

CMC100 Job Aid

Contract Review Checklist

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I. Section A, Solicitation/Contract Form

Data Element	Description/Information	Reference
1. Procurement Instrument Identification Number (PIIN) or Contract Number (e.g., N00024-08-D-2788)	<p>DD Form 1155, Block 1</p> <ul style="list-style-type: none"> • Positions 1-6: Issuing Department or Agency DoDAAC (N00024 = NAVSEA) • Positions 7-8: Last two digits of fiscal year in which PIIN was assigned (2008) • Position 9: Identifies type of instrument (D = Indefinite Delivery Contract) • Position 10-13: Instrument serial number (2788) <p><input type="checkbox"/> <i>Which Buying Activity issued the contract?</i></p> <p><input type="checkbox"/> <i>What is the type of instrument?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DFARS 204.7004 <p>DoDAAC Query:</p> <ul style="list-style-type: none"> • https://pubapp.dema.mil/CASD/DodaacSearch.do • https://www.transactionservices.dla.mil/daasing/dodaac.asp <p>Type of Instrument Codes:</p> <ul style="list-style-type: none"> • CMC100 Job Aid Codes and Remarks, Section II.
2. Effective Date	<p>DD Form 1155, Block 3</p> <ul style="list-style-type: none"> • Effective date of the contract. Many times delivery schedules are dependent on the effective date • Effective date may be different than the signature date <p><input type="checkbox"/> <i>Make note of the effective date. If the delivery schedule uses delivery dates based on the effective date or contract award date, this will be needed when checking the delivery schedule.</i></p>	

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Data Element	Description/Information	Reference
<p>3. Defense Priorities and Allocations System (DPAS) Rating</p>	<p>DD Form 1155, Block 5</p> <p>When preferential acceptance and performance is required, PCOs use the DPAS rating system: Two levels of priority are DO and DX:</p> <ul style="list-style-type: none"> • DO – All DO rates orders have equal priority with each other and take preference over unrated orders • DX – All DX rated orders have equal priority with each other and take preference over DO rated and unrated orders <p>When the rating includes a commodity code, it is shown as a 4 position code, positions 1-2 identify the rating and positions 3-4 identify the commodity code (e.g., DOC9 or DO-C9)</p> <p><input type="checkbox"/> <i>If the contract is DX rated, has the Technical Specialist contacted the contractor to ensure the supplier understands the requisite preferential scheduling of rated orders in accordance with FAR and ensure that DPAS training is provided to the supplier when DPAS requirements are not understood?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • FAR 11.603 • DFARS 211.602 • DoDD 4400.1, Defense Production Act Programs • DCMA-INST 204 Manufacturing and Production <p>Commodity Codes:</p> <ul style="list-style-type: none"> • CMC100 Job Aid Codes and Remarks, Section V.
<p>4. Issued By</p>	<p>DD Form 1155, Block 6</p> <p>Name, address and DoDAAC of activity issuing the contract; 6-position alpha/numeric code</p> <p>DoD activities must delegate contracts to DCMA for administration except contracts identified in DFARS 242.202(a)(i).</p> <p><input type="checkbox"/> <i>Which buying activity issued the contract?</i></p> <p><input type="checkbox"/> <i>Are they listed as an exception at DFARS 242.202(a)(i)?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DoDAACs maintained by Defense Automated Address System Center (DAASC) • DFARS 242.202(a)(i) <p>DFARS Exception List:</p> <ul style="list-style-type: none"> • http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars242.htm#P133_4382
<p>5. Admin Office and DoDAAC</p>	<p>DD Form 1155, Block 7</p> <p>Name, address, and DoDAAC of activity administering the contract (DCMA CMO address when delegated for administration).</p> <ul style="list-style-type: none"> • Ensure that address is correct and the contract has been delegated to the proper CMO. <p><input type="checkbox"/> <i>Has the contract been delegated to the appropriate CMO?</i></p> <p><input type="checkbox"/> <i>Is the CMO address and DoDAAC correct?</i></p>	<p>CAS Directory:</p> <ul style="list-style-type: none"> • https://pubapp.dema.mil/CASD/main.jsp • http://home.dema.mil/casbook/casbook.htm

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<p>6. Surveillance Criticality Designator (SCD) Code</p>	<p>DD Form 1155, Block 7</p> <p>The SCD indicates the level of delivery urgency; Codes are as follows (Codes also used in MOCAS in data field “CRIT-DES-CD”):</p> <ul style="list-style-type: none"> • A – Critical contracts • B – Contracts needed to maintain a Government or contractor production or repair line • C – All other contracts <p><input type="checkbox"/> <i>Is production surveillance required? (see DFARS 242-1104(a)(i)(ii)(iii) for requirements)</i></p> <p><input type="checkbox"/> <i>If production surveillance is required, contact the Technical Specialist to determine if a Government surveillance plan has been established.</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • FAR 42.1105 • DFARS 242.1105 • DFARS 242-1104(a) • DCMA-INST 204 Manufacturing and Production <p>DFARS 242-1104(a):</p> <ul style="list-style-type: none"> • http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars242.htm#P361_16042
<p>7. FOB</p>	<p>DD Form 1155, Block 8</p> <p>Free on board (FOB) is used to show who is responsible for cost of shipping and risk of loss; FOB may be at destination or origin</p> <ul style="list-style-type: none"> • FOB Destination: The seller or consignor delivers the goods on seller’s or consignor’s conveyance at destination. Unless the contract provides otherwise, the seller or consignor is responsible for the cost of shipping and risk of loss. • FOB Origin: The seller or consignor places the goods on the conveyance. Unless the contract provides otherwise, the buyer or consignee is responsible for the cost of shipping and risk of loss. <p>In MOCAS, the FOB coding is recorded at the supply contract line item level at “FOB-Site” and on the provisions data record at “DSTN-SHP-RQ</p> <ul style="list-style-type: none"> • FOB-SITE: <ul style="list-style-type: none"> ○ S=Source ○ D=Destination ○ O=Other (other is rarely selected and means the FOB is at the “MARK FOR” address. • DSTN-SHP-RQ: When FOB Destination is required, a “T” will be entered in the “DSTN-SHP-RQ” data field <p><input type="checkbox"/> <i>Who is responsible for the cost of shipping and risk of loss?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • FAR 47.303

