



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGIN 1A 22060-6221**



IN REPLY
REFER TO

CHANGE NO. 5
DoD 4000.25-5-M

DLMSO

03 FEB 1997

MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MI LSCAP)

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 5 are: updates to the References, chapter 1, and to Appendices A, C, E, and K.

a. AMCL 95-1, which allows for "Type of Contract" to be identified at the line item level, and adds several new codes to appendices A38 and A41;

b. AMCL 96-1, which canceled the Revised Delivery Forecast Process. Chapter 7 and associated appendices have been deleted and reserved.

c. AMCL 96-2, which revised appendix A1 1;

d. AMCL 96-3, which revised appendix A6; and

e. Some minor updates to appendix K.

III. Remove pages listed below and Insert revised pages. Changes and additions are shown on the pages in **bold italics**.

Remove Old

Insert New

Remove Old

Insert New

iii thru xix
1-5 thru 1-8
1-13 and 1-14
2-1 and 2-2
7-1 thru 7-4
A6-1
A11-1 and A11-2"
A22-3
A23-A-1
A23-B-1 thru A23-B-6
A31-1
A38-1 and A38-2
A41-1 a n d A41-2

iii thru xvii
1-5 thru 1-8
1-13 and 1-14
2-1 and 2-2
7-1
A6-1
A1 1-1 and A1 1-2
A22-3
A23-A-1
A23-B-1
A31-1
A38-1 and A38-2
A41-1 and A41-2

A44-1
C2-3 and C2-4
C6-1 thru C6-3
C8-1 thru C8-2
C15-1 thru C15-3
C16-1 thru C16-3
E2-1 thru E2-2
E6-1 and E6-2
E8-1 and E8-2
E15-1 thru E15-3
E16-1 thru E16-3
K-5 and K-6
K-24 thru K-28

A44-1
C2-3 and C2-4
C6-1 and C6-2
C8-1 and C8-2
C15-1
C16-1
E2-1 and E2-2
E6-1
E8-1 and E8-2
E1 5-1
E16-1
K-5 and K-6
K-24 thru K-28



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



RAUL A. MARTINEZ
DASC Administrator

DISTRIBUTION

Army: DA-12-04-E (Block 0373)
Navy: M25
Air Force: F
Marine Corps: HB
Defense Logistics Agency: 2; 62

MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES

TABLE OF CONTENTS

| | <u>PAGE</u> |
|---|-------------|
| Foreword | i |
| Table of Contents | III |
| Acronyms and Abbreviations | xi |
| References | xv |
| Definitions and Terms | xvii |
| CHAPTER 1- ADMINISTRATIVE AND GENERAL | |
| .. | |
| A. Authority | 1-1 |
| B. Purpose | 1-1 |
| C. Applicability | 1-1 |
| D. Policy | 1-1 |
| E. Responsibilities | 1-2" |
| F. Focal Point Committee | 1-6 |
| G. Publication of the Manual | 1-8 |
| H. Proposed Changes | 1-11 |
| 1. Approved Changes | 1-12 |
| J. Supplemental Procedures | 1-13 |
| K. Quarterly Status Review | 1-14 |
| L. Semiannual Implementation Status Report (RCS: DD-A&T(Q&SA)1419) | 1-14 |
| M. Noncompliance with Prescribed MILSCAP Procedures and Other Unresolved Problems | 1-15 |
| N. Addressee for MILSCAP Data | 1-15 |
| CHAPTER 2- SYSTEM CONCEPT | |
| A. General | 2-1 |
| B. Provisions | 2-1 |
| C. Overall System Description | 2-2 |
| D. Relationship of Certain FAR and DFARS Provisions to MILSCAP | 2-3 |
| E. MILSTRIP, MILSTRAP, and MILSTAMP Interfaces | 2-4 |
| F. Technique for Transmitting Amounts and Quantities which Equal or Exceed Allotted Data Field | 2-5 |



