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

CH 1
DoD 4000.25-5-M

DLMSO

CHANGE NO. 1
DoD 4000.25-5-M

15 Jun 94

MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MILSCAP)

I. This change, published by direction of the Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)), under the authority of DoDD 4140.1, Materiel Management Policy, revises DoD 4000.25-5-M, Feb 93, and is effective upon receipt.

II. Incorporated in change 1 are AMCL 1, recent changes to the Transportation Priority Codes (appendix A29), updates to appendix K, codes added for use in DLMS, several pages that were previously omitted, and some minor administrative changes.

III. Changes and additions are shown in ***bold italics***.

IV. Remove pages listed below and insert revised pages.

<u>Remove Old</u>	<u>Insert New</u>	<u>Remove Old</u>	<u>Insert New</u>
vii and viii	vii and viii	----	A52-1
xvii to xix	xvii to xix	C1-1 to C1-3	C1-1 to C1-3
1-7 to 1-10	1-7 to 1-10	C19-1 and C19-2	C19-1 and C19-2
5-3 and 5-4	5-3 and 5-4	C24-1 to C24-3	C24-1 to C24-3
11-3 and 11-4	11-3 and 11-4	C25-1 and C25-2	C25-1 and C25-2
A4-1 and A4-2	A4-1 to A4-3	E1-1 and E1-2	E1-1 and E1-2
A22-1 and A22-2	A22-1 to A22-3	E3-1 and E3-2	E3-1 and E3-2
A24-1	A24-1	E7-1 and E7-2	E7-1 and E7-2
A29-1	A29-1	E8-1 and E8-2	E8-1 and E8-2
A48-1	A48-1	E19-1 and E19-2	E19-1 and E19-2
----	A49-1 and A49-2	K-3 and K-4	K-3 and K-4
----	A50-1	K-9 to K-23	K-9 to K-24
----	A51-1		

V. This change sheet will be filed in front of this publication for reference purposes, after changes have been made.

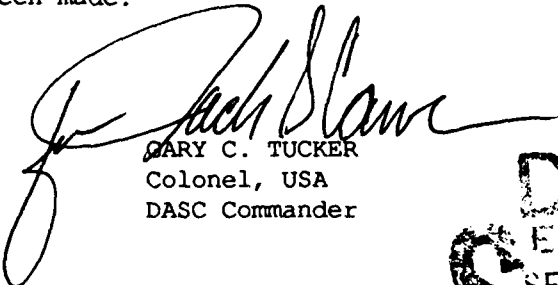
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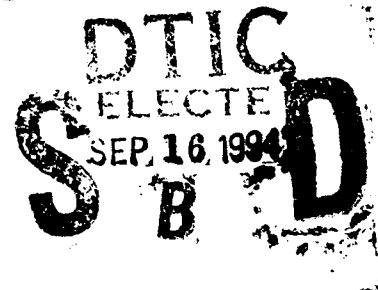
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Colonel, USA
DASC Commander

**94-29959**

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DEFINITIONS AND TERMS

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

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

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

BATCH SEQUENCE CODE. A sequential code assigned by the paying office to each CPN record for batch control purposes. Each batch begins with alpha A and runs through Z (except that I and O are not used), then repeat when needed. The purpose of the batch sequence code is to identify the sequence of the records that make up the CPN.

BATCH SERIAL NUMBER. A consecutive number assigned by the paying office to each batch of CPNs. On 1 October each batch for each accounting point begins with 001. The batch serial number identifies the number of batches transmitted to the specific accounting point since the first day of the fiscal year.

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

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

CONTRACT ADMINISTRATION OFFICE (CAO). A DoD Contract Administration Services (CAS) Component which performs assigned functions, or a purchasing office which retains functions related to the administration

of contracts. (Included in this definition are all geographic and plant-type organizations of the Military Departments engaged in the performance of field contract administration services.)

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

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

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

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

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

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

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING

PROCEDURES (MILSTRAP). A standard inventory accounting system which provides uniform codes and formats for processing and recording receipt, adjustment, and issue transactions. MILSTRAP is applicable to inventory

control, stock control, and storage activities of the Military Services supply distribution systems. (See DoD 4000.25-2-M.)

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES

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

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

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

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

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

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

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

Army	Commander U.S. Army Materiel Command ATTN: AMCAQ-I 5001 Eisenhower Avenue Alexandria, VA 22333-0001 (DSN 284- 8347)
Navy	Commanding Officer Fitting Out and Supply Support Assistance Center (FOSSAC) Systems Training Department ATTN: 07A-A3 P.O. Box 15129 Norfolk, VA 23511-0129 (DSN 565-1917)
Air Force	Pricing and Contract Administration Division ATTN: SAF/AQCP The Pentagon, Room 4C251 Washington, DC 20330-5040 (DSN 225- 4982)
Marine Corps	Commandant of the Marine Corps ATTN: HQMC-LBO Washington, DC 20380-0001 (DSN 226-1018)
DFAS	Deputy Director for Policy Defense Finance and Accounting Service ATTN: DFAS-FCC Washington, DC 20376-5001 (DSN 227- 0811)
DLA	Director Defense Logistics Agency Acquisition - Procurement Systems Team ATTN: AQPOS Cameron Station Alexandria, VA 22304-6100 (DSN 284-7866)

