

MDO CO Sign/Release Modification

Reference Guide

Homepage

MDO Application

MDO

Create

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<p>Roles</p>	<p>The role(s) required to Sign/Release a Modification document in the Modifications and Delivery Orders (MDO) application:</p> <ul style="list-style-type: none"> • MDO - Contracting Officer
<p>Sign/Release a Modification Document</p>	<p>This guide provides an overview of how an MDO – Contracting Officer user Signs/Releases a Modification document in the Modifications and Delivery Orders (MDO) application that was approved for release from a Contractor or by the MDO – Contracting Officer.</p> <p>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 ‘Awaiting Contracting Officer Signature’ status may be Signed/Released by an MDO – CO.</p> <p>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.</p>
<p>Modification Workflow Paths</p>	<p>There are two workflow paths for the MDO Modification document:</p> <ul style="list-style-type: none"> • Bilateral • Unilateral <p>The workflow is chosen based on the field "Kind of Mod" located Modification > Header Tab > Type of Mod/Contract > Kind of Mod.</p> <p>Modifications on the Bilateral workflow require the Contractor to sign the SF30 document.</p> <p>Modifications on the Unilateral workflow do not require a Contractor signature.</p> <p>For more workflow information, refer to the Modification Document Workflow Diagram located WBT > MDO > Getting Started in MDO > Workflow Diagrams.</p>
<p>Search Criteria</p>	<p>The MDO Search page is used to search for Modification documents in the workflow.</p>

MDO – Search for ARZ MOD/Modification/Order

MDO Search

- Document Type
- Initiator Location Codes
- Document ID Number
- Contract Number (*Starts With / Equal To / Is Null / Not Null*)
- Order Number (*Starts With / Equal To / Is Null / Not Null*)
- Contractor CAGE (*Current / New / Old*)
- Admin Office (*Current / New / Old*)
- Pay Office (*Current / New / Old*)
- CMO DoDAAC (*Established / Disestablished*)
- Status
- Create Date From (*Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than*)
- Create Date To (*Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than*)

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 '**Awaiting Contracting Officer Signature**' from the status drop-down; enter additional Search Criteria, and click the **Search** button. MDO – Contracting Officers may **Sign/Release** 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 **Signed/Released** 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** screen displays. The MDO – CO may edit the Modification by clicking the **Edit** button; the document is in a read-only state by default.

Modification 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 screen and is visible on all tabs.

Modification Document Information:

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

Header Tab Information

Previously entered Modification information is available.

Header General Fields

- Mod Number
- Contract Effective Date
- Effective Date of Modification (*NOTE: 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.*)
- Facility Code
- ACO Code
- DPAS Priority
- DPAS Priority

Type of Mod/Contract

- Kind of Mod
- [Type of Contract](#)
- Type of Mod
- [Kind of Contract](#)
-

DoDAACs

- Issued By DoDAAC
- Admin By DoDAAC
- Payment Office DoDAAC
- Definitization Status
- Criticality Designator
- Section
- Part
- Inspection/Acceptance
- R9 Remarks

SF30 Item 13

- 13A. Mod Authority
- 13C. This is supplemental agreement is entered into pursuant to authority of
- 13D. Other

Contractor Information

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

- 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*)

Buttons:

- Release Mod
- Edit (*Selecting this button populates the Order edit screen; refer to the Modification [Review/Edit](#) training*)
- [Release Information](#) (*Selecting this button populates a Release Information module*)
- Delete (*Displays after Creation or Save*)
- Preview Summary of Changes
- View PDF
- Reset

Clause and Provisions Tab

Clause and Provisions Results

- Clause/Provision
- Regulation/Supplement (FAR or DFARS)
- Number
- Prescription Number
- Alternate Number
- Title
- Effective Date
- Clause Full Text
-

Buttons:

- Release Mod
- Edit (*Selecting this button populates the Order edit screen; refer to the Modification [Review/Edit](#) training*)
- [Release Information](#) (*Selecting this button populates a Release Information module*)
- Delete (*Displays after Creation or Save*)
- Preview Summary of Changes
- View PDF
- Reset

Accounting Tab

Accounting

- Currency Indicator

USD Amounts

- USD Total Contract Amount !
- USD Cost
- USD FEE
- USD Obligated Amount
- USD ULO Amount

Foreign Amounts

- Foreign Total Contract Amount !
- USD Obligated Amount to be Converted
- Foreign Obligated Amount

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:

- Download

Columns:

- ACRN
- Currency Code
- USD Obligated Amount
- USD ULO Amount
- USD Obligated Amt to be Converted
- Foreign Obligated Amt
- Budgetary Exchange Rate
- Line of Accounting (*Clicking the LOA populates a LOA Freeform screen*)

