MDO CO Review and Edit Modification

Training Document

Homepage	MDO Application	MDO	Create

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Roles	The role(s) required to **Review and Edit** a Modification document submitted for review by an **MDO – Contract Specialist** in the **Modifications and Delivery Orders (MDO)** application: • MDO - Contracting Officer
Review/Edit a Modification Document	This training provides an overview of how an **MDO – Contracting Officer** user **Reviews** and **Edits** a Modification document in the **Modifications and Delivery Orders (MDO)** application that was submitted for review from an **MDO – Contract Specialist**. Log in to PIEE as an **MDO - Contracting Officer** and access the MDO application. In the MDO application go to **MDO > Search**. Only documents in the **Pending Contracting Officer Review** status may be **Reviewed** and **Edited** by an **MDO – Contracting Officer**. Alternatively, documents may also be accessible through the **MDO Dashboard** using the **Inbox** table. This table contains documents that require the user's action to progress the document to the next step in the workflow.
Modification Workflow Paths	There are two workflow paths for the MDO Modification document: • Bilateral • Unilateral The workflow is chosen based on the field **"Kind of Mod"** located **Modification > Header Tab > Type of Mod/Contract > Kind of Mod.** Modifications on the **Bilateral** workflow require the Contractor to sign the SF30 document. Modifications on the **Unilateral** workflow do not require a Contractor signature. For more workflow information, refer to the **Modification Document Workflow Diagram** located **WBT > MDO > Getting Started in MDO > Workflow Diagrams**.
Search Criteria	The **MDO Search** page is used to search for Modification documents in the workflow. **Contract Information:** • Document Type (*ARZ Mod, Order, Modification*) (*This field is required*) • Initiator Location Codes • Document ID Number • Contract Number (*Starts With / Equal to / Is Null / Not Null*) • Order (*Starts With / Equal to / Is Null / Not Null*) **(Status Dropdown)** • Draft • Deleted • Pending Contracting Officer Review • Returned By Contracting Officer • Returned By Contractor

- Contractor CAGE (*Current / New / Old*)
- Admin Office (*Current / New / Old*)
- Pay Office (*Current / New / Old*)
- CMO DoDAAC (*Established / Disestablished*)
- Status (*Refer to Status Dropdown*)
- Create Date From (*Less than or equal to / Less than / Equal to / Greater than or equal to / Greater than / Is Null / Not Null*)
- Create Date To (*Less than or equal to / Less than / Equal to*)
- Assigned to Me

- Pending ARZ MOD Reviewer Approval
- Returned By ARZ MOD Reviewer
- Awaiting Contracting Officer Signature
- Awaiting Contractor Signature
- Signed Released
- Release/Publication Error

Buttons:

- Search
- Download
- Bookmark
- Cancel

NOTE: At least one search criterion is required to perform a search.

Select **Modification** from the Document Type dropdown and **Pending Contracting Officer Review** from the status dropdown; enter additional Search Criteria and click the **Search** button. MDO – Contracting Officers may **Review** and **Edit** documents assigned to them or in their span of control.

The **Assigned to Me** checkbox will narrow the search results to only documents currently assigned to you for work; this includes documents that may be recalled.

After entering search criteria, click the **Search** button. The search results display on the same page.

Search Results	Search Results display below the Search Criteria and allow new searches without leaving the page. Users can find the MDO documents quickly and easily. Locate the document being **Reviewed** and click the **Document ID** hyperlink to open the Modification.

Search Results Columns:

- Document ID
- Initiator
- Contract Number
- Order Number
- Mod Number
- Mod Effective Date
- Status
- Document Type

	• Create Date • Pay Office • Admin Office • Contractor Name • Total Contract Amount • Total Foreign Contract Amount *Buttons:* • Search • Download • Bookmark • Cancel
Header Tab	The **Modification Creation** screen displays. Information for the Modification is entered on the tabs below. The **MDO – Contracting Officer** may edit the Modification by clicking the **Edit** button; the document is in a read-only state by default. If the document requires changes from the **MDO – Contract Specialist**, click the **Return to Contract Specialist** button. Review the **Return to Contract Specialist** training on the MDO WBT for more information. If the message "Info: Contract is not fully conformed in EDA" displays when reviewing a modification, see additional training below for more information on Regenerate from SDW. **Modification Creation Tabs:** • Header • Clause and Provisions • Accounting • Line Item • Schedule • Free Text • Attachments • History *NOTE: The **Save** button is available at all points during the Modification workflow process. The button saves all information currently input. Take note of the Document ID at the top of the page; this ID may be used to locate the saved document via the MDO Search page. Refer to the* **Save** *training available on the MDO WBT under* **General Functions** *link for more details.* The Modification document information is available at the top of the creation screen and is visible on all tabs.

Modification Document Information:

- Modification Document
- Contract Number
- Order Number
- CAGE
- Mod #

Header Tab Information

Enter the Modification information in the fields listed below in their respective sections.

Header General Fields

- Mod Number *
- Facility Code
- ACO Code
- Contract Effective Date
- Effective Date of Modification * (*If the date is in the past, then the date will automatically update to the current date when a Contractor sends the document to CO for review or when a CO signs/releases the document. If the date is in the future, it will remain unchanged*.)
- DPAS Priority
  - DO
    - Select Priority
  - DX
    - Select Priority
  - Unrated

NOTE: Selecting **Unrated** from the first drop-down of DPAS Priority Second field grays out and empties the second drop-down.

Type of Mod/Contract

- Kind of Mod
- Type of Mod *
- Type of Contract *
- Kind of Contract

DoDAACs

- Issued By DoDAAC
- Admin By DoDAAC
- Payment Office DoDAAC * (*Pre-populate using PDS XML data, OR SDW data if PDS is unavailable*)
- Definitization Status *
  - Un-Definitized
  - Definitized

- Criticality Designator
  - A
  - B
  - C
- Section
- Part
- Inspection/Acceptance
- R9 Remarks

NOTE: When an inactive or invalid DCMA DoDAAC is entered, a soft warning displays.

NOTE: When the entered Payment Office DoDAAC is not assigned to the CAGE Code for the instrument, a soft warning displays.

SF30 Item 13

- 13A. Mod Authority
- 13C. This is supplemental agreement is entered into pursuant to authority of
- 13D. Other (*Specify type of modification and authority*)

NOTE: 13A. Mod Authority: 'For FAR based modifications, selecting this box indicates a change order pursuant to one of the "Changes" clauses in the contract and requires the appropriate authority to be entered.'