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

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

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

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

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

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

{1} Subparagraph

{a} Subparagraph

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

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

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

2. Distribution of the Manual

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

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

Army

Commander
U.S. Army Materiel Command
ATTN: AMCAQ-I
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Navy

Commander
Naval Supply Systems Command
ATTN: SUP 26A
Washington, DC 20376-5000

Air Force

Pricing and Contract Administration
Division
ATTN: SAF/AQCP
The Pentagon, Room 4C251
Washington, DC 20330-5040

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

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

3. Formal and Interim Changes

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

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

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

E. QUANTITATIVE DISCREPANCIES

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

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

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

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

F. REPLACEMENT SHIPMENTS

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

G. CANCELLATIONS

Conditions may arise that necessitate the cancellation of an SPN. When cancellation is necessary, this will be accomplished by transmitting the original records to be canceled, modified by adding an X-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.

H. DATA DISCREPANCIES

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

I. EXEMPTIONS

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

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

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

E. UNCLOSED CONTRACT STATUS (UCS)

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

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

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

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

F. CONTRACT CLOSEOUT EXTENSION (CCE)

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

APPENDIX A4

IDENTITY CODES

NUMBER OF CHARACTERS: Six.

TYPE OF CODE: Alphanumeric.

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

EXPLANATION

A. Government Entities - utilize codes published in DoD 4000.25-6-M, "DoD Activity Address Directory" (DoDAAD)^{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.

^{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.

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EXPLANATION (CON.)

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

C. DFARS Appendix G ^{1/}- the first six positions of each PIIN identified in DFARS Appendix G to an individual purchasing office and location.

D. Disbursing Station Symbol Number (DSSN) - the coded identifier of the disbursing officer. Retain current four position DSSN and supplement 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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Date, is sent to the Contracting Office. Extended Closeout Date administrative function will be issued; other effect.

2. Preparation of the condition specification format and instructions.

3. In those cases where the PO, the CAO will be the Extended Closeout Date contract administrator.

G. CANCELLED

Condition
CCE, or a
by transmittal
(i.e., 30
X-overput

H. F

PK9,
\$25
ART
CO
OF

^{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.

APPLICABLE ADDRESSING

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

APPENDIX A22

TRANSACTION STATUS INDICATOR

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.

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

<u>CODE</u>	<u>EXPLANATION (CON.)</u>
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 2/	Modification Abstract (used in DLMS to identify modification abstracts - which are replacing the PB_ transactions).
N 2/	Contract Abstract Acknowledgment (used in DLMS to replace the PFK when used as an abstract cancellation).
P	Final quantity shipped exceeds quantity variance for this CLIN.
Q	Mark-for differs from contract.
R 2/	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 2/	Error/Correction Abstract (used in DLMS to identify error/correction abstracts - which are replacing the PE_ transactions).
1	First followup.
2	Second followup.

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

APPENDIX A22 CODE MATRIX

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

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

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

3/ These codes are not used in MILSCAP; they have been reserved here solely for use in DIMS transactions.

APPENDIX A24

CONTRACT ADMINISTRATION OFFICE RECOMMENDATION REGARDING DELAYED DELIVERIES

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alpha.

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

<u>CODE</u>	<u>EXPLANATION</u>
A	No action; minor delay only.
B	Taking action within authorized delegation.
C	Extend delivery schedule without consideration.
D	Extend delivery schedule with consideration in favor of the Government.
E	Terminate contract.
F	None.
G	Hard copy report to follow within 5 days.
H	Issue cure notice.
J	Issue show cause notice.
K	Issue modification.
L 1/	Negotiate a new schedule.
M 1/	Leave delinquent.
N 1/	Other, see remarks.
P 1/	DD Form 375-2 will follow.

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

APPENDIX A29

TRANSPORTATION PRIORITY

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Numeric.

DEFINITION: Identifies the precedence of handling and method of shipment (see DoD 4500.32-R, MILSTAMP) based on DoDD 4410.6, "Uniform Materiel Movement and Issue Priority System" (UMMIPS). *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 011-08 with RDD of 555 or 777; expedite.
3	UMMIPS 01-15 with no RDD; routine.

APPENDIX A48

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN)

NUMBER OF CHARACTERS: Thirteen.

TYPE OF CODE: Alphanumeric.

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

EXPLANATION

The number consists of:

a. Contracting Office - *A six-position alphanumeric code. 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.

APPENDIX A49

SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (SPIIN)

NUMBER OF CHARACTERS: Six

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.

EXPLANATION

The SPIIN is developed in accordance with DFARS 204.7004.

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

b. Call/order numbers (i.e., a delivery order under an Indefinite Delivery Type Contract, an order under a Basic Ordering Agreement, or a call under a Blanket Purchasing Agreement) may be issued by either the DoD office that issued the basic contract or agreement or it may be issued by another DoD office.

(1) When issued by the DoD office that issued the basic contract or agreement, the call/order is identified by a four-position alphanumeric "call/order serial number."

