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DEFENSE ENERGY SUPPORT CENTER
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SEP 21 2000

IN REPLY
REFER TO

DESC-CPB

CONTRACTING INSTRUCTION (CI): 00-14
MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: DEPI Part 53 Changes

1. This Contracting Instruction updates the instructions for completing the DD Form 350, Individual Contracting Action Report for fiscal year 2001. The changes to Part 53 and Appendix C of the DEPI are attached and are indicated in bold. Additionally, all entries into the form are now into blank lines rather than the blocks used previously. Please note that the section of Appendix C dealing with the DD Form 350 applies only to reprocurments after termination for cause. The DD Form 350 is already available for FY01 procurements on the Q drive, under C then Forms, then FY01DD350.
2. This CI cancels and replaces CI 99-23, subject as above, in its entirety.
3. This Contracting Instruction is effective October 1, 2000, and expires upon incorporation into the DEPI. Point of contact is Pernie Forehand, x7630.

SHARON L. MURPHY
Center Senior Procurement Official



PART 53

FORMS

SUBPART 53.1 - GENERAL

53.101 Requirements for use of forms.

DESC acquisition forms will be standardized and consolidated to the maximum extent. Minor variations in wording will be adjusted so that solicitation/contract provisions, supplements, amendments, form letters, post cards, automated data processing cards, and any other acquisition forms will apply to as many buying divisions as possible. All new, modified, or deleted procurement forms (including all of the above) will be submitted through DESC-PCA for approval when any unit performing any procurement functions is the originator or office of primary interest.

SUBPART 53.2 - PRESCRIPTION OF FORMS

53.204 Administrative matters.

53.204-70 DD Form 350, Individual Contracting Action Report.

Policy on the use of the DD Form 350 is in 4.670-3. This subsection contains instructions for completion of the DD Form 350. In addition, supplementary instructions may be found in Appendix C, Supplementary DD Form 350 Instructions and Domestic and Foreign Country Codes.

(101) *Top margin of the DD Form 350.* This is no longer used; the information contained there will now go on page 4 of the form (see below).

(a) *Part A of the DD Form 350.*

LINE NO.

A1 TYPE OF REPORT. Enter appropriate code, as follows:

Code "O" if this is an original report, i.e., if a DD Form 350 has not previously been submitted. Please note that this code shall be used if a contract is

terminated either for convenience or cause (see **line B13**).

Code "1" if this action cancels a previously reported action in its entirety. If this is the case, complete **lines A1, A2, A3, and B1** only.

If you must correct a previously submitted report because a code was incorrect, two DD Forms 350 must be submitted, as follows:

- (1) A copy of the previously submitted DD 350 containing the error to be corrected (you may use a xerox copy) with **line A1** coded as "1", Cancelling.
- (2) A new DD 350. Enter code "2", Correcting, in **line A1** and fill out **lines A2, A3, and B1** with the same codes that were entered on the report being changed. Also enter the correct codes in the **line(s)** being corrected.

A2 REPORT NUMBER. Leave blank. DESC-CPB will complete this **line**.

A3 CONTRACTING OFFICE.

(i) **LINE A3A, REPORTING AGENCY FIPS 95 CODE.** Enter the four-position code from Federal Information Processing Standards Publication (FIPS PUB) 95, Codes for the Identification of Federal and Federally Assisted Organizations, that identifies the reporting agency. FOR DESC, this code is "97AS."

(ii) **Line A3B, CONTRACTING OFFICE CODE.** Enter the code assigned by the departmental data collection point in 204.670-1(c). This is "0600."

A4 NAME OF CONTRACTING OFFICE. Enter "DESC" and the applicable buying division branch code (Example: DESC-BZD).

(b) *Part B of the DD Form 350.*

LINE NO.

B1 CONTRACT IDENTIFICATION INFORMATION.

B1A CONTRACT NUMBER. Enter appropriate number (Example: SC060097D0001).

B1B ORIGIN OF CONTRACT. Under most circumstances, enter A, DoD. For example, this code will apply whenever the contract number begins with SP0600 or, for earlier contracts, DLA600.

- B1C BUNDLED CONTRACT.** Enter one of the following codes:
(A) Code Y – Yes, when the contract meets the definition of “bundled contract” at FAR 2.101 AND the contract value exceeds \$5 million.
(B) Code N – No, for all other cases.
- B1D PERFORMANCE-BASED SERVICE CONTRACT.** Enter one of the following codes –
(A) Code Y – Yes, when the contract value exceeds \$100,000 AND at least 80 percent of the contract valued is for work that is performance based (see FAR Subpart 37.6).
(B) Code N – No, when Code Y does not apply.
- B2 MOD., ORDER OR OTHER ID NUMBER.** For a modification, enter the appropriate six position alpha-numeric number (e.g., P00001). Always enter one alpha accompanied by five numerals.