Contractor Information

- Contractor Name
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Zip Code
- Contractor First Name * (*Displays when 'Bilateral' is selected for the Kind of Mod*)
- Contractor Last Name * (*Displays when 'Bilateral' is selected for the Kind of Mod*)
- Contractor Email * (*Displays when 'Bilateral' is selected for the Kind of Mod*)

NOTE: An ARZ Modification is required to officially change the address of a contractor.

Buttons:

- Send to Contractor for Signature (*Displays when the Kind of MOD is: Bilateral*)
- Release MOD (*Displays when the Kind of MOD is: Unilateral*)
- Save
- Back
- Cancel

	- Delete (*Displays after Creation or Save*)
	- View PDF
	- Reset
	- Preview Summary of Changes (*A pop-up titled Summary of Changes opens*)
	    ○ Save Summary of Changes
	    ○ Regenerate
	    ○ Cancel
	
	NOTE: The Preview Summary of Changes button will not appear if the modification is in either of the following statuses: Signed/Released or Signed/Bypassrelease.

Clause and Provisions Tab	*Buttons:* - CLS – Clause Logic Service Must have an Active **CLS – Procurement Analyst/Policy Analyst** role to access CLS. Upload CLS XML Select **Choose** to select XML File and then Click **Upload** to upload the file to the server. *Buttons:* - Choose - Upload - Cancel Clause and Provision information displays after a successful CLS XML file upload. ***Clause and Provisions Results*** - Clause/Provision - Regulation/Supplement FAR or DFARS - Number - Prescription Number - Alternate Number - Title - Effective Date - Clause Full Text *Buttons:* - Send to Contractor for Signature (*Displays when the Kind of MOD is: Bilateral*) - Release MOD (*Displays when the Kind of MOD is: Unilateral*) - Save

	- Back
	- Cancel
	- Delete (*Displays after Creation or Save*)
	- View PDF
	- Reset
	- Preview Summary of Changes (*A pop-up titled Summary of Changes opens*)
	    ○ Save Summary of Changes
	    ○ Regenerate
	    ○ Cancel
	
	NOTE: The Preview Summary of Changes button will not appear if the modification is in either of the following statuses: Signed/Released or Signed/Bypassrelease.

Accounting Tab	**Accounting** Currency Indicator USD ***USD Amounts*** - USD Total Contract Amount ! - USD Cost - USD FEE - USD Obligated Amount (*Field is pre-populated*) ***Foreign Amounts*** - Foreign Total Contract Amount ! - USD Obligated Amount to be Converted (*Field is pre-populated*) ***Discount*** - Discount 1 Percent - Discount 1 Days - Discount 2 Percent - Discount 2 Days - Discount Days Net ***Rates*** - US Progress Payment Rate - US Liquidation Rate - FMS Progress Payment Rate - FMS Liquidation Rate

ACRN(s)

Buttons:

    Add ACRN

Columns:

- Action
    - View (*Changes made to ACRN may affect CLIN funding and ACRN ULO. Please verify adjustments prior to proceeding.*)
    - Delete
- ACRN
- Currency Code
- USD Obligated Amount
- USD ULO Amount
- USD Obligated Amt to be Converted
- Foreign Obligated Amt
- Budgetary Exchange Rate
- Line of Accounting

Click the **Add ACRN** button to open the **ACRN** information screen.

Accounting – ACRN Add Screen

ACRN

- ACRN *
- [Currency Code](#) *

USD Amounts

(*Section displays when the following is selected for Currency Code: USD*)

- USD Obligated Amount *
- USD ULO Amount (*Field pre-populates based on the entered USD Obligated Amount*)

Foreign Amounts

(*Section displays when the following is selected for Currency Code: Any Foreign Code*)

- USD Obligated Amount to be Converted *
- Budgetary Exchange Rate *
- Foreign Obligated Amount (*Field pre-populates based on the amounts entered in the USD Obligated Amount to be Converted and Budgetary Exchange Rate fields*)

Buttons:

- Save ACRN
- Cancel

Line of Accounting(LOA) *

- LOA Templates

Click the **LOA Templates** button to open the **Standard LOA Template.** Otherwise, choose one from the LOA Template drop-down.

LOA Template drop-down:

- Army LOA
- Air Force LOA
- Navy/Marine LOA
- DLA/Other LOA
- Standard LOA

For further information on the other LOA Templates, review the LOA templates section found near the end of this document.

LOA Template Modal (Pop-up)

Standard LOA Template

Sub Class *	Department Transfer Code *	Department Regular Code *
Beginning Period of Availability Fiscal Year Date *	Ending Period of Availability Fiscal Year Date *	Availability Type *
Main Account *	Sub Account *	Business Event Type Code *
Object Class *	Reimbursable Flag *	Budget Line Item *
Security Cooperation *	Security Cooperation Implementing *	Security Cooperation Case Designator *
Sub-Allocation *	Agency Accounting Identifier Code *	Agency Accounting Identifier *
Funding Center Identifier *	Cost Center Identifier *	Project Identifier *
Activity Identifier *	Cost Element Code *	Work Order Number *
Functional Area *		

- Save
- Close

- Send to Contractor for Signature (*Displays when the Kind of MOD is: Bilateral*)
- Release MOD (*Displays when the Kind of MOD is: Unilateral*)
- Save

	• Back
	• Cancel
	• Delete (*Displays after Creation or Save*)
	• View PDF
	• Reset
	• Preview Summary of Changes (*A pop-up titled Summary of Changes opens*)
	    ○ Save Summary of Changes
	    ○ Regenerate
	    ○ Cancel
	
	NOTE: The Preview Summary of Changes button will not appear if the modification is in either of the following statuses: Signed/Released or Signed/Bypassrelease.

Line Item Tab	**Line Items** *Buttons:* • Add Line Item • Download ***Columns:*** • Action • Line Item Number • Noun • Order Quantity • Unit of Measure • USD Total Line Item Amount • USD Total Estimated Amount • Estimated Cost • Fixed Fee • Target Price • Ceiling Amount • Base Price • Total Funds Allotted • ACRN(s) • Info. CLIN • Pricing Arrangement • Product Service Code • Inspection Site • Acceptance Site *NOTE: The '!' Symbol indicates situational entry, at least one is required.*

