



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

DPAP/EB

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

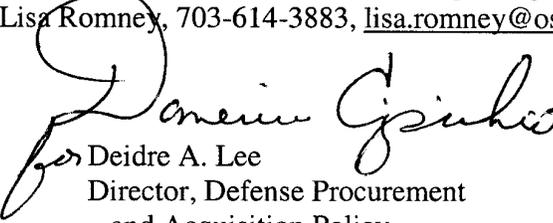
OCT 17 2003

MEMORANDUM FOR INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DIRECTOR, ARMY CONTRACTING AGENCY
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS (DLA)
DIRECTOR, SMALL AND DISADVANTAGED BUSINESS
AND UTILIZATION OFFICE

SUBJECT: Instructions for Preparation of Electronically Recorded Data Submitted to the
Defense Contract Action Data System (DCADS), Change 2 to Fiscal Year (FY)
2004 Edition

Attached is Change 2 to the FY04 edits. Change 2 includes pages 5, 11, 13, 21, 22, 25, 26, and 31 of the edits and Attachment B, with marginal bars to indicate changes to the FY04 edit specifications issued on July 9, 2003 and updated by Change 1 on July 21, 2003. The change specifically corrects a version number on page 5; brings edit instructions in line with the FAR and DFARS on pages 13, 21, 22, and Attachment B; and resolves edit conflicts discovered during implementation on pages 21, 25, and 26. Additional changes on pages 11, 22, and 31 are the result of reassignment of certain special use Dun and Bradstreet Data Universal Numbering System (DUNS) numbers. Changes are issued pursuant to DFARS 204.670-5(b), were effective October 1, 2003, and should be implemented as soon as practicable.

The point of contact for this action is Ray Morris of the Contract Reporting Committee. He may be contacted at 703-604-4572 or morrisr@dior.whs.mil. My action officer regarding this subject regarding electronic business implications is Lisa Romney, 703-614-3883, lisa.romney@osd.mil.


for Deidre A. Lee
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated



DD Form 350

<u>Line</u>	<u>Description</u>	<u>Record Positions</u>
E1	Contingency Operation	345
E2	Cost Accounting Standards Clause	346
E3	Requesting Agency Code (FIPS 95)	347-350
E4	Requesting Activity Code	351-356
E5	Number of Actions	357-362
E6	Payment by Governmentwide Purchase Card (reserved for WHS/DIOR use)	363 364
	Version Number	
	Fiscal Year (Enter 2004)	365-368
	Change Number (Enter 02 (zero, two) blank)	369-370 371-373
	Buyer_ID (6 character code or less)	374-379
F1	Contracting Officer Signature(5 character code or less) (reserved for future use)	380-384 385-400

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Line Length Title

B5E 51 **Contractor Address**

- (1) Enter complete address unless B5A = 790238638 or 790238851.
- (2) Positions 1 thru 26 of B5E must contain street address.
- (3) Positions 27 thru 40 of B5E must contain city name.
- (4) Positions 41 and 42 of B5E must contain state or country abbreviation.
- (5) Positions 43 thru 51 of B5E may contain Zip/Postal code or may be blank.

B5F 9 **TIN**

- (1) Must be 9-digit numeric or blank.
- (2) Must not be all the same digit. ex. 000000000 or 999999999
- (3) If B5A=153906193 (*European Utility Companies*), 626627459, 790238638, 790238851, 136721201, 136721250, 136721292 or 136666505; B5F must be blank.
- (4) B5F cannot equal B5A.

B5G 9 **Parent TIN**

- (1) Must be 9-digit numeric or blank.
- (2) Must not be all the same digit. ex. 000000000 or 999999999
- (3) If B5G is completed; B5F must not be blank.
- (4) B5G cannot equal B5A.

B5H 30 **Parent Name**

- (1) If B5G is completed; B5H must not be blank.
- (2) If B5H is completed; B5F must not be blank.
- (3) If B5H is completed; B5G must not be blank.