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Data Element	Description/Information	Reference
<p>8. Contractor, CAGE Code, and Facility Code</p>	<p>DD Form 1155, Block 9</p> <p>Name and address of contractor selected for the award</p> <ul style="list-style-type: none"> • Contractor must be registered in the System for Award Management (SAM) database • Contractor name must match SAM record business name, “doing business as” (D/B/A) name, or division name associated with the CAGE Code • CAGE Code: Contractor and Government Entity Code (CAGE) is 5-position code assigned to a company doing business with the Government; CAGE Code must match contractor name as shown in the SAM database • CAGE code must be assigned to the proper CMO for administration (only one CMO can administer the CAGE) • Facility Code: If work is to be performed at a place that is different than the contractor’s address, a facility code will be entered showing the place of performance. <p><input type="checkbox"/> <i>Does the contractor’s name/address/CAGE match SAM database?</i></p> <p><input type="checkbox"/> <i>Is the contractor identification information in MOCAS accurate?</i></p> <p><input type="checkbox"/> <i>Has the contract been correctly assigned for administration (IWMS workflow correct)?</i></p> <p><input type="checkbox"/> <i>Is this a new contractor?</i></p> <p><input type="checkbox"/> <i>Would a post award orientation be beneficial?</i></p>	<p>System for Award Management (SAM):</p> <ul style="list-style-type: none"> • https://www.sam.gov/portal/SAM#1
<p>9. Business Size</p>	<p>DD Form 1155, Block 11 or Block 9</p> <p>Business size is indicated in MOCAS as “Type of Contractor (T-CONTRR-CD); if the business size is not indicated on the contract, MOCAS is programmed to automatically select “C – Large Business.”</p> <p><input type="checkbox"/> <i>If contractor is other than large business, would a post-award orientation be beneficial?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • FAR 19.1 <p>Business Size Codes:</p> <ul style="list-style-type: none"> • CMC100 Job Aid Codes and Remarks, Section VI.

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Data Element	Description/Information	Reference
10. Discount Terms	<p>DD Form 1155, Block 12</p> <p>Discount terms for prompt payment; timely acceptance/payment enables the Government to take advantage of the discount terms; discounts are computed from the date of the contractor's invoice.</p> <ul style="list-style-type: none"> • In MOCAS, discount terms are recorded on the provisions data record in the "DSCNT-TRMS" data field and is expressed in days and percentages. <p><input type="checkbox"/> <i>Have special discount terms been included in the contract?</i></p>	<p>DFAS Guidance on Discounts:</p> <ul style="list-style-type: none"> • http://mocasbb.dema.mil/oct02corner.pdf
11. Payment Office and DoDAAC	<p>DD Form 1155, Block 15</p> <p>Name, address and DoDAAC of payment office (DFAS Columbus is pay office when DCMA administers the contract, unless contract is an ODO)</p> <ul style="list-style-type: none"> • DFAS Columbus - MOCAS DoDAACs HQ0337, HQ0338, HQ0339 <p><input type="checkbox"/> <i>Is the appropriate payment office listed?</i></p> <p><input type="checkbox"/> <i>Is the DFAS address and DoDAAC correct?</i></p> <p><input type="checkbox"/> <i>Is the contract an Other Disbursing Office (ODO) contract? If so, have appropriate R9 remarks been entered in MOCAS?</i></p>	<p>CAS Directory:</p> <ul style="list-style-type: none"> • https://pubapp.dema.mil/CASD/main.jsp • http://home.dema.mil/casbook/casbook.htm

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<p>12. Accounting and Appropriation Data</p>	<p>DD Form 1155, Block 17</p> <p>Accounting and appropriation data may appear on the face page of the contract, in Section G, or in Section B (along with the Line Items)</p> <ul style="list-style-type: none"> • ACRNs may be assigned to only one line of accounting (LOA) • Modifications need only cite the ACRN, not the entire LOA • If the contract uses multiple ACRNs, they will appear in several places throughout the contract <ul style="list-style-type: none"> ○ When one LOA applies to a single line item, the ACRN must be shown in the schedule, Section B, in the contract line item description ○ When multiple LOAs apply to a single line item, each ACRN and the amount of funds associated must be shown at the SLIN level <p><input type="checkbox"/> <i>Is each LOA assigned to a single ACRN?</i></p> <p><input type="checkbox"/> <i>Has Foreign Military Sales (FMS) funding been provided? If so, has MOCAS been properly coded? (FMS-REQ-IND Field = 1 and R9 Code 25 entered?)</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DFARS PGI 204.7107
<p>13. Contract ID Code or Type of Contract</p>	<p>DD Form 1155, Block 19</p> <p>The type of contract may be shown on the front page of the contract or under Section B; types of contracts are coded in MOCAS.</p> <p><input type="checkbox"/> <i>Is the type of contract identified on the face of the contract (if not, review section B or I)?</i></p> <p><input type="checkbox"/> <i>Is the type of contract correctly identified in MOCAS?</i></p> <p><input type="checkbox"/> <i>For T&M type contracts, contact the Technical Specialist to determine if a Government surveillance plan has been established per FAR 16.601(c)(1).</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • FAR 16 • DFARS 216 • DCMA-INST 204 Manufacturing and Production <p>Type of Contract Codes:</p> <ul style="list-style-type: none"> • CMC100 Job Aid Codes and Remarks, Section III.
<p>14. Name of Contracting Officer</p>	<p>DD Form 1155, Block 24</p> <p>Name of contracting officer responsible for awarding the contract. The contracting officer's telephone number and, when available, e-mail/Internet address must be included on contracts and modifications.</p>	<p>Reference:</p> <ul style="list-style-type: none"> • DFARS PGI 204.101