NOTE ON CONTRACTS OR MODIFICATIONS THAT CONTAIN BOTH A SET-ASIDE AND A NON SET-ASIDE ON THE SAME AWARD DOCUMENT. In such cases, two DD Forms 350 must be completed, one for the set-aside and one for the non set-aside.

(1) For a baNAICS contract document that contains a set-aside, code the DD 350 for the non set-aside as you would do normally by leaving this block blank. Code the DD 350 for the set-aside with a number P00000 in this block.

(2) For a modification that itself contains both a set-aside and non set-aside, code the non set-aside as you would normally (for example, P00005) but code the set-aside by substituting an alpha for the last zero before the modification number (for example, P000A5).

- B3 ACTION DATE.** Enter the year, month, and day when a contract award is made or a mutually binding agreement is reached. (Enter four digits for the year, two for the month and two for the day. For example, if the action takes place on January 2, 2003, enter 20030102.)
- B4 COMPLETION DATE.** Enter the year, month, and day of the last contract delivery date (if specific dates are specified) or the end of the ordering period as set forth in the contract. Enter four digits for the year, two for the month and two for the day (for example, enter January 2, 2003 as 20030102).

CONTRACTOR IDENTIFICATION INFORMATION. In the **lines** below, contractor name and codes refer to the contractor whose name and address appears in the contract. For 8(a) contracts, enter the name and codes of the contractor who will perform under the contract. For awards to the Canadian Commercial Corporation (CCC), enter the name and codes of the appropriate CCC office, except as noted in B5B, below.

B5A CONTRACTOR IDENTIFICATION NUMBER (DUNS). Enter the Data Universal Numbering System (DUNS) number (see Contracting Instructions 97-3 and 97-3A for detailed instructions on how to obtain a number). **For all actions with Federal Prison Industries (UNICOR), use DUNS number 62-662-7459.**

B5B GOVERNMENT AGENCY. Enter code Y when the contractor is a Federal, state or local government agency, and leave Parts C and D blank. If the contractor is not a government agency, enter N.

B5C COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE. Enter the five position code for all contract actions. CAGE codes for companies that have previously done business with DESC can be viewed by using the menu-driven inquiry system by executing the Bidder's Master File address inquiry screen in

M204. Codes for new contractors or contractors that have changed addresses, company name, had mergers, etc., shall be obtained directly from the Defense Logistics Supply Center (DLSC). *If the code has been requested but not yet received, a screen print of the request must accompany the DD Form 350 when it is submitted to DESC-PCB.*

For awards to CCC, enter the code that identifies the contractor establishment performing under the contract.

B5D CONTRACTOR NAME AND DIVISION NAME. Enter company name and division name, if any.

NOTE: If the contractor is "doing business as" a different company name, enter the contractor's name in this **line** and insert the "doing business as" name and address in **line** B5E.

When an individual's name is a part of the contractor's name, the last name should be shown first. For example, Michael A. Moore and Associates would be shown as Moore, Michael A. and Associates.

If the contractor's name has changed, or if the company has merged with another company, please furnish DESC-CPB with the former name and address. Annotate on note paper and staple to the DD Form 350. Do not annotate the DD Form 350 itself.

B5E CONTRACTOR ADDRESS. Enter the street and number, city, state, and zip code. If there is a box number, there must also be a street name. For all foreign firms, enter applicable data.

NOTE: The address in this **line** must match the CAGE code in **line** B5C. Each CAGE code in the system is matched with an address. This CAGE address may be different from the address on the face of the contract.

