



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DLMSO

August 15, 2005

MEMORANDUM FOR POST ACQUISITION PROCESS REVIEW COMMITTEE (PRC)
MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change 168, New DLMS Supplement 4010 567C, Contract Completion Status (DLMS Contract Completion Statement/Unclosed Contract Status/Contract Close-out Extension) (Contract Administration) (Staffed as PDC 167)

The attached change to DOD 4000.25-M, DLMS, is approved for implementation. The updated DLMS Supplement will be posted to the Defense Logistics Management Standards Office (DLMSO) Web site (<http://www.dla.mil/j-6/dlms/ICs/Default.htm>) within 15 days from the above date. The Defense Contracting Management Agency has submitted the governing Federal Implementation Convention to the DOD Electronic Data Interchange Standards Management Committee, and the Federal Electronic Data Interchange Standards Management Coordinating Committee, and applicable working group.

This transaction is approved for immediate implementation. Defense Contract Management Agency and DLA Business Systems Modernization have reported implementation of the basic MILSCAP functionality as mapped to the 567C.

Addressees may direct questions to the DLMSO point of contact: Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: ellen.hilert@dla.mil. Others must contact their Component designated representative.

A handwritten signature in black ink, appearing to read "Eduardo Vicencio".

EDUARDO VICENCIO

Lt Col, USAF
Acting Director
Defense Logistics Management
Standards Office

Attachment

DISTRIBUTION:
ADUSD(L)SCI

Approved DLMS Change 168
New DLMS Supplement 4010 567C, Contract Completion Status (DLMS Contract Completion Statement/Unclosed Contract Status/Contract Close-out Extension)

1. ORIGINATOR

- a. Defense Logistics Management Standards Office (DLMSO)
- b. Sponsor: Supply Process Review Committee, Chair: Ellen Hilert, DLA DLMSO (J-6215), 703-767-0676 (DSN 427), ellen.hilert@dla.mil

2. FUNCTIONAL AREA: Primary: Supply

3. REQUESTED CHANGE

a. Title: ADC 168, New DLMS Supplement 4010 567C, Contract Completion Status (DLMS Contract Completion Statement/Unclosed Contract Status/Contract Close-out Extension) (Supply)

b. Description of Change: This change migrates the Federally-approved Implementation Convention (IC) 567 transaction from X12 version 3050 to 4010, identifies the new IC as “567C,” and provides a corresponding DLMS Supplement. The DLMS transaction 4010 567C is provided for Contract Administration Offices (CAOs) for use in reporting to Purchasing Offices (POs), both closed and unclosed contract file status. POs use this transaction set to request CAOs delay contract file closing. This transaction is to be used for logistics system modernization: it equates to the MILSCAP DICs listed. DAASC will provide conversion between DLMS and MILS during transition. This transaction will be supported by the Standard Procurement System (SPS).

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

c. Procedures: Modify DOD 4000.25-M, Defense Logistics Management System Manual as indicated in the Chapter 8, Contract Completion Status Reporting (Enclosure).

4. REASON FOR CHANGE: This new DLMS transaction supports Component-level DLMS implementation as a transition from the MILSCAP legacy format. A 4010 version of this transaction was never published officially. The 3050 version is in use, as is an unofficial version of the 4010.

5. ADVANTAGES AND DISADVANTAGES

- a. Advantages:** Supports implementation of this process in DLMS migration effort.
- b. Disadvantages:** None identified.

6. IMPACT Publication(s):

- a.** DOD 4000.25-M, DLMS, chapter and DLMS Supplement
- b.** A corresponding 4010 567C Federal IC has been submitted to the EDISMC/Procurement Functional Work Group for coordination/approval.
- c.** No identified impact on Component plans for use of the 567C are known.

C8. CHAPTER 8

CONTRACT COMPLETION STATUS REPORTING

C8.1 GENERAL

C8.1.1. Purpose. This chapter prescribes standard procedures for reporting:

C8.1.1.1. The status of unclosed contracts subsequent to physical completion,

C8.1.1.2. Major events leading to the closing of the contract files by the [Contract Administration Office \(CAO\)](#),

C8.1.1.3. The extension of the contract closeout period by the CAO, and

C8.1.1.4. The extension of contract closeout period by the [Purchasing Office \(PO\)](#).

C8.1.2. Scope. These reports are identified as [DS-DLMS Supplement \(DS\)](#) to Federal [Implementation Convention \(IC\) 567C](#), Contract Completion Status (<http://www.dla.mil/j-6/dlmso/eLibrary/TransFormats/x12.asp>), and primarily provide information to the PO for closing and retiring its contract files.

Field Code
Changed

C8.1.3. Computer Formats. These procedures complement those in FAR, section 4.804-1 and DFARS section 204.804-1, -4, and -5, and provide computer processable formats in lieu of hard-copy documents.

