



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

SEP 01 2005

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

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

SUBJECT: Instructions for Preparation of Electronically Recorded Data Submitted to the  
Defense Contract Action Data System (DCADS), Fiscal Year (FY) 2006 Edition

Attached are instructions, dated August 17, 2005, for preparing electronically recorded data for FY06. This document is being issued pursuant to Defense Federal Acquisition Regulation Supplement (DFARS) 204.670-5(b) and is effective October 1, 2005. As set forth in our memo dated August 1, 2005 (entitled "*Update on Transition to the Federal Procurement Data System – Next Generation (FPDS-NG)*"), specific implementation of the FY06 edits, like the FY05 edits, is to be assessed by each Component, with the exception of the Standard Procurement System (SPS), which will maintain currently programmed edits.

In conjunction with preparing for FY06 reporting, this is a reminder that there is an established schedule for the close-out of FY05 contract reporting. The schedule was set forth in our memo dated March 2, 2005 (entitled, "*Instructions for FY05 Contract Action Reporting*") and is unchanged since that time. It is attached for your reference.

My action officers for this subject are Ms. Lisa Romney, 703-614-3883, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), regarding electronic business and DFARS; and Mr. Brian Davidson, 703-604-4572, [brian.davidson@osd.pentagon.mil](mailto:brian.davidson@osd.pentagon.mil), regarding contract reporting issues.

  
Domenic C. Cipicchio  
Acting Director, Defense Procurement  
and Acquisition Policy

Attachments:  
As stated



FY05 Contract Action Reporting Schedule For Actions Awarded In The Date Ranges Below									
	1 Oct 04 through 28 Feb 05	1 Mar 05 through 31 Mar 05	1 Apr 05 through 30 Apr 05	1 May 05 through 31 May 05	1 Jun 05 through 30 June 05	1 Jul 05 through 31 Jul 05	1 Aug 05 through 31 Aug 05	1 Sep 05 through 30 Sep 05 AND FY05 Year-End	
SIAD to publish updated DUNS file	4 Mar 05	5 Apr 05	5 May 05	6 Jun 05	6 Jul 05	5 Aug 05	6 Sep 05	7 Oct 05	
Field offices to provide all accurate, completed DD Form 350s for relevant time period to their designated data collection point (i.e. feeder system operation)	11 Mar 05	11 Apr 05	11 May 05	10 Jun 05	11 Jul 05	10 Aug 05	12 Sep 05	12 Oct 05	
All designated data collection points to submit FY05 actions to SIAD	18 Mar 05	15 Apr 05	16 May 05	15 Jun 05	15 Jul 05	16 Aug 05	16 Sep 05	21 Oct 05	
SIAD to post DD Form 350, business rule validation, and other errors	29 Mar 05	20 Apr 05	20 May 05	20 Jun 05	20 Jul 05	22 Aug 05	21 Sep 05	2 Nov 05	
Designated data collection points, working with field offices, to resolve DD Form 350, business rule validation, and other errors and resubmit to SIAD for final processing	8 Apr 05	29 Apr 05	31 May 05	30 Jun 05	29 Jul 05	31 Aug 05	30 Sep 05	18 Nov 05	
SIAD to post FY05 master file along with corresponding information reports on <a href="http://www.dior.whs.mil">www.dior.whs.mil</a>	22 Apr 05 (for 1Q FY05) 1 May 05 (for Jan 05) 1 Jun 05 (for Feb 05)	1 Jul 05	1 Aug 05	1 Sep 05	1 Oct 05	1 Nov 05	1 Dec 05	1 Jan 06 (for Sep 05) 1 Feb 06 (for FY05)	

INSTRUCTIONS FOR PREPARATION OF  
ELECTRONICALLY RECORDED DATA SUBMITTED TO THE  
DEFENSE CONTRACT ACTION DATA SYSTEM (DCADS)

Part 1 - Introduction

The purpose of this instruction is to establish a standard procedure for the automation and submission of procurement management reports required by DFARS 204.6. This will provide a standard format for use by those organizations specified in DFARS 204.670-1 in submitting these required reports.

For definitions of the data elements referenced in this instruction, See DFARS 253.204-70.

DD Form 1057 reports were eliminated in FY 2005 and are no longer used. 100% of reportable actions are reported via the DD Form 350.

Part 2 - Instructions for Automating DD Form 350

This part contains instructions for the automation of Individual Procurement Action (DD Form 350) reports required by DFARS 204.670.

Instructions for Preparing Electronically Recorded DD Form 350 Actions,  
DD-A&T(M)1014.

a. General. An electronically recorded file, prepared as prescribed below, will be submitted to cover individual DD Form 350 transactions for each month (non-cumulative). Use UPPER CASE characters only. All reserved record positions must be blank. Electronic transmission of the data will be coordinated with DMDC/SIAD (formerly WHS/DIOR).

(i) Electronically submitted files will follow the formatting instructions included in this document and file names will conform to DMDC/SIAD (formerly WHS/DIOR) requirements.

(ii) Enclosed with the file will be a summary showing dollar amounts and a record and action count of the number of records in the file. Number of actions will be derived from a count of DD Form 350's for transactions, showing the sum of actions and dollars and a count of DD350s records by each value of A1 (Type of Report) submitted.. The net dollar amount of procurement will be derived from Item B7 and B8. B7 = 2 records will be subtracted from the net dollar amount. The data records are described below. The length of the data record is 400 characters.

(iii) Control totals referenced above may be submitted as a separate file or by facsimile to (703) 604-1514.

b. Data Record. This record will be as follows:

DD Form 350 <u>Line</u>	<u>Description</u>	<u>Record Positions</u>
A1	Type of Report	1
A2	Report Number	2-7
A3	Contracting Office	
A3A	Reporting Agency FIPS 95 Code	8-11
A3B	Contracting Office Code	12-17
A4	Name of Contracting Office	None
B1	<u>Contract Identification Information</u>	
B1A	Contract Number	
	Defense (See DFARS 204.70)	
	Activity Code	18-23
	Fiscal Year	24-25
	Type of Instrument	26
	Serial Number	27-30
	Blank	31-32
	Non-Defense Contract Number	18-32
B1B	Origin of Contract	33
B1C	Consolidated or Bundled Contract	34
B1D	Bundled Contract Exception	35
B1E	Performance Based Service Contract	36
B2	<u>Modification, Order or Other ID Number</u>	
B2A	Order Number	37-49
B2B	Modification Number	50-55
B3	<u>Action Date</u>	
	Year	56-59
	Month	60-61
	Day	62-63
B4	<u>Completion Date</u>	
	Year	64-67
	Month	68-69
	Day	70-71
B5	<u>Contractor Identification Information</u>	
B5A	Contractor Identification Number	72-80
B5B	Government Agency	81
B5D	Contractor Name and Division Name	82-111
B5E	<u>Contractor Address</u>	
	Street	112-137
	City	138-151
	State	152-153
	Zip/Postal Code	154-162

