

# MDO CS Create Modification

## Training Document

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MDO Application

MDO

Create

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<b>Roles</b>	<p>The role(s) required to Create a Modification document submitted for review by an <b>MDO – Contracting Officer</b> in the <b>Modifications and Delivery Orders (MDO)</b> application:</p> <ul style="list-style-type: none"> <li>• MDO - Contract Specialist</li> </ul>
<b>Creating a Modification Document</b>	<p>This training provides an overview of how an <b>MDO – Contract Specialist</b> user <b>Creates</b> a Modification document in the <b>Modifications and Delivery Orders (MDO)</b> application for review by an assigned <b>MDO – Contracting Officer</b>.</p> <p>Log in to PIEE as an <b>MDO - Contract Specialist</b> and access the MDO module. In the MDO module go to <b>MDO &gt; Create</b>.</p>
<b>Modification Workflow Paths</b>	<p>There are two workflow paths for the MDO Modification document:</p> <ul style="list-style-type: none"> <li>• Bilateral</li> <li>• Unilateral</li> </ul> <p>The workflow is chosen based on the field "<a href="#">Kind of Mod</a>" located <b>Modification &gt; Header Tab &gt; Type of Mod/Contract &gt; Kind of Mod</b>.</p> <p>Modifications on the <b>Bilateral</b> workflow require the Contractor to sign the SF30 document.</p> <p>Modifications on the <b>Unilateral</b> workflow do not require a Contractor signature.</p> <p>For more workflow information, refer to the <a href="#">Modification Document Workflow Diagram</a> located <b>WBT &gt; MDO &gt; Getting Started in MDO &gt; Workflow Diagrams</b>.</p>
<b>Search Criteria</b>	<p>Enter the Contract/Order Information for the Contract/Order being modified.</p> <p><b>Contract Information:</b></p> <ul style="list-style-type: none"> <li>• Contract Number (<i>Starts With / Equal to / Is Null / Not Null</i>)</li> <li>• Order Number (<i>Starts With / Equal to / Is Null / Not Null</i>)</li> <li>• Issue Office DoDAAC</li> <li>• Admin Office DoDAAC</li> <li>• Pay DoDAAC</li> <li>• Contractor CAGE Code</li> </ul>

- BPA, IDC, and BOA Only (*field is a checkbox*)

*Buttons:*

- Search
- Import (*button is only available for ARZ Modifications*)

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

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 Contract(s)/Order(s) quickly and easily.

**Search Results Columns:**

- Checkbox
- Contract Number
- Order
- Issue DoDAAC
- Admin DoDAAC
- Pay DoDAAC
- CAGE

*Buttons:*

- Create – ARZ MOD/Modification
- Create – Order
- Cancel

From the search results, check the checkbox for the Contract that is being modified. Click the **Create – ARZ MOD/Modification** button. When only one contract is modified, a question displays to determine if it is an ARZ MOD or a Modification.

## ARZ Modification

### *Will this Modification*

- Change a Contractor's address
- Change a Contractor's CAGE code or UEI
- Change a Contractor's name
- Implement a novation, change-of-name, conversion, or restructure agreement or general order
- Change administration or payment office
- Adjust or realign workload

Answering **No**, redirects the user to the Modification Creation screen instead of the ARZ MOD screen.

Answering **Yes**, the create process continues to the ARZ MOD Create Document screen. Refer to [MDO – CS Create ARZ Modification](#) training for more information; located on the **WBT > MDO > How To – MDO Documents > ARZ Modification > MDO – Contract Specialist**.

Click the '**X**' button in the top right corner to cancel the modal. This closes the pop-up and returns the user to the MDO Create Search screen.

For Modifications click the **No** button to continue creating a Modification document.

### Header Tab

The **Modification Creation** screen displays and information for the Modification is entered on the tabs below.

If the info message “Info: Contract is not fully conformed in EDA” is displayed when creating a new 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 (*field is pre-populated*)
- Contract Effective Date (*field is pre-populated*)
- 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-populated 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**

*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*)

**Create Modification Buttons:**

- Send to Contractor for Signature
- Save Document
- Back
- Delete (*displays after Creation or Save*)
- Suppress UCF Sections
- View PDF
- Regenerate from SDW

**Uniform Contract Format (UCF) Sections to Suppress**

- Select sections to suppress (*field is a dropdown, search or select a section from the populated list*)

**Buttons:**

- Save
- Cancel

*NOTE: Selecting the **Save** button suppresses any system-generated tables and text. Any user entered free text still populates.*

*NOTE: The modal displays a warning that states: "Any free text entered in a section will still display even if section is suppressed."*

**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

*Create Modification Buttons:*

- Send to Contractor for Signature (*displays when the following is selected for Kind of Order: Bilateral*)
- Release Order (*displays when the following is selected for Kind of Order: Unilateral*)
- Save Document
- Back
- Delete (*displays after Creation or Save*)
- [Suppress UCF Sections](#)
- View PDF
- Regenerate from SDW

**Accounting Tab**

**Accounting**

Currency Indicator  
USD

**USD Amounts**

- USD Total Contract Amount !