C8.1.4. Contract Completion Statements. [Each CAO-issued DS 567 may include only one contract completion statement or unclosed contract status, or cancellation. The PO-issued DS 567 may include only one contract closeout extension. Multiple Contract Completion Statements within a single 567 transmission are not permitted at this time.](#)

C8.2. BASIS FOR CONTRACT CLOSING

C8.2.1. Contract Face Value. The basis for closing contract files depends upon the face value of the contract and the extent of administration accorded to it.

C8.2.2. Closeout Code. The CAO uses the conditions set forth in the Contract Closeout Group codes to group the contracts for follow-on closing actions.

C8.3. STANDARD TIMES FOR CONTRACT CLOSING. The FAR, Section 4.804-1 prescribes the time standards for closing contracts. These standards are based on the date that the contract is physically completed and on the pricing provisions. When the

CAO closes the contract within the time standards it reports the closure under the procedures in C8.4, below. When the CAO does not close the contract within the time standards it reports the status under the procedures in C8.5, below, until it closes the contract and finally reports it under C8.4, below.

C8.4. CONTRACT PAYMENT. When an office other than the office with primary contract administration responsibility performs the payment function on a contract, the disbursing office will notify the primary CAO when final payment has been made and the disbursing office file closed. The CAO will forward the status within 5 workdays after expiration of the standard closing period.

C8.5. CONTRACT COMPLETION STATEMENT

C8.5.1. Purpose. The contract completion statement is the DFARS-authorized electronic version of the [DD Form 1594](#), Contract Completion Statement. It is the means by which the CAO informs the PO (or designated [Automated Data Processing \(ADP\) point](#) of the major events of physical completion, final payment, and/or that the CAO contract file is closed. For all contracts, a final contract completion statement is the basis for the PO to closeout its contract file.

C8.5.2. Small Purchase Contracts. Small purchase contracts are Contract Closeout Group Code A and usually do not require payment reporting for contract completion or file closeout. For these contracts the final contract completion statement will normally include only the physical completion date.

C8.5.3. Contract Completion Definition. A contract is physically completed when,

C8.5.3.1. For supplies and services contracts:

C8.5.3.1.1. The contractor has completed the required deliveries of supplies and the Government has inspected and accepted such supplies, and

C8.5.3.1.2. The contractor has performed all services and the Government has accepted such services, or

C8.5.3.1.3. A notice of complete contract termination has been given to the contractor by the Government;

C8.5.3.2. For facilities contracts and rental, use, and storage agreements, a notice of complete termination has been issued or the contract period has expired.

C8.5.4. Physical Completion of Large-Purchase Contract. When a large-purchase contract, i.e., Contract Closeout Group code 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 contract completion statement to the PO to report physical completion.

C8.5.5. Final Payment for Large-Purchase Contract. For a large-purchase contract, Contract Closeout Group code B, C, or D, when final payment is made and other actions completed, the CAO with primary contract administration responsibility will forward a final contract completion statement to the PO based upon physical completion, final payment, and completion of all administrative actions.

C8.5.6. Unliquidated Amount. The unliquidated amount is money that was obligated on the contract but not spent. In all cases, the final contract completion statement must include any unliquidated amount that remains on the contract or order after final payment has been made. The unliquidated amount is 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. The unliquidated amount will be carried in the AMT data segment of the CS loop and will only appear when an unliquidated amount remains on the contract. The accountable activity must reclaim this money before the PO closes the contract.

C8.5.7: Contract Over Payments. Contract over payments can occur when the contract contains the Quantity Variation clause and contractors deliver a quantity within the overage quantity permitted. In this instance, the contract funding is deficient and additional funds must be obligated before the contract can be closed. The deficient funds may be cited in the AMT segment and identified by code "C" in AMT03.

C8.5.7.8. Receipt of Contract Extension Report. When the CAO has received a contract completion extension report from the PO, and if the CAO had to perform an additional contract administration function, the CAO will issue a final contract closeout statement report within 5 workdays after the extended closeout date. If the CAO did not have to perform additional contract administration functions after the extension transaction was issued, the contract file will be closed and the last issued final contract completion statement will apply.

8.6. UNCLOSED CONTRACT STATUS. The CAO will furnish an unclosed contract status report to the PO (or designated ADP point) for each contract that will not be closed within the timeframe established in FAR, Section 4.804-1.

C8.6.1. Reason for Delay. The status report will include the reasons for delay and the target date which has been set for closing.

C8.6.2. Revised Unclosed Status Report. If the contract is not closed by the target date, a revised unclosed contract status report will be forwarded with the new target date and reasons for further delay.

C8.6.3. Timeframe. A CAO with primary contract administration responsibility will forward the unclosed contract status report to the PO. The FAR, Section 4.804 requires the CAO to forward the status report within 15 workdays after the expiration of the standard closing period.

C8.7. CONTRACT CLOSEOUT EXTENSION

C8.7.1. Purpose. The PO will use the contract completed date in the contract completion statement as the closeout date for file purposes. When completion of any pending significant PO action extends beyond this closeout date, the PO will send a contract closeout extension notice to the CAO (or designated ADP point) advising of the extended closeout date.

C8.7.2. Timeframe. The PO must forward the extension to the CAO within 5 workdays after receipt of the completion statement.