- B5F TAXPAYER IDENTIFICATION NUMBER (TIN). Enter the TIN from the fill-in block in Clause K88, TAXPAYER IDENTIFICATION, or from the fill-in block in paragraph (b) in Clause K1.01-2, OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS, or if otherwise known. DFARS 253.204-70(b)(5)(ii)(E) requires the TIN in this **line** for all concerns except for specific enumerated categories (for example, foreign concerns, and contractors registered in the Central Contractor Registration database.) However, in spite of the fact that DFARS does not require a TIN for state and local governments, the computerized reporting system (DCARS) requires this information. Therefore, if a procurement is with a state or local government, this **line** should be completed. If it is with a foreign concern, enter "foreign."
- B5G PARENT TAXPAYER IDENTIFICATION NUMBER. Enter the TIN of the parent company only if the contractor and its parent company file one consolidated Federal Income Tax return. Otherwise, leave blank.
- B5H PARENT NAME. Enter the parent name only if B5G is completed. Otherwise, leave blank.
- B6 PRINCIPAL PLACE OF PERFORMANCE. The principal place of performance to be coded in **line** B6A, B6B, and B6C refers to the prime contractor's final assembly point of a manufactured article, construction site, place of mining, or, for service contracts, the place where a service is performed, including military installations. If there is more than one location, enter the location with the largest dollar value.
- If the product is purchased from a regular dealer, the principal place of performance shall be the dealer's location if he ships from stock, or the subcontractor's location if shipment is made from the subcontractor's plant.
- If the principal place of performance is unknown, enter the home address of the contractor. **However, if the contractor is a domestic concern and the entire contract will be performed outside the United States, enter the most frequent place of performance.**
- B6A CITY OR PLACE CODE. Where the place of performance is in the United States and Outlying Areas, enter the city or place code of the principal place of performance from the Federal Information Processing Standard (FIPS)

Publication 55-2. (The FIPS may be searched on the internet under the following address: [http:// web1.whs.osd.mil/peidhome/fipsquery.htm](http://web1.whs.osd.mil/peidhome/fipsquery.htm).) If the city is not listed, find the appropriate county in FIPS 55-2 and enter the three-digit code for the county. For Washington DC, enter 50000. IF THE CITY OR PLACE IS LOCATED IN MORE THAN ONE COUNTY, place the county code in parentheses beside the city or place code. Codes in **line** B6A and B6B must match information in B6C.

Leave this **line** blank for foreign countries.

B6B STATE OR COUNTRY CODE. Enter the appropriate state code from FIPS 55-2 for place of performance, or enter the country code. (Lists of state codes and country codes may be found in Appendix C, paragraphs C-102 and C-103.)

NOTE: U. S. possessions use the special numbers listed in the listing of domestic codes in Appendix C, paragraph C-102.

B6C CITY OR PLACE AND STATE OR COUNTRY NAME. Enter the place of performance. If the same as B5E, enter the word "same." Do not leave blank.

B7 TYPE OF OBLIGATION. Enter code 1 or 2, as appropriate.

B8 TOTAL DOLLARS. If the contract is for one year only, enter total dollars for DESC-funded and service funded contracts. For multiyear awards, enter the total dollar amount both in this **line** and in **line** B11.
Exceptions: multiyear aircraft refueling and storage contracts subject to the Navy's availability of fiscal year funds. In such cases, enter the available fiscal year dollars. When the contract modification is issued to add the following fiscal year funds, the DD Form 350 will report that dollar value.

B9 FOREIGN MILITARY SALE (FMS). If only a part of the contracting action is for FMS, that part, if over \$25,000, shall be reported on one DD 350 and the other part (non-FMS) on a second DD 350.

B10 MULTIYEAR CONTRACT. Enter "Y" for a contract awarded under multiyear procedures. Otherwise, enter "N."

For modifications only: Code a modification under a multiyear contract as "N." There are only two exceptions to this rule, when this **line** shall be coded Y: (1) When you are awarding new line items under a new solicitation, and (2) Storage and aircraft refueling contracts.

B11 TOTAL MULTIYEAR VALUE. Enter the total estimated multiyear contract value (in whole dollars) only at the time of initial obligation of multiyear funds

for a new letter contract or a new definitive contract (**line B13A** is coded 1 or 3 and **line B13D** is blank.) Leave blank if B10 is coded "N" or if B13A is coded "B." However, for modifications to storage and aircraft refueling contracts, leave blank.

B12 PRINCIPAL PRODUCT OR SERVICE.

B12A FEDERAL SUPPLY CLASS (FSC) OR SERVICE CODE. Enter appropriate four-character code from the list below or from the Defense Procurement Coding Manual (DoD 4105.61M Vol. 1). If more than one classification applies, enter the one that accounts for the largest dollar value of the acquisition.

- 6830 Natural gas
- 6850 Miscellaneous chemicals (includes Fuel System Icing Inhibitor)
- 9110 Fuels, solid (coal)
- 9130 Liquid propellant and fuel, petroleum base (examples: Jet fuel, AvGas, MoGas)
- 9135 Liquid Propellant Fuels - Chemical Base
- 9140 Fuel Oils (examples: kerosene, diesel fuel oil, crude oil)
- 9150 Oils - Greases, Cutting Lubes and Hydraulic (examples: Lubes)
- 9160 Miscellaneous waxes, oils, and fats
- H291 Testing
- M173 Operation and/or Maintenance of Government-owned facilities (GOCOs)
- R219 Engineering Services for Real Property (GOCOs)
- S111 Utilities: Gas
- S112 Utilities: Electric service
- X173 Commercial storage services (COCOs)
- Z173 Repair/Maintenance of Real Property (GOCOs)

B12B DoD CLAIMANT PROGRAM CODE. Enter appropriate code from those listed below:

- A8A Petroleum products
- A8B Other fuels and lubricants (coal and non-petroleum)
- S10 Services

NOTE: If a particular claimant program cannot be identified, enter code S10 for services or C9E for supplies and equipment.

