

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 M.
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.

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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

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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.

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<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.Z. (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 significant 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.

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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, in which case rp 35-80 is left blank.
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.

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<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 contract 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.