULGEE COURT ROBINS AFB GA 31098-1647	F09603	RJ / RR	FA8510	FD2060	RUVRRIA
WR-ALC/LYK BLDG 300 380 SECOND STREET, SUITE 104 ROBINS AFB GA 31098-1638	F09603	RJ / RR	FA8511	FD2060	RUVRRIA
WR-ALC/TILK BLDG 301 255 SECOND STREET, SUITE 122 ROBINS AFB GA 31098-1637	F09603	RJ / RR	FA8513	FD2060	RUVRRIA

The above listed AFMC activities use the AFMC Automated Contract Preparation System (ACPS) and J023 (Small Purchase System) to system generate fixed price contracts. They also use the J041 (Acquisition and Due-in) System which is programmed to:

1. Issue "tailored" contract abstracts, and Acceptance Reports (PKN/PKP) (in lieu of acceptance DD Form 250).

2. Receive Shipment Performance Notices (PJJ/PJR), Acceptance Alerts (PK5), and Contract Completion Statements (PK9).

Group F1
Air Force Materiel Command

Name/Location	DFARS App. G Code Identifier		Issued by DoDAAC	ADP Point DoDAAC	COMM RI
	PIIN	Call/Order			
ASC/PK BLDG 14 1865 FOURTH STREET, SUITE 6 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8600	FY4179	RUVAAHB
ASC/PKG BLDG 16 2275 D STREET, SUITE 21 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8602	FY4179	RUVAAHB
ASC/PKW BLDG 1 1940 ALLBROOK DRIVE, SUITE 3 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8604	FY4179	RUVAAHB
ASC/NA BLDG 52 2475 K STREET, SUITE 3 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8605	FY4179	RUVAAHB
ASC/SD BLDG 16 2275 D STREET, MS16 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8607	FY4179	RUVAAHB
ASC/SM BLDG 46 1985 FIFTH STREET, MS46 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8608	FY4179	RUVAAHB
ASC/VC BLDG 193 2082 EIGHTH STREET WRIGHT-PATTERSON AFB OH	F33657	SC	FA8609	FY4179	RUVAAHB
ASC/VF BLDG 32 2300 D STREET WRIGHT-PATTERSON AFB OH	F33657	SC	FA8610	FY4179	RUVAAHB
ASC/YF BLDG 32 2130 FIFTH STREET WRIGHT-PATTERSON AFB OH	F33657	SC	FA8611	FY4179	RUVAAHB
ASC/VJ BLDG 14 1865 FOURTH STREET, SUITE 1 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8612	FY4179	RUVAAHB
ASC/VL BLDG 2042 2609 L STREET WRIGHT-PATTERSON AFB OH	F33657	SC	FA8613	FY4179	RUVAAHB
ASC/YC 2600 PARAMOUNT PLACE WRIGHT-PATTERSON AFB OH	F33657	SC	FA8614	FY4179	RUVAAHB

Group F1
Air Force Materiel Command

Name/Location	DFARS App. G Code		Issued by DoDAAC	ADP Point DoDAAC	COMM RI
	Identifier				
	PIIN	Call/Order			
ASC/YP BLDG 12 1981 MONHAHAN WAY WRIGHT-PATTERSON AFB OH	F33657	SC	FA8615	FY4179	RUVAAHB
ASC/YS BLDG 16 2275 D STREET, SUITE 4 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8616	FY4179	RUVAAHB
ASC/YT BLDG 11 2240 B STREET, SUITE 7 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8617	FY4179	RUVAAHB
ASC/RE BLDG 57 2145 MONAHAN WAY WRIGHT-PATTERSON AFB OH	F33657	SC	FA8620	FY4179	RUVAAHB
ASC/YW BLDG 11 2240 B STREET, SUITE 7 WRIGHT-PATTERSON AFB OH	F33657	SC	FA8621	FY4179	RUVAAHB
WL/PK BLDG 7 2530 C STREET WRIGHT-PATTERSON AFB OH	F33615	SG	FA8650	FY4179	RUVAAHB
OL-PK ASC/PK BLDG 350 205 WEST D AVENUE, STE 433 EGLIN AFB FL 32542-6864	F08626	QU	FA8670	FY4179	RUVAAHB
OL-YH ASC/YH BLDG 11 102 WEST D DRIVE, SUITE 168 EGLIN AFB FL 32542-6807	F08626	QU	FA8672	FY4179	RUVAAHB
OL-YA ASC/YAM BLDG 614 110 WA CISSA ROAD, SUITE 15 EGLIN AFB FL 32542-5313	F08626	QU	FA8674	FY4179	RUVAAHB
OL-YA ASC/YAK BLDG 349 207 WEST D DRIVE, SUITE 622 EGLIN AFB FL 32542-6844	F08626	QU	FA8675	FY4179	RUVAAHB
OL-YO ASC/YO BLDG 11 102 WEST D DRIVE, SUITE 300 EGLIN AFB FL 32542-6809	F08626	QU	FA8676	FY4179	RUVAAHB
OL-MNK ASC/MNK BLDG 13 101 WEST EGLIN BLVD, # 337 EGLIN AFB FL 32542-6864	F08630	SI	FA8651	FY4179	RUVAAHB