CHAPTER 3- ABSTRACTS OF CONTRACTS

| | |
|---|------|
| A. General | 3-1 |
| B. Abstract Objective and Uses | 3-1 |
| c. Inclusions and Exclusions | 3-2 |
| D. Contractual Documents | 3-2 |
| E. Initiation and Distribution of Contracts and Abstracts | 3-3 |
| F. Structure of the Abstract | 3-3 |
| G. Tailoring of Abstracts | 3-6 |
| H. Abstract Formats | 3-8 |
| 1. Acknowledgment/Cancellation | 3-8 |
| J. Exemptions/Exclusions | 3-8_ |

CHAPTER 4- ABSTRACTS OF CONTRACT MODIFICATIONS

| | |
|---|-----|
| A. General | 4-1 |
| B. Source Documents | 4-1 |
| C. Validation and Distribution | 4-2 |
| D. Changing Noncontrol Data | 4-5 |
| E. Changing Control Data | 4-5 |
| F. Adding or Deleting Data | 4-6 |
| G. Unsolicited Submission of Omitted and/or Correction of Erroneous Data | 4-7 |
| H. Exemptions/Exclusions | 4-8 |

CHAPTER 5- SHIPMENT PERFORMANCE NOTIFICATION

| | |
|--------------------------------|-----|
| A. General | 5-1 |
| B. Flow and Distribution | 5-1 |
| C. Shipment Performance Notice | 5-1 |
| D. Incomplete Items | 5-2 |
| E. Quantitative Discrepancies | 5-3 |
| F. Replacement Shipments | 5-3 |
| G. Cancellations | 5-3 |
| H. Data Discrepancies | 5-4 |
| 1. Exemptions | 5-4 |

CHAPTER 6- DESTINATION ACCEPTANCE REPORTING

| | |
|----------------------------------|-----|
| A. General | 6-1 |
| B. Flow-of Documents | 6-1 |
| c. Delivery Date | 6-1 |
| D. Acceptance Alert | 6-2 |
| E. Acceptance Report | 6-3 |
| F. Followup | 6-5 |
| G. Cancellations and Corrections | 6-6 |
| H. Exemptions/Exclusions | 6-6 |



PAGE

CHAPTER 7- RESERVED

CHAPTER 8- RESERVED

CHAPTER 9- CONTRACT PAYMENT AND COLLECTION NOTIFICATION

| | |
|--|-----|
| A. General | 9-1 |
| B. Contract Payment Notice Formats | 9-1 |
| C. Accounting Classification Header Record | 9-2 |
| D. Disbursement/Collection Record | 9-2 |
| E. Deduction Record | 9-2 |
| F. Variance Record | 9-3 |
| G. Line Item Report Record | 9-3 |
| H. Collection Transactions | 9-4 |
| 1. Text Header Record | 9-4 |
| J. Recipients of Payment Notices | 9-6 |

CHAPTER 10- RESERVED

CHAPTER 11- CONTRACT COMPLETION STATUS REPORTING

| | |
|--|------|
| A. General | 11-1 |
| B. Basis for Contract Closing | 11-1 |
| C. Standard Times for Contract Closing | 11-1 |
| D. Contract Completion Statement | 11-1 |
| E. Unclosed Contract Status (UCS) | 11-3 |
| F. Contract Closeout Extension (CCE) | 11-3 |
| G. Cancellations | 11-4 |
| H. Fast Pay Contracts | 11-4 |

APPENDIX A - MILSCAP DATA ELEMENTS AND CODES **A-1**

| | |
|--|-------|
| A1 Document Identifier Codes | A1-1 |
| A2 Dating Techniques | A2-1 |
| A3 Defense Priorities and Allocations System | A3-1 |
| A4 Identify Codes | A4-1 |
| A5 Free On Board Site | A5-1 |
| A6 Type of Business | A6-1 |
| A7 Kind of Contract | A7-1 |
| A8 Type of Contract | A8-1 |
| A9 Criticality Designator | A9-1 |
| A10 Reserved | |
| A1 1 Special Contract Provisions | All-1 |
| A1 2 Appropriation | A12-1 |
| A1 3 Purchase Unit | A13-1 |
| A1 4 Procurement Quality Assurance Site | A14-1 |
| A1 5 Acceptance Site | A15-1 |