<u>Line</u>	<u>Description</u>	<u>Record Positions</u>
B5F	Taxpayer Identification Number (TIN)	163-171
B5G	Parent TIN	172-180
B5H	Parent Name	181-210
B6	<u>Principal Place of Performance</u>	
B6A	City or Place Code	211-215
B6B	State or Country Code	216-217
B6C	City or Place and State or Country Name	218-247
B7	Type Obligation	248
B8	Obligated or Deobligated Dollars <b>(In Whole Dollars)</b>	249-259
B9	Foreign Military Sale	260
B10	Multiyear Contract	261
B11	Estimated Total Contract Value <b>(In Whole Dollars)</b>	262-272
B12	<u>Principal Product or Service</u>	
B12A	FSC or SVC Code	273-276
B12B	DoD Claimant Program Code	277-279
B12C	MDAP, MAIS or Other Program Code	280-282
	blank	283
B12D	North American Industry Classification System Code	284-289
B12E	FSC or SVC Name or Description	none
B12F	EPA-Designated Product(s)	290
B12G	Recovered Material Clauses	291
B13	<u>Kind of Action</u>	
B13A	Contract or Order	292
B13B	Type of Indefinite Delivery Contract	293
B13C	Multiple or Single Award IDC	294
B13D	Modification	295
B13E	Multiple Award Fair Opportunity	296
B13F	Indefinite-Delivery Contract Use	297
B13G	<u>Indefinite-Delivery Contract Order Period End Date</u>	
	Year	298-301
	Month	302-303
	Day	304-305
B14	CICA Applicability	306
B15	Information Technology Products or Services	307
B16	Clinger-Cohen Act Planning Compliance	308

<u>Line</u>	<u>Description</u>	<u>Record Positions</u>
C1	Synopsis	309
C2	Reason Not Synopsized	310
C3	Extent Competed	311
C4	Sea Transportation	312
C5	Type of Contract	313
C6	Number of Offerors Solicited	314
C7	Number of Offers Received	315-317
C8	Solicitation Procedures	318
C9	Authority for Other Than Full and Open Competition	319-320
C10	Subject to Labor Standards Statutes	321
C11	Cost or Pricing Data	322
C12	Contract Financing	323
C13	<u>Foreign Trade Data</u>	
C13A	Place of Manufacture	324
C13B	Country of Origin Code	325-326
C14	Commercial Item	327
D1	<u>Type of Contractor</u>	
D1A	Type of Entity	328
D1B	Women-Owned Business	329
D1C	HUBZone Representation	330
D1D	Ethnic Group	331
D1E	Veteran Owned Small Business	332
D2	Reason Not Awarded to Small Disadvantaged Business (SDB)	333
D3	Reason Not Awarded to Small Business (SB)	334
D4	<u>Set-Aside or Preference Program</u>	
D4A	Type of Set-Aside	335
D4B	Type of Preference	336
D4C	Premium Percent	337-339
D7	Small Business Innovation Research (SBIR) Program	340
D8	Subcontracting Plan SB, SDB, HBCU or MI	341
D9	Small Business Competitiveness Demonstration Program	342
D10	Size of Small Business	343
D11	Emerging Small Business	344

LineDescriptionRecord  
Positions

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(GPC)	363
	(reserved for DMDC/SIAD (formerly WHS/DIOR) use)	364
	<b>Version Number</b>	
	Fiscal Year (Enter <b>2006</b> )	365-368
	Change Number (Enter <b>00</b> (zero, zero)	369-370
	blank	371-373
	Buyer_ID (6 character code or less)	374-379
F1	Contracting Officer Signature(6 character code or less)	380-385
	(reserved for future use)	386-400

This page is reserved for DD Form 350

Instructions for editing of DD Form 350 actions.

a. Individual Record Edit.

DD Form

350

Line    Length   Title

**PART A**

A1    1        ***Type of Report***

- (1) Valid Codes: 0 - Original DD 350 record, 1 - Canceling or 2 - Correcting.
- (2) If A1=1 or 2; an original entry must have been previously submitted this fiscal year.
- (3) If A1=1; all remaining fields must be completed as in the original.
- (4) If A1=2; all changed fields and unchanged fields must be completed.

A2    6        ***Report Number***

- (1) Right justified - zero filled.
- (2) Unique within FY for new records for a given contracting office.
- (3) Cannot be all zeros.
- (4) The first two positions cannot be "NG" (NOTE: This allows data not reported to DCADS to be extracted from FPDS-NG and report numbers generated.).

A3        **Contracting Office**

A3A    4        ***Reporting Agency FIPS 95 Code***

- (1) Must be 2100 for Army Military Functions; 1700 for Navy; 5700 for Air Force; 97AS for DLA; 96CE for Army Civil Functions; 9763 for DCMA; 97AB for NIMA and 9700 for all Other Defense Agencies.

A3B    6        ***Contracting Office Code***

- (1) Must be a valid DODAAC provided to DMDC/SIAD (formerly WHS/DIOR) prior to DD Form 350 submission.
- (2) Left justified – blank filled.

Must be 6 characters. Use <https://www.daas.dla.mil/daasing/> and click on DODAAC link for a search of valid DODAACs

- (3)

A4        ***Name of Contracting Office***

Not entered into system.

DD Form

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Line   Length   Title

**PART B**

B1      **Contract Identification Information**

B1A    15      ***Contract Number***

- (1) Left justified - blank filled.
- (2) No embedded blanks or special characters.
- (3) Positions 1 thru 3 of B1A must not be "NIH" or "N1H".

B1B    1          ***Origin of Contract***

- (1) Valid codes: A - DoD, B - NASA or C - Other non-DoD agency.
- (2) If positions 1 thru 6 of B1A are a valid DoD DODAAC or DODAAAN; B1B must =A.
- (3) If B1B=A:
  - (a) B1A must be 13 characters;
  - (b) Positions 1 thru 6 of B1A must be a valid DODAAC or DODAAAN code identifying the DoD department or agency that issued the instrument;
  - (c) Positions 7 & 8 of B1A must be the last 2 digits of FY in which initial contract number was assigned;
  - (d) Position 9 of B1A, Type of Instrument code, must be listed in DFARS 204.7003;
  - (e) Position 9 of B1A must not be the letters **B, I, J, N, O, Q, R, T, U** or **Y**; and
  - (f) Position 10 of B1A cannot be the letters **I** or **O**.
- (4) Use <https://www.daas.dla.mil/daasing/> and click on DODAAC link for a search of valid DODAACs

B1C    1          ***Consolidated / Bundled Contract***

NOTE: Coding of Bundling(Y) or Consolidated (C) requires a total contract value over \$5,000,000. Code N is used when contract value is less than \$5,000,000 or when Consolidated Contract or Bundling of Contracts was not used.

