DCMA Manual 2501-02

Contract Modification Actions

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Office of Primary Responsibility	**Contract Maintenance Capability**
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Incorporates and Cancels:	DCMA Manual 2501-02, "Contract Modification Actions," May 18, 2018
Internal Control:	Process flow and key controls are located on the Resource Page
Labor Codes:	Located on the Resource Page
Resource Page Link:	https://360.intranet.dcma.mil/Sites/Policy/CM/SitePages/2501-02r.aspx
Approved by:	David G. Bassett, LTG, USA, Director

Purpose: This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

- Implements policy established in DCMA Instruction 2501
- Reissues and updates the responsibilities and procedures for executing Contract Modifications.

SUMMARY OF CHANGES

This Manual was rewritten. Agency users and stakeholders should read this Manual in its entirety. The following identifies the most notable changes:

- Revised Section 2 to clarify the responsibilities

- Revised Paragraph 3.3., to clarify actions in the preparing and processing of mass modifications

- Revised Paragraph 3.5., to clarify actions necessary to comply with Federal Procurement Data System reporting requirements

- Deleted Paragraph 3.6., Undefinitized Contract Action reporting requirements

- Revised Paragraph 3.7., to clarify Data Automation requirements

- Revised Paragraph 3.8., to clarify actions involved in the transfer of Government property between contracts

- Deleted and replaced the reference throughout to Modification and Delivery Order with agency system of record

- Removed Section 4 in its entirety and established a guidebook

- Updated Definitions, Acronyms, and References

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA organizational elements with the exception of the DCMA Procurement Center.

1.2. POLICY. It is DCMA policy to:

a. Ensure Administrative Contracting Officers (ACO), Termination Contracting Officers (TCO), Contract Administrators (CA), and Procurement Technicians (PT) prepare and execute modifications within the scope of their authority in accordance with Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).

b. Ensure modifications authorizing contract changes be properly negotiated, documented, and definitized.

c. Comply with federal statutory requirements for transparency and accountability in the expenditure of federal funds by reporting all reportable contract modifications to Federal Procurement Data System (FPDS) as required by the FAR and the DFARS.

d. Execute this Manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. CONTRACTS DIRECTORS. Contracts Directors will approve or disapprove exceptions to issuing contract actions outside the agency system of record for issuing contract modifications.

2.2. ACO. For the purpose of this Manual, ACO is referred to as the Administrative Contracting Officer, Corporate Administrative Contracting Officer, Divisional Administrative Contracting Officer, Defective Pricing Administrative Contracting Officer, TCO, PT and CA. The ACO must:

   a. Prepare accurate and complete unilateral or bilateral modifications, within the scope of the requirements, administrative delegations from the Procurement Contracting Officer (PCO), and warrant authority.

   b. Coordinate mass, transfer, and non-transfer modifications with the Functional Information Resource Management (FIRM) Specialist before releasing the modification.

   c. Prepare accurate and timely Contract Action Reports for all required contract actions in FPDS in accordance with FAR Subpart 4.604(b)(1).

   d. Ensure fully executed modifications that impact funding or are otherwise relevant to DCMA customers are courtesy provided to the PCO of record.

2.3. FIRM SPECIALIST. The FIRM Specialist will review and coordinate mass, transfer, and non-transfer modifications with the ACO.

SECTION 3: MODIFICATION PROCEDURE

3.1. OVERVIEW.

a. This section provides guidance to ensure contract modifications prepared by DCMA are properly prepared, reviewed, executed, signed, filed, validated, and reported to FPDS when required. The process of conducting and documenting the issuance of contract modifications is a key control activity under the Financial Improvement and Audit Readiness Service Provider Contract Pay Assessable Unit initiative.

b. The term "contract action" referred to within this document does not include grants, cooperative agreements, real property leases, federal stock requisitions, training authorizations, or other non-FAR based transactions. Furthermore, the term "contract action" does not include classified contracts, agreements, and orders. A complete list of actions that are not required to be reported to FPDS is stated in FAR Subpart 4.606(c) and DFARS Procedures, Guidance, and Information (PGI) 204.606(2).