Add Line Item Screen

Line Item

- Line Item Number *
- Line Item Type *
    - Product/Supply
    - Service
- Parent CLIN
- Product Service Code ([Guide](#))
- [Pricing Arrangement](#) *
- ACRN(s)
- Line Item Description
- Unit of Measure *
- Order Quantity *
- [Currency Code](#) *
- Foreign Unit Price * (*Displays when the following is selected for (Pricing Arrangement: Fixed Price Level of Effort / Fixed Price Re-determination Prospective / Fixed Price Re-determination Retrospective / Fixed Price with Economic Price Adjustment - Actual Costs / Fixed Price with Economic Price Adjustment - Cost Indexes / Fixed Price with Economic Price Adjustment - Established Prices / Labor Hour / Time and Materials) AND (Currency Code: NOT equal to USD)*)
- Foreign Total Line Item Amount (*Field pre-populates based on the entered Foreign Unit Price and Order Quantity*) (*Displays when the following is selected for (Pricing Arrangement: Fixed Price Level of Effort / Fixed Price Re-determination Prospective / Fixed Price Re-determination Retrospective / Fixed Price with Economic Price Adjustment - Actual Costs / Fixed Price with Economic Price Adjustment - Cost Indexes / Fixed Price with Economic Price Adjustment - Established Prices / Labor Hour / Time and Materials) AND (Currency Code: NOT equal to USD)*) (*The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- USD Unit Price (*Displays when the following is selected for (Pricing Arrangement: Firm Fixed Price / Fixed Price Level of Effort / Fixed Price Re-determination Prospective / Fixed Price Re-determination Retrospective / Fixed Price with Economic Price Adjustment - Actual Costs / Fixed Price with Economic Price Adjustment - Cost Indexes / Fixed Price with Economic Price Adjustment - Established Prices / Labor Hour / Time and Materials) AND (Currency Code: USD or foreign currency code)*)
- USD Total Line Item Amount (*Field pre-populates based on the entered USD Unit Price and Order Quantity*) (*Displays when the following is selected for (Pricing Arrangement: Fixed Price Level of Effort / Fixed Price Re-determination Prospective / Fixed Price Re-determination Retrospective / Fixed Price with Economic Price Adjustment - Actual Costs / Fixed Price with Economic Price Adjustment - Cost Indexes / Fixed Price with Economic Price Adjustment - Established Prices / Labor Hour) AND (Currency Code: USD or foreign currency code)*) (*The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- USD Base Price (*Field pre-populates based on the selected Pricing Arrangement*) (*Displays when the following is selected for Pricing Arrangement: Fixed Price Re-Determination Prospective, Fixed Price Re-Determination Retrospective, Fixed Price with Economic Price Adjustments - Actual Costs, Fixed Price with Economic Price Adjustments - Cost Indexes, Fixed Price with Economic Price Adjustments - Established Prices*)
- Estimated Cost * (*Displays when the following is selected for Pricing Arrangement: Cost No Fee Cost / Plus Award Fee / Cost Plus Fixed Fee / Cost Sharing*) (*The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- Total Estimated Amount (*Displays when the following is selected for Pricing Arrangement: Cost Plus Award Fee / Cost Plus Fixed Fee / Cost Sharing*) (*The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- Total Funds Allotted * (*Displays when the following is selected for Pricing Arrangement: Cost No Fee / Cost Plus Award Fee / Cost Plus Fixed Fee / Cost Plus Incentive Fee (Cost Based) / Cost Sharing / Labor Hour / Time and Materials*)
- Additional Incentives (*Field is a check box*) (*Displays when the following is selected for Pricing Arrangements: Cost Plus Fixed Fee / Cost Plus Incentive Fee (Cost Based) / Firm Fixed Price / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets) / Fixed Price Level of Effort / Fixed Price Re-determination Prospective / Fixed Price Re-determination Retrospective / Fixed Price with Economic Price Adjustment – Actual Costs / Fixed Price with Economic Price Adjustment – Cost Indexes / Fixed Price with Economic Price Adjustment – Actual Prices*)
- Performance Incentive (*Displays when the Additional Incentives box is checked*)
- Delivery Incentive (*Displays when the Additional Incentives box is checked*)

- Foreign Performance Incentive (*Displays when the Additional Incentives box is checked and the Currency Code selected is: Foreign*)
- Foreign Delivery Incentive (*Displays when the Additional Incentives box is checked and the Currency Code selected is: Foreign*)
- USD Performance Incentive (*Displays when the Additional Incentives box is checked, the Currency Code selected is: Foreign, and the Pricing Arrangement selected is: Firm Fixed Price / Fixed Price Level of Effort / Fixed Price Re-determination Retrospective / Fixed Price Re-determination Prospective / Fixed Price with Economic Price Adjustments – Actual Costs / Fixed Price with Economic Price Adjustments – Cost Indexes / Fixed Price with Economic Price Adjustments – Established Prices*)
- USD Delivery Incentive (*Displays when the Additional Incentives box is checked, the Currency Code selected is: Foreign, and the Pricing Arrangement selected is: Firm Fixed Price / Fixed Price Level of Effort / Fixed Price Re-determination Retrospective / Fixed Price Re-determination Prospective / Fixed Price with Economic Price Adjustments – Actual Costs / Fixed Price with Economic Price Adjustments – Cost Indexes / Fixed Price with Economic Price Adjustments – Established Prices*)
- Award Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Award Fee*)
- Fixed Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Award Fee / Cost Plus Fixed Fee*)
- Minimum Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based)*)
- Maximum Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based)*)
- Target Cost * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based) / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Target Profit * (*Displays when the following is selected for Pricing Arrangement: Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Target Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based) / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Target Price (*Displays when the following is selected for Pricing Arrangement: Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Share Ratio (Government) * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based) / Cost Sharing / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Share Ratio (Contractor) * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based) / Cost Sharing / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Ceiling Price * (*Displays when the following is selected for Pricing Arrangement: Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets) / Fixed Price Level of Effort / Fixed Price Re-determination Prospective / Fixed Price Re-determination Retrospective / Fixed Price with Economic Price Adjustment - Actual Costs / Fixed Price with Economic Price Adjustment - Cost Indexes / Fixed Price with Economic Price Adjustment - Established Prices / Labor Hour / Time and Materials*) (*The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- Ceiling Amount * (*Displays when the following is selected for Pricing Arrangement: Time and Materials*) (*The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- Profit Ceiling * (*Displays when the following is selected for Pricing Arrangement: Fixed Price - Incentive (Successive Targets)*)
- Profit Floor * (*Displays when the following is selected for Pricing Arrangement: Fixed Price - Incentive (Successive Targets)*)
- USD Labor Rate * (*Displays when the following is selected for Pricing Arrangement: Labor Hour*)
- Noun (Supplies/Service) *
- PQA/Inspection Site *
  - Source
  - Destination
  - Other
- Acceptance Site *
  - Source
  - Destination
  - Other
- [FOB Site](#)
- FOB Terminal * (*NOTE: Selecting Terminal in FOB Site drop-down; FOB Terminal textbox appears for 5-digit code*)
- Transportation Priority (*Displays when 'Product/Supply' is selected for the Line Item Type*)
  - TP 1 – IPD 01-03