- (1) Valid codes: C, Y or N.
- (2) If B1B=A and position 9 of B1A=M, W, P or V; B1C must=N or C
- (3) If B1B=B or C; B1C must=Y or N

B1D    1          ***Bundled Contract Exception***

- (1) Valid codes: A, B, C or blank.
- (2) If B1C=N or C; B1D must be blank.
- (3) If B1C=Y; B1D must be A, B or C

B1E    1          ***Performance Based Service Contract***

- (1) Valid codes: Y or N.

Line   Length   Title

B2     Modification, Order or Other ID Number

B2A   13     ***Order Number***

- (1) No embedded blanks or special characters.
- (2) May be blank.
- (3) If B1B=B or C:
  - a) Positions 1 thru 6 of B2A must be a valid DODAAC or DODAAN code identifying the DoD department or agency that issued the order number;
  - b) Positions 7 and 8 of B2A must be numeric and equal to or less than current fiscal year;
  - c) Position 9 of B2A must = F;
  - d) Position 10 of B2A cannot be the letters **I** or **O**; and
  - e) Positions 11 thru 13 of B2A may not be blank.
- (4) B2A must not = "AWARD" or "BASIC."
- (5) If B1B=A and B2A is not blank and Positions 1 thru 6 of B1A is not 'DCA200', 'DCA300', 'DCA400', 'DCA500', 'DCA600', 'HC1013', 'HC1019', 'HC1021', 'HC1022'; Position 9 of B1A must be A, D, or G and length of B2A must = 4.

B2B   6     ***Modification Number***

- (1) No embedded blanks or special characters.
- (2) May be blank.
- (3) If B1B=A; B2B:
  - a. may be used for reporting modification numbers from the contracting or administration office or
  - b. may be used for reporting modifications to order or call numbers.
- (4) B2B must not = "AWARD" or "BASIC."
- (5) If B1B = A and B2B is not blank and B2A is not blank and Positions 1 thru 6 of B1A is not 'DCA200', 'DCA300', 'DCA400', 'DCA500', 'DCA600', 'HC1013', 'HC1019', 'HC1021', 'HC1022'; length of B2B must be 2.
- (6) If (B2A is blank and B2B is not blank and Positions 1 thru 6 of B1A is not 'DCA200', 'DCA300', 'DCA400', 'DCA500', 'DCA600', 'HC1013', 'HC1019', 'HC1021', 'HC1022') or (B1B=B or C and B2B is not blank); length of B2B must be 6.

Line    Length    Title

B3    8    **Action Date** (yyyymmdd)  
 (1) Must be eight numeric digits.  
 (2) Positions 1 thru 4 of B3 must not be greater than current calendar year.  
 (3) If B1B=A; positions 3 & 4 of B3 must be equal to or greater than positions 7 & 8 of B1A, except 1st quarter action dates (1 Oct thru 31 Dec) year may be 1 less than position 7 & 8 of B1A.  
**Note: Contracts awarded in FY 1999 or earlier require special handling when B3 is after 20000101.**  
 (4) Positions 5 & 6 of B3 must be numeric, 01 thru 12, representing the calendar month.  
 (5) Positions 7 & 8 of B3 must not be greater than the last day of the month.  
 (6) If A1=2; B3 must be equal to the month of original record.  
 (7) If B1E=Y; B3 must be greater than "19990930."

B4    8    **Completion Date** (yyyymmdd)  
 (1) Must be eight numeric digits.  
 (2) Position 1 & 2 of B4 must =19 or 20.  
 (3) If B1B=A; positions 3 & 4 of B4 must not be less than positions 7 & 8 of B1A minus 1.  
**Note: Contracts awarded in FY 1999 or earlier require special handling when B3 is after 20000101.**  
 (4) Positions 5 & 6 of B4 must be numeric, 01 thru 12, representing the calendar month.  
 (5) Positions 7 & 8 of B4 must not be greater than the last day of the month.  
 (6) If B1B=A; positions 1 thru 4 of B4 must not be greater than current calendar year + 25.  
 (7) If B1B=B or C; positions 1 thru 4 of B4 must not be greater than current calendar year + 5.

B5    Contractor Identification Information

B5A   9    **Contractor Identification Number**  
 (1) Dun & Bradstreet Corp. Data Universal Numbering System (DUNS) code:  
 a) must be 9 numeric digits; and  
 b) position 9 of B5A is a MOD 10 + 5 check digit.

MOD 10 + 5 Check Digit Calculation

0	4	9	9	7	7	4	7	
<u>x1</u>	<u>x2</u>	<u>x1</u>	<u>x2</u>	<u>x1</u>	<u>x2</u>	<u>x1</u>	<u>x2</u>	
0	+8	+9	+1+8	+7	+1+4	+4	+1+4	= 47

$50 - 47 = \underline{3} + \underline{5} \qquad \underline{3} \text{ or } \underline{8} = \text{check digit}$

DUNS = 04-997-7473 Dun & Bradstreet Corp.    or  
 DUNS = 04-997-7478 Universal Electric Company

(2) See <http://www.bpn.gov> (Central Contractor Registration)

B5B   1    **Government Agency**

DD Form  
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Line    Length    Title

- (1) Valid codes: Y or N.
- (2) If B5B=Y; all Lines in Parts C and D must be blank.
- (3) If B5B=Y; B5A must identify a U.S. Federal, state or local government entity.
- (4) If B5B=Y; B1B must =A.
- (5) If B5B=Y; B1C must =N.
- (6) If B5A = 626627459(GPC UNICOR); B5B must = Y and Sections C & D must be blank.

B5D    30        **Contractor Name**

- (1) Must not be blank unless B5A is 790238638 (*Undisclosed Domestic Contractor*) or 790238851 (*Undisclosed Foreign Contractor*).

B5E    51        **Contractor Address**

- (1) Enter complete address unless B5A = 790238638 (*Undisclosed Domestic Contractor*), 790238851 (*Undisclosed Foreign Contractor*).
- (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*), or 167446249 (*Navy Vessel Purchases*), or , 790238638 (*Undisclosed Domestic Contractor*), or 790238851 (*Undisclosed Foreign Contractor*), or 136721201 (*GPC Small Business*), or 167445977(*GPC SDB*), or 136721250 (*GPC Large Business*), or 136721292 (*GPC Foreign Business*), or 626627459 (*GPC UNICOR*), or 167445993 (*GPC JWOD*), or 167446025 (*GPC SDVOSB*), or 167446058 (*GPC HUBZONE SB*), or 167446116 (*GPC Women Owned SB*), or 136666505 (*Spouses of Service Personnel*), or 167445928 (*Students in Laboratories*), or 123456787 (*Miscellaneous Foreign Contractor*); B5F must be blank.
- (4) B5F cannot equal B5A.