3.2. DETERMINE TYPE OF MODIFICATION. Contract modifications may either be bilateral or unilateral in accordance with FAR Subpart 43.103. The kind of contract modification required is specified under FAR Subpart 42.302. Examples of modifications include: administrative changes, transportation, delivery schedule extensions, property, excess funds, spare parts and provision, terminations, cancellations, change orders, definitizations, and over and above actions.

a. The ACO must determine if the modification should be unilateral or bilateral.

b. The ACO must ensure modifications are delegated in writing by the PCO if the modification falls within FAR Subpart 42.302(b) or (c) for other requests for modifications not listed in FAR Subpart 42.302(b), as appropriate.

c. The ACO must obtain signature from the contractor on bilateral modifications prior to signing and releasing the modification.

3.3. PREPARE CONTRACT MODIFICATIONS. The ACO must utilize the agency system of record for issuing contract modifications unless an exception applies. The system of record is identified on the resource page. The user manual can be found on the Resource Page. DCMA executed modifications must be filed in the official Electronic Documents Records Management System (eDRMS) and have digital or hand-written signatures.

a. Exceptions to use of the agency system of record for issuing contract modification include the DCMA Procurement Center which utilizes the Standard Procurement System as a contract writing system; non-DoD contracts issued by National Institute of Health, National Aeronautics and Space Administration, National Aeronautics and Space Administration Solutions for Enterprise-Wide Procurement IV, National Science Foundation, and modification of classified and sensitive contracts not in Mechanization of Contract Administration Service (MOCAS).

b. The ACO issuing contract modification actions outside the agency system of record that do not meet the exceptions listed above must request approval from the Contract Management Office (CMO) Contracts Director prior to issuance unless the urgency of the circumstances requires immediate action.

c. The ACO must ensure all necessary documents are obtained for accomplishment of modifications including funding documents and PCO written delegation.

d. ACO Negotiations that result in the issuance of a contract modification action, such as negotiation of provisions, over and above, change orders, unpriced orders under Basic Ordering Agreements, terminations, undefinitized contract actions, economic price adjustments, and other negotiations, must be accomplished in accordance with the applicable DCMA Manuals and written procedures. The Resource Page provides additional guidance and cross reference to other DCMA sources for accomplishing modifications as a result of negotiation activities.

e. The ACO must number the modifications in accordance with DFARS Subpart 204.16, "Uniform Procurement Instrument Identifier."

f. When indicating the authority to issue a modification, the ACO must use the applicable contract clause listed in the Modification Authority Reference Guide (located on the Resource Page) or terms of a mutual agreement with the contractor.

g. The ACO must obtain adequate consideration for changes in contract requirements and document the process for obtaining consideration with a Memorandum for Record. The executed modification must comment as to whether or not consideration was obtained and the terms of any consideration. Consideration may take the form of a contract price adjustment or other means commensurate with the change in requirements; such as, expedited delivery, extending delayed delivery schedules, product quality improvements, performance improvements, contractor's request for Government property, warranties, and conversion to best practices. The ACO must discuss the proposed changes to the contract with the PCO to determine what would be acceptable.

h. When a contract modification or delivery order adds new line items, the ACO preparing the modification or delivery order, must assign new contract line item numbering (CLIN), subline item numbering, or exhibit line item numbering in accordance with the procedures at DFARS Subpart 204.7103, "Contract Line Items;" DFARS PGI 204.7103, "Contract Line Items," DFARS Subpart 204.7104, "Contract Subline Items;" DFARS PGI 204.7104, "Contract Subline Items;" and DFARS PGI 204.7105, "Contract Exhibits and Attachments."

(1) If the modification relates to existing contract line items, subline items, or exhibit line items, the modification must refer to the existing item numbers. DFARS Subpart 204.7106, "Contract Modifications," provides additional guidance for issuing modifications to existing contract line items or exhibit line items.