B6 Principal Place of Performance

B6A 5 **City or Place Code**

- (1) Valid codes: FIPS Pub 55.
- (2) Must be blank for foreign countries. (This includes Antarctica "AY" and Cuba "CU").
- (3) Do not use FIPS Pub 55 location codes where the first position of the class code =X or Z.
- (4) If city or locality is not listed or where the first position of the class code =X or Z; find the appropriate county and enter 5-digit numeric county code.

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Line Length Title

- B11 11 **Total Estimated Contract Value (In Whole Dollars)**
(1) Must be an absolute value (**net amount**, see DFARS 253.204-70(b)(11)) numeric field.
(2) If B2B is not blank; B11 must be zero.
(3) If B7=3; B11 must be greater than 0.
(4) If B10=N and B7=2; B11 must be 0.
- B12 Principal Product or Service
- B12A 4 **FSC or SVC Code**
(1) Valid codes: Section I, DoD Procurement Coding Manual (MN02).
 <http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm>
(2) If position 1 of B12A=A; position 4 of B12A must =1 thru 7.
(3) If first two positions of B12A=S1; B1E must =N.
(4) If first position of B12A=C or Y; B1E must =N.
(5) If B1E=Y; position 1 of B12A must = A, B, D thru R or T thru X, Z or first two positions of B12A must be "S2."
- B12B 3 **DoD Claimant Program Code**
(1) Valid codes: A1A, A1B, A1C, A20, A30, A4A, A4B, A50, A60, A70, A8A, A8B, A8C, A90, B10, B20, B30, B90, C20, C9A, C9B, C9C, C9D, C9E or S10.
(2) If B12B=B20; positions 1 and 2 of B12A must be "89" or B12A must =8710.
- B12C 3 **Major Defense Acquisition Program (MDAP), Major Automated Information System (MAIS) or Other Program Code**
(1) Valid codes: <http://www.acq.osd.mil/cars/faq.htm>.
(2) May also be CAA – Missile Defense Agency support, ZDE – Defense Environmental and Restoration Program (DERP), ZBC – Base Realignment and Closure (BRAC) Environmental Activities, ZSE – Environmental Protection Agency Superfund, ZOP – Other Environmental Programs or 000 (zero, zero, zero) if no other code applies.
- B12D 6 **North American Industry Classification System Code**
(1) Must be numeric and a valid (NAICS) code. <http://www.census.gov/epcd/naics/naicscod.txt>
(2) Must be 6 digits.
- B12E **FSC/SVC Name or Description**
Not entered into system.

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Line Length Title

C13 Foreign Trade Data

C13A 1 ***Place of Manufacture***

- (1) Valid codes: A-U.S., B-Foreign or blank.
- (2) If B1B=B or B5B=Y; C13A must be blank.
- (3) If B1B=C and B13A is not 6; C13A must be blank.
- (4) If C13A=A; B6B must be numeric, AY or CU. (see attachments A and B).

C13B 2 ***Country of Origin Code***

Valid Country Codes FIPS Pub. 10 or blank. Do not use U.S. State codes (01 thru 56 and 98) or U.S. outlying areas (60, AQ, BQ, 69, CQ, DQ, FQ, 66, GQ, HQ, 74, IQ, JQ, KQ, LQ, MQ, NQ, 72, RQ, 78, VQ, WQ, AY, CU) or "US".

- (1) If B1B=B or B5B=Y; C13B must be blank.
- (2) If C13A=A or B; C13B must not be blank.
- (3) If C13A is blank; C13B must be blank. (Except DLA when B5B=Y.)
- (4) See attachment C for valid codes.

C14 1 ***Commercial Item***

- (1) Valid codes: Y, N or blank.
- (2) If B5B=Y; C14 must be blank
- (3) If B5B=N; C14 must =Y or N.
- (4) If B14=A and B5B=N; C14 must =N.
- (5) If B13A=9 and B14=D and B5B=N; C14 must =Y.
- (6) If C14=Y; C5 must =J or K and C10 must not =A.
- (7) If C14=N; B14 must =A, B or C.
- (8) If B1B=A and B5B=N and B13A not = 7 or 9 and C14=N; B14 must = A or B.
- (9) If C14=Y; C11 must = N.