DD Form

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Line   Length   Title

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. Use <http://geonames.usgs.gov/fips55.html> as source for FIPS 55 City codes.

B6B   2      ***State or U.S. Outlying Area or Country Code***

- (1) Valid Codes: See attachments A thru C.
- (2) For U.S. outlying areas see attachment B.
- (3) If B6B=11 (Washington, DC); B6A must =50000.
- (4) If B5A=790238638; B6B must = 98.
- (5) If B6B=98; B5A must = 790238638.
- (6) If B5A=790238851, B6B must = ZZ.
- (7) If B6B=ZZ; B5A must = 790238851.
- (8) If B6B=98, ZZ or any code listed in Attachment C of this document; B6A must be blank.
- (9) If B5B=Y; B6B must be a code listed in Attachment A or B of this document.
- (10) If B6B is a code listed in Attachment C; B5B must =N.

B6C   30      ***City or Place and State or Country Name***

- (1) Must not be blank.
- (2) Enter city and state for U.S. and U.S. outlying areas.
- (3) Enter only country name for foreign, do not enter city name.
- (4) Do not use abbreviations for country names.

Line    Length    Title

- B7    1        ***Type Obligation***  
(1) Valid codes: 1 – obligation, 2 – deobligation or 3 – no dollars obligation/deobligated.  
(2) If B1B=B or C; B7 must =1 or 2.  
(3) If B1B=A and B7=3; position 9 of B1A must=D and positions 7 & 8 of B1A must be equal to or greater than positions 3 & 4 of B3.
- B8    11        ***Obligated or Deobligated Dollars (In Whole Dollars)***  
(1) Must be an absolute value (**net amount**, see DFARS 253.204-70(b)(8)) numeric field.  
**Note:** \$2,500.01 - \$2,500.49 is rounded to 2500.  
(2) If B8 is equal to or greater than \$100,000,000; the amount in B8 is cross-matched for accuracy to a corresponding news release. (DMDC/SIAD (formerly WHS/DIOR) internal use)  
(3) If B7=3; B8 must=0 (zero).  
(4) If B7=1 or 2; B8 must be greater than 0.
- B9    1        ***Foreign Military Sale***  
(1) Valid Codes: Y or N.
- B10   1        ***Multiyear Contract***  
(1) Valid codes: Y or N.  
**Note. The following edit does not apply to DLA Defense Energy Support Center.**  
(2) If B10=Y; B1A is cross-matched for accuracy to a corresponding news release. (DMDC/SIAD (formerly WHS/DIOR) internal use)
- 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.

Line   Length   Title

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."
- (6) If B12A=9999; B5A must=153906193 (*European Utility Companies*), or 167446249 (Navy Vessel Purchases), or 790238638 (Undisclosed Domestic Contractor), or 790238851 (Undisclosed Foreign Contractor), or 136721201 (GPC Small Business), or 167445977(GPC SDB), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB), or 136666505 (Spouses of Service Personnel), or 167445928 (Students in Laboratories), or 123456787 (Miscellaneous Foreign Contractor)

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/PNO.asp>.
- (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 2002 (NAICS) code.  
<http://www.census.gov/epcd/naics/naicscod.txt> or use <http://www.naics.com> for lookup of 2002 NAICS.
- (2) Must be 6 digits.

B12E            ***FSC/SVC Name or Description***  
Not entered into system.

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Line    Length    Title

B12F    1            ***EPA-Designated Product(s)***  
(1) Valid Codes: A, B, C, D or E.

B12G    1            ***Recovered Material Clauses***  
(1) Valid Codes: A, B or blank.  
(2) If B12F=E; B12G must be blank.  
(3) If B12F=A, B, C or D; B12G must be A or B.

B13    Kind of Contract Action

B13A    1            ***Contract or Order***  
(1) Valid codes: 1, 3, 4, 5, 6, 7, 8 or 9.  
(2) If B1B=A; B13A must =1, 3, 4, 5, 7, 8 or 9.  
(3) If B13A=1, 3, 7, 8 or 9; B1B must =A.  
(4) If B1A begins with "GS" or "V7"; B13A must =5 or 6.  
(5) If B13A=6; B1B must =C and B1A must begin with "GS" or "V797P".  
(6) If B13A=5 and positions 1 and 2 of B1A="GS";  
B1B must =C;  
positions 3 and 4 of B1A must be numeric; and  
position 5 of B1A must =F, P, B, K or T.  
(7) If B13A=5 or 6 and positions 1 and 2 of B1A="GS"; B1B must =C.  
(8) If B13A=6 and positions 1 thru 5 of B1A="V797P";  
B1A must be a valid Federal Schedule number,  
positions 6 thru 9 of B1A must be numeric and position 10 of B1A must be alpha or blank and  
positions 11 thru 15 of B1A must be blank.  
(9) If B13A=6 and positions 1 and 2 of B1A="GS":  
B1A must be a valid Federal Schedule number;  
the letter "O" must not be used in B1A;  
positions 3 and 4 of B1A must be numeric;  
position 5 of B1A must =F or K; ***and***  
***((If position 5 of B1A=F; B1A must be 10 characters) or***  
***(If position 5 of B1A=K; B1A must be 14 characters and position 10 of B1A must =S.))***  
**Note: Monthly updates of the Federal Schedule file may be obtained from**  
**<http://fpds.gsa.gov>**  
(10) If B1B=A and position 9 of B1A=M, W, P, or V; B13A must =9.  
(11) If B1B=A and position 9 of B1A=A; B13A must =7 or 9.  
(12) If B1B=A and B13A=9;  
a) B3 must be greater than 19950702 and  
b) position 9 of B1A must =A, M, P, W or V.  
(13) If B1B=A and position 9 of B1A=C; B13A must =1 or 3.  
(14) If B1B=A and position 9 of B1A=D and B2A and B2B are blank; B13A must =3.  
(15) If B1B=A and position 9 of B1A=E; B13A must =3.

Line    Length    Title

B13A 1        ***Contract or Order*** (continued)

- (16) If B1B=A and position 9 of B1A=F; B13A must =3 or 8.
- (17) If B1B=A and position 9 of B1A=L; B13A must =3.
- (18) If B1B=A and position 9 of B1A=G or H; B13A must =4.
- (19) If B1B=B or C; B13A must =4, 5 or 6. B13A must =4, 5, or 6
- (20) If B5B=Y and B13A=8; position 9 of B1A must =F.
- (21) If position 1 of B12A=A; B13A cannot be 6.
- (22) If B13A=6; position 1 of B12A cannot be A.
- (23) If B11 greater than zero; B13A must =1 or 3;.
- (24) If B13A not =1 or 3; B11 must be zero.
- (25) If B13A=6; B5B must =N.
- (26) If B13A=6; B12A cannot be S111, S112, S114 or S119.
- (27) If B13A=6, 7 or 9; B10 must =N.
- (28) If B13A=7; B1B must=A and position 9 of B1A must=A.
- (29) If B7=3; B13A must=3.
- (30) If B13A= 8; B1C must =N.

