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HEADQUARTERS  
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DLMSO

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DoD 4000.25-5-M

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MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MILSCAP)

1. This change, published by direction of the Deputy Under Secretary of Defense (Logistics) (DUSD(L)), under the authority of DoDD 4140.1, Materiel Management Policy, revises DoD 4000.25-5-M, Feb 93, and is effective upon receipt.

II. Incorporated in change 3 are additions to the acronyms and abbreviations, additions and changes to the definitions and terms, and changes to appendices A22, A26, and K.

a. Appendix A22 has been revised to reserve several codes for use in the (ANSI (ASC) XI 2) EDI , DLMS version 2.0, transactions.

b. Appendix A26 has been revised to delete codes L and U, which are no longer acceptable modes of shipment.

c. Appendix K reflects changes that resulted from a Mechanization of Contract Administration Services (MOCAS) realignment of its databases; the realignment reduced the number of databases from five to three. Appendix K also includes additional Air Force purchasing offices, as well as interim change 3-1, dated 13 September 1994.

III. Remove pages listed below and insert revised pages. Changes and additions are shown in bold italics.

Remove Old

ix thru xiv  
xvii and xviii  
A22-1 thru A22-3  
A26-1 and A26-2  
K-1 thru K-24

Insert New

ix thru xiv  
xvii and xviii  
A22-1 thru /422-3  
A26-1 and A26-2  
K-1 thru K-34

IV. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR



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DASC Administrator

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## ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
A/A	Acceptance Alert, DI Code PK5
ACO	Administrative Contracting Officer
ACPS	<i>Automated Contract Preparation System (Air Force)</i>
ACRN	Accounting Classification Reference Number
ADP	Automatic Data Processing
AFAFC	<i>Accounting and Finance Center (Air Force)</i>
AFMC	<i>Air Force Materiel Command</i>
AMC	<i>Army Materiel Command</i>
AMCL	Approved MI LSCAP Change Letter
AMIS	<i>Acquisition Management Information System (Air Force)</i>
ANSI	<i>American National Standards Institute</i>
Applic	Applicable
AIR	Acceptance Report, DI Codes PKN/PKP
ARPA	Advanced Research Project Agency
ATCOM	<i>Aviation and Troop Command</i>
AUTODIN	Automatic Digital Network
BAAN	Budget Authorization Account Number
BPAC	Budget Program Activity Code
CAGE	<i>Cataloging Handbook H4/H8, Contractor and Government Entity</i>
CAO	Contract Administration Office
c c	Cost Center
CCE	Contract Closeout Extension
CCS	Contract Completion Statement
Ccss	<i>Commodity Command Standard System</i>
CDD	Contract Delivery Date
CECOM	<i>Communications and Electronics Command</i>
CLIN	Contract Line Item Number
CONUS	Continental United States
CPN	Contract Payment Notice
DAAS	Defense Automatic Addressing System
DCMAO	<i>Defense Contract Management Area Office</i>
DCMC	<i>Defense Contract Management Command</i>
DCMD	Defense Contract Management District
DD Form	Department of Defense Form
DFARS	DoD Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DI	Document Identifier
DLA	Defense Logistics Agency