C8.7.3. Status. The CAO will then hold the contract open until the extended closeout date.

C8.7.4. Revision of Closeout Extension. The PO must ensure that when the extended closeout date is to be revised, another extension notice, with a new extended closeout date, is sent to the CAO.

C8.7.5. Closure. The CAO will close the contract file after the extended closeout date is passed. If the CAO performed an additional contract administrative function, it will issue another contract completion statement report; otherwise, the previous statement report will remain in effect.

C8.8. CANCELLATIONS. Conditions may arise that necessitate the cancellation of a Contract Completion Status transaction. Cancellation is accomplished by transmitting the PIIN, SPIIN (when applicable), CAO, and PO of the original transaction and a Transaction Status Indicator Code K.

C8.9. FAST PAY CONTRACTS. Normally, a PO receives both a shipment notice transaction and a contract completion statement transaction on each contract. On fast-pay contracts which do not exceed \$25,000, however, shipment information is not required by the Army, Navy, or DLA. The Army will use the contract completion statement, both to show performance and to close the contract. The Air Force still requires and receives the shipment information and a contract completion statement on fast-pay contracts.

C8.10. PREPARATION OF THE TRANSACTION. Prepare DS 567C, Contract Completion Status, per <http://www.dla.mil/j-6/dlms/eLibrary/TransFormats/x12.asp>.

~~C8.10.1. Multiple Reports. Any number of contract completion status reports and/or cancellations, going to the same addressee, can be included in the same transaction set.~~

~~C8.10.21. Structure. This transaction set contains only one table. Multiple records are included by multiple iterations of the 1/CS/050 loop.~~

C8.10.3. Uses. As discussed in sections C8.4., C8.5., and C8.6., there are six uses -C8.4,C8.5, and C8.6, there ~~are~~ five uses of the Contract Completion Status transaction set. Each use is identified by a code in reference CS05.

C8.10.3.1. CAO Issuance. Those issued by the CAO:

C8.10.3.1. The unclosed contract status (code D);

C8.10.3.2. The final contract completion statement for a small purchase (code A);

C8.10.3.3. The interim contract completion statement for a large purchase (code B); and

C8.10.3.4. The final contract completion statement for a large purchase (code C).

C810.3.2. PO Issuance. The transaction issued by the PO is the contract closeout extension (code E).

C8.10.3.3. DFAS Issuance. The transaction issued by DFAS is the financial contract completion statement (code F).

C8.10.4. Name/Place Data. There are two N1 data segments for names and places.

C8.10.4.1. To/From Code. The 1/N1/030 segment precedes the 1/CS/050 loop, and with two iterations, carries the code FR (from) and the code TO (to); these will be the appropriate PO and CAO which will be common to all records in a given transaction set.

C8.10.4.2. Paying Office. The 1/N1/120 segment in the 1/CS/050 loop will identify a paying office or a contractor when one applies to the record.

C8.10.4.3. Transaction Status Code. Each applicable Transaction Status Indicator Code is carried in an iteration of the 1/LQ/110 data segment. Only codes F, J, and K may be used in this transaction set.

C8.10.4.4. Cancellation Report. A cancellation report is identified by the Transaction Status Indicator code K in an 1/LQ/110 data segment. A cancellation report must be sent at least 1 day before its replacement report. A cancellation report requires the To, the From, the procurement instrument identification number, the supplementary procurement instrument identification number if applicable, the code for the type transaction, and the cancellation code.

567

Contract Completion Status

Functional Group=D3

This Draft Standard for Trial Use contains the format and establishes the data contents of the Contract Completion Status Transaction Set (567) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set can be used to report administrative closure status on completed contracts. The originator can use this transaction set to close contract files, to indicate why contract files will not be closed within established milestones, or to extend contract closeout milestone dates. This transaction set may be used to convey contract summary data, financial information, dates pertinent to the administrative closing of a contract file, and logistics information necessary to evaluate contract closeout status.

Notes:

- 1/020 The BC segment can carry a transaction reference number and a reference to a previous transaction number.
- 1/050L The CS loop carries the details of the contract(s) being reported and the logistics management information relative to the administrative closeout of the contract(s).
- 1/050 The CS loop carries the details of the contract(s) being reported and the logistics management information relative to the administrative closeout of the contract(s).
- 1/060 The AMT segment carries the amount of obligated dollars which remain unliquidated, if any existed, at the time the contract was administratively closed.
- 1/070 The N9 segment contains the number of the last payment voucher applicable to the reported contract.
- 1/100L The LM loop identifies logistic data unique to each use of the CS loop.
- 1/100 The LM loop identifies logistic data unique to each use of the CS loop.