B13B 1        ***Type of Indefinite Delivery Contract (IDC)***

- (1) Valid codes: A - Requirements Contract, B - Indefinite Quantity Contract, C - Definite Quantity Contract or blank.
- (2) If B1B=A and position 9 of B1A=D and B13A=3; B13B must =A, B or C.
- (3) If B13A=5; B13B must =A, B or C.
- (4) If B13A is not 3 or 5; B13B must be blank.

B13C 1        ***Multiple or Single Award IDC***

- (1) Valid codes: M - Multiple Award, S - Single Award or blank.
- (2) If B13B=A, B or C; B13C must =M or S.
- (3) If B13B is blank; B13C must be blank.

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Line   Length   Title

B13D   1        ***Modification***

- (1) Valid codes: A, B, C, D, E, F, G, H, J or blank.
- (2) If B13D=A, B, C, D, E, F, G, H or J; B2B must not be blank.
- (3) If B10=Y and B13A=1 or 3 and B13D is blank; B11 must be greater than or equal to B8 and B8 must be greater than 0.
- (4) If B13A=1; B13D cannot be J
- (5) If B13D=J and position 9 of B1A=C; B13A must =3 and B2B must not be blank.
- (6) If B13A=1, 3, 8 or 9 and B2B is blank; B13D must be blank.
- (7) If B13A=1 or 3 and B13D is blank; B7 must =1 or 3.
- (8) If B13A=5, 6, 7, 8 or 9 and B13D is blank; B7 must =1.
- (9) If B13A=1 and B2B is blank and B13D is blank; positions 7 and 8 of B1A must be greater than or equal to the current fiscal year - 1.
- (10) If B13A=3 and B2B is blank and B13D is blank; positions 7 and 8 of B1A must be greater than or equal to the current fiscal year - 5.
- (11) If B13A=1 or 3 and B2B is blank and B13D is blank; action will be verified to preclude reporting of multiple definitive actions for the same contract. (DMDC/SIAD (formerly WHS/DIOR) internal use - refer to ODDP/CPA)
- (12) If B13A=1 or 3 and B2B is not blank; B13D must not be blank.
- (13) If B13D=E; B7 must =2.
- (14) If B13D=E, F or G; B5A may be an inactive code.
- (15) If B13D=A, B,C,D,E,F,G,H or J:B11 must = 0.

B13E   1        ***Multiple Award Contract Fair Opportunity***

- (1) Valid Codes: A, B, C, D, E or blank.
- (2) If B13C=S or blank: B13E must be blank.
- (3) If B13C=M and B7=1 or 2; B13E must =A, B, C, D or E.

B13F   1        ***Indefinite-Delivery Contract Use***

- (1) Valid Codes: A, B, C, D or blank.
- (2) If B13B=A, B or C and B7=3; B13F must =A, B, C or D.

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Line   Length   Title

B13G   8        ***Indefinite-Delivery Contract Ordering Period Ending Date (yyyymmdd)***

- (1) Must be eight numeric digits or blank.
- (2) If B13F=A, B, C or D; B13G must be eight numeric digits.
- (3) If B13F is blank; B13G must be blank.
- (4) If B13F=A, B, C or D; Position 1 and 2 of B13G must = 20.
- (5) If B1B=A and B13F=A, B, C or D; positions 3 and 4 of B13G must not be less than positions 7 and 8 of B1A.
- (6) If B13F=A, B, C or D; positions 5 and 6 of B13G must be numeric, 01 thru 12, representing the calendar month.
- (7) If B13F=A, B, C or D; positions 7 and 8 of B13G must not be greater than the last day of the month.
- (8) If B1B=A and B13F=A, B, C or D; positions 1 thru 4 of B13G must not be greater than current calendar year + 25.

B14   1        ***CICA Applicability***

- (1) Valid codes: A, B, C or D.
- (2) If B13A=6; B14 must =B.
- (3) If B13A=7; B14 must =C.
- (4) If B13A=9; B14 must =C or D.
- (5) If B14=C; B13A must =7 or 9.
- (6) If B1B=A and positions 7 and 8 of B1A greater than "95"; B14 must = B, C or D.

B15   1        ***Information Technology Products or Services***

- (1) Valid codes: A, B, C, D, E, F or blank.
- (2) If position 1 and 2 of B12A=70 or D3 or position 1 of B12A is a letter and positions 3 and 4 of B12A=70 or B12A=U012 and B14=B, C or D; B15 must be A, B, C, D, E or F.

B16   1        ***Clinger-Cohen Act Planning Compliance***

- (1) Valid codes: Y, N or blank.
- (2) If B15 is blank; B16 must be blank.
- (3) If B15=A, B, C, D, E or F; B16 must=Y or N.

Line   Length   Title

**PART C**      **All fields must be blank if B5B=Y.**

- C1      1      ***Synopsis***  
(1) Valid codes: A - Synopsis Only, B - Combined Synopsis/Solicitation, N - No, or blank.  
(2) If B5B=Y or B13A=6; C1 must be blank.  
(3) If B5B=N and B13A is not 6; C1 must =A, B or N.
- C2      1      ***Reason Not Synopsized***  
(1) Valid codes: A -Urgency, B – FAR 5.202(a)(13), C – SBA/OFPP Pilot Program, Z - Other Reason or blank.  
(2) If B5B=Y or B13A=6; C2 must be blank.  
(3) If C1=A or B; C2 must be blank.  
(4) If B5B=N and B13A is not 6 and C1=N; C2 must =A, B, C or Z.
- C3      1      ***Extent Competed***  
(1) Valid codes: A, B, C, D or blank.  
(2) If B5B=Y; C3 must be blank.  
(3) If B5B=N; C3 must =A, B, C or D.  
(4) If B13A=6; C3 must =A.  
(5) If B5B=N and B12A=S111, S112, S114 or S119; C3 must =A or B.
- C4      1      ***Sea Transportation***  
(1) Valid codes: Y, N, U or blank.  
(2) If B1B=B or C, or B5B=Y or B13A=6; C4 must be blank.  
(3) If B1B=A and B5B=N and B13A is not 6; C4 must =Y, N or U.
- C5      1      ***Type of Contract***  
(1) Valid codes: A, J, K, L, M, R, S, T, U, V, Y, Z or blank.  
(2) If B5B=Y or B13A=6; C5 must be blank.  
(3) If B5B=N and B13A is not 6; C5 must =A, J, K, L, M, R, S, T, U, V, Y or Z.

