



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

JUL 21 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  
EXECUTIVE DIRECTOR, LOGISTICS POLICY &  
ACQUISITION MANAGEMENT (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 1 to Fiscal Year (FY)  
2004 Edition

Attached is Change 1 to the FY04 edits. Change 1 includes pages 5, 13, 15, 16, and 23,  
with marginal bars to indicate changes to the FY04 edit specifications issued on July 9, 2003.  
The change specifically corrects a web address on page 13 and shows previously omitted  
marginal bars from the original FY04 edits. Changes are issued pursuant to DFARS 204.670-  
5(b) and effective October 1, 2003.

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 [morrisr@dior.whs.mil](mailto:morrisr@dior.whs.mil). My action  
officers regarding this subject are Lisa Romney, 703-614-3883, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil)  
regarding electronic business implications; and Susan Schneider, 703-602-0326,  
[susan.schneider@osd.mil](mailto:susan.schneider@osd.mil).

Deidre A. Lee  
Director, Defense Procurement  
and Acquisition Policy

Attachment:  
As stated



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 or ZOP – Other Environmental Programs.

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.

Line   Length   Title

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

- (15) If B1B=A and position 9 of B1A=E; B13A must =3.
- (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.
- (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=6 or 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.

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.

Line   Length   TitleB13D   1        **Modification** (continued)

- (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. (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.

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.

DD Form  
350

Line . Length Title

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.

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; 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.

## 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
	<b>Version Number</b>	
	Fiscal Year (Enter <b>2004</b> )	365-368
	Change Number (Enter <b>01</b> (zero, one) 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