II. Section B, Supplies or Services and Prices/Costs

Data Element	Description/Information	Reference												
<p>1. Item Number</p>	<p>Contract line item numbers (CLINs) have 4 characteristics:</p> <ul style="list-style-type: none"> • (1) Single unit price • (2) Separately identifiable • (3) Separate delivery schedule • (4) Single LOA unless SLINs are used <ul style="list-style-type: none"> • CLINs may be assigned different contract types, however, all Sub Contract Line Item Numbers (SLINs) and Exhibit Line Item Numbers (ELINs) must be the same contract type as the CLIN. • Instead of creating a long list of CLINs, some PCOs opt to create an exhibit. When exhibits are used, the Exhibit number is identified in description of the CLIN. Exhibits use ELINs. • First articles or test models are identified as separate CLINs. • Type of line item (supply or service) should be verified in MOCAS as some contract writing systems routinely transmit an incorrect type. <p><input type="checkbox"/> <i>Have the line items been entered correctly into MOCAS?</i></p> <p><input type="checkbox"/> <i>If supply CLIN, has a schedule been established in MOCAS?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DFARS 204.71 <table border="1" data-bbox="1040 604 1528 821"> <thead> <tr> <th>Line Item Type</th> <th>Example</th> <th>Billable</th> </tr> </thead> <tbody> <tr> <td>CLIN</td> <td>0001</td> <td>Yes</td> </tr> <tr> <td>SLIN</td> <td>0001AA</td> <td>Yes</td> </tr> <tr> <td>Info SLIN</td> <td>000101</td> <td>No</td> </tr> </tbody> </table>	Line Item Type	Example	Billable	CLIN	0001	Yes	SLIN	0001AA	Yes	Info SLIN	000101	No
Line Item Type	Example	Billable												
CLIN	0001	Yes												
SLIN	0001AA	Yes												
Info SLIN	000101	No												
	<ul style="list-style-type: none"> • SLINs may be (1) separately identified subline items or (2) informational subline items: <ul style="list-style-type: none"> ○ Separately identified SLINs are used to facilitate payment, delivery tracking, funds accounting or other management purposes. These type SLINs are entered in MOCAS and have their own delivery schedule, period of performance, or completion date. ○ Informational SLINs do not have information filled in for quantity or price. They are not entered into MOCAS. 													

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Data Element	Description/Information	Reference
2. Description of Supplies/Services, Quantity Unit, Unit Price, Amount	<p>Description of Supplies/Services include the:</p> <ul style="list-style-type: none"> • Item description or description of services • Manufacturer's part number • Scope of work • National stock number (NSN), • ACRN • Other descriptive information. <p>The description is identified in MOCAS as “DESCR-SVC” on a service line item, and as “NOUN” on a supply line item and contract data record.</p> <p><input type="checkbox"/> <i>Are critical safety items being ordered?</i></p> <p><input type="checkbox"/> <i>If so, are quality assurance and engineering functional specialists aware of requirements?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DFARS PGI 204.7103
3. Quantity	<ul style="list-style-type: none"> • Quantity of item ordered. <p><input type="checkbox"/> <i>Do MOCAS CLIN quantities match the contract to include modifications?</i></p> <p><input type="checkbox"/> <i>Are any options available to be exercised in the future?</i></p>	
4. Unit	<ul style="list-style-type: none"> • Unit of measure for quantity of item ordered. <p><input type="checkbox"/> <i>Do MOCAS CLIN units match the contract?</i></p>	<p>Trusted Agent Procedural Guide, Appendix B-9:</p> <ul style="list-style-type: none"> • http://home.dema.mil/reference/tafile.doc
5. Unit Price	<ul style="list-style-type: none"> • Price of the item ordered; prices will be estimated or a ceiling price will be shown if the contract is undefinitized. <p><input type="checkbox"/> <i>Do MOCAS CLIN unit prices match contract to include modifications?</i></p> <p><input type="checkbox"/> <i>Does MOCAS CLIN extended Price match the contract?</i></p> <p><input type="checkbox"/> <i>Is the price of the line items fixed or estimated? If estimated, are negotiations required?</i></p>	
6. Amount	<ul style="list-style-type: none"> • Total line item amount ordered (quantity × unit price = amount); total amount will be estimated or a ceiling price will be shown if the contract is undefinitized. <p><input type="checkbox"/> <i>Does MOCAS Contract obligation match the contract to include funding modification?</i></p>	