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Line Length Title

PART D **All fields must be blank if B5B=Y or B13A=6.**

D1 Type of Contractor

D1A 1 ***Type of Entity***

- (1) Valid codes: A, B, C, D, F, L, M, T, U, V, Z or blank.
- (2) If B5B=Y or B13A=6; D1A must be blank.
- (3) If B5B=N and B13A is not 6; D1A must =A, B, C, D, F, L, M, T, U, V or Z.
- (4) If D1A=A, B, C, D, F, T, U, V or Z; B6B must represent a location inside the U.S. (01 thru 56) or U.S. outlying areas (60, 66, 69, 72, 74, 78, AY, CU)
- (5) If B1B=A and D1A=L or M; C10 must =Z.
- (6) If D1A=M; B6B must be outside the U.S., etc. (see B6B).
- (7) If D1A=T, U or V; position 1 of B12A must be alpha *or* B12A may be 9999 if B5A=790238638 or 790238851.
- (8) If B5A is not 626627459, 790238638, 790238851, 136721201, 136721250, 136721292 and D1A=A, B, C, F, M, T, U or V; B5F must be 9-digit numeric.
- (9) If B1B=A and B5B=N and position 9 of B1A =F; D1A must = D.
- (10) If B1B=A and B5B=N and D1A=L; C13A must =A or B and C13B must not be blank.
- (11) If B1B=A and B5B=N and D1A=L and C13A=B; B6B must be a valid foreign country code. (see attachment C).
- (12) If D1A=A, B, D, T or U; B1C must=N.

D1B 1 ***Women-Owned Business***

- (1) Valid codes: Y, N, U or blank.
- (2) If B5B=Y or B13A=6; D1B must be blank.
- (3) If B5B=N and B13A is not 6; D1B must =Y, N or U.
- (4) If D1A=D, F, L, T, U, V or Z; D1B must =N or U.
- (5) If D1B=Y; D1A must =A, B, C or M.

D1C 1 ***HUBZone Representation***

- (1) Valid codes: Y, N or blank.
- (2) If B5B=Y or B13A=6; D1C must be blank.
- (3) If D1A=A or B; D1C must be Y or N.
- (4) If D1A is not A or B; D1C must be blank.
- (5) If B1B=A and D1C=Y; positions 7 and 8 of B1A must reflect a contract issued after FY 1998.

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Line Length Title

D4A 1 *Type of Set-Aside* (continued)

(13) If D4A=H;

 D1A must =A or B **and**

 B8 must be less than or equal to 50000.

(14) If B13A is not 7 or 9 and D4A=J:

 C8 must =D, E, G, K or

 C8 must =N and C9 must =2A, 3A, 6A or 7A; and

 D1A must =A or B.

(15) If B13A=7 or 9 and D4A=J:

 D1A must =A or B.

(16) If D4A=J

 a) B8 must be less than or equal to 25000 and

 B12A must = F015, J998, J999, P400, P500, S205, Yxxx or Zxxx except Y216, Y217,
 Z216 or Z217 and

 B12D must = 237210, 236115, 236117, 236118, 236116, 236220, 236210, 237310,
 237990, 237110, 237120, 237130, 238210, 238910, 238220, 238320, 238140, 238310,
 238340, 238130, 238350, 238330, 238160, 238170, 238390, 238990, 238110, 238190,
 238120, 238150, 238290, 562111, 562119, 562219 or 336611; **or**

 b) B8 must be less than or equal to 50000 and

 B12A must = C111, C112, C113, C114, C115, C116, C117, C118, C119, C121, C122,
 C123, C124, C129, C130, C211, C212, C213, C214, C215, C216, C219, R404, T002,
 T004, T008, T009 or T014 and

 B12D must = 541310, 541330, 541360 or 541370.

(17) If B14=B and D4A=K;

 C3 must = A and

 C8 must =D or K **or**

 C3 must = B and

 C8 must =N and C9 must =5A.

(18) If C8=K;

 D4A must =B, C, D, E, F, G, H, J, K or L.

(19) If D4A=K or L; D1C must = Y.