(2) Modifications that change funding must include CLIN level detail sufficient to enable Defense Finance and Accounting Service (DFAS) to understand the funding change at the CLIN and Accounting Classification Reference Number level.

i. Modifications can be processed in three ways. The ACO must determine if the modification is for a single contract, mass, transfer or non-transfer modification (ARZ) of a single or group of contracts, or a manual modification using a standard form for one or a group of contracts where an exception applies. The ACO must distribute contract modifications in accordance with the procedures set forth in DFARS PGI 204.201. A courtesy copy of a signed modification to the Procurement Contracting Officer is recommended.

(1) The ACO must use the agency system of record for issuing contract modifications and report the action to FPDS when processing a single contract modification or processing an ARZ modification unless an exception applies. Exceptions must be processed manually using a secure procedure for classified and sensitive modifications and applicable forms (e.g., Standard Form 30, "Amendment of Solicitation/Modification of Contract"). Manual processing of unclassified contract actions must receive prior approval from the Contracts Director unless the urgency of the circumstances requires immediate action.

(2) ARZ modifications must be issued in the agency system of record mass modification module. Ensure yes responses to questions within the module to prevent rejection by a FIRM Specialist. When ARZ modifications are issued to contracts in MOCAS, the MOCAS database must be systemically updated to reflect transfers between Commercial and Government Entity (CAGE) codes, CMOs, DFAS pay offices, and Contractor address changes.

(a) An ARZ transfer modification is defined as a modification which does one of the following:

1. Transfers all or some contracts for a CAGE code(s) to another CAGE code (e.g., Novations).

2. Transfers all contracts for a CAGE code to the same CAGE code in a different CMO (e.g., the Contractor physically moves and retains the original CAGE code).

3. Transfers some or all contracts for a specific CMO into one or more other CMOs (e.g., due to downsizing, creation of CMOs, or elimination of CMOs).

(b) The transfer process involves a balancing of contract and invoice counts, contract dollars involved, as well as verifying that all database records have been properly updated to reflect changes. Transfers are only run at the end of the month immediately following the regular MOCAS monthly cycle (transfers are not performed at fiscal year and calendar year end; e.g., end of September and end of December). The verification and balancing is performed by a cognizant FIRM Specialist, DFAS systems office personnel, and Defense Information Service Agency (DISA).

(c) Non-transfer modifications are ARZ modifications which do not require contract transfer. This type of modification is typically a name change or physical address change not involving an update to CAGE, admin Department of Defense Activity Address Code, or DFAS pay office. Modifications post to impacted contracts, and certain MOCAS data is updated systemically when the Contractor updates the System for Award Management (SAM). Other required system updates, such as remittance address data, are coordinated with DISA outside of the monthly transfer process.

(d) The ARZ modification or blanket no-cost change order is issued to modify a large number of contracts involving multiple companies. The approach is used in cases where it is more efficient or practical than having individual ACOs across the Agency issue substantially identical modifications and the modification does not change the contract value, the modification is unilateral, or when use of a ARZ modification has been approved by the DCMA Director or Senior Procurement Executive. This approach is employed when delegation of contracting authority is received by DCMA Headquarters from the affected Defense Department or Agencies.

(e) The ACO must submit the modification through the agency system of record for issuing contract modifications to the FIRM Specialist for review. Once the FIRM Specialist has reviewed and concurred with the mass modification, the FIRM Specialist must provide a date of when the modification can be released by the ACO.

(f) The ARZ modification process may require additional actions by ACOs prior to and after executing the modification (e.g., distribution of modifications to Contractors and PCOs, negotiation of supplemental agreements if suppliers reject "no-cost" change orders and request equitable adjustments). The transferring CMOs are responsible for inputting each ARZ modification record from the backlog into MOCAS inventory.