III. Section C, Description/Specifications/Statement of Work

Data Element	Description/Information	Reference
1. Description/ Specification/ Statement of Work	<p>Includes any further description not shown in Section B, specifications (design or performance), or statement of work</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Ensure all CLINs/SLINs/ELINs are addressed.</i> <input type="checkbox"/> <i>Have certain specifications or requirements been identified?</i> <input type="checkbox"/> <i>Are the engineering and Quality Assurance functional specialist aware?</i> <input type="checkbox"/> <i>Is this contract part of an Acquisition Category (ACAT) program?</i> 	<p>Reference:</p> <ul style="list-style-type: none"> • DoDI 5000.02 (Enclosure 1, Acquisition Program Categories and Compliance Requirements)

IV. Section D, Packaging and Marking

Data Element	Description/Information	Reference
1. Packaging and Marking	Provides packaging, packing, preservation, and marking requirements in preparation for delivery. <input type="checkbox"/> <i>Have any special instructions been identified?</i>	Reference: <ul style="list-style-type: none">• Item identification: DFARS 204.71• Radio Frequency Identification: DFARS 211.275• MIL-STD-129P, Marking for Shipment and Storage• ASTM D3951-90, Commercial Packaging

V. Section E, Inspection and Acceptance

Data Element	Description/Information	Reference
1. Inspection and Acceptance (I&A)	<p>Identifies where I&A will take place; may also identify other quality assurance and reliability requirements.</p> <ul style="list-style-type: none"> • I&A is performed to determine if the supplies or services conform to contractual requirements. • I&A may be performed at source (origin) or at destination. <p><input type="checkbox"/> <i>Where does inspection and acceptance take place?</i></p> <p><input type="checkbox"/> <i>Is I&A correctly coded in MOCAS?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • FAR 46 • DFARS 246 <p>Inspection and Acceptance Codes:</p> <ul style="list-style-type: none"> • CMC100 Job Aid Codes and Remarks, Section IX.

VI. Section F, Deliveries or Performance

Data Element	Description/Information	Reference
1. Delivery and Performance Information	Time, place, and method of delivery or performance is specified in this section and generally includes the delivery schedule and shipping destinations.	Reference: <ul style="list-style-type: none"> • FAR 11.4 • FAR 47.301-1 • DFARS 246
2. Delivery Schedule	May be expressed in calendar dates or in specific periods of time; may be found in Section B in the line item description. <input type="checkbox"/> <i>Is delivery schedule accurately displayed in MOCAS?</i> <input type="checkbox"/> <i>Are quantity variances authorized?</i>	
3. Ship To Information	Ship to CAGE or DoDAAC indicating destination of shipment, "mark for" DoDAAC indicating a specific location. <input type="checkbox"/> <i>Are there any transportation priority requirements?</i>	
4. Military Standard Requisitioning and Issue Procedures (MILSTRIP)	MILSTRIP is 14 character Government assigned number used to identify DoD activity, purchase date and lot number.	Reference: <ul style="list-style-type: none"> • Military Standard Requisitioning and Issue Procedures (DOD 4000.25-1-M)
5. Transportation Priority Code	Transportation priority code establishes precedence of handling and the method of material movement within the Defense Transportation System.	

VII. Section G, Contract Administration Data

Data Element	Description/Information	Reference
1. Contract Administration Data	Contract administration data includes information and instructions that are not found on the face page of the contract.	Reference: <ul style="list-style-type: none"> • DFARS PGI 204.7108
2. ACRN and LOA	Accounting and appropriation data (ACRN and LOA) <ul style="list-style-type: none"> • First 7 positions of LOA: <ul style="list-style-type: none"> ○ position 1-2 = service ○ position 3 = last digit of fiscal year appropriated ○ position 4-7 = category of procurement 	
3. Payment Information	Payment information includes contractor remit-to address (address for receiving hard-copy checks) and special payment instructions. <input type="checkbox"/> <i>What method of payment will be used under the contract? (Invoices/public vouchers/progress payments/performance based payments, etc.)</i> <input type="checkbox"/> <i>Are special payment instructions required?</i> <input type="checkbox"/> <i>Is the contractor prepared to submit electronic payments via WAWF?</i> <input type="checkbox"/> <i>For progress payments, has the contractor been contacted to determine if financing method will be exercised?</i> <input type="checkbox"/> <i>Are FAST PAY procedures authorized?</i> <input type="checkbox"/> <i>Has FMS funding been provided?</i>	
4. Points of Contact	Point of contact information for CO, ACO, COR, etc. <input type="checkbox"/> <i>Are COR duties needed? (accepting service type work on DD250's)</i>	

VIII. Section H, Special Contract Requirements

Data Element	Description/Information	Reference
<p>1. Special Clauses</p>	<p>Special contract requirements or clauses are identified in Section H of the contract.</p> <ul style="list-style-type: none"> • Functional specialists should pay close attention to this area of the contract because they may require a higher degree of management and may impact contract performance. • The final clause determination will be made by the PCO and may contain clauses or contract requirements that are not really "special" • Typical special requirements concern: <ul style="list-style-type: none"> ○ Changes in key personnel ○ Changes in contract performance location ○ Security clearances ○ Special software/data rights ○ Foreign sources ○ Hazardous materials or conditions ○ Option terms ○ Multi-year provisions ○ Economic price adjustment provisions ○ Payment of incentive fees ○ Payment of licensing or royalty fees ○ Limitations on Federal Government obligations ○ Government-furnished property or facilities <p><input type="checkbox"/> <i>Have any special clauses been included?</i></p> <p><input type="checkbox"/> <i>Would it be beneficial to contact the PCO or contractor to ensure understanding of special clauses?</i></p>	