B12C PROGRAM, SYSTEM OR EQUIPMENT CODE. Enter 000.

B12D NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE. Enter appropriate code. If more than one code is applicable, enter the

one that best identifies the product or service with the largest dollar value.
Codes in common use by DESC-P are:

| FSC FILE CODE | NAICS CODE |
|--|------------|
| 6830 | 4924 |
| 6850 | 2899 |
| 9110 anthracite manufacturers | 1231 |
| 9110 bituminous manufacturers, surface | 1221 |
| 9110 bituminous manufacturers, underground | 1222 |
| 9110 all coal dealers | 5052 |
| 9130, 9135, or 9140 refiners | 2911 |
| 9130, 9135, or 9140 distributors; M173 | 5172 |
| 9140 crude oil | 1311 |
| 9150 | 2992 |
| S111 utilities: products of petroleum and coal | 2999 |
| S112 utilities: electricity | 4911 |
| X173 | 4226 |

Use the NAICS Code in effect at the time of award. These codes are in the 1997 NAICS Manual (<http://www.census.gov/pub/epcd/www/naics.html>).

- B12E NAME/DESCRIPTION.** Enter the name or description of the commodity or service (for example, Turbine Fuel, Aviation, Grade JP4; Coal, Anthracite). If there are several items being awarded under this action, enter the name of the commodity with the largest dollar value.
- B13 KIND OF CONTRACTING ACTION.**
- B13A CONTRACT OR ORDER.**
If this action is an original contract action or order, make one selection from Codes 1 through 9. Use Code 9 when Simplified Acquisition Procedures are used for acquisitions of \$100,000 or less. Use code 6 for orders from the Procurement List under Federal schedules . Please note that if this **line** is coded as 6 (Order/Call under Federal Schedule) you must not code any of Part D and if it is coded as 8 (Order from Procurement List) you must not code any of Parts C or D.
- B13B TYPE OF INDEFINITE DELIVERY CONTRACT.** Enter the code that indicates the type of contract.
- B13C MULTIPLE OR SINGLE AWARD INDEFINITE DELIVERY CONTRACT(S).**
Enter M if more than one item or quantity is being awarded under the contract.
Enter S if only one item/quantity.

B13D MODIFICATION.

If the action is a modification to an existing contract, code as follows:

Enter Code "A" if an action results from a new solicitation that is added by modification to an existing NAICS contract for administrative convenience.

Enter Code "B" if additional items or quantity are added by modification and Code "A" does not apply. Examples: addition of set-aside items, subsequent award of items under the same solicitation, a failed 8(a) reservation.

Enter Code "C" when the modification does not affect the scope of work but when it obligates or deobligates funds. (However, a DD 350 need not be submitted when the only change involves an increase or decrease in taxes.)

Enter Code "D" when reporting changes pursuant to the CHANGES clause. Use this code when changing an existing line item by decreasing quantity or adding a new line item to replace one already awarded.

If this item is coded "E" or "F," **line A1** should be coded as "0."

Enter Code "G" for contract cancellations that are not classified as terminations. Example: an award made in error.

Enter Code "H" for exercise of an option.

B14 CICA APPLICABILITY.

Enter Code A if the action resulted from a solicitation issued before April 1, 1985. This includes modifications within the original scope of work issued after that date. However, it does not include modifications issued after April 1, 1985 coded as A in B13 or B13D.

Enter Code B if the action resulted from a solicitation issued on or after April 1, 1985, unless Codes C or D are applicable.

Enter Code C if the action resulted from use of the procedures of FAR Part 13 other than Subpart 13.6.

Enter Code D if the action resulted from use of the procedures of FAR Subpart 13.6.

(c)Part C of the DD Form 350.

GENERAL REMARKS ON PART C:

Reprocurements of Undelivered Quantities Terminated for Cause. The coding of most lines will be the same as for other awards. However, for the coding of lines C1, C2, C3, C4, C8 and C9, see Appendix C, paragraph C-100.

LINE NO.

- C1 SYNOPSIS. Enter appropriate code.
- C2 REASON NOT SYNOPSISIZED. If item C1 is coded "N," enter appropriate code.
Code B is for Single, Governmentwide point of entry.
- C3 EXTENT COMPETED. Enter appropriate code.