Federal Note:

1. *Contract Administration Offices (CAOs) use this transaction set to report to Purchasing Offices (POs), both closed and unclosed contract file status. POs use this transaction set to request CAOs delay contract file closing. Contract file closings are dependent upon contract face values and the attendant administrative costs associated with such contract file closings.*
2. *Use a single occurrence of this transaction set to transmit a final CAO contract completion statement for small purchases (usually without payment data), or an interim CAO contract completion statement for large purchases (with or without payment data), or a final CAO contract completion statement for large purchases (must include payment data), or a CAO extension of contract closing to the PO, or a PO requests to the CAO for contract closing extension for specified periods of time. Each 567 transaction set may only contain one (1) of the five reports stated above, to include cancellations thereof. Multiple contract reports are not permitted.*
3. *Use only the ST, BC, 1/N1/030, G61, CS, LM, LQ, and SE segments when cancelling a previously transmitted contract completion status report.*
4. *DoD users of this IC should refer to the Defense Logistics Management System (DLMS) Supplement to the Federal Implementation Convention (IC) available at URL: <http://www.dla.mil/j-6/dlms>. As situations warrant, the DLMS Supplement may provide additional business rules, conditions, and authorized codes necessary for appropriate use of this IC within the DLMS prior to inclusion in this federal IC.*

DLMS Note:

1. *Users operating under the Defense Logistics Management system (DLMS) must reference the Unit of Issue and Purchase Unit Conversion Table, Transportation Mode of Shipment Conversion Table, and the Accounting Classification Appendix which can be found on the Defense Logistics Management Standards Office (DLMSO) web site at <http://www.dla.mil/j-6/dlms>.*
2. *This DLMS Supplement contains:*
 - a. *Data associated with a DLMS enhancement which may not be received or understood by the recipient's automated processing system. DLMS procedures may not have been developed. Components must coordinate requirements and business rules with DLMSO prior to use.*
 - b. *Data associated with an Approved Change which may not have an established implementation date. This data may not be received or understood by the recipient's automated processing system. Components must coordinate implementation with DLMSO prior to use.*
 - c. *Defense Logistics Standard System (DLSS) data which must be retained in the DLMS for a transition period to support transaction conversion in a mixed DLSS/DLMS environment. This data will be streamlined out once full DLMS implementation is reached. Components may coordinate with DLMSO for early termination (or retention) of specific data requirements for users operating in a full DLMS environment.*

d. Data elements which have an expanded files size above existing DLSS capability which may not be supported by the recipient's automated processing system. Components must coordinate implementation with DLMSO prior to use.

e. Data required to accommodate Component-unique transaction requirements (ex. C-series transactions). Data does not apply to DLSS transactions.

3. This revision to the DS incorporates Proposed DLMS Changes (PDC) and Approved DLMS Changes (ADC) listed. PDCs/ADCs are available from the DLMSO website: <http://www.dla.mil/j-6/dlms/Changes>.

- ADC 168, New DLMS Supplement 4010 567C, Contract Completion Status (DLMS Contract Completion Statement/Unclosed Contract Status/Contract Close-out Extension) (Contract Administration)

Heading:

<u>Pos</u>	<u>Id</u>	<u>Segment Name</u>	<u>Req</u>	<u>Max Use</u>	<u>Repeat</u>	<u>Notes</u>	<u>Usage</u>
010	ST	Transaction Set Header	M	1			Must use
020	BC	Beginning Segment for Contract Completion Status	M	1		N1/020	Must use
030	N1	Name	O	2			Used
040	G61	Contact	O	1			Used
045	NTE	Note/Special Instruction	O	100			Used
LOOP ID - CS					100	N1/050L	
050	CS	Contract Summary	M	1		N1/050	Must use
060	AMT	Monetary Amount	O	1		N1/060	Used
070	N9	Reference Identification	O	1		N1/070	Used
080	G62	Date/Time	O	3			Used
085	G61	Contact	O	1			Used
090	NTE	Note/Special Instruction	O	5			Used
LOOP ID - LM					10	N1/100L	
100	LM	Code Source Information	O	1		N1/100	Used
110	LQ	Industry Code	M	100			Must use
LOOP ID - N1					10		
120	N1	Name	O	1			Used
160	SE	Transaction Set Trailer	M	1			Must use

ST Transaction Set Header

Pos: 010	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

To indicate the start of a transaction set and to assign a control number

Semantics:

- The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
ST01	143	Transaction Set Identifier Code Description: Code uniquely identifying a Transaction Set	M	ID	3/3	Must use
		Code Name 567 Contract Completion Status				
ST02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set Federal Note: <i>This unique control number is assigned by the originator of the transaction set or by the originator's application program. This number is carried in SE02.</i>	M	AN	4/9	Must use

BC Beginning Segment for Contract Completion Status

Pos: 020	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 4

User Option (Usage): Must use

To indicate the beginning of a Contract Completion Status Transaction Set

Semantics:

1. BC02 is the date of transaction set preparation.
2. BC03 is the time of transaction set preparation.
3. BC04 is the transaction reference number.
4. BC05 is the reference number of a previous transaction.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>				
BC01	353	Transaction Set Purpose Code Description: Code identifying purpose of transaction set	M	ID	2/2	Must use				
		<table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>00</td> <td>Original</td> </tr> </tbody> </table> <p>Federal Note: Use code 00 regardless of the type of contract completion status report.</p>	<u>Code</u>	<u>Name</u>	00	Original				
<u>Code</u>	<u>Name</u>									
00	Original									
BC02	373	Date Description: Date expressed as CCYYMMDD Federal Note: 1. This date corresponds to the Universal Time Coordinate (UTC).	O	DT	8/8	Must use				
BC03	337	Time Description: Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99) Federal Note: 1. Express the originating activity's time in UTC. 2. Express time in a four-position (HHMM) format.	O	TM	4/8	Must use				
BC06	640	Transaction Type Code Description: Code specifying the type of transaction DLMS Note: Use to identify all types of contract completion status reports including cancellations thereof. Also must use the 1/LQ/110 segment.	O	ID	2/2	Used				
		<table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td>V1</td> <td>Contract Completion Report</td> </tr> </tbody> </table>	<u>Code</u>	<u>Name</u>	V1	Contract Completion Report				
<u>Code</u>	<u>Name</u>									
V1	Contract Completion Report									

N1

Name

Pos: 030	Max: 2
Heading - Optional	
Loop: N/A	Elements: 4

User Option (Usage): Used

To identify a party by type of organization, name, and code

Syntax Rules:

1. R0203 - At least one of N102 or N103 is required.
2. P0304 - If either N103 or N104 is present, then the other is required.

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

Federal Note:

1. Use in every transaction set to cite the organization originating the transaction set.
2. Use in every transaction set to identify the organization to receive the transaction set.
3. Two occurrences are required in every contract completion status transaction set.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use

Description: Code identifying an organizational entity, a physical location, property or an individual

<u>Code</u>	<u>Name</u>
C4	Contract Administration Office

Federal Note:
Use when 1/CS05/050 cites any of codes A, B, C, or D, to identify the CAO originating the transaction set. When 1/CS05/050 cites code E, use to identify the CAO to receive the transaction set.

<u>Code</u>	<u>Name</u>
PR	Payer

Federal Note:
Use when 1/CS05/050 cites code F to identify the DFAS office that is issuing a financial contract completion statement. This is not the disbursing office that made final payment. That entity is identified in the 1/N1/120 segment.

<u>Code</u>	<u>Name</u>
QB	Purchase Service Provider

Federal Note:
Use when CS05 is any of codes A, B, C, or D, to identify the PO to receive the transaction set. When CS05 cites code E, use to identify the PO originating the transaction set.

N103	66	Identification Code Qualifier	X	ID	1/2	Must use
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Description: Code designating the system/method of code structure used for Identification Code (67)

<u>Code</u>	<u>Name</u>
10	Department of Defense Activity Address Code (DODAAC)

DLMS Note:

DLMS enhancement; see introductory DLMS note 2a.

N104	67	Identification Code	X	AN	2/80	Must use
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Description: Code identifying a party or other code

N106	98	Entity Identifier Code	O	ID	2/3	Must use
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Description: Code identifying an organizational entity, a physical location, property or an individual

Federal Note: *Must use codes FR and TO in conjunction with the appropriate N101 code to indicate the organizations sending and receiving the transaction set.*

Code

Name

FR Message From

Federal Note:

Use to indicate that the organization cited in N104 transmitted the transaction set.

TO Message To

Federal Note:

Use to indicate that the organization cited in N104 is to receive the transaction set.

G61

Contact

Pos: 040	Max: 1
Heading - Optional	
Loop: N/A	Elements: 2

User Option (Usage): Used

To identify a person or office to whom communications should be directed

Syntax Rules:

1. P0304 - If either G6103 or G6104 is present, then the other is required.

Comments:

1. G6103 qualifies G6104.

Federal Note:

Use to identify the responsible official who either signed a final contract completion statement or signed a PCO extension of a contract closing date.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>										
G6101	366	Contact Function Code Description: Code identifying the major duty or responsibility of the person or group named	M	ID	2/2	Must use										
		<table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>AC</td> <td>Administrative Contracting Officer</td> </tr> <tr> <td></td> <td>Federal Note: <i>When LQ02 is code PK9, use to indicate the name of the responsible official who signed the Contract Completion Statement.</i></td> </tr> <tr> <td>PC</td> <td>Purchasing Contracting Officer (PCO)</td> </tr> <tr> <td></td> <td>Federal Note: <i>When LQ02 is code PKZ, use to indicate the name of the responsible official who signed the PCO extension of contract closing date.</i></td> </tr> </table>	<u>Code</u>	<u>Name</u>	AC	Administrative Contracting Officer		Federal Note: <i>When LQ02 is code PK9, use to indicate the name of the responsible official who signed the Contract Completion Statement.</i>	PC	Purchasing Contracting Officer (PCO)		Federal Note: <i>When LQ02 is code PKZ, use to indicate the name of the responsible official who signed the PCO extension of contract closing date.</i>				
<u>Code</u>	<u>Name</u>															
AC	Administrative Contracting Officer															
	Federal Note: <i>When LQ02 is code PK9, use to indicate the name of the responsible official who signed the Contract Completion Statement.</i>															
PC	Purchasing Contracting Officer (PCO)															
	Federal Note: <i>When LQ02 is code PKZ, use to indicate the name of the responsible official who signed the PCO extension of contract closing date.</i>															
G6102	93	Name Description: Free-form name	M	AN	1/60	Must use										