CH 5
DoD 4000.25-5-M

| | <u>PAGE</u> |
|---|-------------|
| AI 6 Accounting Classification Reference Number (ACRN) | A16-1 |
| AI 7 Accounting Classification Data | A17-1 |
| AI 8 Discount Terms | AI 8-1 |
| AI 9 Indicator | A19-1 |
| A20 Amount | A20-1 |
| A21 Numbering | A21-1 |
| A22 Transaction Status Indicator | A22-1 |
| A23-A Reserved | |
| A23-B Reserved | |
| A24 Contract Administration Office Recommendation Regarding Delayed Deliveries | A24-1 |
| A25 Contract Shipment Advice | A25-1 |
| A26 Mode of Shipment | A26-1 |
| A27 Cash Discount Stipulation | A27-1 |
| A28 Shipment/Acceptance Discrepancy Explanation | A28-1 |
| A29 Transportation Priority | A29-1 |
| A30 Contract Closeout Group | A30-1 |
| A31 Text | A31-1 |
| A32 Contract Payment Type | A32-1 |
| A33 Contract Fund Reporting Transaction | A33-1 |
| A34 Contract Payment Deduction/Collection | A34-1 |
| A35 Contract Obligation Variance | A35-1 |
| A36 Country Code | A36-1 |
| A37 Plus/Minus Indicator | A37-1 |
| A38 Reason for Delayed Closing, of Contract File | A38-1 |
| A39 Contract Payment Line Item Status | A39-1 |
| A40 Special Reimbursable Provisions | A40-1 |
| A41 Kind of Modification | A41-1 |
| A42 Stock Number | A42-1 |
| A43 Part Number | A43-1 |
| A44 Shipment Identification Data | A44-1 |
| A45 MI LSTRIP Data | A45-1 |
| A46 Quantity | A46-1 |
| A47 Quantity Variance | A47-1 |
| A48 Procurement Instrument Identification Number (PIIN) | A48-1 |
| A49 Supplementary Procurement Instrument Identification Number (SPIIN) | A49-1 |
| A50 Contract Line Item Number (CLIN)/Exhibit Line Item Number (ELIN) | A50-1 |
| A51 Type Of Delivery Delay | A51-1 |
| A52 Purchasing Contracting Officer Instructions | A52-1 |
| A53 Not Considered" For Award | A53-1 |
| A54 Failure To Award | A54-1 |
| A55 Reason For Bid Rejection | A55-1 |
| A56 Solicitation Method | A56-1 |
| A57 Reason For Rejection of Unsolicited Proposal | A57-1 |