- USD Cost
- USD Fee
- USD Obligated Amount (*field is pre-populated*)
- USD ULO Amount

### **Foreign Amounts**

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

### **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) \*

#### Buttons:

- 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 Line of Accounting

For more information on the other LOA Templates, refer to the [All LOA Templates](#) section 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 |
| • 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                                | •                                      |

#### ***Buttons:***

- Save
- Close

***NOTE: LOA Data is needed when generating PDS XML.***

#### ***Create Modification Buttons:***

- Send to Contractor for Signature (*displays when the following is selected for Kind of Order: Bilateral*)
- Release Order (*displays when the following is selected for Kind of Order: Unilateral*)
- Save Document
- Back
- Delete (*displays after Creation or Save*)
- [Suppress UCF Sections](#)

- View PDF
- Regenerate from SDW

## 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 ([Training](#))
- [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: Undefined)
- 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: Undefined)
- 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: Undefined)
- 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: Undefined)
- 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 \*** (*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
  - TP 2 – IPD 04-08
  - TP 3 – IPD 09-15
- **Price Indicator \***
  - Actual
  - Estimated

- No Cost
  - Not Separately Priced
  - Undefinitized
- Requisition Number
- Part Number
- Payment Instructions: PGI 204.7108
  - Yes
  - 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

	<p><i>Create Modification Buttons:</i></p> <ul style="list-style-type: none"><li>• Send to Contractor for Signature (<i>displays when the following is selected for Kind of Order: Bilateral</i>)</li><li>• Release Order (<i>displays when the following is selected for Kind of Order: Unilateral</i>)</li><li>• Save Document</li><li>• Back</li><li>• Delete (<i>displays after Creation or Save</i>)</li><li>• <a href="#">Suppress UCF Sections</a></li><li>• View PDF</li><li>• Regenerate from SDW</li></ul>
<p><b>Schedule Tab</b></p>	<p><b>Schedule(s)</b></p> <p>Users must add a CLIN before adding a schedule. Go to the <a href="#">Line Item tab</a> and add a line item.</p> <p><i>Buttons:</i></p> <ul style="list-style-type: none"><li>• Add Schedule</li><li>• Download</li></ul> <p><i>Columns:</i></p> <ul style="list-style-type: none"><li>• Action<ul style="list-style-type: none"><li>○ View (<i>changes may be made while viewing.</i>)</li><li>○ Delete</li></ul></li><li>• CLIN</li><li>• Delivery Date</li><li>• Quantity Scheduled</li><li>• Ship To</li><li>• Mark For</li><li>• MILSTRIP</li><li>• FMS Case Number</li></ul> <p><i>NOTE: The Modification must have a CLIN to add a Schedule.</i></p>

## 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.*

### Create Modification Buttons:

- Send to Contractor for Signature (*displays when the following is selected for Kind of Order: Bilateral*)
- Release Order (*displays when the following is selected for Kind of Order: Unilateral*)
- Save Document
- Back
- Delete (*displays after Creation or Save*)
- [Suppress UCF Sections](#)
- View PDF
- Regenerate from SDW

## 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

*Create Modification Buttons:*

- Send to Contractor for Signature (*displays when the following is selected for Kind of Order: Bilateral*)
- Release Order (*displays when the following is selected for Kind of Order: Unilateral*)
- Save Document
- Back
- Delete (*displays after Creation or Save*)
- [Suppress UCF Sections](#)
- View PDF
- Regenerate from SDW

## 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

## Attachments Tab

### *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

### *Create Modification Buttons:*

- Send to Contractor for Signature (*displays when the following is selected for Kind of Order: Bilateral*)
- Release Order (*displays when the following is selected for Kind of Order: Unilateral*)

	<ul style="list-style-type: none"><li>• Save Document</li><li>• Back</li><li>• Delete (<i>displays after Creation or Save</i>)</li><li>• <a href="#">Suppress UCF Sections</a></li><li>• View PDF</li><li>• Regenerate from SDW</li></ul>
History Tab	<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><b>History tab entries:</b></p> <ul style="list-style-type: none"><li>• Role</li><li>• Action Taken</li><li>• Action Date</li><li>• Status</li><li>• First Name</li><li>• Last Name</li><li>• Email</li><li>• Title</li><li>• Commercial Telephone</li><li>• DSN Telephone</li><li>• Comments</li></ul> <p><i>Create Modification Buttons:</i></p> <ul style="list-style-type: none"><li>• Send to Contractor for Signature (<i>displays when the following is selected for Kind of Order: Bilateral</i>)</li><li>• Release Order (<i>displays when the following is selected for Kind of Order: Unilateral</i>)</li><li>• Save Document</li><li>• Back</li><li>• Delete (<i>displays after Creation or Save</i>)</li><li>• <a href="#">Suppress UCF Sections</a></li><li>• View PDF</li><li>• Regenerate from SDW</li></ul>
GEX Pre-Validations	<p>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.</p>

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**

It is recommended you select the 'Perform GEX Pre-Validation' option prior to submission. This will inform you of any errors returned from the external GEX document validations.