NTE

Note/Special Instruction

Pos: 045	Max: 100
Heading - Optional	
Loop: N/A	Elements: 1

User Option (Usage): Used

To transmit information in a free-form format, if necessary, for comment or special instruction

Comments:

1. The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

Federal Note:

Use this segment one or more times to provide text information related to a PCO extension of the contract closing date.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE02	352	Description Description: A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

CS Contract Summary

Pos: 050	Max: 1
Heading - Mandatory	
Loop: CS	Elements: 5

User Option (Usage): Must use

To provide information about a contract

Syntax Rules:

1. P0405 - If either CS04 or CS05 is present, then the other is required.

Semantics:

1. CS09 is the permissible overage as a percentage of the total contract line item number (CLIN) quantity.
2. CS10 is the permissible shortage as a percentage of the total contract line item number (CLIN) quantity.
3. CS11 is the permissible overage dollar value specified by the contract above which discrepancy action is taken.
4. CS14 is the Unit of Measure stipulated in the contract.
5. CS15 is the contract line item number (CLIN) unit price specified in the contract.
6. CS17 conveys the Critical Application Indicator. A "Y" indicates that a Critical Application Indicator is specified in the contract; an "N" indicates that no Critical Application Indicator is specified in the contract.
7. CS18 conveys the Special Requirements Indicator. A "Y" indicates that a Special Requirements Indicator (requiring special testing and or evaluation) is specified in the contract; an "N" indicates that no Special Requirements Indicator is specified in the contract.

Comments:

1. CS04 may be used to identify the Contract Line Item Number (CLIN) or Extended (or Exhibit) Line Item Number (ELIN).
2. CS07 and CS13 can be used to indicate two different types of special services required.

Federal Note:

1. Use this segment to identify the contract number, i.e., the Procurement Instrument Identification Number (PIIN); and, if applicable, the contract modification number; the call or order number, i.e., the Supplementary PIIN (SPIIN); or the call or order number including the respective call or order number modification, as applicable.
2. There can only be one occurrence of this loop.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
CS01	367	Contract Number Description: Contract number Federal Note: Use to identify the procurement instrument identification number (PIIN) of the procurement instrument being reported.	O	AN	1/30	Used
CS02	327	Change Order Sequence Number Description: Number assigned by the orderer identifying a specific change or revision to a previously transmitted transaction set Federal Note: Use, as applicable, to identify the six position contract modification number of the procurement instrument being reported.	O	AN	1/8	Used
CS03	328	Release Number Description: Number identifying a release against a Purchase Order previously placed by the parties	O	AN	1/30	Used

involved in the transaction

Federal Note: Use to identify the four-position supplemental procurement instrument identification number (SPIIN) of the call/order being reported and when applicable, its two-position modification number.

CS04	128	Reference Identification Qualifier	X	ID	2/3	Must use
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Description: Code qualifying the Reference Identification

<u>Code</u>	<u>Name</u>
DD	Document Identification Code

DLMS Note:
 Code DD is used as a filler to satisfy ANSI syntax.

CS05	127	Reference Identification	X	AN	1/30	Used
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Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Federal Note: 1. Must use one of the following codes to identify the type of contract closeout status report:

- A - final contract completion statement for small purchases
- B - interim (physical) completion statement for large purchases
- C - final contract completion statement for large purchases
- D - extension of contract closing date (by CAO)
- E - extension of contract closing date (by PCO).
- F - financial contract completion statement (by DFAS)

2. When N101 is code PR and N106 is code FR, cite code F in this data element.

DLMS Note: DLMS enhancements; see introductory DLMS note 2a.

AMT Monetary Amount

Pos: 060	Max: 1
Heading - Optional	
Loop: CS	Elements: 3

User Option (Usage): Used

To indicate the total monetary amount

Federal Note:

1. Use in 1/CS/050 loops to indicate either the unliquidated funds amount left over after contract completion or an overpayment to the contractor.

2. Do not use in cancellations, or when CS05 cites either code D or E.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
AMT01	522	Amount Qualifier Code Description: Code to qualify amount	M	ID	1/3	Must use
		<u>Code</u> <u>Name</u> UA Unliquidated Amount				
AMT02	782	Monetary Amount Description: Monetary amount Federal Note: Express as a whole number with an explicit decimal position as needed.	M	R	1/18	Must use
AMT03	478	Credit/Debit Flag Code Description: Code indicating whether amount is a credit or debit	O	ID	1/1	Used

<u>Code</u>	<u>Name</u>
C	Credit

DLMS Note:

Use to indicate the amount cited in AMT02 is an over payment to the contractor, NOT excess funds.