| | <u>PAGE</u> |
|--|-------------|
| APPENDIX B - MILSCAP Telecommunication and Supplemental Accounting Information | B-1 |
| B1 Military Standard Contract Administration Procedures (MILSCAP) Telecommunication Precedence Guide | B1-1 |
| B2 Location of Supplemental Accounting Classification in MILSCAP | B2-1 |
| APPENDIX C - MILSCAP Record Layouts | c-1 |
| c1 Administrative Data Record #1 | c1-1 |
| C2 Administrative Data Record #2 | C2-1 |
| C3 Accounting Classification Record | C3-1 |
| C4 Accounting Classification Trailer | C4-1 |
| C5 Supplies Line Item Data Record #1 | C5-1 |
| C6 Supplies Line Item Data Record #2 | C6-1 |
| C7 Supplies Schedule Data Record | C7-1 |
| C8 Services Line Item Data Record | C8-1 |
| C9 Acknowledgment/Cancellation | C9-1 |
| C10 Modification Header Record/Correction Header Record | C10-1 |
| c11 Shipment Performance Notice Supplies Line Item | C11-1 |
| C12 Shipment Performance Notice Services Line Item | C12-1 |
| C13 Acceptance Alert | C13-1 |
| C14 Acceptance Report | C14-1 |
| C15 Reserved | |
| C16 Reserved | |
| C17 Accounting Classification Header Record | C17-1 |
| C18 Disbursement/Collection Record | C18-1 |
| C19 Deduction Record | C19-1 |
| C20 Variance Record | C20-1 |
| C21 Line Item Report Record | C21-1 |
| C22 Text Header Record | C22-1 |
| C23 Contract Completion Statement | C23-1 |
| C24 Unclosed Contract Status | C24-1 |
| C25 Contract Closeout Extension | C25-1 |
| APPENDIX D - Reserved | |
| APPENDIX E - MILSCAP Validation Criteria | E-1 |
| E1 Administrative Data Record #1 | E1-1 |
| E2 Administrative Data Record #2 | E2-1 |
| E3 Accounting Classification Data Record | E3-1 |
| E4 Accounting Classification Data Trailer | E4-1 |
| E5 Supplies Line Item Data Record #1 | E5-1 |
| E6 Supplies Line Item Data Record #2 | E6-1 |
| E7 Supplies Schedule Data Record | E7-1 |
| E8 Services Line Item Data Record | E8-1 |

CH 5
DoD 4000.25-5-M

PAGE



| | | |
|------------|---|-------|
| E9 | Acknowledgment/Cancellation | E9-1 |
| E10 | Modification Header Record/Correction Header Record | E10-1 |
| E11 | Shipment Performance Notice Supplies Line Item | E11-1 |
| E12 | Shipment Performance Notice Services Line Item | E12-1 |
| E13 | Acceptance Alert | E13-1 |
| E14 | Acceptance Report | E14-1 |
| E15 | Reserved | |
| E16 | Reserved | |
| E17 | Accounting Classification Header Record | E17-1 |
| E18 | Disbursement/Collection Record | E18-1 |
| E19 | Deduction Record | E19-1 |
| E20 | Variance Record | E20-1 |
| E21 | Line Item Report Record | E21-1 |
| E22 | Text Header Record | E22-1 |
| E23 | Contract Completion Statement | E23-1 |
| E24 | Unclosed Contract Status | E24-1 |
| E25 | Contract Closeout Extension | E25-1 |

APPENDIX K - MILSCAP Participants

K-1

| | |
|----------------------|------|
| Army Activities | K-2 |
| Navy Activities | K-6 |
| Air Force Activities | K-9 |
| DLA Activities | K-20 |
| DFAS Activities | K-33 |

ACRONYMS AND ABBREVIATIONS

| <u>Acronym or Abbreviation</u> | <u>Definition</u> |
|--------------------------------|---|
| A/A | Acceptance Alert, DI Code PK5 |
| ACO | Administrative Contracting Officer |
| ACPS | Automated Contract Preparation System (Air Force) |
| ACRN | Accounting Classification Reference Number |
| ADP | Automatic Data Processing |
| AFAFC | Accounting and Finance Center (Air Force) |
| AFMC | Air Force Materiel Command |
| AMC | Army Materiel Command |
| AMCL | Approved MILSCAP Change Letter |
| AMIS | Acquisition Management Information System (Air Force) |
| ANSI | American National Standards Institute |
| Applic | Applicable |
| AIR | Acceptance Report, DI Codes PKN/PKP |
| ARPA | Advanced Research Project Agency |
| ATCOM | Aviation and Troop Command |
| AUTODIN | Automatic Digital Network |
| BAAN | Budget Authorization Account Number |
| BPAC | Budget Program Activity Code |
| CAGE | Cataloging Handbook H4/H8 , Contractor and Government Entity |
| CAO | Contract Administration Office |
| c c | Cost Center |
| CCE | Contract Closeout Extension |
| Ccs | Contract Completion Statement |
| Ccss | Commodity Command Standard System |
| CDD | Contract Delivery Date |
| CECOM | Communications and Electronics Command |
| CLIN | Contract Line Item Number |
| COMM RI | Communications Routing Identifier (a seven-digit alpha code) |
| CONUS | Continental United States |
| CPN | Contract Payment Notice |
| DAAS | Defense Automatic Addressing System |
| DAPS | Defense Automated Printing Service |
| DCMAO | Defense Contract Management Area Office |
| DCMC | Defense Contract Management Command |
| 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 |