**Acronym or  
Abbreviation**

**Definition**

<b><i>DLAI</i></b>	<b><i>Defense Logistics Agency Instruction</i></b>
<b><i>DLMS</i></b>	<b><i>Defense Logistics Management System</i></b>
<b>DLMSO</b>	<b>Defense Logistics Management Systems Office</b>
<b>DLSS</b>	<b>Defense Logistics Standard Systems</b>
<b>DoD</b>	<b>Department of Defense</b>
<b>DoDAAC</b>	<b>Department of Defense Activity Address Code</b>
<b>DoDAAD</b>	<b>Department of Defense Activity Address Directory</b>
<b>DPAS</b>	<b>Defense Priorities and Allocations System</b>
<b><i>DPRO</i></b>	<b><i>Defense Plant Representative Office</i></b>
<b>DPSC</b>	<b>Defense Personnel Support Center</b>
<b>DSN</b>	<b>Defense Switched Network</b>
<b><i>DSS</i></b>	<b><i>Depot Standard System</i></b>
<b>DSSN</b>	<b>Disbursing Station Symbol Number</b>
<b><i>DUSD(L)</i></b>	<b><i>Deputy Under Secretary of Defense (Logistics)</i></b>
<b>E of E</b>	<b>Element of Expense</b>
<b>ELIN</b>	<b>Exhibit Line Item Number</b>
<b>EOM</b>	<b>End of Month</b>
<b>FAR</b>	<b>Federal Acquisition Regulation</b>
<b>FC</b>	<b>Formal Change</b>
<b>FDD</b>	<b>Forecast Delivery Date</b>
<b>FMS</b>	<b>Foreign Military Sales</b>
<b>FOB</b>	<b>Free on Board</b>
<b>IC</b>	<b>Interim Change</b>
<b>ICP</b>	<b>Inventory Control Point</b>
<b>IM</b>	<b>Inventory Manager</b>
<b><i>IOC</i></b>	<b><i>Industrial Operations Command</i></b>
<b>JANAP</b>	<b>Joint Army, Navy, and Air Force Publication</b>
<b>J023</b>	<b><i>Small Purchase System (Air Force)</i></b>
<b>J041</b>	<b><i>Acquisition and Due-in system (Air Force)</i></b>
<b>MAPAD</b>	<b>Military Assistance Program Address Directory</b>
<b><i>MICOM</i></b>	<b><i>Missile Command</i></b>
<b><i>MIPR</i></b>	<b><i>Military Interdepartmental Purchase Request</i></b>
<b>MILSCAP</b>	<b>Military Standard Contract Administration Procedures</b>
<b>MILSTAMP</b>	<b>Military Standard Transportation and Movement Procedures</b>
<b>MILSTRAP</b>	<b>Military Standard Transaction Reporting and Accounting Procedures</b>
<b>MILSTRIP</b>	<b>Military Standard Requisitioning and Issue Procedures</b>
<b>MOCAS</b>	<b>Mechanization of Contract Administration Services</b>
<b>MPC</b>	<b>Materiel Program Code</b>
<b>NSN</b>	<b>National Stock Number</b>

<b><u>Acronym or Abbreviation</u></b>	<b><u>Definition</u></b>
OF	Optional Form
PIIN	Procurement Instrument Identification Number
PIO	Provisioned Item Order
PM	Project Manager
PMCL	Proposed MI LSCAP Change Letter
Po	Purchasing Office
PQA	Procurement Quality Assurance
PRON	Procurement Request Order Number
RC	Responsibility Center
RCN	Record Control Number
RCS	Report Control Symbol
RDF	Revised Delivery Forecast
RDT&E	Research, Development, Test, and Evaluation
RON	Reimbursable Order Number
RP	Record Position
SAMMS	Standard Automated Materiel Management System
SF	Standard Form
SPIIN	Supplementary Procurement Instrument Identification Number
SPN	Shipment Performance Notice
<i>TACOM</i>	<i>Tank Automotive and Armament Command</i>
TCMD	Transportation Control and Movement Document
<i>UADPS</i>	<i>Uniform Automated Data Processing System</i>
Ucs	Unclosed Contract Status
DD Form 250	Material Inspection and Receiving Report
DD Form 350	Individual Contracting Action Report (over \$25,000)
DD Form 375	Production Progress Report
DD Form 375-2	Delay in Delivery
DD Form 1155	Order for Supplies or Services
DD Form 1423	Contract Data Requirements List
DD Form 1594	Contract Completion Statement
DD Form 1716	Contract Data Package Recommendation/Deficiency Report
OF 336	Continuation Sheet
SF 1	Printing and Binding Requisition
SF 26	Award/Contract
SF 30	Amendment of Solicitation/Modification of Contract
SF 33	Solicitation, Offer, and Award
SF 1081	Voucher and Schedule of Withdrawals and Credits

## DEFINITIONS AND TERMS

**ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN).** A two position alphanumeric control code assigned (in accordance with DFARS 204.7108) to each accounting classification used in a single contract.