N9

Reference Identification

Pos: 070	Max: 1
Heading - Optional	
Loop: CS	Elements: 3

User Option (Usage): Used

To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Rules:

1. R0203 - At least one of N902 or N903 is required.
2. C0605 - If N906 is present, then N905 is required.

Semantics:

1. N906 reflects the time zone which the time reflects.
2. N907 contains data relating to the value cited in N902.

Federal Note:

1. Use in 1/CS/050 loops as needed, to identify the final shipment number and the final payment voucher number or final approved invoice number.
2. Do not use in cancellations, or when CS05 cites either code D or E.
3. Must use in 1/CS/050 loops when CS05 cites code C. May be used when CS05 cites either code A or B.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N901	128	Reference Identification Qualifier Description: Code qualifying the Reference Identification	M	ID	2/3	Must use
		Code		Name		
		IK		Invoice Number		
				Federal Note:		
				1. Use this code to indicate the number of a final approved invoice that was forwarded to the disbursing officer of another activity.		
				2. When this code is used, identify the date the invoice was forwarded in N904.		
		SI		Shipper's Identifying Number for Shipment (SID)		
				Federal Note:		
				Use this code to indicate the final shipment number. Concatenate the final shipment indicator, the letter Z, with the shipment number.		
		VV		Voucher		
				Federal Note:		
				Use to identify the voucher number of the final payment.		
N902	127	Reference Identification Description: Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN	1/30	Must use
N904	373	Date Description: Date expressed as CCYYMMDD	O	DT	8/8	Used

Federal Note: *When N901 is code IK, use this data element to identify the date the invoice was forwarded.*

G62

Date/Time

Pos: 080	Max: 3
Heading - Optional	
Loop: CS	Elements: 2

User Option (Usage): Used

To specify pertinent dates and times

Syntax Rules:

1. R0103 - At least one of G6201 or G6203 is required.
2. P0102 - If either G6201 or G6202 is present, then the other is required.
3. P0304 - If either G6203 or G6204 is present, then the other is required.

DLMS Note:

Use in 1/CS/050 loops when reporting all types of contract closeout status except cancellations.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
G6201	432	Date Qualifier	X	ID	2/2	Used

Description: Code specifying type of date
Federal Note: 1. For interim contract completion statement transactions (i.e., physically completed and accepted), use codes BM, BN, and BW, as appropriate. Do not use code BP.
 2. For final contract completion statement transactions for large purchases (i.e., contracts closed), use code BM and BW and as appropriate, BN and BP. For small purchases use codes BM and BW, and, as appropriate, BN.
 3. For CAO contract closeout extension status transactions, use codes BM, BW, BN, and BO, as appropriate.
 4. For PCO contract closeout extension transactions, use code BQ.

<u>Code</u>	<u>Name</u>
BM	Contract Physically Completed Federal Note: Use to identify the date of physical completion.
BN	Contract Final Payment Federal Note: Use, as appropriate, in contract completion and CAO contract closeout extension status reports to identify the date of final payment. Must use when reporting final large purchase contract completion statements (CS05 cites code C). When using in this manner, the transaction must contain the 1/LQ/110 segment, including transaction status indicator code F and a contract closeout group code of B, C, or D.
BO	Estimated Contract Completion Federal Note:

Must use in unclosed CAO contract closeout extension status transactions to identify the estimated contract completion date. CAO contract closeout extension must cite the contractor in the one iteration of the 1/N1/120 loop. Do not use any transaction status indicator code. Must use when CS05 cites code D.

BP Contract Closed

Federal Note:

Must use in large purchase final contract completion statements (CS05 cites code C) to identify the contract closure date. Must use with one iteration of 1/LQ/110 and transaction status indicator code F.

BQ Extended Closeout

Federal Note:

Must use in contract closeout extension transactions (CS05 cites code E) to identify an extended closeout date.

BW Signature

Federal Note:

Use to identify the date a Responsible Official provided the notice of physical completion.

G6202	373	Date	X	DT	8/8	Used
		Description: Date expressed as CCYYMMDD				

G61

Contact

Pos: 085	Max: 1
Heading - Optional	
Loop: CS	Elements: 2

User Option (Usage): Used

To identify a person or office to whom communications should be directed

Syntax Rules:

1. P0304 - If either G6103 or G6104 is present, then the other is required.

Comments:

1. G6103 qualifies G6104.

Federal Note:

When G6201 is code BM, use this segment to identify the name of the Responsible Official who provided the notice of physical completion in a Contract Completion Statement.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>				
G6101	366	Contact Function Code Description: Code identifying the major duty or responsibility of the person or group named	M	ID	2/2	Must use				
		<table border="0"> <tr> <td><u>Code</u></td> <td><u>Name</u></td> </tr> <tr> <td>RP</td> <td>Responsible Person</td> </tr> </table>	<u>Code</u>	<u>Name</u>	RP	Responsible Person				
<u>Code</u>	<u>Name</u>									
RP	Responsible Person									
G6102	93	Name Description: Free-form name	M	AN	1/60	Must use				