Enter Code A, Competed, if any of the following apply:

Full and open competition.

Full and open competition after exclusion of sources per FAR 6.2 (including set-aside for small business or HUBZone small business competitive 8(a) awards).

Statutory authority for other than full and open competition (FAR 6.3) and more than one offer was received.

Contract action resulting from a solicitation issued before April 1, 1985 that used formal advertising, or was negotiated competitively.

Action under a Federal Schedule contract.

Enter Code B, Not Available for Competition, if any of the following enumerated circumstances apply. (NOTE: Do not use this code under any other circumstances.)

Utilities or utility systems (except long distance telecommunications) where only one supplier can furnish the service.

Brand name commercial products for authorized resale.

Procurements authorized or required by statute to be awarded to a designated source.

8(a) awards for only one source.

International agreements, and FMS when the acquisition is to be reimbursed by a foreign country that requires that the product or services be obtained from a particular firm.

Other contract actions where the Deputy Assistant Secretary of Defense, Procurement, has determined that there is no opportunity for competition.

Enter Code C, Follow-on to Competed Action, when the action involves an acquisition placed with a particular contractor to continue or augment a specific competed program when such placement was necessitated by prior acquisition decisions.

Enter Code D, Not Competed, when codes A, B, or C do not apply.

C4 SEA TRANSPORTATION. Enter appropriate code, as follows:

Enter Code N, No, if the contractor does not anticipate that any of the supplies will be transported by sea.

Enter Code U, Unknown, if the extent of sea transportation is unknown or if the procurement is less than \$25,000 and it was solicited under simplified acquisition procedures.

Enter Code Y, Yes, if the contractor anticipates that any of the supplies will be transported by sea.

C5 TYPE OF CONTRACT. Enter appropriate code.

C6 NUMBER OF OFFERORS SOLICITED. Enter the code that describes the number of offerors solicited. (Base the code on the solicitation, not on individual line items.)

C7 NUMBER OF OFFERS RECEIVED. For the purpose of completing this **line**, only an offer from a responsible contractor capable of satisfying the Government's requirements shall be counted as an offer. (Base the code on the solicitation, not on individual line items.) Leave blank if B13A is coded 6, or if the original contract resulted from a solicitation issued before April 1, 1985. Enter offers as 001-999.

C8 SOLICITATION PROCEDURES.

Enter appropriate code. Codes A through K designate the full and open competition requirements of FAR Part 6. DESC regularly uses A, B, K, and N. Code F is used only if B13A is coded as Order/Call under Federal Schedule.

Codes A and B are self-explanatory for most circumstances. However, please note that if a solicitation contains a set-aside, but the award being coded in the unrestricted portion, code as A or B. If the award being coded is the set-aside, code as K.

Code K, Set-aside, is to be used when the award covers a set-aside. This includes competitive 8(a) awards but not noncompetitive 8(a) awards (to date, DESC has no competitive 8(a)s but may in the future). It also includes SDB set-asides, set-asides for Hubzone small business concerns, set-asides for very small business concerns, **and set-asides for emerging small business concerns (see FAR 19.1006(c))**.

Code N, Other than Full and Open Competition, designates an existing statutory exception to full and open competition (e.g., noncompetitive 8(a) awards). If code N is used, you must complete **line** C9.

Modifications within the scope of a contract shall be reported the same as the initial contract.

If B13A is coded 6, Order/Call under Federal Schedule, or 9, Purchase using Simplified Acquisition Procedures, leave blank.

C9 **AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION.** When **line** C8 is coded N, enter the appropriate code in this **line**. Explanation of the authorities is set forth in FAR 6.302. For 8(a) awards, enter code 5A.

C10 **SUBJECT TO LABOR STANDARDS STATUTES.** Enter code A if subject to Walsh-Healey (manufacturer or dealer). Code C if subject to the Service Contract Act. Code Z is used for foreign firms, or domestic firms performing outside the United States. Commercial items are not subject to Walsh-Healey and should be coded as Z.

C11 **COST OR PRICING DATA.** Enter appropriate code, as follows:

Enter Code Y if certified Cost or Pricing (C/P) data were obtained, the Certificate of Current C/P Data was received and is filed under Tab 25 in the contract file, and price was based on the data.

Enter Code N if certified C/P data was not obtained because data was not required or an exemption was granted.

Enter Code W if certified C/P data were required but a waiver was obtained per FAR 15.403-1(c)(4) and DLAD 15.804-1(b)(5) and DEPI 15.403-1(c)(4).