1. If the ARZ modification does not require action, the ACO should process it into MOCAS inventory as a "No Action Modification." Some ARZ modifications are processed as a "regular mod" which may require the Direct Input clerk to make updates to the MOCAS data, (e.g. change inspection/acceptance, change MOCAS paid awards to "Pay Only"). Direct Input must ONLY change an award to "Pay only" if the modification is issued by the ACO.

2. The FIRM Specialist is responsible for ensuring accurate contract transfer per modification details. However, the FIRM Specialist must not input modification records into MOCAS inventory or clear records off of the backlog, as that is solely a CMO responsibility.

(g) Upon receipt of ARZ modifications to the DCMA Special Programs Directorate Contracts Inbox, a copy of the ARZ modification must be forwarded to the ACOs who manage contracts and/or programs impacted by the change for DCMA Special Programs Directorate. ACOs must coordinate with PCOs to accomplish additional modifications which should be grouped by program or contract, taking care to protect security concerns and avoid compilation of data.

j. The ACO is responsible for manually updating MOCAS, uploading the modification into Electronic Document Access (EDA), uploading modification to eDRMS, and manually validating and reporting to FPDS contract actions issued outside the agency system of record for contract modification actions that do not fall within the exceptions (with the approval of the CMO's Contracts Director).

k. Classified contracts and modifications must not be uploaded into EDA, input into MOCAS, or reported to FPDS.

l. The ACO is authorized to prepare modifications in the agency system of record for issuing contract modification actions for Defense Logistics Agency Other Disbursement Office contracts. The Defense Logistics Agency retains post-award cognizance for contract modification actions for National Stock Number changes, CLIN changes, and Quantity increases on Customer Direct contracts.

3.4. TRACK CONTRACT MODIFICATIONS. ACOs must ensure the contract modification is established in accordance with DCMA Manual (DCMA-MAN) 2501-01, "Contract Receipt and Review." The Integrated Workflow Management System has an integrated modification log feature that can be edited and utilized to provide more details about a specific modification to include the purpose of the modification and funding value changes.

3.5. FPDS REPORT REQUIREMENTS. FPDS is a Government-wide system that collects Government contracts information to provide insight to the public and Government on how tax dollars are being spent. Information can be found on the Resource Page regarding FPDS. FAR Subpart 4.6 establishes the Contract Action Report (CAR) for reporting unclassified contract actions to FPDS. The ACO must press the FPDS CAR generation button to create FPDS CARs for each reportable contract action prior to release of the modification. Before releasing a modification, the ACO must verify if the contract was reported to FPDS.

a. The ACO must report all unclassified contract actions exceeding the micro-purchase threshold, and any modifications to those actions that change previously reported FPDS data (e.g., contractor name, address, CAGE, final delivery date, Government Furnished Property (GFP), place of performance, obligation amount, or contract value), regardless of dollar value.

b. Modification of grants and cooperative agreements are not reportable to FPDS as they are captured in the Federal Assistance Award Data Collection. However, the ACO must report all Prototype Other Transactions (OT) contract actions in FPDS assistance module. Prototype OTs are identified by the 9th position of the award number as a "9". A modification must be issued and a manual CAR must be created in FPDS no matter the reason for the modification. Processing of OT CARs in FPDS requires special account permissions. Contact the DCMA FPDS administrator for updating user privileges. The link to the DCMA FPDS administrator information can be found on the resource page.

c. ARZ modifications for an Indefinite Delivery Indefinite Quantity Contract and Basic Ordering Agreements are only required to report on the basic contract and not the Delivery Order, Task Order or Call Order.

d. The ACO must follow the DFARS PGI 204.606 when completing the FPDS data entry. Entries should be entered in "plain English" with no acronyms or military jargon so that the public can easily understand what the DoD is acquiring. The requirement block should state what is being procured.

e. The ACO must review and validate the accuracy of the CAR prior to releasing the contract action in the agency system of record for issuing contract modifications in accordance with FAR Subpart 4.604(b)(1) and take immediate action to resolve the CAR validation error(s).