(2) When issued by another DoD office, after 1 October 1994, the call/order will be identified by a 13-position number (similar to a PIIN). Positions 1-6 are the DoDAAC, 7-8 are the FY, 9 is code J, and 10-13 are the unique serial number of the call/order.

c. The call/order modification number may be either two positions or six positions.

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(a) A two-position modification code is added to the four-position call/order number that was issued by the same DoD office that issued the basic contract.

(b) A six-position SPIIN modification code is added to the 13-position call/order number that was issued by a DoD office other than the one that issued the basic contract.

APPENDIX A50

CONTRACT LINE ITEM NUMBER (CLIN) / EXHIBIT LINE ITEM NUMBER (ELIN)

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.

EXPLANATION

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

a. CLINs refer to items in the contract. ELINs are used as an alternative to including an extensive list of contract line items in the schedule. 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.

APPENDIX A51

TYPE OF DELIVERY DELAY

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alpha.

DEFINITION: Identifies the type of delay in the revised delivery forecast as either actual or anticipated.

<u>CODE</u>	<u>EXPLANATION</u>
A	Actual
B	Anticipated

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

APPENDIX A52

PURCHASING CONTRACTING OFFICER INSTRUCTIONS

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alpha.

DEFINITION: Identifies the instructions of the Purchasing Contracting Officer in response to the recommended action of the Administrative Contracting Officer regarding actual or anticipated changes for a contract line item delivery date in an RDF.

<u>CODE</u>	<u>EXPLANATION</u>
A	ACO negotiate new schedule
B	PCO negotiate new schedule
C	ACO issue modification
D	PCO issue modification
E	Need more written detail
F	Leave delinquent

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

APPENDIX C1

ADMINISTRATIVE DATA RECORD #1

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

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

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

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
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 A6.
Indicator: Foreign Military Sales (FMS) Requirement	75	Enter code 1 if the contract includes FMS requirements. See appendix A19. Otherwise, leave blank.
Reserved	76	Leave blank.
Numbering: Record Count	77-80	Enter the count of all the records being abstracted for this PIIN/SPIIN. See appendix A21. (When the counter exceeds 9999, transmit last four positions of count only.) Use with PAA only. Count for PBA and PEA is recorded in the related PB1 or PE1 record.

APPENDIX C19

DEDUCTION RECORD

<u>Field Legend</u>	<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.

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

APPENDIX C24

UNCLOSED CONTRACT STATUS

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter code PKX.
PIIN	4-16	Enter the number assigned to the contract against which the unclosed contract status is being reported. See appendix A48. An X-overpunch in rp 10 indicates a cancellation, <i>in which case rp 37-80 is left blank.</i>
SPIIN: Call/Order or Last Modification Number	17-22	Enter the call or order number in rp 17-20 for which unclosed status is being reported. If applicable, enter the last modification number for the call or order in rp 21-22. If this is not a call or order, enter the number of the modification with the latest effective date in rp 17-22. See appendix A49. Leave this field blank if not applicable.
Reserved	23-24	Leave blank.
Identity Code: Administered By	25-30	Enter the identity code, as reflected in the contract, of the office assigned primary contract administration responsibility. See appendix A4.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Identity Code: Purchasing Office	31-36	Enter the identity code, as reflected in the contract, of the office issuing the contract. See appendix A4.
Identity Code: Contractor	37-42	Enter the identity code, as reflected in the contract, of the contractor. See appendix A4. Right justify.
Contract Close- out Group	43	Enter the appropriate code from appendix A30. This code will indicate the time and condition under which the contract is to be closed.
Reserved	44	Leave blank.
Date Physically Completed	45-51	Enter the date that the contract was physically completed in accordance with chapter 11, paragraph D.2.(a). This date is expressed as year-month-day in accordance with appendix A2.
Date of Final Payment	52-58	If final payment has been made, enter the date of the voucher reflecting final payment of the contract. Otherwise, leave blank. This date is expressed as year-month-day in accordance with appendix A2.
Estimated Com- pletion Date	59-65	Enter the best estimate of the date by which the contract will be completed in accordance with the contract closing criteria. This date is expressed as year-month-day in accordance with appendix A2.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Reserved	66-71	Leave blank.
Reason For Delayed Closing of Contract File	72	Enter the appropriate code, in accordance with appendix A38, that indicates the most signifi- cant reason the contract has not been closed.
Reason for Delayed Closing of Contract File	73	Enter the appropriate code, in accordance with appendix A38, for the second most significant reason that the contract has not been closed, if applicable. Otherwise, leave blank.
Reason for Delayed Closing of Contract File	74	Enter the appropriate code, in accordance with appendix A38, for the third most significant reason that the contract has not been closed, if applicable. Otherwise, leave blank.
Transaction Date	75-79	Enter the date of preparation of this transaction. The date is expressed as month-day (see appendix A2).
Reserved	80	Leave blank.

APPENDIX C25

CONTRACT CLOSEOUT EXTENSION

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

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

APPENDIX E1

ADMINISTRATIVE DATA RECORD #1

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAA, PBA, or PEA.
PIIN:	4-16	
Purchasing Office	(4-9)	A six-position DoDAAC .
Fiscal Year	(10-11)	Numeric. (NOTE: A possible X-overpunch in rp 10 (to delete) or in rp 11 (to add) when changing control data. See chapter 4.)
Type of Instrument	(12)	A, C-H, 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.