- o TP 2 – IPD 04-08
- o TP 3 – IPD 09-15
- Price Indicator *
  - o Actual
  - o Estimated
  - o No Cost
  - o Not Separately Priced
  - o Undefinitized
- Requisition Number
- Part Number
- Payment Instructions: PGI 204.7108
  - o Yes
  - o No
- Service Completion Date * (*Displays when 'Service' is selected for the Line Item Type*)
- Quantity Variance Over (*Displays when the following is selected for Pricing Arrangement: Null / Firm Fixed Price / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets) / Fixed Price Level of Effort / Fixed Price Re-determination Prospective / Fixed Price Re-determination Retrospective / Fixed Price with Economic Price Adjustment - Actual Costs / Fixed Price with Economic Price Adjustment - Cost Indexes / Fixed Price with Economic Price Adjustment - Established Prices*)
- Quantity Variance Under (*Displays when the following is selected for Pricing Arrangement: Null / Firm Fixed Price / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets) / Fixed Price Level of Effort / Fixed Price Re-determination Prospective / Fixed Price Re-determination Retrospective / Fixed Price with Economic Price Adjustment - Actual Costs / Fixed Price with Economic Price Adjustment - Cost Indexes / Fixed Price with Economic Price Adjustment - Established Prices*)
- Days For Acceptance

NOTE: **Payment Instructions: PGI 204.7108 - when Yes is selected:** *Per PGI 204.7108(b)(1), "...When some, but not all, of the fixed price line items in a contract are subject to contract financing payments, the contracting officer shall clearly identify to which line items the payment clause(s) included in Section I apply."*

Buttons:

- Informational CLIN
- Save Line Item
- Cancel

Click the **Informational CLIN** button to display the modal popup.

Informational CLIN Modal (Pop-up)

- Informational CLIN
- ACRN
- Funding

Buttons:

- Cancel

- Save

Buttons:

- Send to Contractor for Signature (*Displays when the Kind of MOD is: Bilateral*)
- Release MOD (*Displays when the Kind of MOD is: Unilateral*)
- Save
- Back
- Cancel
- Delete (*Displays after Creation or Save*)
- View PDF
- Reset
- Preview Summary of Changes (*A pop-up titled Summary of Changes opens*)
  - Save Summary of Changes
  - Regenerate
  - Cancel

NOTE: The Preview Summary of Changes button will not appear if the modification is in either of the following statuses: Signed/Released or Signed/Bypassrelease.

Schedule Tab	**Schedule(s)**
	
	Users Must add a CLIN before adding a schedule. Go to the **Line Item tab** and add a line item with the **Line Item Type** of **Product/Supply.**
	
	Buttons:
	
	• Add Schedule
	• Download
	
	Columns:
	
	• Action
	    ○ View (*Changes may be made while viewing*)
	    ○ Delete
	• CLIN
	• Delivery Date
	• Quantity Scheduled
	• Ship To
	• Mark For
	• MILSTRIP
	• FMS Case Number
	
	NOTE: The Modification must have a CLIN to add a Schedule.

Add Schedule Screen

Schedule

- CLIN *
- Quantity Shipped
- Quantity Purchased
- Delivery Date *
- Ship To * (*Allows 'U' for undefined / CAGE Code / DoDAAC*)
- Mark For
- MILSTRIP
- FMS Case Number
- Quantity Scheduled *

Buttons:

- Save Schedule
- Cancel

NOTE: FMS Case Number is required when the Delivery Ship To or Mark For is represented by a MAPAC.

Buttons:

- Send to Contractor for Signature (*Displays when the Kind of MOD is: Bilateral*)
- Release MOD (*Displays when the Kind of MOD is: Unilateral*)
- Save
- Back
- Cancel
- Delete (*Displays after Creation or Save*)
- View PDF
- Reset
- Preview Summary of Changes (*A pop-up titled Summary of Changes opens*)
  - Save Summary of Changes
  - Regenerate
  - Cancel

NOTE: The Preview Summary of Changes button will not appear if the modification is in either of the following statuses: Signed/Released or Signed/Bypassrelease.

Free Text Tab	Enter additional information regarding the purpose of the modification, special payment instructions, and closing remarks on the Free Text tab. *NOTE: **Special Payment Instructions** field displays when a CLS XML is uploaded on the* Clause and Provisions *tab.*

Modification Free Text

- Purpose Of Modification
- Special Payment Instructions
- Closing Remarks
- Section A: Solicitation/Contract Form
- Section B: Supplies or Services and Prices/Costs
- Section C: Description/Specifications/Statement of Work
- Section D: Packaging and Marking
- Section E: Inspection and Acceptance
- Section F: Deliveries or Performance
- Section G: Contract Administration Data
- Section H: Special Contract Requirements
- Section I: Contract Clauses
- Section J: Attachments

The following Free Text fields allow formatting such as bolding, highlighting, italicizing, underlining, and inserting tables. Any edits will translate to the exported PDF:

- Solicitation/contract form
- Supplies or services and prices/costs
- Description/specifications/statement of work
- Packaging and marking
- Inspection and acceptance
- Deliveries or performance
- Contract Administration Data
- Special Contract Requirements
- Contract Clauses

Buttons:

- Send to Contractor for Signature (***Displays when the Kind of MOD is: Bilateral***)
- Release MOD (***Displays when the Kind of MOD is: Unilateral***)
- Save
- Back
- Cancel
- Delete (***Displays after Creation or Save***)
- View PDF
- Reset
- Preview Summary of Changes (***A pop-up titled Summary of Changes opens***)
  - Save Summary of Changes
  - Regenerate
  - Cancel

	NOTE: The Preview Summary of Changes button will not appear if the modification is in either of the following statuses: Signed/Released or Signed/Bypassrelease.
Attachments Tab	**Adding Attachments** To begin adding attachments click the **Choose** button. Select all necessary attachments in a PDF format. All attachments selected display below where they may be deleted or added. After confirming all attachments are correct click the **Upload** button. After a successful upload, attachments display below on the document. Uploaded attachments may be deleted. The **Cancel** button next to the Upload button cancels the uploading of chosen attachments. *Buttons:* - Choose - Upload - Cancel ***Files being Uploaded section:*** - File Name - File Size (KB/MB) - Delete ***Files that have been Uploaded section:*** - File Name (*Special characters are removed*) - File Type (PDF) - File Size (MB) - Attachment Type - Attachment Description - Upload Date - Name (*Uploader's First/Last Name*) - Actions - Delete *Buttons:* - Send to Contractor for Signature (*Displays when the Kind of MOD is: Bilateral*) - Release MOD (*Displays when the Kind of MOD is: Unilateral*) - Save