(1) The FPDS data is data that was reported previously by the PCO's base CAR at contract award. During the FPDS data validation process, if DCMA's modification CARs are rejected because of errors detected with base CAR data. The ACO may need to contact the PCO to correct the base CAR data so the ACOs modification CAR can pass validation.

(2) The ACO must choose the Reason for Modification Value that best describes the modification in FPDS. For more information on what Reason for Modification is appropriate for contract modifications, see DFARS PGI 204.606 (4).

(3) Per DFARS PGI 204.606 (7), a modification using "Closeout" in the Reason for Modification field should be rare and only occur when a modification being issued actually closes the award. Once the modification is reported as closed out in FPDS, it will no longer be correctable by the user. In order to take any action, the user will have to contact the FPDS Help Desk to perform any corrections.

(4) If the CAR fails validation as a result of data that originated from a source other than the ACO modification or delivery order, the modification or delivery order may be released if the ACO determines that a timely resolution of the data error(s) is unlikely and would not negatively impact the procurement process.

f. The FPDS CAR for reportable contracts must be completed by the ACO. The ACO must ensure the modification is validated and reported to FPDS within three business days of release in the agency system of record for issuing contract modifications in accordance with FAR Subpart 4.604(b)(2) and (3). DCMA executed modifications must be filed in the official Electronic Documents Records Management System (eDRMS) and have digital or hand-written signatures. If the FPDS CAR does not generate, the ACO must manually upload the required CAR to the FPDS web portal in order to meet the three business day requirement after release of contract action (FAR Subpart 4.604(b)(2)). If ACO is unfamiliar with this process, contact the DCMA FPDS Administrator for assistance.

g. The ACO must coordinate with the PCO if it is determined that one of the conditions stated in FAR Subpart 4.605(b) applies as an alternative or justification for concealing the identity of the vendor, use the Generic Data Universal Numbering System (DUNS) number and corresponding CAGE code in the CAR submitted to the FPDS. The ACO in coordination with the PCO will establish internal review procedures that ensure the DUNS and corresponding CAGE code are used correctly.

3.6. DCMA AUTOMATION REQUIREMENTS. The ACO must use the agency system of record for issuing and preparing contract modifications residing in MOCAS to comply with the requirements of FAR Subpart 4.6 and DFARS Subpart 204.201 unless an exception applies. The agency system of record for issuing contract modifications is identified on the Resource Page.

a. The agency system of record for issuing contract modifications is designed to create modification CARs that meet FAR Subpart 4.6 requirements. This is accomplished by using data extracted from the modification, Shared Data Warehouse, programmed inputs, and FPDS.

b. DCMA MOCAS users must ensure that modifications and orders issued by the agency system of record for issuing contract modifications are tracked in accordance with DCMA-MAN 2501-01. Modifications must never be issued to make system corrections in MOCAS. System changes should be accomplished in accordance with DCMA-MAN 2501-05, "MOCAS Data Integrity Screening." In the event that a modification fails to post to EDA, the EDA User Guide provides guidance on upload capabilities.

c. The ACO must ensure that modifications meet the necessary security protocols, as described below, are handled in accordance with Information Security requirements for modifications and attachments. Documents must be protected and marked in accordance with DCMA MAN 3301-08, "Information Security" and stored in the agency's official document storage location.

(1) Classified materials that are top secret, secret and confidential contain information that requires protection against unauthorized disclosure in order to protect national security and must not be established within the Agency approved system of record or maintained in eDRMS.