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<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Contract Modification Number	(17-22)	Must be blank in the PAA record. In the PBA and PEA records, when Type of Instrument in rp 12 is other than A, D, or G, then rp 17 must contain A or P and rp 18-22 must be alphanumeric.
Effective Date or Order Date:	23-29	May be blank in the PBA and PEA records. The PAA record must be structured as shown below.
Year	(23-24)	Numeric.
Month	(25-27)	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
Day	(28-29)	Applicable day for the month in rp 25-27.
Basic PIIN	30-42	<i>Required when the number in rp 4-16 includes PIIN code J. Structured the same as rp 4-16.</i>
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, N1.

APPENDIX E3

ACCOUNTING CLASSIFICATION DATA RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAC, PBC, or PEC.
PIIN	4-6	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
ACRN	23-24	Must agree with the related P_A record.
Accounting Classification Data:	25-74	May be blank in the PBC and PEC records. The PAC record must reflect the data in the contract and should agree with appendix B criteria.
Appropriation:	[25-34]	Must be authorized Appropriation Data and structured in accordance with appendix A12.
Department Identity	(25-26)	
Transfer Department	(27-28)	
Appropriation Fiscal Year (Beginning)	(29)	
Appropriation Fiscal Year (Ending)	(30)	
Appropriation Fund	(31-34)	

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

APPENDIX E7

SUPPLIES SCHEDULE DATA RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PAG, PBG, or PEG.
PIIN	4-16	Must agree with the related P_A record.
SPIIN	17-22	Must agree with the related P_A record.
CLIN or ELIN	23-28	Must agree with the related P_E record.
Identity Code: Ship-To	29-34	May be blank in the PBG and PEG records. The PAG record must be as follows: if B, D, P, K, or T in rp 29, do not validate, if code U in rp 29 and blank in 30-34, do not validate, otherwise, must be a valid DoDAAC.
Identity Code: Mark-For	35-40	If rp 35 is B, D, P, K, T, or Y, do not validate. Otherwise, must be a valid DoDAAC or blank.
Delivery Schedule Date:	41-47	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.

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

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

APPENDIX E8

SERVICES LINE ITEM DATA RECORD

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

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

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

APPENDIX E19

DEDUCTION RECORD

<u>Data Element Name</u>	<u>Record Position(s)</u>	<u>Data Entries</u>
Document Identifier	1-3	PV3.
PIIN	4-16	Must agree with the related PV1 record.
SPIIN: Call/Order	17-20	Must agree with the related PV1 record.
ACRN	21-22	Must agree with the related PV1 record.
Numbering: Voucher Number	23-28	Must agree with the related PV1 record.
Numbering: Batch Sequence	29	Alphas. I and O cannot be used.
CLIN or ELIN:	30-35	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 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.

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

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

Group A2Army Depots

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

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

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

1/ Supply mission assumed by DLA.

Group F1

AFMC Air Logistics Centers

<u>Name/Location</u>	<u>DFARS Appendix G Code</u>		<u>Issued by DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
	<u>PIIN Identifier</u>	<u>Call/Order Identifier</u>			
Oklahoma City ALC Tinker AFB, OK	F34601	SD	FD2030	FD2030	RUVORIA
Ogden ALC Hill AFB, UT	F42600	QP	FD2020	FD2020	RUVHRIA
San Antonio ALC Kelly AFB, TX	F41608	SA	FD2050	FD2050	RUVKRIA
Sacramento ALC McClellan AFB, CA	F04606	SM	FD2040	FD2040	RUVMRIA
Warner Robins ALC Robins AFB, GA	F09603	RJ/RR	FD2060	FD2060	RUVRRIA

These five air logistics centers (ALCs) (responsible to the Air Force Material Command (AFMC)) use the AFMC Automated Contract Preparation System (ACPS) and J023 (Small Purchase System) to system generate fixed price contracts. The J041 (Acquisition and Due-in System) is programmed to:

1. Issue:
 - a. "Tailored" contract abstracts.
 - b. **Acceptance Reports (PKN/PKP) (in lieu of acceptance DD Form 250).**
2. Receive:
 - a. Shipment Performance Notices (PJJ/PJR).
 - b. Revised Delivery Forecasts (PJB).
 - c. Contract Completion Statements.
 - d. **Receive Acceptance Alerts (PK5).**