IX. Section I, Contract Clauses

Data Element	Description/Information	Reference
1. Contract Clauses	<p>Contract clauses required by law or FAR and DFARS clauses.</p> <ul style="list-style-type: none"> The FAR Clause matrix requires certain clauses to appear in certain types of contracts. MOCAS automatically assigns codes to the R9 line or to the special contract provisions data element for specific clauses. Certain R9 codes will cause CRR e-Tool to recommend a post-award orientation. <p><input type="checkbox"/> <i>Have all special contract provisions/clauses been identified correctly in MOCAS? (e.g., SP Codes for Progress Payment, Government property, Berry Amendment, Higher Level Quality, etc.)</i></p> <p><input type="checkbox"/> <i>Have other clauses been identified correctly in MOCAS on the R9 line? (e.g., ODO, EVMS, etc.)</i></p>	<p>FAR Provisions and Clauses Matrix:</p> <ul style="list-style-type: none"> https://acquisition.gov/far/current/html/52_301Matrix.html <p>Trusted Agent Procedural Guide, Appendix B-2 and B-7:</p> <ul style="list-style-type: none"> http://home.dcmamil/reference/tafile.doc <p>MOCAS R9 Codes:</p> <ul style="list-style-type: none"> CMC100 Job Aid Codes and Remarks, Section VII. <p>MILSCAP Special Provision Codes:</p> <ul style="list-style-type: none"> CMC100 Job Aid Codes and Remarks, Section XI.

Certain clauses are routinely included in all contracts and others are included because of the type of contract. Some clauses provide information to the contractor and others require action by either the contractor or the Government. Functional specialists have an interest in whether the contract contains clauses that require a higher degree of contract management. Certain clauses will automatically be identified in MOCAS as special provision codes or as R9 codes. The CRR eTool will recommend a post-award orientation based on a selection of these codes.

The following is a list of FAR and DFARS clauses that functional specialists should look for when performing CRR (list is not all-inclusive).

A. Engineering Specialist (GS-800)

Clause Identifier	Clause Title
FAR 52.227-2 through 52.227-21	Patent, Royalty, and Tech Data Clauses
FAR 52.234-2 through 52.234-4 DFARS 252.242-7001 DFARS 252.242-7002	Earned Value Management System Clauses
FAR 52.246-11	Quality Management System Clause
FAR 52.248-1 through 52.248-3	Value Engineering Clauses

B. Contract Specialist (GS-1102)

Clause Identifier	Clause Title
	Reporting Subcontract Awards
	First Article Approval – Contractor Testing
	First Article Approval – Government Testing
FAR 52.211-11	Liquidated Damages – Supplies, Services, or Research and Development
FAR 52.213-1	Fast Payment Procedure
FAR 52.213-2	Invoices
FAR 52.215-2	Audit and Records – Negotiation
FAR 52.216-10	Incentive Fee
FAR 52.216-16	Incentive Price Revision – Firm Target
FAR 52.216-17	Incentive Price Revision – Successive Targets
FAR 52.216-25	Contract Definitization
FAR 52.216-26	Payments of Allowable Costs Before Definitization
FAR 52.217-9	Option to Extend the Term of the Contract
FAR 52.219-9	Small Business Subcontracting Plan
FAR 52.222-50	Combating Trafficking in Persons (Required in all contracts per FAR 22.17 and DFARS 222.17) (See DCMA-INST 118, 3.2.2.2.2)
FAR 52.227-1 through 52.227-21	Patent, Royalty, and Tech Data Clauses (See DCMA-INST 115)
FAR 52.232-1 through 52.232-38	Payment Clauses
FAR 52.234-2 through 52.234-4	Earned Value Management System Clauses
FAR 52.245-1, -2 and -9	Property Clauses
FAR 52.246-17 through 52.246-21	Warranty Clauses
DFARS 252.215-7002	Cost Estimating System Requirements (Must also contain DFARS 252.242-7005.)
DFARS 252.227-7038	Patents – Reporting of Subject Inventions (See DCMA-INST 115)
DFARS 252.227-7039	Patents – Reporting of Subject Inventions (See DCMA-INST 115)
DFARS 252.234-7002	Earned Value Management System (Must also contain DFARS 252.242-7005.)
DFARS 252.242-7004	Material Management and Accounting System (Must also contain DFARS 252.242-7005.)
DFARS 252.242-7005	Contractor Business Systems (See DCMA-INST 118, 3.2.2.1.2)
DFARS 252.242-7006	Accounting System Administration (Must also contain DFARS 252.242-7005.)
DFARS 252.244-7001	Contractor Purchasing System Administration (Must also contain DFARS 252.242-7005.)
DFARS 252.245-7003	Contractor Property Management System Administration (Must also contain DFARS 252.242-7005.)

C. Industrial Specialist (GS-1150)

Clause Identifier	Clause Title
	First Article Approval – Contractor Testing
	First Article Approval – Government Testing
	Time of Delivery
	Desired and Required Time of Delivery
FAR 52.211-14	Notice of Priority Rating for National Defense, Emergency Preparedness and Energy Program Use
FAR 52.211-15	Defense Priority and Allocation Requirements
FAR 52.211-16	Variation in Quantity
FAR 52.211-17	Delivery of Excess Quantities
FAR 52.211-18	Variation in Estimated Quantity
FAR 52.215-6	Place of Performance
	Berry Amendment Clause