**NOTE: Lines C6, C7, C8 and C9 will be blank for pre-CICA contracts. Lines C8 and C9 will be blank for contracts awarded using simplified acquisition procedures (SAP).**

- C6      1      ***Number of Offerors Solicited***  
(1) Valid Codes: 1, 2 or blank.  
(2) If B1B=B or C, or B5B=Y, or B13A=6 or B14=A; C6 must be blank.  
(3) If B1B=A and B5B=N and B13A is not 6 and B14=B, C or D; C6 must =1 or 2.

Line    Length    TitleC7        3        **Number of Offers Received**

- (1) Must be three numeric digits or blank.
- (2) If B5B=Y or B13A=6 or B14=A; C7 must be blank.
- (3) If B5B=N and B13A is not 6 and B14=B, C or D; C7 must be 001 thru 999.
- (4) If B13C=M and C6=1; C7 must =1.
- (5) If B13A=5 and B13C=M and C6=2; C7 must be less than or equal to 30.

C8        1        **Solicitation Procedures**

- (1) Valid Codes: A ,B, C, D, E, F, G, K, N or blank.
- (2) If B5B=Y or B13A=6, 7 or 9 or B14=A; C8 must be blank.
- (3) If C6, C7 and C8 are not blank; B14 must =B.
- (4) If C6 and C7 are not blank and C8 is blank; B14 must =C or D.
- (5) If B5B=N and B13A is not 6 and C6, C7 and C8 are blank; B14 must =A.
- (6) If B5B=N and B13A is not 6 or 9 and B14=B; C8 must =A, B, C, D, E, F, G, K or N.
- (7) If B1B=A and C8=A, F or K; C6 must =2.
- (8) If C7=1 and C8=N; C3 must =B, C or D.
- (9) If C8=A, B, C, D, E, F, G or K; C3 must =A.
- (10) If C8=D; B12A must =C1--, C2--, T002, T004, T008, T009, T014, R404 or (9999 if B5A=153906193 (*European Utility Companies*), or 167446249 (Navy Vessel Purchases), or 790238638 (Undisclosed Domestic Contractor), or 790238851 (Undisclosed Foreign Contractor), or 167445977(GPC SDB), or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB), or 136666505 (Spouses of Service Personnel), or 167445928 (Students in Laboratories), or 123456787 (Miscellaneous Foreign Contractor
- (11) If C8=E; position 1 of B12A must =A *or* B12A may be 9999 if B5A=153906193 (*European Utility Companies*), or 167446249 (Navy Vessel Purchases), or 790238638 (Undisclosed Domestic Contractor), or 790238851 (Undisclosed Foreign Contractor), or 167445977(GPC SDB), or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB), or 136666505 (Spouses of Service Personnel), or 167445928 (Students in Laboratories), or 123456787 (Miscellaneous Foreign Contractor).

Line   Length   Title

- C9      2      ***Authority for Other Than Full and Open Competition***
- (1) Valid Codes: 1A, 1B, 1C, 1D, 1E, 1F, 1G, 2A, 3A, 4A, 5A, 5B, 6A, 7A or blank.
  - (2) If B5B=Y or B13A=6, 7 or 9 or B14=A; C9 must be blank.
  - (3) If C8=A thru K; C9 must be blank.
  - (4) If C2=A and B13A is not 6 or 9 and B14=B; C8 must =N and C9 must =2A.
  - (5) If C7=1 and C8=N and C9=1A, 1B, 1C, 1D, 1F, 1G, 2A, 3A, 6A or 7A; C3 must =C or D
  - (6) If C7 greater than 1 and C8=N and C9 is not 1E, 4A, 5A or 5B; C3 must =A.
  - (7) If C8=N; C9 must =1A, 1B, 1C, 1D, 1E, 1F, 1G, 2A, 3A, 4A, 5A, 5B, 6A or 7A.
  - (8) If C9=1C; position 1 of B12A must =A *or* B12A may be 9999 if B5A=790238638 or 790238851.
  - (9) If C9=1E; positions 1 and 2 of B12A must ="S1".
  - (10) If C9=1E, 4A or 5B; C3 must =B.
  - (11) If C9=5B; position 1 of B12A must be numeric.
  - (12) If B9=N and C9=4A; this action will be flagged for verification. (DMDC/SIAD (formerly WHS/DIOR) internal use - refer to ODDP/CPA)
  - (13) If C9=7A; this action will be flagged for verification. (DMDC/SIAD (formerly WHS/DIOR) internal use - refer to ODDP/CPA)
- C10     1      ***Subject to Labor Standards Statutes***
- (1) Valid codes: A, C, D, Z or blank.
  - (2) If B5B=Y or B13A=6; C10 must be blank.
  - (3) If B5B=N and B13A is not 6; C10 must =A, C, D or Z.
  - (4) If C10=C; position 1 of B12A must be alpha *or* B12A may be 9999 if B5A= 153906193 (*European Utility Companies*), or 167446249 (Navy Vessel Purchases), or 790238638 (Undisclosed Domestic Contractor), or 790238851 (Undisclosed Foreign Contractor), or 167445977(GPC SDB), or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB), or 136666505 (Spouses of Service Personnel), or 167445928 (Students in Laboratories), or 123456787 (Miscellaneous Foreign Contractor).
  - (5) If C10=D; position 1 of B12A must =Y or Z, or B12A must =F015, P400, P500 or (9999 if B5A=153906193 (*European Utility Companies*), or 167446249 (Navy Vessel Purchases), or 790238638 (Undisclosed Domestic Contractor), or 790238851 (Undisclosed Foreign Contractor), or 167445977(GPC SDB), or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB), or 136666505 (Spouses of Service Personnel), or 167445928 (Students in Laboratories), or 123456787 (Miscellaneous Foreign Contractor)) and B12B must =C20.

Line   Length   Title

C11   1   ***Cost or Pricing Data***

- (1) Valid codes: Y, N, W or blank.
- (2) If B1B=B or C, or B5B=Y, or B13A=6; C11 must be blank.
- (3) If B1B=A and B5B=N and B13A is not 6; C11 must =Y, N or W.

C12   1   ***Contract Financing***

- (1) Valid codes: A, C, D, E, F, Z or blank.
- (2) If B1B=B or C, or B5B=Y, or B13A=6; C12 must be blank.
- (3) If B1B=A and B5B=N and B13A is not 6; C12 must =A, C, D, E, F or Z.
- (4) If B1B=A and C5=R, S, T, U, V, Y or Z; C12 must =D or Z.
- (5) If C12=D; this action will be flagged for verification. (DMDC/SIAD (formerly WHS/DIOR) internal use - refer to ODDP/CPA)

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.

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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.

