

30 Aug 74

EIDSO KEYPUNCH INSTRUCTIONS (Continued)

JOB TITLE							JOB NO.
Inleases - Real Estate							5H10
CARD IDENTIFICATION		SOURCE					
1							
SOURCE BLOCK	NAME OF FIELD	COLUMNS		NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS-INSTRUCTIONS
		FROM	TO				
	KEYWORD:						
	Program Category Code	1		1	N		Must be 1 thru 4
	District Code	2	5	4	A/N		Obtain from APP D
	Using Service Code	6	7	2	N		Obtain from APP A
	Status Code	8		1	N		Must be 1 thru 4
	Type of Space Code	9		1	A		Obtain from APP B
	Contract/Control Number (Identifier)	10	15	6	A/N	R	Zero-Fill
	Contract/Control No. (Type)	16		1	A/N		Must be alpha, hypen (-), 5 or 9
	Contract/Control No. (Fiscal Year)	17	18	2	N	R	Zero-fill
	Contract/Control No. (Case Number)	19	23	5	N	R	Zero-fill
	Contract/Control No. (Sequence)	24	25	2	N	R	Zero-fill
	Joint Use Code	26		1	A/N		Must be X or 0
	Card Number	27		1	N		Must be 1
	Change Code	28		1	A		Must be P, M or D
	RPI Code	29		1	N		Must be 1 thru 7 or 0
	State/Country Code	30	31	2	A/N		Obtain from AR 18-12-10
	City Code	32	35	4	N		Obtain from GSA Code Book
	County Code	36	38	3	N		Obtain from GSA Code Book
	Installation Name/Address	39	54	16	A/N	L	
	City/County	55	69	15	A	L	
	Cancel Clause Code	70		1	A		F or blank
	Cancel Clause Days	71	73	3	N	R	Zero-fill
	Action Code	74		1	A		Must be N, R or T
	Action Code-FY	75	76	2	N	R	Zero-fill
	Federal Bldg Code	77		1	N		Only used for Prog Cat 3&4, Using Svc 27, Obtain fr APP B.

* A = ALPHA, N = NUMERIC ** L = LEFT, R = RIGHT