NOTE: This code does NOT include exemptions. Waivers require a formal D & F and approval by either the DESC Commander or DLA.

C12 **CONTRACT FINANCING.** Enter appropriate code if **line** C5 is coded A, J, K or L.

If either clause I51 or I51.01 (FAR 52.232-16 and Alt I) is contained in the contract action, enter code A. Code B is reserved. **Code C is for Percentage of Completion Progress Payments; Code D is Unusual Progress Payments or Advance Payments.**

If no action applies, enter code Z.

C13 FOREIGN TRADE DATA.

C13A PLACE OF MANUFACTURE (OF FOREIGN PRODUCT).

If the product is domestic in origin and manufacture, leave blank. Otherwise, enter the appropriate code as follows:

Enter Code A if the product is manufactured in the U. S. (including Outlying Areas except Palau) and more than 50% of the cost of all its components is not manufactured in the U. S., or, for services, if they were performed in the U.S. by a foreign firm.

Enter Code B if the product is manufactured, mined, or grown outside the U. S., or the service is performed outside the U.S. by a foreign concern.

C13B COUNTRY OF ORIGIN CODE. If **line** C13A is blank, leave this block blank also. If C13A is coded A or B, enter the code of the country where the foreign product is coming from or where the foreign company providing the services is located. If more than one foreign country is involved, enter the code of the predominant foreign country based on dollar value. (For country codes, see Appendix C, paragraph C-103.)

C14 COMMERCIAL ITEMS. Enter Y if the contract contains FAR 52.212-4, either the FAR clause as written or a specially tailored version of the clause. Otherwise, enter N.

(d) *Part D of the DD Form 350.*

GENERAL REMARKS ON PART D:

(1) When filling out **lines** in Part D for an award, code the **line** based on the specific award being coded, not on the characteristics of the solicitation.

(2) When coding a modification, if the original award was coded on a previous edition of the DD Form 350, and if the code representing the original action is no longer available, the definition has changed, or a data element has been added, enter the most accurate code available.

LINE NO.

D1 TYPE OF CONTRACTOR. Enter appropriate code.

Code L applies to foreign firms, the Canadian Commercial Corporation, or non-U.S. chartered nonprofit institutions. Please note that a company incorporated or chartered in the U.S. is not coded as L even if its parent company is a foreign concern.

Code M refers to a domestic large or small business concern whose place of performance (**line B6C**) is outside the U. S. and its Outlying Areas as defined in FIPS 55-2.

If this **line** is coded as A, Small Disadvantaged Business (SDB) Performing in the U. S., you must submit a Premium Paid report (Small Disadvantaged Business Dollars Report for found on the Q drive under CPB file.)

D1A **Note changes as follows. Historically Black College or University is now coded as T, while Minority Institution is now coded as MI as defined at 252.226-7000 and if the place of performance is within the United States and outlying areas.**

D1B **WOMEN-OWNED BUSINESS.** Enter one of the following codes when **line D1A** is coded A or B. Otherwise, leave **line D1B** blank.

- (1) Code Y – Yes. Enter Code Y if the contractor represented that it is a women-owned business in response to FAR 52.204-5, 52.212-3(c), or 52.219-1(b).
- (2) Code N – No. Enter Code N if the contractor's response to these three FAR sites indicates that it is not a women-owned business.
- (3) Code U – Uncertified. Enter code U if the information is not available because the contractor did not complete the representation in these three FAR sites.

D1C **HUBZONE REPRESENTATION.** Enter Y, Yes, if the contractor represented that it is a HUBZone small business concern (see FAR 19.1303). Enter N, No, if code Y does not apply.

D1D ETHNIC GROUP.
(1) Complete line D1D if the action is with a small disadvantaged business. Otherwise, leave line D1D blank.

(2) Enter the code from the following list that corresponds to the ethnic group that the contractor marked in the solicitation provision at FAR 52.219-1, Small Business Program Representations, or FAR 52.212-3(c).

(i) Code A – Asian-Indian American

(ii) Code B – Asian-Pacific American

(iii) Code C – Black American

(iv) Code D – Hispanic American

(v) Code E – Native American

(vi) Code F – Other SDB Certified or Determined by SBA

(vii) Code Z – No Representation

D1E VETERAN-OWNED SMALL BUSINESS. Enter one of the following codes if the contractor is a veteran-owned small business. Otherwise, leave line D1E blank.

(1) Code A – Service-Disabled Veteran. Enter code A if the contractor represented that it is a service-disabled veteran-owned small business.

(2) Code B – Other Veteran. Enter code B if the contractor represented that it is a veteran-owned small business, other than a service-disabled veteran-owned small business.