**ADP POINT.** The activity which provides Automatic Data Processing (ADP) services to the contract administration office (CAO) or the purchasing office (PO); usually the field activities of the Defense Contract Management Command (DCMC). (*An ADP activity may be collocated with the CAO/PO or it may be located at some other remote site.*)

**AUTOMATIC DIGITAL NETWORK (AUTODIN).** A computer controlled, electronic, fully secured, high-speed, common user, data communication system, that provides both direct user-to-user, and store and forward message switching service for DoD and other Government Agencies on a worldwide basis.

**BATCH SEQUENCE CODE.** *A sequential code assigned by the paying office to each CPN record for batch control purposes. Each begins with alpha A and runs through Z (except that I and O are not used) and repeat, when needed. The purpose of the batch sequence code is to identify the sequence of the records that makeup the CPN.*

**BATCH SERIAL NUMBER.** *A consecutive number assigned by the paying office to each batch of CPNs. On 1 October each batch for each accounting point begins with 001. The batch serial number identifies the number of batches transmitted to the specific accounting point since the first day of the fiscal year.*

**CLIN.** An abbreviation of contract line item number (CLIN) which is used for identifying an item of supply or service on a contractual document. (See DFARS 204.7104.)

**CONTRACT ABSTRACT.** A representation, in machine processable form, of key elements of contractual data.

**CONTRACT ADMINISTRATION OFFICE (CAO).** A DoD Contract Administration Services (CAS) Component which performs assigned functions, or a purchasing office which retains functions related to the administration of contracts. (Included in this definition are all geographic and plant-type organizations of DoD that are engaged in the performance of field contract administration services.)

**CONTRACT MODIFICATION.** Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provision of an existing contract, whether accompanied by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes: (1) bilateral actions such as supplemental agreements and (2) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

**DOD CONTRACT ADMINISTRATION SERVICES (CAS) COMPONENT.** A DoD office listed in *DLAI* 4105.4, “DoD Directory of Contract Administration Services Components,” performing contract administration services.

**ELIN.** An abbreviation of exhibit line item number (ELIN) which is used to identify an item of supply or service listed on an exhibit or schedule forming apart of a contractual document. (See DFARS 204.7105.)

**INVENTORY CONTROL POINT (ICP).** The organizational element within a distribution system which is assigned responsibility for system-wide direction and control of materiel including such management functions as the computation of requirements, the initiation of procurement or disposal actions, the development of worldwide quantitative and monetary inventory data, and the positioning and repositioning of materiel.

**MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP).** A system of standard data elements, codes, forms, and formats for the requisition and issue of materiel, adaptable to both manual and mechanical document preparation transmission and processing. MILSTRIP is applicable to all DoD activities requisitioning on wholesale distribution systems, to civil Agencies requisitioning on the military or General Services Administration (GSA) distribution systems, to foreign government requisitions under the Military Assistance Program (MAP), and to contractors requisitioning Government furnished materiel in connection with contracts for repair, rebuild, and overhaul. (See DoD 4000.25-I-M.)

**MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING PROCEDURES (MILSTRAP).** A standard inventory accounting system which provides uniform codes and formats for processing and recording receipt, adjustment, and issue transactions. MILSTRAP is applicable to inventory control, stock control, and storage activities of the Military Services supply distribution systems. (See DoD 4000.25-2-M.)

**MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES (MILSTAMP).** A system of standard data elements, codes, forms, formats, rules, and methods for shipment of materiel within the Defense Transportation System (DTS). MILSTAMP applies to shipments originating at Government facilities (including GSA depots) and at contract facilities which terminate at military installations or at foreign government destinations under the MAP Grant Aid. (See DoD 4500.32-R.)

**PIIN.** An abbreviation of procurement instrument identification number (PIIN) which is used for identifying contractual documents and controlling MILSCAP transactions. (See DFARS, subpart 204.70.)

**PRIMARY CONTRACT ADMINISTRATION OFFICE (PRIMARY CAO).** The DoD Contract Administration Services (CAS) Component reflected in the “Administered By” block of the contract or the purchasing office when the “Administered By” block of the contract is blank.

**PROVISIONING ORDER.** A written notification to a contractor to deliver spare repair parts against a line item already contained in a contractual instrument. (Both delivery date and prices may be estimated on the order subject to later definitization on a supplemental agreement.)