D. Quality Assurance Specialist (GS-1910)

Clause Identifier	Clause Title
	First Article Approval – Contractor Testing
	First Article Approval – Government Testing
FAR 52.211-14	Notice of Priority Rating for National Defense, Emergency Preparedness and Energy Program Use
FAR 52.211-15	Defense Priority and Allocation Requirements
FAR 52.211-16	Variation in Quantity
FAR 52.211-17	Delivery of Excess Quantities
FAR 52.211-18	Variation in Estimated Quantity
FAR 52.215-6	Place of Performance
FAR 52.246-1 through FAR 52.246-14	Inspection Clauses (52.246-11 Higher Level Quality)
FAR 52.246-15	Certificate of Conformance
FAR 52.246-17 through 52.246-21	Warranty Clauses
	Dangerous/Hazardous Material Clauses

E. Small Business Center

Clause Identifier	Clause Title
FAR 52.219-2 through 52.219-28	Clauses covering HUBZone Set-Aside, Small Business Concerns, Subcontracting Plan, Subcontracting Program, Special 8(a) Conditions, Limits on Subcontracting, and Small Business Set-Aside, etc.

F. Business Operations Center – Property Group

Clause Identifier	Clause Title
FAR 52.245-1, -2 and -9	Property Clauses

G. Business Operations Center – Terminations Group

Clause Identifier	Clause Title
FAR 52.249-1 through 52.249-14	Termination Clauses

H. Technical Operations Center – Transportation Group

Clause Identifier	Clause Title
FAR 52.247-1 through 52.247-68	Transportation Clauses

I. Technical Operations Center – Contract Safety Group

Clause Identifier	Clause Title
	Flight Operations Clauses
DFARS 252.228-7001	Ground and Flight Risk (See DCMA-INST 118, 3.2.2.3.2)
DCMA-INST 8210.1	Contractor’s Flight and Ground Operations (See DCMA-INST 118, 3.2.2.3.2)
	Dangerous/Hazardous Material Clauses

X. Section J, List of Attachments

Data Element	Description/Information	Reference
<p>1. Attachments</p>	<p>A list of the title, date, and number of pages for each attached document, exhibit, and other attachments.</p> <p>Exhibits:</p> <ul style="list-style-type: none"> • Are associated to a line item • Are identified by an alpha character (e.g., Exhibit A to CLIN 0003) (list of exhibit assignments should be maintained in the Basic Instrument IWMS folder) • Exhibit line items (ELINs) are numbered similar to CLINs <ul style="list-style-type: none"> ○ 1st and 2nd position contain the exhibit identifier (e.g. A001) ○ 3rd and 4th position contain the exhibit serial number • Are ideal to use when buying spare parts. <p><input type="checkbox"/> <i>Are all attachments to the contract contained in the list of attachments?</i></p> <p><input type="checkbox"/> <i>Have all items contained in the list of attachments been received?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DFARS PGI 204.7105

XI. Section K, Representations, Certifications, and Other Statements of Offerors or Respondents

Data Element	Description/Information	Reference
1. Representations by Offerors	<p>Section K includes solicitation provisions that require representations, certifications or the submission of other information by offerors.</p> <ul style="list-style-type: none">• The appropriate regulation clauses from the FAR, DFARS, or other acquisition regulations will be selected and inserted into Section K.• Final Clause determination will be made by the PCO. <p><input type="checkbox"/> <i>Section K may be omitted from a contract if there are no representations required of the offerors.</i></p>	

XII. Section L, Instructions, Conditions, and Notices to Offerors or Respondents

Data Element	Description/Information	Reference
1. Instructions to Offerors	<p>This section contains solicitation provisions and other information and instructions not required elsewhere to guide offerors or respondents in preparing proposals or responses to requests for information. Prospective offerors or respondents may be instructed to submit proposals or information in a specific format or severable parts to facilitate evaluation. The instructions may specify further organization of proposal or response parts, such as:</p> <ul style="list-style-type: none"> • Administrative • Management • Technical • Logistics • Past performance • Cost or pricing data or information other than cost or pricing data <p><input type="checkbox"/> <i>Section L may be omitted from a contract if there are no specific instructions for submission.</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • FAR 15.408, Table 15-2

XIII. Section M, Evaluation Factors for Award

Data Element	Description/Information	Reference
<p>1. Evaluation Factors</p>	<p>This section may be used to identify all significant factors and any significant subfactors that will be considered in awarding the contract and their relative importance.</p> <p>The contracting officer shall insert one of the phrases in 15.304(e):</p> <p>15.304(e) - The solicitation shall also state, at a minimum, whether all evaluation factors other than cost or price, when combined, are:</p> <ul style="list-style-type: none"> • Significantly more important than cost or price • Approximately equal to cost or price • Significantly less important than cost or price (10 U.S.C. 2305(a)(3)(A)(iii) and 41 U.S.C. 253a(c)(1)(C)) <p><input type="checkbox"/> <i>Section L may be omitted from a contract if there are no specific instructions for submission.</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • FAR 15.304(d)

XIV. MOCAS Editable Fields

A. Contract Data Record

1. Contract Administrator

The following Contract Data Record fields are editable by the Contract Administrator:

- SCTY-CLS-CD
- CRIT-DES-CD
- UNLTRL-IND
- TY-CONTR-CD
- NOUN
- ACO-CD
- DMS-RTG
- CMDTY-CD
- KIND-CON-CD
- FUNC-LMTN
- DVY-DT-IND

2. Industrial Specialist/Procurement Technician

The following Contract Data Record fields are editable by the Industrial Specialist/Procurement Technician:

- CRIT-DES-CD
- PROD-SUV-CD
- NOUN
- INDUS-SP-CD
- DMS-RTG
- CMDTY-CD
- FUNC-LMTN
- WPNS-CD
- DVY-DT-IND
- KR-FNL-DVY-DT

3. DFAS Personnel

The following Contract Data Record fields are editable by DFAS Personnel:

- FCSM
- REMIT-ADRS

4. Trusted Agent

The following Contract Data Record fields are editable by the Trusted Agent:

- ISSD-BY
- EFF-DT
- SPC-CON-PVN
- CAR-SEC-NO

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- BUY-ACTY-CD
- T-CONTRR-CD
- ADMIN-BY
- FMS-RQ-IND
- DT-OF-SIGNR
- TOTAMT-CONT
- DVY-DT-IND

B. Remarks Data Record

1. Contract Administrator

The following Remarks Data Record fields are editable by the Contract Administrator:

- *ACO-NTBK-IND
- *R1*
- P-CONTR-PIN
- P-CONTR-SPN
- UT-NAME
- UT-ADRS
- *R2*
- FAD
- EST-CLSG-DT
- R2-RSN-CDS
- *R3*
- 1st-SHOW-R3
- R3-RSN-CDS
- RSN-FOR-DRMT
- *R5*
- R5-RMK
- *R6*
- R6-RMK
- *R7*
- R7-RMK
- *R9*
- ACO-CDD-RMK

2. DFAS Personnel

The following Remarks Data Record fields are editable by DFAS Personnel:

- *R4*
- 1st-SHOW-R4
- DSFM-RMK

C. Provisions Data Record

1. Trusted Agent

The Trusted Agent may edit all fields in the Provisions Data Record.

XV. Amendment of Solicitation/Modification of Contract

Data Element	Description/Information	Reference
1. Contract ID Code or Type of Contract	<p>Standard Form 30, Block 1</p> <p>The type of contract is normally found on DD Form 1155 in Block 19 or in contract sections B or I.</p> <p><input type="checkbox"/> <i>Is the type of contract correctly identified in MOCAS?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> FAR 16 and DFARS 216 <p>Type of Contract Codes:</p> <ul style="list-style-type: none"> CMC100 Job Aid Codes and Remarks, Section III.
2. Amendment/Modification Number.	<p>Standard Form 30, Block 2</p> <p>The amendment/modification number begins with one of three letters representing the originating office:</p> <ul style="list-style-type: none"> P – Originated by Procurement Office A or O – Originated by Administrative Office <p>The letter will be followed by a serial number representing the modification for the identified contract.</p> <p>The originating office is the authority for the modification. Some modifications affect the substantive rights of the parties and therefore and authorization is required.</p> <p><input type="checkbox"/> <i>Does the first character of the amendment/modification number match the role of the issuing office?</i></p>	
3. Effective Date	<p>Standard Form 30, Block 3</p> <ul style="list-style-type: none"> Often delivery schedules depend on the effective date of the contract or modification. If the scope of the contract changed due to the modification, some forms of payment will be effective from that date. The date is also important when used for contract termination. <p><input type="checkbox"/> <i>Make note of the effective date. If the delivery schedule or payment schedule dates are based on the effective date, this will be needed when checking those dates.</i></p>	

Data Element	Description/Information	Reference
<p>4. Issued By</p>	<p>Standard Form 30, Block 6</p> <ul style="list-style-type: none"> • Ensure the name, address, and DoDAAC of the issuing activity is either DCMA for administrative modifications or matches the Contract Number in block 10A for other modifications. The DoDAAC is a 6-digit alpha-numeric code located in the small box labeled CODE. • Occasionally, a major procurement command may have multiple departments that submit contracts. The first six characters in the contract number may not exactly match the DoDAAC of the issuing command. A DoDAAC query can be used to confirm the contract modification is issued by the same command that issued the contract. <p><input type="checkbox"/> <i>Make note of the effective date. If the delivery schedule or payment schedule dates are based on the effective date, this will be needed when checking those dates.</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DoDAACs maintained by Defense Automated Address System Center (DAASC) • DFARS 242.202(a)(i) <p>DoDAAC Query:</p> <ul style="list-style-type: none"> • https://pubapp.dcma.mil/CASD/DodaacSearch.do • https://www.transactionservices.dla.mil/daasing/dodaac.asp
<p>5. Administered By</p>	<p>Standard Form 30, Block 7</p> <ul style="list-style-type: none"> • Name, address, and DoDAAC of activity administering the contract and contract modification (DCMA CMO address when delegated for administration). • Ensure that address is correct and the contract has been delegated to the proper CMO. <p><input type="checkbox"/> <i>Has the contract been delegated to the appropriate CMO?</i></p> <p><input type="checkbox"/> <i>Is the CMO address and DoDAAC correct?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DoDAACs maintained by Defense Automated Address System Center (DAASC) • DFARS 242.202(a)(i) <p>DoDAAC Query:</p> <ul style="list-style-type: none"> • https://pubapp.dcma.mil/CASD/DodaacSearch.do • https://www.transactionservices.dla.mil/daasing/dodaac.asp