NTE

Note/Special Instruction

Pos: 090	Max: 5
Heading - Optional	
Loop: CS	Elements: 1

User Option (Usage): Used

To transmit information in a free-form format, if necessary, for comment or special instruction

Comments:

1. The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

Federal Note:

Use this segment one or more times to provide text information applicable to a Final Acceptance Date or a Reason for Delay.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
NTE02	352	Description Description: A free-form description to clarify the related data elements and their content	M	AN	1/80	Must use

LM

Code Source Information

Pos: 100	Max: 1
Heading - Optional	
Loop: LM	Elements: 1

User Option (Usage): Used

To transmit standard code list identification information

Comments:

1. LM02 identifies the applicable industry code list source information.

Federal Note:

Use this loop in 1/CS/050 loops to identify Agency unique coded data related to the characteristics and coding requirements for the contract completion status report.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LM01	559	Agency Qualifier Code	M	ID	2/2	Must use

Description: Code identifying the agency assigning the code values

<u>Code</u>	<u>Name</u>
DF	Department of Defense (DoD)

LQ Industry Code

Pos: 110	Max: 100
Heading - Mandatory	
Loop: LM	Elements: 2

User Option (Usage): Must use

Code to transmit standard industry codes

Syntax Rules:

1. C0102 - If LQ01 is present, then LQ02 is required.

Federal Note:

Use to identify codes, as appropriate, consistent with management information requirements.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
LQ01	1270	Code List Qualifier Code	O	ID	1/3	Must use

Description: Code identifying a specific industry code list

Code

<u>Code</u>	<u>Name</u>
0	Document Identification Code
10	Transaction Status Indicator Code

Federal Note:

Must use in all interim and final contract completion statements to identify transaction status. Only use F, J, or K in LQ02. Cite code F in LQ02 when CS05 cites either code A or C. Cite code J in LQ02 when CS05 cites code B. Use a contract closeout group code (i.e., when LQ01 cites code 19), when a TSI other than code K is cited in LQ02. Cite code K in LQ02 to indicate the cancellation of any type of report.

19	Contract Close-out Group Code
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Federal Note:

Must use to identify the contract closeout group.

25	Reason for Delayed Closing of Contract File Code
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Federal Note:

Must use in CAO contract closeout extension status transactions (CS05 cites code D) to identify a reason for delayed closing.

LQ02	1271	Industry Code	X	AN	1/30	Must use
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Description: Code indicating a code from a specific industry code list

N1

Name

Pos: 120	Max: 1
Heading - Optional	
Loop: N1	Elements: 3

User Option (Usage): Used

To identify a party by type of organization, name, and code

Syntax Rules:

1. R0203 - At least one of N102 or N103 is required.
2. P0304 - If either N103 or N104 is present, then the other is required.

Comments:

1. This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
2. N105 and N106 further define the type of entity in N101.

Federal Note:

1. Use this loop in 1/CS/050 loops to identify the disbursing officer in contract completion statement transactions, when final payment has been made and when 1/LQ/110 cites either code F or J. Must use 1/N9/070 to identify the final payment voucher number.
2. Use one iteration of the 1/N1/120 loop to identify the contractor in CAO contract closeout extension status transactions, when 1/LQ/110 includes a reason for delayed closing of contract file code.
3. Must use the 1/N1/120 loop when CS05 cites code C and the 1/LQ/110 segment cites TSI code F.
4. Do not use the 1/N1/120 loop in cancellations.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
N101	98	Entity Identifier Code	M	ID	2/3	Must use

Description: Code identifying an organizational entity, a physical location, property or an individual

<u>Code</u>	<u>Name</u>
PR	Payer

Federal Note:

1. Use to identify the disbursing officer.
2. When this code is used, N103 must cite code M3.

SE	Selling Party
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Federal Note:

1. Use to identify the disbursing officer.
2. When this code is used, N103 must cite code M3.

N103	66	Identification Code Qualifier	X	ID	1/2	Used
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Description: Code designating the system/method of code structure used for Identification Code (67)

<u>Code</u>	<u>Name</u>
33	Commercial and Government Entity (CAGE)

DLMS Note:

M3 *DLMS enhancement; see introductory DLMS note 2a.*
Disbursing Station
Federal Note:
Use to identify the disbursing officer by a Disbursing Station Symbol Number (DSSN).

N104	67	Identification Code	X	AN	2/80	Used
Description: Code identifying a party or other code						

SE Transaction Set Trailer

Pos: 160	Max: 1
Heading - Mandatory	
Loop: N/A	Elements: 2

User Option (Usage): Must use

To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Comments:

1. SE is the last segment of each transaction set.

Element Summary:

<u>Ref</u>	<u>Id</u>	<u>Element Name</u>	<u>Req</u>	<u>Type</u>	<u>Min/Max</u>	<u>Usage</u>
SE01	96	Number of Included Segments Description: Total number of segments included in a transaction set including ST and SE segments	M	N0	1/10	Must use
SE02	329	Transaction Set Control Number Description: Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set Federal Note: <i>Cite the same number entered in ST01.</i>	M	AN	4/9	Must use