	- Back - Cancel - Delete (*Displays after Creation or Save*) - View PDF - Reset - Preview Summary of Changes (*A pop-up titled Summary of Changes opens*) - Save Summary of Changes - Regenerate - Cancel *NOTE: The Preview Summary of Changes button will not appear if the modification is in either of the following statuses: Signed/Released or Signed/Bypassrelease.*
History Tab	During the initial create process this page is blank until an action is taken. The History tab displays all actions taken on a Modification, separated by role and action. ***History tab entries:*** - Role - Action Taken - Action Date - Status - First Name - Last Name - Email - Title - Commercial Telephone - DSN Telephone - Comments *Buttons:* - Send to Contractor for Signature (*Displays when the Kind of MOD is: Bilateral*) - Release MOD (*Displays when the Kind of MOD is: Unilateral*) - Save - Back - Cancel - Delete (*Displays after Creation or Save*) - View PDF - Reset - Preview Summary of Changes (*A pop-up titled Summary of Changes opens*) - Save Summary of Changes - Regenerate

	o Cancel *NOTE: The Preview Summary of Changes button will not appear if the modification is in either of the following statuses: Signed/Released or Signed/Bypassrelease.*
GEX Pre-Validations	**GEX Pre-Validations** is an optional step, but it is recommended and is ran when submitting a document in MDO. The feature is available on the Submit Document pop-up after clicking the appropriate Submit button before fully submitting the document. MDO Validations will also run and indicate their own success or errors. If there are no MDO validation errors, the pop-up will display with the MDO Validation success message. The GEX Pre-Validations are run from here separately. **Pop-up Name: Submit Document** Selecting the **Perform GEX Pre-Validation** option before submission is recommended. This action will provide notification of any errors resulting from external GEX document validations. Click the **Perform GEX Pre-Validation** button. If there are GEX Pre-Validation errors, a message displays: "GEX Pre-Validation returned errors. You may select 'GEX Pre-Validation Results' to view the errors or continue submitting the document." Otherwise, a success message displays: "GEX Pre-Validation was successful." After running the validation, a **View GEX Pre-Validation Results** button becomes available. Click the **View GEX Pre-Validation Results** button. **Pop-up Name: GEX Response** *Columns:* • Error Type • Error Category • Error Message • Section

- Download
- Close

The **Download** button downloads the table as a CSV file.

Click the **Close** button to continue.

NOTE: The document may be submitted with errors if the user chooses to do so.

The **View GEX Pre-Validation Results** button will now be available as an additional button on the document. After making updates, the GEX Pre-Validation check may be rerun to ensure all errors are resolved.

Bilateral Submit

Submit for Contractor Review	**Bilateral Modifications** submitted by an **MDO – Contracting Officer** are reviewed by a **Contractor**. After the information is input, the document is ready for submission. Click the **Submit for Contractor Review** button to continue the workflow process. Document validation runs displaying soft warnings/errors on a modal pop-up; make necessary corrections before submitting. An optional Comments box is available on the pop-up. Click the **Submit for Contractor Review** button to continue.
Submit Success	Successfully **Submitting** a Modification directs the user to a Success screen with the information for the document. The document is in the **Awaiting Contractor Signature** status and assigned to the selected **Contractor**. An email is sent to the users associated with the document, informing them the document has been **submitted** by an **MDO – Contracting Officer**. The Success Message Contains the **MOD Number**, e.g., The MODIFICATION document was submitted successfully with **MOD Number ARZ999**. *Information provided on the Success screen:* • Document ID • Document Type • Status • Action Taken • Action Date

	• Submitted By *Buttons:* • Home
Unilateral Submit	
Submit Sign/Release	**Unilateral Modifications** submitted by an **MDO – Contracting Officer** are immediately released and don't require further action. After the information is input, the document is ready for submission. Click the **Release Mod** button to finish the workflow process. Document validation runs displaying soft warnings/errors on a modal pop-up; make necessary corrections before submitting. An optional Comments box is available on the pop-up. The User's DoDAAC(s) displays on the pop-up. Users with multiple DoDAACs may select a different DoDAAC to submit the Modification. Click the **Release Mod** button to continue; users with a User ID and Password will enter Multifactor Authentication; Certificate or CAC/PIV users will select their certificate.
Submit Sign/Release Success	Successfully **Submit/Signing/Releasing** a Modification directs the user to a Success screen with the information for the document. The document is in the status **Signed/Released**. An email is sent to the users associated with the document, informing them the document has been **Signed/Released** by the **MDO – Contracting Officer**. No further action is required. ***Information provided on the Success screen:*** • Document ID • Document Type • Status • Action Taken • Action Date • Submitted By *Buttons:* • Home
Additional Support Information	

Regenerate from SDW	**Contract is not fully conformed in EDA** A **Regenerate from SDW** button will be available at the bottom of the Modification page when a contract is not fully conformed. A message stating "Info: Contract is not fully conformed in EDA" displays at the top of the page. This button changes the pre-pop data source from EDA/PDS to SDW/MOCAS and will not be present if the contract is fully conformed. ***Tabs Updated by Regenerate from SDW button:*** • Accounting • Line Item • Schedule Click the **Regenerate from SDW** button to change the data source for pre-pop. *NOTE: A confirmation pop-up displays titled "Are You Sure?" stating: "Are you sure you want to populate the Accounting, Line Item, and Schedule data from SDW? You will not be able to undo this action. To revert back to EDA/PDS data, you will need to delete this Modification and create a new one."* *Buttons:* • No • Yes The message updates to "Info Successfully populated from SDW."