Group F2AFMC Contracting Activities

<u>Name/Location</u>	<u>DFARS Appendix G Code</u>		<u>Issued by DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
	<u>PIIN Identifier</u>	<u>Call/Order Identifier</u>			
Air Force Flight Test Ctr Edwards AFB, CA	F04611	QQ	FQ7623	FY4179	RUVAAHB
Space and Missile Center Los Angeles, CA	F04701	TB	FQ7616	FY4179	RUVAAHB
Ballistics Missile Organi- zation, Norton AFB, CA	F04704	R9	FQ7653	FY4179	RUVAAHB
Western Space and Missile Center Vandenberg AFB, CA	F04703	R8	FQ7626	FY4179	RUVAAHB
Eastern Space and Missile Ctr Patrick AFB, FL	F08606	RG	FQ7625	FY4179	RUVAAHB
Air Force Development Test Center, Eglin AFB, FL	F08635	RH	FQ7621	FY4179	RUVAAHB
Electronics System Center Hanscom AFB, MA	F19628	RS	FQ7620	FY4179	RUVAAHB
Phillips Laboratory Kirtland AFB, NM	F29601	RW	FQ7617	FY4179	RUVAAHB
Rome Air Development Labo- ratory, Griffiss AFB, NY	F30602	RX	FQ7619	FY4179	RUVAAHB
Wright Laboratory Wright-Patterson AFB, OH	F33615	SG	FQ8419	FY4179	RUVAAHB
Aeronautical System Center Wright-Patterson AFB, OH	F33657	SC	FQ7615	FY4179	RUVAAHB

Group F2 (con.)

<u>Name/Location</u>	<u>DFARS Appendix G Code</u>		<u>Issued</u>	<u>ADP</u>	
	<u>PIIN</u>	<u>Call/Order</u>			
	<u>Identifier</u>	<u>Identifier</u>	<u>DoDAAC</u>	<u>DoDAAC</u>	<u>COMM RI</u>
Arnold Engineering Development Center Arnold AFB, TN	F40600	Q4	FY8922	FY4179	RUVAAHB
AF Office of Scientific Research Bolling AFB, DC	F49620		FQ8671	FY4179	RUVAAHB

These 12 contracting activities (responsible to the Air Force Material Command (AFMC)) share (with the contract administration activities) the AFMC Acquisition Management Information System (AMIS) operating on a central computer located at Wright-Patterson Air Force Base. AMIS is programmed to:

1. Issue contract, modification, and correction abstracts.
2. Receive:
 - a. Modification and correction abstracts.
 - b. Shipment Performance Notices (PJJ/PJR).
 - c. Revised Delivery Forecasts (PJB) - TEST.
 - d. Contract Payment Notices (from AFAFC).
 - e. Contract Closeout Notices (PK9).
 - f. Unclosed Contract Status (PKX).

Group D1

DLA Supply Centers

<u>Name/Location</u>	<u>DFARS Appendix G Code</u> <u>PIIN Identifier</u>	<u>Call/Order</u> <u>Identifier</u>	<u>Issued</u> <u>by</u> <u>DoDAAC</u>	<u>ADP</u> <u>Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
DCSC	SPO700	UB	SP0700	SC0700	RUQADGC
	SPO701		SP0701	SC0700	
	SPO710	YL	SP0710	SC0700	
	SPO720	YM	SP0720	SC0700	
	SPO730	WZ	SP0730	SC0700	
	SPO740	XJ	SP0740	SC0700	
	SPO750	UB	SP0750	SC0700	
	SPO760	UB	SP0760	SC0700	
	SPO770	UB	SP0770	SC0700	
DESC	SPO900	UD	SC0900	SC0900	RUQADGE
Dayton, OH	SPO902	W4	SC0900	SC0900	
DGSC	SPO400	TY	SP0400	SP0400	RUQADGA
Richmond, VA	SPO420	XK	SC0420	SP0400	
DISC	SPO500	TZ	SC0500	SC0500	RUQADGI
Philadelphia, PA					
DPSC			SC0100	SC0100	RUQADPA
Clothing & Textiles	SPO100	TW	SC0100	SC0100	
Medical Materiel	SPO200	TX	SP0101	SP0101	
Subsistence	SPO300	UE	SP0102	SP0102	
Philadelphia, PA					

The four hardware centers and the Medical Materiel and Clothing and Textile Directorate at the Defense Personnel Support Center (DPSC) use the Standard Automated Materiel Management System (SAMMS). SAMMS is programmed to:

1. Issue contract abstracts.
2. Receive:
 - a. Modification abstracts.
 - b. Shipment Performance Notices (PJJ).

Group D3Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>	<u>PIIN Call/Order</u>	<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
			<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD Northeast, Boston, MA			S2202A	S2202A	RUEDXMH
DFAS-CO/LIBERTY			SC1012	SC1012	RUQAICH
DCMAO Garden Cty, NY	DLA8GN	VX	S3309A	"	"
DCMAO New York, NY	DLA8NY	WU	S3310A	"	"
DCMAO Stratford , CT	DLA8BC	UP	S0702A	"	"
DFAS-CO/BUNKER HILL			SC1016	SC1012	"
DCMAO Boston, MA	DLA8BS	Y3	S2206A	"	"
DCMAO Syracuse, NY	DLA8SN	XU	S3306A	"	"
DPRO GE, Lynn, MA	DLA8GE	7Q	S2207A	"	"
DPRO GTE, G 3, MA	DLA8SY	XX	S2203A	"	"
DPRO IBM Owego, NY	DLA8NM	YR	S3315A	"	"
DPRO Lockheed, NH	DLA8NH	YS	S3001A	"	"
DPRO Martin Mar. Def.	DLA8GR	M0/NJ	S2208A	"	"
DPRO Raytheon, MA	DLA8RB	XF	S2205A	"	"
DFAS-CO/MINUTEMAN			SC1032	SC1012	"
DCMAO Hartford, CT	DLA8HC	WB	S0701A	"	"
DPRO Grumman, NY	DLA8GB	KK	S3316A	"	"
DPRO Ham. Std., CT	DLA8HS	XT	S0703A	"	"
DPRO Paramax, NY	DLA8UG	NH	S3317A	"	"
DPRO Sikorsky, CT	DLA8SS	LF	S0707A	"	"