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=153906193 (*European Utility Companies*), or 167446249 (Navy Vessel Purchases), or 790238638 (Undisclosed Domestic Contractor), or 790238851 (Undisclosed Foreign Contractor), or 167445977(GPC SDB), or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB), or 136666505 (Spouses of Service Personnel), or 167445928 (Students in Laboratories), or 123456787 (Miscellaneous Foreign Contractor).
- (8) If B5A is not 153906193 (*European Utility Companies*), or 167446249 (Navy Vessel Purchases), or 790238638 (Undisclosed Domestic Contractor), or 790238851 (Undisclosed Foreign Contractor), or 167445977(GPC SDB), or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB), or 136666505 (Spouses of Service Personnel), or 167445928 (Students in Laboratories), or 123456787 (Miscellaneous Foreign Contractor) 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 or C.

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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.

D1D    1            ***Ethnic Group***

- (1) Valid Codes: A, B, C, D, E, F, Z or blank.
- (2) If B1B=B or C or B5B=Y or B13A=6; D1D must be blank.
- (3) If B1B=A and B5B=N and D1A=A; D1D must =A, B, C, D, E, F or Z.
- (4) If D1A=B, C, D, F, L, M, T, U, V or Z; D1D must be blank.

D1E    1            ***Veteran Owned Small Business***

- (1) Valid codes: A, B or blank.
- (2) If B5B=Y or B13A=6; D1E must be blank.
- (3) If D1A is not A or B; D1E must be blank.
- (4) If B5A = 167445977(GPC SDB); B5B must = N, and D1A must = A and D1B must = N and D1C must = N and D1E must be blank.
- (5) If B5A = 136721201(GPC Small Business); B5B must = N, and D1A must = B and D1B must = N and D1C must = N and D1E must be blank.
- (6) If B5A = 136721250(GPC Large Business); B5B must = N, and D1A must = C and D1B must = N and D1C must be blank and D1E must be blank..
- (7) If B5A = 136721292(GPC Foreign Business); B5B must = N, and D1A must = L and D1B must = N and D1C must be blank and D1E must be blank..
- (8) If B5A = 167445993(GPC JWOD); B5B must = N, and D1A must = D and D1B must = N and D1C must be blank and D1E must be blank.
- (9) If B5A = 167446025(GPC SDVOSB); B5B must = N and D1A must=A or B and D1B must = N and D1C must = N and D1E must = A.
- (10) If B5A= 167446058(GPC HUBZONE SB); B5B must = N and D1A must = A or B and D1B must = N and D1C must = Y and D1E must be blank.
- (11) If B5A = 167446116(GPC Woman Owned SB); B5B must = N and D1A must = A or B and D1B must = Y and D1C must = N and D1E must be blank.
- (12) If B5A = 167446249(Navy Vessel Purchases); B5B must = N, and D1A must = L and D1B must = N and D1C must be blank and D1E must be blank..

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- D2        1        ***Reason Not Awarded to Small Disadvantaged Business (SDB)***  
(1) Valid Codes: A, B, C, D, Z or blank.  
(2) If B1B=A and D1A=A, D, F, L, M, T, U, V or Z; D2 must be blank.  
(3) If B5B=Y or B13A=6; D2 must be blank.  
(4) If D1A=B or C; D2 must =A, B, C, D or Z.  
(5) If B1B=B or C and B13A=5 and D1A = B, C; D2 must =Z.  
(6) If D2=D; C3 must =A.  
(7) If B14=B, C or D and D2=D; C7 must be greater than 1.

- D3        1        ***Reason Not Awarded to Small Business (SB)***  
(1) Valid codes: A, B, C, D, Z or blank.  
(2) If B1B=A and D1A=A, B, D, F, L, M, T, U, V or Z; D3 must be blank.  
(3) If B5B=Y or B13A=6; D3 must be blank.  
(4) If D1A=C; D3 must =A, B, C, D or Z.  
(5) If B1B=B or C and B13A=5 and D1A=C; D3 must =Z.  
(6) If D3=D; C3 must =A.  
(7) If B14=B, C or D and D3=D; C7 must be greater than 1.

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Line   Length   Title

D4      Set-Aside or Preference Program

D4A    1      *Type of Set-Aside*

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

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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, L or M.

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

(20) If B14=B and D4A=M;

    C3 must = A and

    C8 must = K.

(21) If B14=B and D4A=N;

    C3 must = B and

    C8 must =N and C9 must =5A.

(22) If D4A=M or N and B5B = N and B13A=1,3,4,5,7,8,9;

    D1A must=A or B; and

    D1E must = A.

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- D4A   1      ***Type of Set-Aside*** (continued)
- (23) 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.
  - (24) If B13A=9 and D4A=F or G:
    - D1A must =T or U.
  - (25) If B5B=N and B12A=S111, S112, S114 or S119 ;
    - D4A must not =B.
  - (26) 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.
  - (27) If B13A=9 and D4A=D;
    - B12A cannot start with S1 and
    - C3 must =A or B.
  - (28) If B14=A and D4A=D:
    - B12A cannot start with S1;
    - C3 must =A or B.
  - (29) 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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D4C   3      **Premium Percent**

- (1) Must be 3 numeric digits or blank.
- (2) If B5B=Y or B13A=6; D4C must be blank.
- (3) If D1A=C, D, F, L, T, U, V or Z; D4C must be blank.
- (4) If D4B=A; D4C must be blank.
- (5) If D4B=B, C, D or E; D4C must be greater than zero.
- (6) If D4B=B, C or D; D4C must not be greater than 100 (10%).
- (7) If D4B=E; D4C must not be greater than 200 (20%).

D7   1      **Small Business Innovation Research (SBIR) Program**

- (1) Valid codes: A, B, C, D or blank.
- (2) If B1B=B or C; D7 must be blank.
- (3) If B5B=Y or B13A=6; D7 must be blank.
- (4) If B1B=A and B5B=N; D7 must =A, B, C or D.
- (5) If B1B=A and D1A=C, D, F, L, M, T, U, V or Z; D7 must =A.
- (6) If B14=B and D7=B or C:  
C3 must =A;  
C8 must =K;  
D1A must =A or B; and  
1st pos. of B12A must =A, and 4th position of B12A cannot be 7  
**or** B12A may be 9999 if B5A= 790238638 (Undisclosed Domestic Contractor), or 790238851  
(Undisclosed Foreign Contractor) .
- (7) If B13A=7 or 9 and D7=B or C:  
C3 must =A;  
D1A must =A or B; and  
1st pos. of B12A must =A, and 4th position of B12A cannot be 7  
**or** B12A may be 9999 if B5A= 790238638 (Undisclosed Domestic Contractor), or  
790238851 (Undisclosed Foreign Contractor) .
- (8) If B1B=A and D4A=D, E, F or G or D4B=B or C; D7 must =A.
- (9) If B1B=A and D4B=B or C; D7 must =A.