Buttons:

- Release Mod
- Edit (*Selecting this button populates the Order edit screen; refer to the Modification [Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*)
- Delete (*Displays after Creation or Save*)
- Preview Summary of Changes
- View PDF
- Reset

Line Item Tab

Line Items

Buttons:

- Download

Columns:

- Line Item Number
- Noun
- Order Quantity
- Unit of Measure
- USD Total Line Item Amount
- 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

Buttons:

- Release Mod
- Edit (*Selecting this button populates the Order edit screen; refer to the Modification [Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*)
- Delete (*Displays after Creation or Save*)
- Preview Summary of Changes
- View PDF
- Reset

Schedule Tab

Schedule(s)

Buttons:

- Download

Columns:

- CLIN
- Delivery Date
- Quantity Scheduled
- Ship To
- Mark For
- MILSTRIP
- FMS Case Number

Buttons:

- Release Mod
- Edit (*Selecting this button populates the Order edit screen; refer to the Modification [Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*)

- Delete (*Displays after Creation or Save*)
- Preview Summary of Changes
- View PDF
- Reset

NOTE: *Special Payment Instructions* field displays when a CLS XML is uploaded on the [Clause and Provisions](#) tab.

Modification Free Text

- Purpose Of Modification
- 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

Free Text Tab

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:

- Release Mod
- Edit (*Selecting this button populates the Order edit screen; refer to the Modification [Review/Edit](#) training*)
- [Release Information](#) (*Selecting this button populates a Release Information module*)
- Preview Summary of Changes
- View PDF
- Reset

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:

- Release Mod
- Edit (*Selecting this button populates the Order edit screen; refer to the Modification [Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*)
- Delete (*Displays after Creation or Save*)

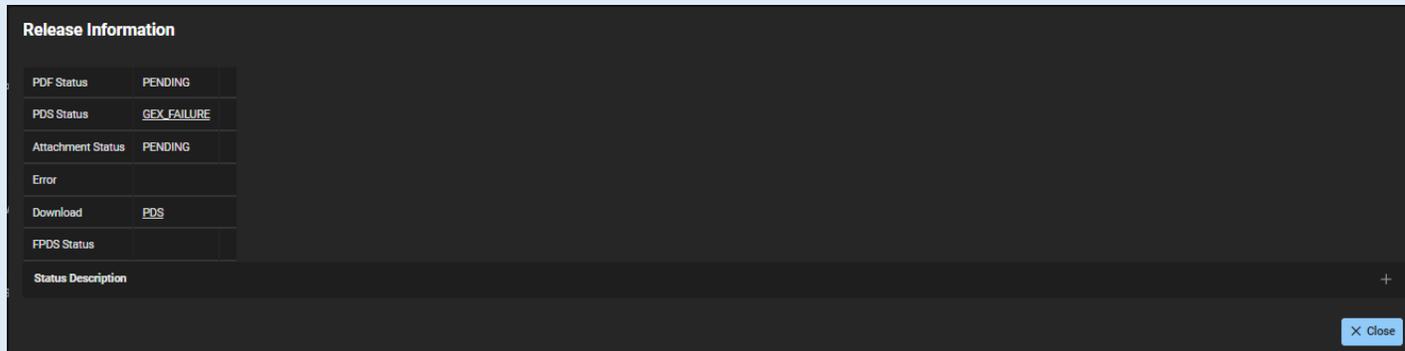
	<ul style="list-style-type: none"> • Preview Summary of Changes • View PDF • Reset
<p>History Tab</p>	<p>During the initial create process this page is blank until an action is taken.</p> <p>The History tab displays all actions taken on a Modification, separated by role and action.</p> <p>History tab entries:</p> <ul style="list-style-type: none"> • Role • Action Taken • Action Date • Status • First Name • Last Name • Email • Title • Commercial Telephone • DSN Telephone • Comments • <p>Buttons:</p> <ul style="list-style-type: none"> • Release Mod • Edit (<i>Selecting this button populates the Order edit screen; refer to the Modification Review/Edit training</i>) • Release Information (<i>Selecting this button populates a Release Information module</i>) • Delete (<i>Displays after Creation or Save</i>) • Preview Summary of Changes • View PDF • Reset
<p>Bilateral Submit</p>	
<p>Submit Sign/Release</p>	<p>After reviewing the information to ensure it is correct and 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.</p>

Releasing the Modification populates a Release Information button. Select the button displays the Release Information screen, which provides additional information on the release.