CH 5
DoD 4000.25-5-M

Acronym or Abbreviation

Definition

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



**Acronym or
Abbreviation**

Definition

| | |
|-------------------|--|
| OF OFPP | Optional Form Office of Federal Procurement Policy |
| PIIN | Procurement Instrument Identification Number |
| PIO | Provisioned Item Order |
| PM | Project Manager |
| PMCL | Proposed MILSCAP 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 |
| TACOM | Tank Automotive and Armament Command |
| TCMD | Transportation Control and Movement Document |
| UADPS | Uniform Automated Data Processing System |
| 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 |

REFERENCES

- (a) DoD Directive 4140.1, 'Materiel Management Policy,' January 4, 1993.
- (b) **Reserved.**
- (c) DoD 5025, 1-M, "DoD Directives System Procedures," August 15, 1994, authorized by DoD Directive 5025.1, DoD Directives System, June 24, 1994.
- (d) Federal Acquisition Regulation (FAR), current edition, authorized by the Office of Federal Procurement Policy (OFPP).
- (e) DoD Federal Acquisition Regulation Supplement (DFARS) current edition, authorized by OUSD(A) in the Defense Acquisition Regulation System.
- (g) DoD 8320. 1-M-1, "Data Element Standardization Procedures," January 1993, authorized by DoD Directive 8320.1, DoD Data Administration, September 26, 1991.
- (g) DoD 4000.25-1 3-M, "DoD Logistics Data Element Standardization and Management Program Procedures," January 1984, authorized by DoD Directive 4140.1.
- (h) DoD 4000.25-1 -M, "Military Standard Requisitioning and Issue Procedures," 1 May 1987, authorized by DoD Directive 4140.1.
- (i) DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting Procedures," 1 May 1987, authorized by DoD Directive 4140.1.
- (j) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures," 15 March 1987.
- (k) Joint Army, Navy and Air Force Publication (JANAP) 128 (J), "Automatic Digital Network (AUTODIN) Operating Procedures," July 30, 1993.
- (l) "DoD Directory of Contract Administration Services Components," February 1995, authorized by DASD(P) Memorandum dated 5 April 1990, subject: Directory of Contract Administration Services.
- (m) Reserved.
- (n) Reserved.
- (o) DoD 4000.25-6-M, "DoD Activity Address Directory (DoDAAD)," June 1996, authorized by DoD Directive 4140.1.

CH 5
DoD 4000.25-5-M

- (P) DoD 4000.25-8-M, "Military Assistance Program Address Directory System (MAPAD)," May 1995, authorized by DoD Directive 4140.1.
- (q) Cataloging Handbook **H4/H8**, "Commercial and Government Entity (CAGE)," current edition, authorized by DoD 4130.2-M, March 31, 1975.
- (r) Defense Priorities and Allocations System Handbook, October 1984, authorized by the Department of Commerce.
- (s) Reserved.
- (t) **Reserved.**
- (u) DoD 4000.25-M, "Defense Logistics Management System," December 1995,—
authorized by DoDD 4140.7, reference (a).

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 maybe 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 make up the CPM*

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 a part 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 4000.25-1-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.)

PI IN. An abbreviation of procurement instrument identification number (PI IN) which is used for identifying contractual documents and controlling MILSTRAP 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 contractor 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.)

PURCHASING OFFICE (PO). The office which awards or executes a contract for supplies or services.

X-OVERPUNCH. A punch in the 11th row, sometimes referred to as the X-row, of an 80 position record.