(2) Unclassified Information that has not been determined pursuant to Executive Order 13526 or any predecessor order to require protection against unauthorized disclosure and that is not designated as classified, are information which may contain enhanced markings and safeguards. Unclassified information to which access or distribution limitations have been applied in accordance with national laws, policies, and regulations of the U.S. Government includes U.S. information that is determined to be exempt from public disclosure in accordance with DoD Instruction 5230.24, "Distribution Statements on Technical Document," and DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure, "or that is subject to export controls in accordance with the International Traffic in Arms Regulations. Controlled Unclassified Information is identified by a caveat immediately following the unclassified marking. For example: Controlled Unclassified Information (CUI). The marking is applied to information that has not been given a security classification pursuant to Executive Order 13526, but which may be withheld from the public because disclosure would cause a foreseeable harm to the interests protected.

(3) DCMA memorandums and instructions must not be incorporated in modifications.

3.7. GENERIC DUNS AND CORRESPONDING CAGE CODES. A Generic DUNS number and corresponding CAGE code represent a category of vendors not specific to any individual or entity. Using the DUNS and corresponding CAGE codes hides the true identity of

the vendor and makes it impossible to correctly process electronic invoices, receiving reports, and payments. Therefore, ACOs must ensure generic DUNS numbers and CAGE codes must not be used as Contractor identification on contract awards or modifications unless a condition stated in FAR Subpart 4.605(b) applies as an alternative or justification for concealing the identity of the vendor.

3.8. TRANSFER OF GOVERNMENT CONTRACT PROPERTY BETWEEN CONTRACTS. Upon the Contractor's written request, and provided the requirements of FAR Subpart 45.102, as addressed in DFARS PGI 245.103-70 are met, the ACO can, in coordination with the PCO, execute a contract modification, transferring contractual accountability. Both gaining and losing contracts must be modified as required by FAR Subpart 45.106 and DoD Instruction 4161.02, "Accountability and Management of Government Contract Property," which provides guidance for acquisition professionals concerning the Government property roles and responsibilities. The losing and gaining contracts must have the basic FAR Subpart 52.245-1, "Government Property." Contract modifications issued for transfer of Government Property require a CAR to be posted in FPDS. This applies to both the losing and gaining contracts. FPDS CAR data element "GFP Provided Under This Action" needs to be updated as applicable.

a. The ACO must ensure the gaining contract modification adds the following FAR/DFARS clauses (if not already present in the contract), as required by DFARS PGI 245.103-71, "Transferring Government Property Accountability":

(1) FAR Subpart 52.245-9, "Use and Charges"

(2) DFARS Subpart 252.211-7007, "Reporting of Government-Furnished Property"

(3) DFARS Subpart 252.245-7001, "Tagging, Labeling, and Marking of Government-Furnished Property"

(4) DFARS Subpart 252.245-7002, "Reporting Loss of Government Property"

(5) DFARS Subpart 252.245-7003, "Contractor Property Management System Administration"

(6) DFARS Subpart 252.245-7004, "Reporting, Reutilization, and Disposal"

(7) DFARS Subpart 252.245-7000, 'Government-Furnished Mapping, Charting, and Geodesy Property" only when mapping, charting, and geodesy property is to be furnished.

b. The ACO must use the following standardized language in a modification for the transfer of government contract property between contracts:

(1) The losing contract modification must state: "The purpose of this modification is to transfer accountability of the contract property items from contract (enter losing contract number) to contract (enter gaining contract number)." This is an administrative modification only and does not require a GFP attachment.

(2) The gaining contract modification must state: "The purpose of this bilateral modification is to accept transfer accountability of the contract property items listed on the attachment from contract (enter losing contract number) to contract (enter gaining contract number)." The ACO must validate the requirements of PGI 245.103-70 have been satisfied in writing from the PCO prior to issuance of a GFP modification.

c. DFARS PGI 245.103-72, "Government-Furnished Property attachments to solicitations and awards" directs the use of the DoD standard Government-Furnished Property format and inclusion of GFP attachment on gaining contracts. ACOs must ensure all gaining GFP transfer modifications are executed using the GFP Module within the Procurement Integrated Enterprise Environment application. Training is available on the GFP Module attachment and can be found on the Resource Page.

GLOSSARY

G.1. DEFINITIONS.