Click the Perform GEX Pre-Validation button.

If there are GEX Pre-Validation errors, a message is displayed, "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 new button is available, **View GEX Pre-Validation Results**.

Click the View GEX Pre-Validation Results button.

### **Pop-up Name: GEX Response**

#### ***Columns:***

- Error Type
- Error Category
- Error Message
- Section

	<p><i>Buttons:</i></p> <ul style="list-style-type: none"><li>• Download</li><li>• Close</li></ul> <p>The <b>Download</b> button downloads the table as a CSV file.</p> <p>Click the <b>Close</b> button to continue.</p> <p>The document may be submitted with errors if the user chooses to do so.</p> <p>The <b>View GEX Pre-Validation Results</b> 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.</p>
<b>Send to Contracting Officer for Signature</b>	<p>After the information is input, the document is ready for submission. Click the <b>Send to Contracting Officer for Signature</b> 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. The User's DoDAAC(s) displays along with a Contracting Officer drop-down menu. Users with multiple DoDAACs may select a different DoDAAC to submit the Modification. The Contracting Officer drop-down populates with all active Contracting Officers available for the chosen User's DoDAAC. Select a Contracting Officer from the drop-down to review the Modification. Click the <b>Send to Contracting Officer for Signature</b> button to continue.</p>
<b>Submit Success</b>	<p>Successfully <b>Submitting</b> a Modification directs the user to a Success screen with the information for the document. The document is in the <b>'Pending Contracting Officer Review'</b> status and assigned to the selected <b>MDO – Contracting Officer</b>. An email is sent to the users associated with the document, informing them the document has been <b>submitted</b> by an <b>MDO – Contract Specialist</b>.</p> <p>The Success Message Contains the <b>MOD Number</b>, e.g., The MODIFICATION document was submitted successfully with <b>MOD Number ARZ999</b>.</p> <p><i>Information provided on the Success screen:</i></p> <ul style="list-style-type: none"><li>• Document ID</li><li>• Document Type</li><li>• Status</li><li>• Action Taken</li><li>• Action Date</li></ul>

- 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. A confirmation pop-up displays.

#### **Pop-up Name: Are you Sure?**

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 Info message updates to “Info Successfully populated from SDW”.

## 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

## Dropdown Fields/Lists

- 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
  - Undefined
- 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

### **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

## All LOA Templates

### 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 \*

### Air Force LOA Template

- Dept Code \*
- Dept Code (Issuing) \*
- Fiscal year \*
- Treasury Account Number \*
- Subhead/Limit \*
- Accounting Station Number \*
- Fund Code \*

### 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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### Navy/Marine LOA Template

- Dept Code \*
- Dept Code (Issuing) \*
- Fiscal year \*
- Treasury Account Number \*
- Subhead/Limit \*
- Object Class \*
- Bureau Control \*

	<ul style="list-style-type: none"> <li>• Program Year *</li> <li>• Operating Agency Code *</li> <li>• Operating Budget Accounting *</li> <li>• Budget Program Activity Code *</li> <li>• Material Program Code *</li> <li>• EE/Investment Code *</li> <li>• Program Element Code *</li> <li>• CPN Recipient/Organization *</li> <li>• Standard Document Number *</li> </ul> <ul style="list-style-type: none"> <li>• Sub Allotment *</li> <li>• Accounting Station Number *</li> <li>• Transaction Type *</li> <li>• Property Accounting *</li> <li>• Cost Code *</li> <li>• Document Reference *</li> <li>• FMS Country Code *</li> <li>•</li> </ul> <p><b>DLA/Other LOA Template</b></p> <hr/> <ul style="list-style-type: none"> <li>• Dept Code *</li> <li>• Dept Code (Issuing) *</li> <li>• Fiscal year *</li> <li>• Treasury Account Number *</li> <li>• Subhead/Limit *</li> <li>• Accounting Station Number *</li> <li>• Cost Code *</li> <li>• Program Year *</li> <li>• CPN Recipient/Organization *</li> <li>• Allotment Serial Number *</li> <li>• Other Class *</li> <li>• Standard Document Number *</li> </ul> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Field Calculations</b>	<p><b>USD Base Price</b></p> <p>The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [Base Price] when the selected Pricing Arrangement is <b>Fixed Price with Economic Price</b>.</p> <p>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 <b>Fixed Price with Economic Price Adjustment (Cost Indexes)</b>.</p> <p>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 <b>Fixed Price with Economic Price Adjustment – Established Prices</b>.</p>

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**.