Dropdown Fields/Lists	**Header Tab**
	
	Header General Fields
	• DPAS Priority
	 ○ DPAS Priority First Field
	  ▪ DO
	  ▪ DX
	  ▪ Unrated
	 ○ DPAS Priority Second Field
	  ▪ A1 - AIRCRAFT
	  ▪ A2 - MISSILE AND SPACE SYSTEMS
	  ▪ A3 - SHIPS
	  ▪ A4 - TANK-AUTOMOTIVE PROGRAM
	  ▪ A5 - WEAPONS
	  ▪ A6 - AMMUNITION

- A7 - ELECTRONICS AND COMMUNICATIONS EQUIPMENT
- A8 - FUELS AND LUBRICANTS PROGRAM
- A9 - TEXTILES, CLOTHING AND EQUIPMENT
- B1 - BUILDING SUPPLIES
- B2 - SUBSISTENCE
- B3 - TRANSPORTATION EQUIPMENT (RAILWAY)
- B8 - PRODUCTION EQUIPMENT
- B9 - PRODUCTION EQUIPMENT (GOVERNMENT-OWNED)
- C1 - FOOD RESOURCES (COMBAT RATIONS)
- C2 - CONSTRUCTION
- C3 - MAINTENANCE, REPAIR, OPERATION (MRO) SUPPLIES FOR DOD
- C8 - CONTROL MATERIALS FOR DISC
- C9 - MISCELLANEOUS
- D1 - CANADIAN MILITARY PROGRAMS
- D2 - CANADIAN PRODUCTION AND CONSTRUCTION
- D3 - CANADIAN ATOMIC ENERGY PROGRAM
- E1 - CONSTRUCTION (ATOMIC ENERGY PROGRAM)
- E2 - OPERATIONS
- E3 - PRIVATELY OWNED FACILITIES (ATOMIC ENERGY)
- F1 - EXPLORATION, PRODUCTION, REFINING AND TRANSPORTATION
- F2 - CONSERVATION
- F3 - CONSTRUCTION AND MAINTENANCE
- G1 - CERTAIN MUNITIONS ITEMS PURCHASED BY FRIENDLY FOREIGN GOVERNMENTS
- G2 - CERTAIN DIRECT DEFENSE NEEDS OF FRIENDLY FOREIGN GOVERNMENTS OTHER THAN CANADA
- G3 - FRIENDLY FOREIGN NATIONS
- H1 - CERTAIN COMBINED ORDERS
- H2 - CONTROLLED MATERIAL PRODUCERS
- H3 - FURTHER CONVERTERS
- H4 - DISTRIBUTORS OF CONTROLLED MATERIALS
- H5 - PRIVATE DOMESTIC PRODUCTION
- H6 - PRIVATE DOMESTIC CONSTRUCTION
- H7 - MAINTENANCE, REPAIR AND OOPERATING SUPPLIES
- J1 - F16 CO-PRODUCTION PROGRAM
- K1 - FEDERAL SUPPLY ITEMS
- N1 - APPROVED CIVIL DEFENSE PROGRAMS
- S1 - SERVICES
- 1A - AIRFRAMES AND RELATED ASSEMBLIES AND SPARES
- 1B - AIRCRAFT ENGINES AND RELATED SPARES AND PARTS
- 1C - OTHER AIRCRAFT EQUIPMENT AND SUPPLIES NOT INCLUDED IN 1A/1B
- 4A - COMBAT VEHICLES
- 4B - NON-COMBAT VEHICLES
- 50 - NAVY
- 8A - PETROLEUM
- 8B - OTHER FUELS AND LUBRICANTS
- 8C - SEPARATELY PROCURED CONTAINERS AND HANDLING EQUIPMENT
- 9A - CONSTRUCTION EQUIPMENT
- 9B - MEDICAL AND DENTAL SUPPLIES AND EQUIPMENT
- 9C - PHOTOGRAPHER EQUIPMENT AND SUPPLIES

- 9D - MATERIAL HANDLING EQUIPMENT
- 9E - ALL OTHERS NOT IDENTIFIABLE TO ANY PROCUREMENT PROGRAM
- 9F - BLANK OR OTHER THAN ABOVE

Type of Mod/Contract

- Kind of Mod
    - Bilateral
    - Unilateral
- Type of Mod *
    - Additional Work
    - Change Order
    - Change Procurement Instrument Number
    - Close Out
    - Definitized Change Order
    - Definitized Letter Contract
    - Exercise Option
    - Funding Only Action
    - Legal Contract Cancellation
    - Novation Agreement
    - Other Administrative Action
    - Rerepresentation
    - Rerepresentation of Non-Novated Merger/Acquisition
    - Supplemental Agreement for Work within Scope
    - Terminate for Convenience (Complete or Partial)
    - Terminate for Default (Complete or Partial)
    - Termination For Cause
    - Transfer Action
    - Vendor Address Change
    - Vendor CAGE Changes
    - Vendor DUNS Change
    - Vendor GUEI Change
- Type of Contract *
    - Cost No Fee
    - Cost Plus Award Fee
    - Cost Plus Fixed Fee
    - Cost Plus Incentive Fee (Cost Based)
    - Cost Sharing
    - Firm Fixed Price
    - Fixed Award Fee
    - Fixed Price Incentive (Cost Based)
    - Fixed Price Incentive (Successive Targets)
    - Fixed Price Level of Effort
    - Fixed Price Re-determination Prospective
    - Fixed Price Re-determination Retrospective
    - Fixed Price with Economic Price Adjustment - Actual Costs
    - Fixed Price with Economic Price Adjustment - Cost Indexes
    - Fixed Price with Economic Price Adjustment - Established Prices

- o   Labor Hour
- o   Time and Materials
- Kind of Contract (*Pre-populate from EDA/SDW*)
  - o   Supply Contract and Priced Order
  - o   Research and Development Contract
  - o   System Acquisition Contract
  - o   Maintenance Contracts
  - o   Service Contract
  - o   Facility Contract
  - o   Undefinitized Letter Contract
  - o   Unpriced Order against BOA
  - o   Other

DoDAACs

- Definitization Status *
  - o   Un-Definitized
  - o   Definitized
- Criticality Designator
  - o   A
  - o   B
  - o   C

Line Item Tab

Add Line Item Screen

Line Item

- Line Item Type *
  - o   Product/Supply
  - o   Service
- Price Indicator *
  - o   Actual
  - o   Estimated
  - o   No Cost
  - o   Not Separately Priced
  - o   Undefinitized
- Price Arrangement
  - o   Cost No Fee
  - o   Cost Plus Award Fee
  - o   Cost Plus Fixed Fee
  - o   Cost Plus Incentive Fee (Cost Based)
  - o   Cost Sharing
  - o   Firm Fixed Price
  - o   Fixed Price Incentive (Cost Based)

- o Fixed Price Incentive (Successive Targets)
  - o Fixed Price Level of Effort
  - o Fixed Price Re-determination Prospective
  - o Fixed Price Re-determination Retrospective
  - o Fixed Price with Economic Price Adjustment - Actual Costs
  - o Fixed Price with Economic Price Adjustment - Cost Indexes
  - o Fixed Price with Economic Price Adjustment - Established Prices
  - o Labor Hour
  - o Time and Materials
- PQA/Inspection Site *
  - o Source
  - o Destination
  - o Other
- Acceptance Site *
  - o Source
  - o Destination
  - o Other
  - o FOB Site
  - o Destination
  - o FoB Point
  - o Government Furnished Property (GFP)
  - o Intermediate FoB Point
  - o Origin (Shipping Point)
  - o Origin (after Loading)
  - o Other
  - o Port of Embarkment
  - o Port of Loading
  - o Terminal
  - o Worldwide Geographic Location
- Transportation Priority (*Displays when 'Product/Supply' is selected for the Line Item Type*)
  - o TP 1 - IPD 01-03
  - o TP 2 - IPD 04-08
  - o TP 3 - IPD 09-15