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Data Element	Description/Information	Reference
<p>6. Name and Address of Contractor</p>	<p>Standard Form 30, Block 7</p> <ul style="list-style-type: none"> • Name, address, and CAGE code of the contractor. • ZIP code is used to verify the contract is administered by the proper CMO. • Contractor must be registered in the SAM database • Contractor name must match SAM record business name, “doing business as” (D/B/A) name, or division name associated with the CAGE Code <p><input type="checkbox"/> <i>Does the contractor’s name/address/CAGE match SAM database?</i></p> <p><input type="checkbox"/> <i>Is the contractor identification information in MOCAS accurate?</i></p> <p><input type="checkbox"/> <i>Has the contract been correctly assigned for administration (IWMS workflow correct)?</i></p>	<p>System for Award Management (SAM):</p> <ul style="list-style-type: none"> • https://www.sam.gov/portal/SAM#1
<p>7. Modification of Contract/Order No</p>	<p>Standard Form 30, Block 10A</p> <ul style="list-style-type: none"> • The first six characters in the contract number should match the issuing activity's DoDAAC unless DCMA issued the contract modification. • Use the contract number to locate the contract in Electronic Document Access (EDA) or when performing the MOCAS review. 	<p>Reference:</p> <ul style="list-style-type: none"> • DFARS 204.7004 <p>DoDAAC Query:</p> <ul style="list-style-type: none"> • https://pubapp.dcma.mil/CASD/DodaacSearch.do • https://www.transactionservices.dla.mil/daasing/dodaac.asp <p>EDA Homepage:</p> <ul style="list-style-type: none"> • https://eda2.ogden.disa.mil/eda_main.htm <p>Type of Instrument Codes:</p> <ul style="list-style-type: none"> • CMC100 Job Aid Codes and Remarks, Section II.

Data Element	Description/Information	Reference
8. Accounting and Appropriation Data	<p>Standard Form 30, Block 12</p> <ul style="list-style-type: none"> • For very small contract modifications, the entire description may be entered in this block. This section normally refers to continuation sheets for modifications with a greater scope. • Accounting and appropriation data may appear on the face page of the contract, in Section G, or in Section B (along with the Line Items) • ACRNs may be assigned to only one LOA • Modifications need only cite the ACRN, not the entire LOA • If the contract uses multiple ACRNs, they will appear in several places throughout the contract <ul style="list-style-type: none"> ○ When one LOA applies to a single line item, the ACRN must be shown in Section B, in the contract line item description ○ When multiple LOAs apply to a single line item, each ACRN and the amount of funds associated must be shown at the subline item level ○ If the modification changes any ACRNs, review the original contract sections B and G to ensure any references to the changed numbers are also updated. <p><input type="checkbox"/> <i>Is each LOA assigned to a single ACRN?</i></p>	<p>Reference:</p> <ul style="list-style-type: none"> • DFARS PGI 204.7107
9. Description of Amendment/Modification	<p>Standard Form 30, Block 14</p> <ul style="list-style-type: none"> • For very small contract modifications, the entire description may be entered in this block. This section normally refers to continuation sheets for modifications with a greater scope. • The description of the modification should follow the order of the Uniform Contract Format for ease of comparison to the original contract. • Use the sections I through XIII of this job aid to review the description of the modifications. All changes should be reviewed with the same detail as if they were part of the original contract. • If the modification changes any CLINs, SLINs, or ELINs, review the original contract sections B through G to ensure any references to the changed numbers are also updated. 	

XVI. Useful Links

Contract Administration Services (CAS) Directory:

- <https://pubapp.dema.mil/CASD/main.jsp>

Defense Federal Acquisition Regulation Supplement (DFARS)

- <http://farsite.hill.af.mil/vdfara.htm>

DFARS Exception List:

- http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars242.htm#P133_4382

DFARS 242-1104(a):

- http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars242.htm#P361_16042

Defense Finance and Accounting Service (DFAS) Guidance on Discounts:

- <http://mocasbb.dema.mil/oct02commcorner.pdf>

Department of Defense Activity Address Code (DoDAAC) Query:

- <https://pubapp.dema.mil/CASD/DodaacSearch.do>
- <https://www.transactionservices.dla.mil/daasinq/dodaac.asp>

Electronic Document Access (EDA) Homepage:

- https://eda2.ogden.disa.mil/eda_main.htm
- <http://eda.ogden.disa.mil/>
- http://eda.cols.disa.mil/eda_main.htm

EDA User's Guide

- https://eda2.ogden.disa.mil/users_guide/index.html

EDA Training Material (EDA User Guide; Contract Deficiency Reporting (CDR), etc.)

- https://eda2.ogden.disa.mil/users_guide/trainMaterial/trn001_index.html
- http://eda.ogden.disa.mil/users_guide/trainMaterial/trn001_index.html

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Electronic Security Assistance Management Manual (ESAMM) Manual 5105.38M:

Table C4.T2A. - Security Cooperation (SC) Customer and Regional Codes and FMS Eligibility:

- <http://www.samm.dsca.mil/table/table-c4t2a>

Table C9.T5. Approved Reciprocal Country Agreement Listing:

- <http://www.samm.dsca.mil/chapter/chapter-9#C9.T5>.

Table C9.T6. Approved Agreements Relating to Participating Groups, Organizations, or Projects:

- <http://www.samm.dsca.mil/chapter/chapter-9#C9.T6>.

Table C9.T7. NATO Reciprocal CAS Agreements:

- <http://www.samm.dsca.mil/chapter/chapter-9#C9.T7>.

Federal Acquisition Regulation (FAR)

- <http://farsite.hill.af.mil/vffara.htm>

FAR Provisions and Clauses Matrix:

- https://acquisition.gov/far/current/html/52_301Matrix.html

Mechanization of Contract Administration Services (MOCAS) Users Manual for Contract Administration

- <http://home.dema.mil/reference/DLAM8000/Dlam.htm>

System for Award Management (SAM):

- <https://www.sam.gov/portal/SAM#1>

Trusted Agent Procedural Guide, Appendix B-2, B-7, and B-9

- <http://home.dema.mil/reference/tafile.doc>