Group D3 (con.)
Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>	<u>PIIN</u>	<u>Call/Order</u>	<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
				<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD Mid Atlantic, Phila., PA				S3910A	S3910A	RUEDEBB
DFAS-CO/INDEPENDENCE				SC1010	SC1010	RUQAICS
DCMAO Pittsburgh, PA	DLA8PP	XD		S3911A	"	"
DCMAO Reading, PA	DLA8RP	XM		S3912A	"	"
DCMAO Springfld., NJ	DLA8NJ	WT		S3101A	"	"
DPRO Allied S., NJ	DLA8BT	UU		S3102A	"	"
DPRO Kerfott, NJ	DLA8HD	WC		S3109A	"	"
DPRO MartinMar/DelVal	DLA8PR	X7		S3110A	"	"
DFAS-CO/ALL-AMERICAN				SC1014	SC1010	"
DCMAO Philadelphia	DLA8PL	X3		S3915A	"	"
DPRO Boeing, Phila	DLA8BQ	TU		S3916A	"	"
DFAS-CO/ERIE				SC1018	SC1010	"
DCMAO Cleveland, OH	DLA8CL	VB		S3603A	"	"
DCMAO Dayton, OH	DLA8DP	VL		S3605A	"	"
DCMAO Detroit, MI	DLA8DM	Y7		S2305A	"	"
DCMAO Ottawa, Can.	DLA8NC	WV		SCN01A	"	"
DPRO GE Air., OH	DLA8GC	SB		S3619A	"	"
DPRO GD, Lima, OH	DLA8GP	YF		S3618A	"	"
DPRO GD, Warren, MI	DLA8GW	Z2		S2306A	"	"
DPRO Loral, OH	DLA8CO	X6		S3616A	"	"
DPRO Westingh., OH	DLA8GD	YB		S3613A	"	"
DFAS-CO/CHESAPEAKE				SC1030	SC1010	"
DCMAO Baltimore, MD	DLA8BM	UR		S2404A	"	"
(Virginia contractors, except for contracts awarded to UNISYS Corp., educational institutions in Virginia, and contractors of SUPSHIP in Portsmouth and Newport News)						
DFAS-CO/CAPITOL				SC1034	SC1010	"
DCMAO Baltimore, MD	DLA8BM	UR		S2101A	"	"
(contractors in Maryland, District of Colombia, and the Virginia exceptions shown above)						

Group D3 (con.)

Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>		<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
	<u>PIIN</u>	<u>Call/Order</u>	<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD South, Marietta, GA	S1102A		S1102A	S1102A	RUEDKMG
DFAS-CO/SOUTHEAST			SC1020	SC1020	RUQAICG
DCMAO Atlanta, GA	DLA8AL	Y1	S1103A	"	"
DCMAO Birmingham, AL	-----	--	S0101A	"	"
DCMAO Clearwater, FL	DLA8AN	Z4	S1109A	"	"
DCMAO Orlando, FL	DLA8NF	WW	S1002A	"	"
DCMAO Puerto Rico	DLA8MF	QF	SPR01A	"	"
DPRO AT&T, NC	DLA8BN	US	S3401A	"	"
DPRO Grumman, Mel., FL	DLA8AP	Z5	S1221A	"	"
DPRO Harris, Mel., FL	DLA8MB	V1	S1009A	"	"
DPRO Lockheed, GA	DLA8LG	RK	S1111A	"	"
DPRO Martin M., FL	DLA8MM	XL	S1005A	"	"
DPRO McDonnell, FL	DLA8AM	YQ	S1010A	"	"
DPRO Michoud, LA	DLA8AR	--	S1903A	"	"
DPRO Pemco Aero, AL	DLA8HB	WA	S0102A	"	"
DPRO Pratt & W., FL	DLA8PW	T2	S1011A	"	"
DPRO Rockwell, GA	DLA8MC	V2	S1104A	"	"
DCMC APMO, Marietta, GA	DLA8AQ	U8	S1211A	S1102A	RUEDKMG
DFAS-CO/GULF COAST			SC1024	SC1024	RUQAICG
DCMAO Dallas, TX	DLA8DB	Z7	S4402A	"	"
DCMAO San Antonio, TX	DLA8SA	XN	S4404A	"	"
DPRO Bell Heli., TX	DLA8BF	W1	S4418A	"	"
DPRO E-Systems, TX	DLA8LT	WN	S4407A	"	"
DPRO GD, Fort Worth, TX	DLA8GF	SL/TH	S4419A	"	"
DPRO Loral Vought, TX	DLA8LD	WP	S4420A	"	"
DPRO Rockwell, TX	DLA8DD	U4	S4406A	"	"
DPRO Stewart & Steven, TX	DLA8BG	WM	S4807A	"	"
DPRO Texas Inst., TX	DLA8TE	XZ	S4408A	"	"