Release Information Module:

(MOD Release Information is populated from GEX)

- PDF Status
- PDS Status (*Field hyperlinks to a GEX response which provides additional information when the order fails to validate PDS with GEX*)
- Attachment Status
- Error
- Download (*Field is a hyperlink to download the associated documents*)
- FPDS Status (*Field is a hyperlink, select it to view the response received from FPDS*)
- Status Description
 - Status
 - Description

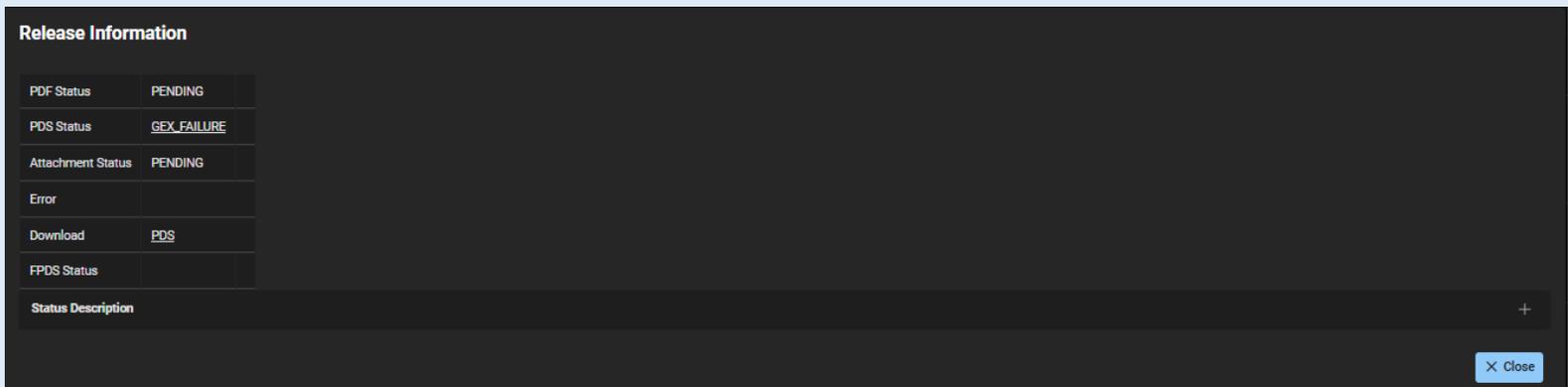


GEX Response

- Error Type
- Error Category
- Error Message
- Section

Button(s)

- Download
- Close

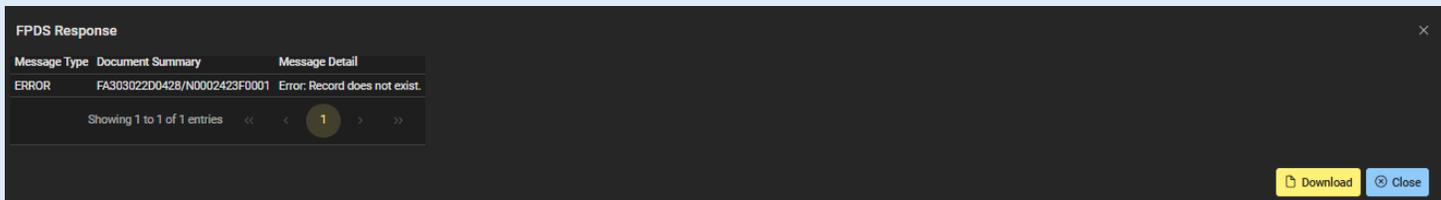


FPDS Response

- Message Type
- Document Summary
- Message Detail

Button(s)

- Download
- Close



**Submit
Sign/Release
Success**

Successfully **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

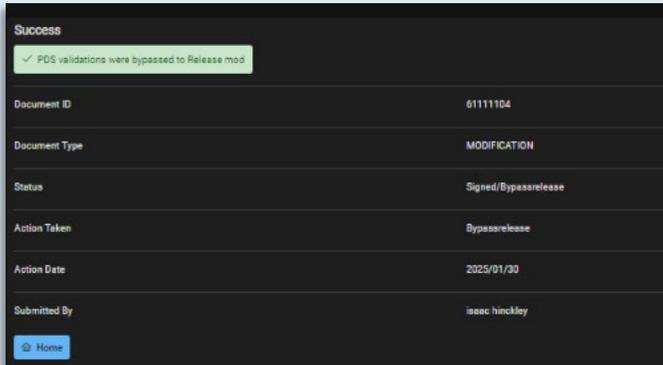
**Release /
Publication Error**

If the Release Mod button is selected and there is an error, the Mod goes into the **Release/Publication Error** status. When the Mod's SF 30, PDS XML, and attachments submitted to GEX or EDA have errors, the Mod will automatically be moved to the Release/Publication Error status and a Release Publication warning message appears. The document will need to be **Signed/Released** again by the assigned **MDO – Contracting Officer** or another in the same span of control. Otherwise, the error will need to be bypassed via the **Ignore Error and Release Mod** button.