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Line Length Title

D4A 1 ***Type of Set-Aside*** (continued)

- (20) If B14=B and D4A=F or G:
 - C8 must =E, K **or**
 - C8 must =N and C9 must =2A, 3A, 5A, 6A or 7A;
 - D1A must =T or U.
- (21) If B13A=9 and D4A=F or G:
 - D1A must =T or U.
- (22) If B5B=N and B12A=S111, S112, S114 or S119 ;
 - D4A must not =B.
- (23) If B14=B and D4A=D:
 - B12A cannot start with S1;
 - C3 must =A and
 - C8 must =D or K **or**
 - C3 must = B and
 - C8 must =N and C9 must =5A.
- (24) If B13A=9 and D4A=D;
 - B12A cannot start with S1 and
 - C3 must =A or B.
- (25) If B14=A and D4A=D:
 - B12A cannot start with S1;
 - C3 must =A or B.
- (26) If D4A=D, E or L; D1A must =A.

D4B 1 ***Type of Preference***

- (1) Valid Codes: A, B, C, D, E or blank.
- (2) If B5B=Y or B13A=6; D4B must be blank.
- (3) If B5B=N and B13A is not 6; D4B must =A, B, C, D or E.
- (4) If D1A=C, F, L, V or Z; D4B must =A.
- (5) If D4A=B, D, E, F, G, H, J, K or L; D4B must =A.
- (6) If B1B=A and D4B=B, C, D or E; D3 must be blank.
- (7) If D4B=B, D or E; D4A must =A.
- (8) If B1B=A and D4B=B, C, D or E; C6 must =2.
- (9) If B14=B and D4B=C;
 - C8 must =D, E, G, K **or**
 - C8 must =N and C9 must =2A, 3A, 6A or 7A.
- (10) If D4B=C; D4A must =C and
 - a) if C7=1 and C8=N; C3 must =D
 - b) otherwise C3 must =A.
- (11) If D4B=B or E: C8 must =A,B,C,D,E,F or G and C3 must =A.
- (12) If D4B=D or E; D1C must = Y.
- (13) If D4B=B, C, or E; D1D must =A, B, C, D, E or F.

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Line Length Title

PART E

- E1 1 ***Contingency Operation***
(1) Valid codes: Y=Yes or blank.
- E2 1 ***Cost Accounting Standards Clause***
(1) Valid codes: Y=Yes or blank.
- E3 4 ***Requesting Agency Code***
(1) Valid codes: FIPS Pub 95 or blank.
- E4 6 ***Requesting Activity Code***
(1) Must be a valid Office Code or blank.
(2) See <https://www.daas.dia.mil/daashome/>
- E5 6 ***Number of Actions***
(1) Right justify, zero fill.
(2) E5 must not = 0 (zero).
(3) If E5 is greater than 1; positions 1 thru 4 of B1A must = DECA or B5A must = 153906193, 626627459, 790238638, 790238851, 136721201, 136721250 or 136721292.
(4) If B5A = 136721201; D1A must = B and E5 must be greater than 1.
(5) If B5A = 136721250; D1A must = C and E5 must be greater than 1.
(6) If B5A = 136721292; D1A must = L and E5 must be greater than 1.
(7) If B5A = 136721201, 136721250 or 136721292; B8 divided by E5 must be less than \$25,000.
- E6 1 ***Payment by Governmentwide Purchase Card***
(1) Valid codes: Y=Yes or blank.
(2) If B5A = 136721201, 136721250 or 136721292; E6 must = Y.

Defense Contract Action Data System

FIPS 55

U.S. OUTLYING AREAS

Code Name

60 American Samoa
66 Guam
69 Northern Mariana Islands
72 Puerto Rico
74 U.S. Minor Outlying Islands
 Place Name
 36000 Johnston Atoll Air Field
 50000 Midway Naval Air Facility
 76000 Wake Island Air Force Base
 99050 Baker Island
 99100 Howland Island
 99150 Jarvis Island
 99200 Johnston Atoll
 99250 Kingman Reef
 99300 Midway Islands
 99350 Navasse Island
 99400 Palmyra Island
 99450 Wake Island
78 U.S. Virgin Islands

FIPS 10

U.S. OUTLYING AREAS

Code Name

AY Antarctica
CU Cuba (Guantanamo NAS)