Group D3 (con.)Defense Contract Management Districts (DCMDs)

<u>Activity</u>	DFARS App. G Code Identifier <u>PIIN</u> <u>Call/Order</u>	Issued by <u>DoDAAC</u>	ADP Point <u>DoDAAC</u>	<u>COMM RI</u>
DCMD North Central, Chicago, IL S1402A		S1402A	S1402A	RUEDRMV
DFAS-CO/GREAT LAKES		SC1026	SC1022	RUQAICV
DCMAO Chicago, IL	DLA8EC YP	S1403A	"	"
DCMAO Grand Rapids, MI	DLA8GM VW	S2303A	"	"
DCMAO Indianapolis, IN	DLA8JJ WG	S1501A	"	"
DCMAO Milwaukee, WI	DLA8MW WR	S5001A	"	"
DPRO Magnavox, IN	DLA8JL X2	S1505A	"	"
DFAS-CO/GATEWAY		SC1028	SC1022	"
DCMAO Denver, CO	DLA8DN VK	S0602A	"	"
DCMAO St. Louis, MO	DLA8SL XS	S2605A	"	"
DCMAO Twin Cities, MN	DLA8MN WQ	S2401A	"	"
DCMAO Wichita, KS	DLA8WK YD	S1701A	"	"
DPRO FMC, MN	DLA8FM 3N	S2403A	"	"
DPRO Honeywell, MN	DLA8HM WD	S2402A	"	"
DPRO McDonnell, MO	DLA8MS JZ	S2606A	"	"

Group D3 (con.)

Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code Identifier</u>		<u>Issued by</u>	<u>ADP Point</u>	<u>COMM RI</u>
	<u>PIIN</u>	<u>Call/Order</u>	<u>DoDAAC</u>	<u>DoDAAC</u>	
DCMD West, El Segundo, CA			S0506A	SC1002	RUEDKML
DFAS-CO/DPRO West			SC1002	SC1002	RUQAICZ
DCMAO El Segundo, CA	DLA8LA	NL	S0529A	"	"
DPRO FMC San Jose, CA	DLA8FS	VR	S0520A	"	"
DPRO Hughes, Full., CA	DLA8HU	XG	S0533A	"	"
DPRO Lockheed, Sun., CA	DLA8LF	QX	S0543A	"	"
DPRO McDonnell, CA	DLA8MH	X9	S0530A	"	"
DFAS-CO/VAN NUYS			SC1004	SC1002	"
DCMAO Phoenix, AZ	DLA8PA	WY	S0302A	"	"
DCMAO Van Nuys, CA	DLA8VC	YC	S0512A	"	"
DPRO McDonnell, AZ	DLA8ML	TR	S0304A	"	"
DFAS-CO/SANTA ANA			SC1006	SC1002	"
DCMAO Santa Ana, CA	DLA8AC	UG	S0513A	"	"
DCMAO Seattle, WA	DLA8SW	XW	S4801A	"	"
DFAS-CO/SAN FRANCISCO			SC1008	SC1002	"
DCMAO San Francisco, CA	DLA8SF	XR	S0507A	"	"
DCMAO San Diego, CA	DLA8DC	VH	S0514A	"	"
DCMAOR Honolulu, HI	DLA8HR	Z9	S1201A	"	"

Group D3 (con.)Defense Contract Management Districts (DCMDs)

Defense Plant Representative Offices (DPROs) that use the Air Force Acquisition Management Information System (AMIS) data base, both for administration and for payment of their contracts, as well as to send and receive MILSCAP data. The data for these DPROs are scheduled to be transferred to MOCAS by mid-1995.

Activity	DFARS App. G Code Identifier		Issued by	ADP Point	COMM RI
	PIIN	Call/Order	DoDAAC	DoDAAC	
DFAS-CO/ALBUQUERQUE, NM			F59240	FY7628	RUWTFBT
DPRO Pratt & W, CT	DLA8PE	T5	S0708A	"	"
DPRO Textron, MA	DLA8TW	SQ	S2209A	"	"
DPRO Martin Mar, NJ	DLA8PR	X7	S3110A	"	"
DPRO Bell Heli., TX	DLA8BF	W1	S4418A	"	"
DPRO GD, Ft Worth, TX	DLA8GF	SL/TH	S4419A	"	"
DPRO Loral Vought, TX	DLA8LD	WP	S4420A	"	"
DPRO Boeing, KS	DLA8BW	RP	S1702A	"	"
DPRO Thiokol, UT	DLA8TB	R6	S4503A	"	"
DPRO Martin Mar., CO	DLA8MD	RE	S0605A	"	"
DPRO Boeing, WA	DLA8BR	SP	S4804A	"	"
DPRO Douglas, CA	DLA8DL	TC	S0544A	"	"
DPRO Hughes, LA, CA	DLA8HL	QT	S0539A	"	"
DPRO Hughes, AZ	DLA8HT	SR	S0305A	"	"
DPRO Northrop, CA	DLA8NK	QR	S0546A	"	"
DPRO Rockwell Can., CA	DLA8RC	RY	S0542A	"	"
DPRO TRW, Redon, CA	DLA8TR	S6	S0545A	"	"
DPRO GE Air., OH	DLA8GC	SB	S3619A	"	"
DPRO Pratt & W., FL	DLA8PW	T2	S1011A	"	"
DPRO Westinghouse, MD	DLA8WB	S2	S2103A	"	"

Group D3 (con.)