The **Ignore Error and Release Mod** button displays when the order is in the **Release/Publication Error** status.



To continue with the release process, select the button to perform a bypass. Selecting the button displays a success screen. Once the Mod is released, it goes into the Signed/Bypass Release status and the SF30 will have a signature.



NOTE: When a Bypass Release is executed and the PDF posts to EDA_SUCCESS, a warning message stating, "WARNING: The PDF has successfully posted to EDA; however, the PDS XML was not passed downstream to receiving systems" appears.

Additional Support Information

<p>Regenerate from SDW</p>	<p>Contract is not fully conformed in EDA</p> <p>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.</p> <p><i>Tabs Updated by Regenerate from SDW button:</i></p> <ul style="list-style-type: none"> • Accounting • Line Item • Schedule <p>Click the Regenerate from SDW button to change the data source for pre-pop. A confirmation pop-up displays.</p> <p>Pop-up Name: Are you Sure?</p> <p>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.</p> <p><i>Buttons:</i></p> <ul style="list-style-type: none"> • No • Yes <p>The Info message updates to "Info Successfully populated from SDW."</p>
<p>Dropdown Fields/Lists</p>	<p>Header Tab</p> <p><u>Header General Fields</u></p> <p>DPAS Priority</p> <ul style="list-style-type: none"> ○ DPAS Priority First Field <ul style="list-style-type: none"> ▪ 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 OPERATING 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
 - Labor Hour
 - Time and Materials

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

DoDAACs

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

Line Item Tab

Add Line Item Screen

Line Item

- Line Item Type *
 - Product/Supply
 - Service
- Price Indicator *
 - Actual
 - Estimated
 - No Cost
 - Not Separately Priced
 - Undefinitized
- Price Arrangement
 - Cost No Fee
 - Cost Plus Award Fee
 - Cost Plus Fixed Fee
 - Cost Plus Incentive Fee (Cost Based)
 - Cost Sharing
 - 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
- Labor Hour
- Time and Materials
- PQA/Inspection Site *
 - Source
 - Destination
 - Other
- Acceptance Site *
 - Source
 - Destination
 - Other
 - FOB Site
 - Destination
 - FoB Point
 - Government Furnished Property (GFP)
 - Intermediate FoB Point
 - Origin (Shipping Point)
 - Origin (after Loading)
 - Other
 - Port of Embarkment
 - Port of Loading
 - Terminal
 - Worldwide Geographic Location
- Transportation Priority (Displays when 'Product/Supply' is selected for the Line Item Type.)
 - TP 1 - IPD 01-03
 - TP 2 - IPD 04-08
 - TP 3 - IPD 09-15

Attachments Tab

Files that have been Uploaded section:

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

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

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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
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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 *

Army LOA Template

- Dept Code *
- Dept Code (Issuing) *
- Fiscal year *
- Treasury Account Number *
- Subhead/Limit *
- 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 *
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All LOA Templates

Air Force LOA Template

- Dept Code *
- Dept Code (Issuing) *
- Fiscal year *
- Treasury Account Number *
- Subhead/Limit *

Navy/Marine LOA Template

- Dept Code *
- Dept Code (Issuing) *
- Fiscal year *
- Treasury Account Number *
- Subhead/Limit *

- Accounting Station Number *
- Fund Code *
- Program Year *
- Operating Agency Code *
- Operating Budget Accounting *
- Budget Program Activity Code *
- Material Program Code *
- EE/Investment Code *
- Program Element Code *
- CPN Recipient/Organization *
- Standard Document Number *

- Object Class *
- Bureau Control *
- Sub Allotment *
- Accounting Station Number *
- Transaction Type *
- Property Accounting *
- Cost Code *
- Document Reference *
- FMS Country Code *
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DLA/Other LOA Template

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- Dept Code *
 - Dept Code (Issuing) *
 - Fiscal year *
 - Treasury Account Number *
 - Subhead/Limit *
 - Accounting Station Number *
 - Cost Code *
 - Program Year *
 - CPN Recipient/Organization *
 - Allotment Serial Number *
 - Other Class *
 - Standard Document Number *

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Field Calculations

USD Base Price

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{Base Price}]$ when the selected Pricing Arrangement is **Fixed Price with Economic Price**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment (Cost Indexes)**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment – Established Prices**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment – Established Prices**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price Re-determination Retrospective**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price Re-determination**.

Total Line Item Amount

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

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

Total Target Price

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

Target Price

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

Total Estimated Amount

The Total Estimated amount is calculated as $[\text{Target Cost}] + [\text{Target Fee}] + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{Total Estimated Amount}]$ 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**.