D8   1      **Subcontracting Plan - SB, SDB, or HBCU or MI**

- (1) Valid codes: A, B, C, D or blank.
- (2) If B5B=Y or B13A=6; D8 must be blank.
- (3) If B5B=N and B13A is not 6; D8 must =A, B, C or D.
- (4) If D1A=C, D, F, T, U, V or Z; D8 must =A, B, C or D.
- (5) If D1A=A, B, L or M; D8 must =B.
- (6) If D4B=B, C, D or E; D8 must =B.

Line   Length   Title

D9      1            ***Small Business Competitiveness Demonstration Program***

- (1) Valid codes: Y, N or blank.
- (2) If B5B=Y or B13A=6; D9 must be blank.
- (3) If B5B=N and B13A is not 6; D9 must =Y or N.
- (4) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=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 or 238290 and B12A = F015, P400, P500, Yxxx or Zxxx except Y216, Y217, Z216 and Z217; D9 must =Y.
- (5) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=237990 and B12A =Y216, Y217, Z216 or Z217; D9 must =Y.
- (6) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=562111, 562119 or 562219 and B12A=S205; D9 must=Y.
- (7) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=541310, 541330, 541360 or 541370 and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404; D9 must= Y.
- (8) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=336611 and B12A=J998 or J999; D9 must= Y.
- (9) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=325412,332993,332995,333611,336412, 336414, 336419,336992,334511,517212, 517410 or 517910; D9 must= Y.
- (10) If D9=Y; D1A must =A, B, C or D;  
    B12A and/or B12D must be one of the following sets of conditions (included in the SBCDP (Designated Industry Groups (DIGs), Targeted Industry Categories (TICs), or Army dredging).
  - a) B12D=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 or 238290 and B12A must = F015, P400, P500, Yxxx or Zxxx except Y216, Y217, Z216 and Z217;
  - b) B12D=237990 and B12A =Y216, Y217, Z216 or Z217;
  - c) B12D=562111, 562119 or 562219 and B12A=S205;
  - d) B12D=541310, 541330, 541360 or 541370 and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404;
  - e) B12D=336611 and B12A=J998 or J999;
  - f) B12D=325412,332993,332995,333611,336412,336414,336419,336992,334511,517212, 517410 or 517910;
- (11) If B1B=B or C and B13A=5; D9 must =N.
- (12) If D9=Y; B3 must be greater than 19890101.

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- D9    1        ***Small Business Competitiveness Demonstration Program*** (continued)
- (13) If D4A=A, D, K or L and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404 and B12D= 541310, 541330,541360 or 541370 and B13A is not 7 or 9 and D9=Y;
- a. C8 must =D ***or***
- b. C8 must =N and C9 must =5A.
- (14) If D4A=B, C, E, F, G, H or J and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404 and B12D= 541310, 541330,541360 or 541370 and B13A is not 7 or 9 and D9=Y; C8 must =K.
- (15) If D4A=J; D9 must =Y.

- D10    1        ***Size of Small Business***
- (1) Valid Codes: Blank, or one of the following:
- Employees
- A 50 or fewer
- B 51 - 100
- C 101 - 250
- D 251 - 500
- E 501 - 750
- F 751 - 1000
- G over 1000
- Annual Gross Revenues
- M \$1 million or less
- N over \$1m - \$2m
- P over \$2m - \$3.5m
- R over \$3.5m - \$5m
- S over \$5m - \$10m
- T over \$10m - \$17m
- U over \$17 million.
- (2) If B5B=Y or B13A=6 or D1A=C or D or D9=N; D10 must be blank.
- (3) If D9=Y and D1A=A or B:
- a) If B12D=336611 and B12A=J998 or J999; D10 must =A thru G.
- b) If B12D=325412,332993,332995,333611,336412,336414,336419,336992,334511,517212, 517410 or 517910; D10 must =A thru G.
- c) If (a) or (b) does not apply; D10 must =M thru U.

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Line   Length   Title

D11   1   Emerging Small Business

- (1) Valid Codes: Y, N or blank.
- (2) If B5B=Y or B13A=6 or D9=N; D11 must be blank.
- (3) If B12D is one of the TICs of the SBCDP (325412,332993,332995,333611,336412,336414, 336419,336992,334511,517212,517410 or 517910); D11 must be blank.
- (4) If D9=Y and B12A and/or B12D is one of the following sets of conditions (included in the SBCDP (DIGs or Army dredging):
  - a) B12D=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 or 238290 and B12A must = F015, P400, P500, Yxxx or Zxxx except Y216, Y217, Z216 and Z217;
  - b) B12D=237990 and B12A=Y216, Y217, Z216 or Z217;
  - c) B12D=562111, 562119 or 562219 and B12A=S205;
  - d) B12D=541310, 541330, 541360, or 541370 and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404;
  - e) B12D=336611 and B12A=J998 or J999;D1A must =A, B, C or D and  
D11 must =Y or N.
- (5) If D11 is coded Y; D1A must =A or B.
- (6) If D4A=J; D11 must = Y.

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**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.  
(2) If A3A=1700; E3 cannot be blank
- E4     6     ***Requesting Activity Code***  
(1) Must be a valid DODAAC or blank.  
(2) See <https://www.daas.dia.mil/daasing/> and click on DODAAC link for a search of valid DODAACs if A3A=1700 and E3=2100,1700,5700,97AS,96CE,9763,97AB or 9700; E4 cannot be blank

Line    Length    TitleE5        6        *Number of Actions*

- (1) Right justify, zero fill.
- (2) E5 must not = 0 (zero).
- (3) NOTE: Express Reporting of governmentwide purchase card (GPC) use for actions over \$2,500.00 up to \$25,000.00 is via a monthly DD350 summarizing the actions and dollars. GPC actions over \$25,000 must be individually reported on a DD350. When the GPC use for the month is only one action, then Express Reporting is not appropriate. An individual DD350 is reported showing the Contract number for the verbal order and the DUNS of the vendor involved.
- (4) If (positions 1 thru 4 of B1A = HDEC, or DECA or B5A = 167446249 (Navy Vessel Purchases), or 167445977(GPC SDB), or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB); E5 must be greater than 1.
- (5) If B5A = 167445977(GPC SDB) or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB); B8 divided by E5 must not be greater than \$25,000.
- (6) If B5A = 167445977(GPC SDB) or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB) B8 divided by E5 must be greater than \$2,500.

DD Form

350

Line   Length   Title

E6      1      ***Payment by Governmentwide Purchase Card***

(1) Valid codes: Y=Yes or blank.

If B5A = 167445977(GPC SDB) or 136721201 (GPC Small Business), or 136721250 (GPC Large Business), or 136721292 (GPC Foreign Business), or 626627459 (GPC UNICOR), or 167445993 (GPC JWOD), or 167446025 (GPC SDVOSB), or 167446058 (GPC HUBZONE SB), or 167446116 (GPC Women Owned SB); E6 must = Y.