D2 REASON NOT AWARDED TO SMALL DISADVANTAGED BUSINESS. Enter appropriate code. NOTE: Code C includes all categories of small businesses who were solicited but did not offer, or a SB who did not offer on the total requirement but was awarded a contract for the offered portion. If D1 was coded L or M, then D2 will be blank.

D3 REASON NOT AWARDED TO SMALL BUSINESS. If line D1 was coded other than A or B, enter appropriate code. Otherwise, leave blank.

Code C includes a small business whose offer did not cover the total requirement but who received an award for the offered/bid portion.

Code D includes small business not willing to accept award of a set-aside quantity at the Government's offered price.

D4A TYPE OF SMALL BUSINESS SET-ASIDE. Enter appropriate code.

When coding both a partial set-aside and a non set-aside from the same

solicitation, two DD Forms 350 must be submitted. See SPECIAL NOTE below for details.

Enter A for large or small business in either of the following situations:

- (1) The solicitation was unrestricted, or
- (2) The solicitation includes a partial small business set-aside, but you are coding the non set-aside portion.

Enter B for total small business set-aside.

Enter C if the solicitation includes a partial small business set-aside and award is made to a small business under the set-aside portion. This includes partial SDB set-asides.

Code D – Section 8(a) Set-Aside or Sole Source. Enter code D if the contract was awarded to –

- (i) **The Small Business Administration under section 8(a) of the Small Business Act (see FAR Subpart 19.8); or**
- (ii) **An 8(a) contractor under the direct award procedures at 219.811.**

Enter E for total SDB set-asides and complete **line D4B**, below. Do not code 8(a) awards as set-asides in this **line**.

Code F – HBCU or MI – Total Set-Aside for HBCU or MI (see 226.7003).

Code G – HBCU or MI – Partial Set-Aside for HBCU or MI under a broad agency announcement (see 235.016).

Code H is for Very Small Business set-asides. (See FAR Subpart 19.9.)

Code J shall not be used. It is to be used only for the Small Business Competitiveness Demonstration Program, which does not apply to DESC.

Code K – HUBZone Set-Aside or Sole Source.

SPECIAL NOTE: Award of both partial set-aside and non set-aside. When award is made on a solicitation on both a partial small business set-aside and on the non set-aside portion of the award, two DD Forms 350 must be completed. One form will code this **line** as A for the non set-aside. The other form will code this **line** as C for the set-aside and will code **line B2** as a "dummy" modification (P0000A, P0000B, etc.), with **line B13D** being coded as A or B, as appropriate, and B13A (1 – 9) as appropriate.

D4B TYPE OF PREFERENCE. Enter appropriate code.

Code A shall be entered if no preference was given.

Code B – if the action was unrestricted but an SDB received an award as a result of a price evaluation adjustment (see FAR Subpart 19.11).

Code C – SDB Preferential Consideration, Partial SB Set-Aside. Enter C if the action was a partial set-aside for small business and preferential consideration resulted in an award to an SDB.

Code D – HUBZone Price Evaluation Preference. Enter code D if the contractor received the award as a result of a HUBZone price evaluation preference (see FAR 19.1307).

Code E – HUBZone Price Evaluation Preference and SDB Price Evaluation Adjustment. Enter code E if the contractor received the award as a result of both a HUBZone price evaluation preference and an SDB price evaluation adjustment (see FAR 19.1307).

D4C PREMIUM PERCENT. If the solicitation has no set-aside or preference for SDB, HBCU or MI, leave blank. Otherwise, code as follows:

Enter a premium percentage if **line D4B** is coded C through E, **D4C** is coded B or C, or if **D4D** is coded C. Round off the percentage to the nearest tenth and enter as a three-digit number (for example, 7.55% shall be entered as 076).

Enter 000 if the solicitation contained a set-aside or preference for SDB, HBCU or MI, but the contract action did not result in the payment of a premium.

NOTE: When coding an award to an SDB, you must also submit a Premium Paid report as described in Contracting Instruction 92-11.

Modifications/Orders: Enter the same percentage as the original contract action if **B13A** is coded 5 or **B13D** is coded B through G.

D5 –D6 RESERVED

D7 SMALL BUSINESS INNOVATION RESEARCH (SBIR) PROGRAM. Always enter code A (not a SBIR Program Phase I, II, or III). No other code applies to DESC.

D8 SUBCONTRACTING PLAN - SB, SDB OR HBCU/MI. Enter appropriate code.

Enter code A if no subcontracting possibilities exist.

Enter code B if plan is not required (for example, award is less than \$500,000; award is made to a foreign firm). If D1 is coded A, B, L or M, enter this code.