ARZ Modification. A global modification which is processed systemically and applicable to all contracts assigned to a given Contractor. The ARZ modification consist of mass, transfer, and non-transfer modifications.

Bilateral Modification. A bilateral modification is signed by both the Contractor and the Contracting Officer and is used to make negotiated equitable adjustments resulting from the issuance of a change order, to definitize letter contracts, and to reflect other agreements of the parties modifying the terms of the contracts.

CAGE. A code assigned by the Defense Logistics Information Service to identify a commercial or Government entity in accordance with DFAR Subpart 204.7201.

CAR. Contract Action Reports are utilized to input data into FPDS. The CAR is populated using information submitted by PCOs at the time of contract award, contract writing systems, and pre-programmed data. IAW FAR 4.604 the responsibility for the submission and accuracy of the FPDS CAR resides with the contracting officer who awarded the contract action.

Contract. A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by Section 6301 of Title 31, United States Code.

DUNS. A number that is a non-indicative, nine-digit number assigned to each business location in the Dun & Bradstreet data cloud having a unique, separate, and distinct operation, and is maintained solely by Dun & Bradstreet. Industries and organizations around the world use the number as a global standard for business identification and tracking.

FPDS. Federal Procurement Data System utilized to search for details on specific contracts, as FPDS remains the authoritative source for entering and viewing details about contract award data.

FIRM. The FIRM Center provides functional and automated information system support throughout DCMA and matrixed support to the MOCAS Joint Program Management Office. The FIRM also provides functional expertise and technical support of operational automated systems to all DCMA users and organizations throughout the Agency.

SAM. The official system of the U.S. Government. Registration is required for companies doing business with the Federal Government unless the company falls under an exemption. SAM is prescribed in FAR Subpart 4.11.

Unilateral Modification. A unilateral modification is signed only by the Contracting Officer and is used to make administrative changes that do not affect the substantive rights of the parties. For example, a unilateral modification is used to make administrative corrections, to issue change orders, to issue termination notices and to make changes authorized by clauses other than a change clause such as the Property, Options, or Suspension of Work clauses in accordance with FAR Subpart 43.103 (b).

GLOSSARY

G.2. ACRONYMS.

ACO	Administrative Contracting Officer
ARZ	Mass, Transfer or Non-Transfer Modification
CA	Contract Administrator
CAGE	Commercial and Government Entity
CAR	Contract Action Report
CLIN	Contract Line Item Numbering
CMO	Contract Management Office
DCMA-MAN	DCMA Manual
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DISA	Defense Information Service Agency
DUNS	Data Universal Numbering System
EDA	Electronic Document Access
eDRMS	Electronic Documents Records Management System
FAR	Federal Acquisition Regulation
FIRM	Functional Information Resource Management
FPDS	Federal Procurement Data System
GFP	Government Furnished Property
MOCAS	Mechanization of Contract Administration Service
OT	Other Transactions
PCO	Procurement Contracting Officer
PT	Procurement Technician
PGI	Procedures, Guidance, and Information
SAM	System for Award Management
STANDARD FORM 30	Amendment of Solicitation/Modification of Contract
TCO	Termination Contracting Officer

REFERENCES

DCMA Manual 2501-01, "Contract Receipt and Review," March 23, 2019

DCMA Manual 2501-05, "MOCAS Data Integrity Screening," April 1, 2019

DCMA MAN 3301-08, "Information Security," January 21, 2019

Defense Federal Acquisition Regulation Supplement, current edition

Defense Federal Acquisition Regulation Supplement Procedures, Guidance, and Information
PGI, current edition

DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013

DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure,"
October 15, 2018

DoD Instruction 4161.02, "Accountability and Management of Government
Contract Property," August 31, 2018 as amended

DoD Instruction 5230.24, "Distribution Statements on Technical Document," August 23, 2012,
as amended

Executive Order 13526, "Original Classification Authority," December 29, 2009

Federal Acquisition Regulation, current edition

United States Code, Title 31