Attachments Tab

Files that have been Uploaded section:

- Attachment Type
  - o ACO MODIFICATIONS
  - o DD 250S
  - o CDRL
  - o SUBCONTRACT INFO/SMALL BUSINESS
  - o DATA ITEM SUBMITTALS
  - o LETTERS TO/FROM CONTRACTOR
  - o POST AWARD CONFERENCE
  - o GENERAL PAYMENT INFORMATION

- Performance Based Payment Schedule
- INVOICES
- Cost/Schedule Status Report (CDRL)
- PRODUCTION/DELIVERY
- PATENT
- Make or Buy Plan
- BUY AMERICAN Certificate of Compliance
- PERFORMANCE BASED PAYMENTS
- REIMBURSABLES
- SAFETY
- Quality Assurance Surveillance Plan
- Engineering Waiver Requests
- PUBLIC VOUCHERS
- TRANSPORTATION
- Collective Bargaining Agreement (CBA) Notification Letter
- Plant clearance documents
- General payment information, not elsewhere listed
- TERMINATIONS
- Government Furnished Property Attachment
- GENERAL CORRESPONDENCE
- Contracting Officer's Decision
- GFP Attachments
- Property Control Surveillance Audit (PCSA)
- Proof of Insurance
- PREAWARD SURVEYS
- CLOSEOUT ACTIONS
- Performance Bond
- Contract Delivery Status
- Proposal
- Drawings
- INDEX/CHECK SHEETS
- Purchase Plan
- DID
- Statement of Objectives
- Material Safety Data Sheet
- QUALITY
- Statement of Work
- Small Business Subcontracting Plan
- Specification
- Wage Determination
- Subcontractor Plan
- LETTERS TO/FROM PCO/PM
- Engineering Deviation Requests
- Notice of Termination for Default
- Government Furnished Equipment List
- Government Furnished Information List
- Test Reports, not including First Article
- Notice of Termination for Convenience

- o Signature Page
- o Post award conference minutes
- o Other
- o Request for Use of Government Property
- o Contract Funding Status
- o PLANT CLEARANCE
- o Data item submittals under CDRLS, not elsewhere listed
- o PCO MODIFICATIONS
- o Funding letters
- o QUAP
- o Embedded IUID List
- o Show Cause Notice
- o Performance Work Statement
- o ENGINEERING/ECP/WAIVERS DEVIATIONS
- o COMMERCIAL INVOICES
- o Stop-Work Order
- o CONTRACT (SOW, CDRLS, ECT)
- o First Article Test Report
- o PROPERTY
- o PROGRESS PAYMENTS
- o LEGAL ISSUES
- o General correspondence, not elsewhere listed
- o SUPPLIERS MISCELLANEOUS
- o Contract Security Classification Specification (DD 254)
- o WARRANTY TRACKING INFORMATION
- o PRICING ISSUES/AUDITS NEGOTIATION
- o Supplemental Commercial Warranty Terms and Conditions
- o Property loss
- o Patent Reports
- o ECPs
- o Payment Bond
- o Option Exercise 120-day Request Letter
- o Warranty Repair Source Instruction
- o Cure Notice
- o 60-Day Notif to Contractor of Govt Intent to Exercise Option
- o Contractor Manpower Reporting (CDRL)
- o Change Order

Currency Code:

- AED – UAE Dirham
- AFN – Afghani
- ALL – Lek
- AMD – Armenian Dram
- ANG – Netherlands Antillean Guilder
- AOA – Kwanza
- ARS – Argentine Peso

- ARZ – Azerbaijanian Manat
- AUD – Australian Dollar
- AWG – Aruban Florin
- BAM – Convertible Mark
- BBD – Barbados Dollar
- BDT – Taka
- BGN – Bulgarian Lev
- BHD – Bahraini Dinar
- BIF – Burundi Franc
- BMD – Bermudian Dollar
- BND – Brunie Dollar
- BOB – Boliviano
- BRL – Brazilian Real
- BSD – Bahamian Dollar
- BTN – Ngultrum
- BWP – Pula
- BYR – Belarusian Ruble
- BZD – Belize Dollar
- CAD – Canadian Dollar
- CDF – Congolese Franc
- CHF – Swiss Franc
- CLP – Chilean Peso
- CNY – Yan Renminbi
- COP – Colombian Peso
- COU – Unidad de Valor Real
- CRC – Costa Rican Colon
- CSD – Serbian Dinar
- CUP – Cuban Peso
- CVE – Cabo Verde Escudo
- CZK – Czech Koruna
- DJF – Djibouti Franc
- DKK – Danish Krone
- DOP – Dominican Peso
- DZD – Algerian Dinar
- ECV – Cape Verde Escudo
- EGP – Egyptian Pound
- ERN – Nakfa
- ETB – Ethiopian Birr
- EUR – Euro
- FJD – Fiji Dollar
- FKP – Falkland Islands Pound
- GBP – Pound Sterling
- GEL – Lari
- GHC – Ghana Cedi
- GIP – Gibraltar Pound
- GMD – Dalasi

- GNF – Guinean France
- GTQ – Quetzal
- GYD – Guyana Dollar
- HKD – Hong Kong Dollar
- HNL – Lempira
- HRK – Kuna
- HTG – Gourde
- HUF – Forint
- IDR – Rupiah
- ILS – New Israeli Sheqel
- INR – Indian Rupee
- IQD – Iraqi Dinar
- IRR – Iranian Rial
- ISK – Iceland Kronar
- JMD – Jamaican Dollar
- JOD – Jordanian Dinar
- JPY – Yen
- KES – Kenyan Shilling
- KGS – Som
- KHR – Riel
- KMF – Comorian Franc
- KPW – North Korean Won
- KRW – Won
- KWD – Kuwaiti Dinar
- KYD – Cayman Islands Dollar
- KZT – Tenge
- LAK – Lao Kip
- LBP – Lebanese Pound
- LKR – Sri Lanka Rupee
- LRD – Liberian Dollar
- LSL – Loti
- LTL – Lithuanian Litas
- LVL – Lithuanian Lats
- LYD – Libyan Dinar
- MAD – Moroccan Dirham
- MDL – Moldovan Leu
- MGS – Malagasy Ariary
- MKD – Denar
- MMK – Kyat
- MNT – Tugrik
- MOP – Pataca
- MRO – Ouguiya
- MUR – Mauritius Rupee
- MVR – Rufiyaa
- MWK – Malawi Kwacha
- MXN – Mexican Peso

