



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

DEC 19 2003

DPAP/EB

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 3 to Fiscal Year (FY)
2004 Edition

Attached is Change 3 to the FY04 edits. Change 3 includes pages 5 and 21 of the edits, with marginal bars to indicate changes to the FY04 edit specifications issued on July 9, 2003 and subsequently updated by Change 1 on July 21, 2003 and Change 2 on October 17, 2003. The change specifically corrects a version number on page 5 and the commercial item indicator on page 21. 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 Mr. Ray Morris of the Contract Reporting Committee. He may be contacted at 703-604-4572 or [moris@dior.whs.mil](mailto:morris@dior.whs.mil). My action officer regarding this subject regarding electronic business implications is Ms. Lisa Romney, 703-614-3883, lisa.romney@osd.mil.


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 03 (zero, three) 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

DD Form
350

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 B1B=C or B5B=Y or B13A=6; C14 must be blank.
- (3) If B1B=A or B and 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 B1B=A and C14=Y; C11 must = N.