Group F1
Air Force Materiel Command

Name/Location	DFARS App. G Code Identifier		Issued by	ADP Point	
	PIIN	Call/Order	DoDAAC	DoDAAC	COMM RI
DET 8, 2762 LS(SP)/PK 750 THIRD STREET BLDG 350 ROBINS AFB GA 31098-2122	F09604	RU	FA8680	FY4179	RUVAAHB
ESC/PK BLDG 1520 104 BARKSDALE STREET HANSCOM AFB MA 01731-1806	F19628	RS	FA8700	FY4179	RUVAAHB
ESC/AVCK BLDG 1305 20 SHILLING CIRCLE HANSCOM AFB MA 01731-2816	F19628	RS	FA8702	FY4179	RUVAAHB
ESC/AWK BLDG 1612 3 EGLIN STREET HANSCOM AFB MA 01731-2115	F19628	RS	FA8704	FY4179	RUVAAHB
ESC/ENK BLDG 1704 5 EGLIN STREET HANSCOM AFB MA 01731-2116	F19628	RS	FA8705	FY4179	RUVAAHB
ESC/IAK BLDG MITRE S 50 GRIFFIS STREET HANSCOM AFB MA 01731-1618	F19628	RS	FA8706	FY4179	RUVAAHB
ESC/ICK BLDG MITRE K 50 GRIFFIS STREET HANSCOM AFB MA 01731-1619	F19628	RS	FA8707	FY4179	RUVAAHB
ESC/JSK BLDG 1612 3 EGLIN STREET HANSCOM AFB MA 01731-2119	F19628	RS	FA8708	FY4179	RUVAAHB
ESC/MCK BLDG MITRE R 50 GRIFFIS STREET HANSCOM AFB MA 01731-1620	F19628	RS	FA8709	FY4179	RUVAAHB
ESC/SRK BLDG MITRE R 50 GRIFFIS STREET HANSCOM AFB MA 01731-1622	F19628	RS	FA8711	FY4179	RUVAAHB
ESC/ISK BLDG MITRE R 50 GRIFFIS STREET HANSCOM AFB MA 01731-1623	F19628	RS	FA8712	FY4179	RUVAAHB
ESC/TDK BLDG 1630 175 VANDENBERG DRIVE HANSCOM AFB MA 01731-2138	F19628	RS	FA8713	FY4179	RUVAAHB

Group F1
Air Force Materiel Command

Name/Location	DFARS App. G Code Identifier PIIN	Call/Order	Issued by DoDAAC	ADP Point DoDAAC	COMM RI
ESC/TGK BLDG 1618 11 EGLIN STREET HANSCOM AFB MA 01731-2120	F19628	RS	FA8714	FY4179	RUVAAHB
ESC/TNK BLDG 1624 5 EGLIN STREET HANSCOM AFB MA 01731-2123	F19628	RS	FA8715	FY4179	RUVAAHB
ESC/YVK BLDG 1630 5 EGLIN STREET HANSCOM AFB MA 01731-2123	F19628	RS	FA8716	FY4179	RUVAAHB
ESC/AVK BLDG 1302 20 SHILLING CIRCLE HANSCOM AFB MA 01731-2816	F19628	RS	FA8717	FY4179	RUVAAHB
ESC/PKR BLDG 1520 104 BARKSDALE STREET HANSCOM AFB MA 01731-1806	F19628	RS	FA8718	FY4179	RUVAAHB
ESC/PKY 104 BARKSDALE STREET HANSCOM AFB MA 01731-1806	F19628	RS	FA8719	FY4179	RUVAAHB
RL/PK BLDG 106 26 ELECTRONIC PARKWAY GRIFFIS AFB NY 13441-4514	F30602	RX	FA8750	FY4179	RUVAAHB
MSC/PK 4225 LOGISTICS AVENUE #19 WRIGHT-PATTERSON AFB OH	F19628	RS	FA8770	FY4179	RUVAAHB
SSC/PK 375 LIBBY STREET MAXWELL GUNTER ANNEX AL	F01620	6K	FA8771	FY4179	RUVAAHB
CSPO/CGZ BLDG 3187 3205 EAST DRIVE SCOTT AFB IL 62225-5425	F11624	X4	FA8772	FY4179	RUVAAHB
CSC/PK 4009 HILLTOP ROAD SUITE 103 TINKER AFB OK 73145-2713	F34608	TF	FA8773	FY4179	RUVAAHB
SMC/PK BLDG 110 155 DISCOVERER BL # 1516 LOS ANGELES AFB CA	F04701	TB	FA8800	FY4179	RUVAAHB

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