Defense Contract Management Districts (DCMDs)

The five DCMDs use the Mechanization of Contract Administration Services (MOCAS) System. Each has its own data base from which it sends and receives MILSCAP data. These five DCMDs represent about 125 DCMAOs and DPROs, each of which has its own DFARS appendix G code.

MOCAS is programmed to:

1. Issue:
 - a. Modification abstracts (but not clerical correction abstracts).
 - b. Shipment Performance Notices (PJJ/PJR) (in lieu of DD Form 250).
 - c. Acceptance Alerts (PK5).
 - d. Revised Delivery Forecasts (PJA/PJB) (in lieu of DD Form 375-2, Delay in Delivery, or DLA Test Form).
 - e. Contract Payment Notices (PV_).^{1/}
 - f. Contract Completion Statements (PK9) (in lieu of DD Form 1594, Contract Completion Statement).
 - g. Unclosed Contract Status (PKX).
2. Receive:
 - a. Contract abstracts.
 - b. Contract modification abstracts (but not clerical correction abstracts).
 - c. Acceptance Reports (PKN, PKP).
 - d. Contract Closeout Extensions (PKZ).

^{1/} CPNs will be improved when MOCAS Financial redesign is implemented.

Group D3 (con.)

Defense Contract Management Districts (DCMDs)

Some of the former Air Force CAS activities that have been transferred to DCMC will continue to use AMIS until their data base is transferred to the MOCAS system data base. The payment office at Kirtland Air Force Base, formerly the Air Force Contract Management Division (AFCMD), is now under DFAS. This office will remain responsible for the DCMC contract administration data entered into AMIS until it is transferred into MOCAS. AMIS is programmed to:

1. Issue:

- a. Modification and correction abstracts.
- b. Shipment Performance Notices (PJJ) (in lieu of DD Form 250).
- c. Contract Payment Notices.
- d. Contract Completion Statements (PK9) (in lieu of DD Form 1594).
- e. Unclosed Contract Status (PKX).

2. Receive contract, modification, and correction abstracts.

Group D4Defense Finance and Accounting Service (DFAS)Columbus Center

<u>Activity</u>	Issued by <u>DoDAAC</u>	ADP Point <u>DoDAAC</u>	<u>COMM RI</u>
Northeastern Directorate		SC1012	RUQAICH
DFAS-CO/Liberty	SC1012	"	"
DFAS-CO/Bunker Hill	SC1016	"	"
DFAS-CO/Minuteman	SC1032	"	"
Mid-Atlantic Directorate		SC1010	RUQAICS
DFAS-CO/Independence	SC1010	"	"
DFAS-CO/All-American	SC1014	"	"
DFAS-CO/Erie	SC1018	"	"
DFAS-CO/Chesapeake	SC1030	"	"
DFAS-CO/Capitol	SC1034	"	"
Southern Directorate		SC1020	RUQAICG
DFAS-CO/Southeast	SC1020	"	"
DFAS-CO/Gulf Coast	SC1024	"	"
North Central Directorate		SC1022	RUQAICV
DFAS-CO/Great Lakes	SC1026	"	"
DFAS-CO/Gateway	SC1028	"	"
Western Directorate		SC1002	RUQAICZ
DFAS-CO/El Segundo	SC1002	"	"
DFAS-CO/Van Nuys	SC1004	"	"
DFAS-CO/Santa Ana	SC1006	"	"
DFAS-CO/San Francisco	SC1008	"	"
DFAS-CO/ALBUQUERQUE	F59240	FY7628	RUWTFBT

The payment responsibility for all the DCMDs has been transferred to the DFAS-Columbus. All MILSCAP transactions for DCMC activities will be sent to the DFAS.

Group D4 (con.)DFAS - Denver Center (DFAS-DE)

(Formerly Air Force Accounting and Finance Center (AFAFC), at page K-12)

<u>Name/Location</u>	<u>DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
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DFAS-DE
Denver, CO

DFAS-DE is responsible for accounting and reporting for all funds of the United States Air Force. It uses the Air Force Standard Base Level General Accounting and Finance System (AFSBS).

AFSBS performs the following functions and processes:

1. Issues Contract Payment Notices to AMIS, on a weekly basis.
2. Receives Contract Payment Notices from the DFAS-CO/Columbus and from DFAS-CO/Albuquerque.
3. Balances and controls CPN monetary value.
4. Validates data element codes in the accounting classification.
5. Converts data from CPN format to an Air Force/DFAS-DE standard format.
6. Consolidates CPN data received from the DFAS and sends to AFMC accountable stations for recording in AMIS.
7. Works closely with DFAS-CO and AFMC stations using AMIS to assist in resolving discrepancies.