- MYR – Malaysian Ringgit
- MZM – Mozambique Metical
- NAD – Namibia Dollar
- NGN – Naira
- NIO – Cordoba Oro
- NOK – Norwegian Krone
- NPR – Nepalese Rupee
- NZD – New Zealand Dollar
- OMR – Rial Omani
- PAB – Balboa
- PEN – Sol
- PGK – Kina
- PHP – Philippine Peso
- PKR – Pakistan Rupee
- PLN – Zloty
- PYG – Guarani
- QAR – Qatari Rial
- ROL – Romanian Leu
- RON – New Romanian Leu
- RUB – Russian Ruble
- RWF – Rwanda Franc
- SAR – Saudi Riyal
- SBD – Solomon Islands Dollar
- SCR – Seychelles Rupee
- SDG – Sudanese Pound
- SEK – Swedish Krona
- SGD – Singapore Dollar
- SHP – Saint Helena Pound
- SLL – Leone
- SOS – Somali Shilling
- STD – Dobra
- SVC – El Salvador Colon
- SYP – Syrian Pound
- SZL – Lilangeni
- THB – Baht
- TJS – Somoni
- TMT – Turkmenistan New Manat
- TND – Tunisian Dinar
- TOP – Pa'anga
- TRL – Turkish Lira
- TTD – Trinidad and Tobago Dollar
- TWD – New Taiwan Dollar
- TZS – Tanzanian Shilling
- UAH – Hryvnia
- UGX – Uganda Shilling
- USD – US Dollar

	- UYU – Peso Uruguayo - UZS – Uzbekistan Sum - VES – Bolivar Soberano - VND – Dong - WST – Tala - XAF – CFA Franc BEAC - XCD – East Caribbean Dollar - XOF – CFA France BCEAO - XPF – CFP Franc - YER – Yemeni Rial - ZAR – Rand - ZMK – Zambian Kwacha - ZWD – Zimbabwe Dollar
Standard LOA Template	[Standard LOA Template](#) - Sub Class - Department Transfer Code - Department Regular Code - Beginning Period of Availability Fiscal Year Date - Ending Period of Availability Fiscal Year Date - Availability Type - Main Account - Sub Account - Business Event Type Code - Object Class - Reimbursable Flag - Budget Line Item - Security Cooperation - Security Cooperation Implementing - Security Cooperation Case Designator - Security Cooperation Case Line Item Identifier - Sub-Allocation - Agency Disbursing Identifier Code - Agency Accounting Identifier - Funding Center Identifier - Cost Center Identifier - Project Identifier - Activity Identifier - Cost Element Code - Work Order Number - Functional Area
Army LOA Template	**Army LOA Template** - Dept Code * - Dept Code (Issuing) * - Fiscal year *

	• Treasury Acct Code * • Limit Subhead * • Accounting Station Number * • Program Year * • Operating Agency Code * • CPN Recipient/Organization * • Allotment Serial Number * • Project Account * • Element Of Resource * • Standard Document Number * • Account Processing Code *
Air Force LOA Template	**Air Force LOA Template** • Dept Code * • Dept Code (Issuing) * • Fiscal year * • Treasury Acct Code* • Limit Subhead * • Accounting Station Number * • Fund Code * • Program Year * • Operating Agency Code * • Operating Budget Acct # * • Budget Program Activity Code * • Material Program Code * • EE/Investment Code * • Program Element Code * • CPN Recipient/Organization * • Standard Document Number *
Navy/Marine LOA Template	**Navy/Marine LOA Template** • Dept Code * • Dept Code (Issuing) * • Fiscal year * • Treasury Acct Code * • Limit Subhead * • Bureau Control * • Sub Allotment * • Accounting Station Number * • Transaction Type * • Property Accounting * • Cost Code * • Document Reference * • FMS Country Code * • Object Class *

DLA/Other LOA Template	**DLA/Other LOA Template** - Dept Code * - Dept Code (Issuing) * - Fiscal year * - Treasury Acct Code * - Limit Subhead * - Accounting Station Number * - Cost Code * - Program Year * - CPN Recipient/Organization * - Allotment Serial Number * - Other Class * - Standard Document Number *
Field Calculations	**USD Base Price** The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [Base Price] when the selected Pricing Arrangement is **Fixed Price with Economic Price**. The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [USD Base Price] when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment (Cost Indexes)**. The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [USD Base Price] when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment – Established Prices.** The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [USD Base Price] when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment – Established Prices.** The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [USD Base Price] when the selected Pricing Arrangement is **Fixed Price Re-determination Retrospective.** The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [USD Base Price] when the selected Pricing Arrangement is **Fixed Price Re-determination.**

Total Line Item Amount

The Total Line Item Amount field is calculated as ([Order Quantity] * [Unit Price])+ [Performance Incentive]+ [Delivery Incentive] = [Total Line Item Amount] when the selected Pricing Arrangement is **Firm Fixed Price**.

The Total Line Item Amount field is calculated as ([Order Quantity] * [Unit Price])+ [Performance Incentive]+ [Delivery Incentive] = [Total Line Item Amount] when the selected Pricing Arrangement is **Fixed Price Level of Effort**.

Total Target Price

The Total Target Price Field is calculated as ([Order Quantity] * ([Target Cost] + [Target Profit])) + [Performance Incentive] + [Delivery Incentive] = [Total Target Price] when the selected Pricing Arrangement is **Fixed Price Incentive – Successive Target**.

Target Price

The Target Price Field is calculated as ([Order Quantity] * ([Target Cost] + [Target Profit])) + [Performance Incentive] + [Delivery Incentive] = [Target Price] when the selected Pricing Arrangement is **Fixed Price Incentive – Successive Target**.

Total Estimated Amount

The Total Estimated amount is calculated as [Target Cost] + [Target Fee] + [Performance Incentive] + [Delivery Incentive] = [Total Estimated Amount] when the selected Pricing Arrangement is **Cost Plus - Incentive Fee**.

The Total Estimated Amount is calculated as [Estimated Cost] + [Fixed Fee] + [Performance Incentive] + [Delivery Incentive] = [Total Estimated Amount] when the selected Pricing Arrangement is **Cost Plus – Fixed Fee.**