Enter code C if a subcontracting plan was required and incentive provisions (per FAR 19.708(c)) were not included.

Enter code D if a subcontracting plan was required and incentive provisions were included (FAR 19.708(c) and DFARS 219.708(c)(1)).

D9 SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM.
Code N for all actions.

D10 SIZE OF SMALL BUSINESS. Leave blank.

D11 EMERGING SMALL BUSINESS. Leave blank.

(e) *Part E of the DD Form 350.*

LINE NO.

E1 CONTINGENCY, HUMANITARIAN, OR PEACEKEEPING OPERATION.

(i) Enter code Y in **line** E1 if the contracting action exceeds \$200,000 and is in support of:

(A) A contingency operation as defined in 10 U.S.C. 101(a)(13); or

(B) A humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(7).

(ii) Otherwise, leave **line** E1 blank.

E2 COST ACCOUNTING STANDARDS CLAUSE.

Enter code Y in **line** E2 if the contract includes a Cost Accounting Standards clause (see FAR Part 30.) Otherwise, leave **line** E2 blank.

E3 **NON-DOD REQUESTING AGENCY CODE (FIPS 95).** If making a purchase on behalf of a non-DoD agency, enter the four-position code from FIPS PUB 95 that identifies the non-DoD agency. Otherwise, leave E3 blank.

E4 **NON-DOD REQUESTING OFFICE CODE.** If making a purchase on Behalf of a non-DoD agency, enter the non-DoD agency's office code. Otherwise, leave line E4 blank.

E5-E7 **RESERVED.**

E8 **NUMBER OF CONTRACTING ACTIONS.** If submitting a consolidated DD Form 350, enter the number of contracting actions included in the consolidated report (see 204.670-6(b)). Otherwise, leave E8 blank.

(f) *Part F of the DD Form 350.*

LINE NO.

F1 **NAME OF CONTRACTING OFFICER OR REPRESENTATIVE.** Enter printed name (last, first, MI) of the contracting officer or representative.

F2 **SIGNATURE.** Self-explanatory.

F3 **TELEPHONE NUMBER.** Self-explanatory.

F4 **DATE.** Enter date (year, month, day) that the DD 350 report is submitted. This date is the date the DD Form 350 is signed by the contracting officer, preferably the date of award or no more than three days thereafter. Enter four digits for the year, two for the month and two for the day. For example, enter November 22, 2004 as 20041122.

(102) *Bottom margin of the DD Form 350.* In the bottom margin of the DD Form 350, below the date, put the letters "TAA" when the award is subject to the Trade Agreements Act. An award is subject to this Act when the source of the product is from a designated or Caribbean Basin country listed in FAR 25.401, or from Australia, Egypt, or Turkey AND if the award is for greater than the TAA threshold. (The current TAA threshold is \$177,000, effective June 6, 2000.)

(g) Part G of the DD Form 350

– Unique DESC Reporting Requirements

LINE NUMBER

G1 IFB/RFP Number

G2 Bidder Code

G3 Purchase Program Number

G4 Beginning Day of Delivery Period

G5 Trade Agreements Act – Yes (Y) or No (N)

APPENDIX C

SUPPLEMENTARY DD FORM 350 INSTRUCTIONS AND DOMESTIC AND FOREIGN COUNTRY CODES

C-100 Coding of the DD Form 350 for repurchases after termination for cause.

This paragraph covers coding the DD Form 350 for repurchases of undelivered quantities terminated for cause. The DD 350 was not designed to cover such actions. The coding which must be used, while not ideal, is the best available under the circumstances, given the rigidity of the Form. The affected **lines** should be coded as follows:

| <u>Line No.</u> | <u>Title and Coding</u> |
|-----------------|--|
| C1 | SYNOPSIS. Synopsizing is not required for repurchases after cause actions if it is not practicable. This block may be coded "N", No. |
| C2 | REASON NOT SYNOPSISIZED. This may be coded as "Z", Other Reason, for repurchases after cause actions, even though it does not match the criteria of the FAR for not synopsizing. |
| C3 | EXTENT COMPETED. Code as "A", Competed, if offers were sent to the maximum number of concerns practicable, even if some sources are excluded. FAR 49.402-6(a) states that competition shall be obtained "to the maximum extent practicable" in repurchases after default actions. This is not the same as full and open competition, but the DD Form 350 has no code for maximum extent practicable. If you cannot code as "A", see coding directions in the baNAICS instruction. |
| C8 | SOLICITATION PROCEDURES. Code as "A", Full and Open Competition-- Sealed Bid, or "B", Full and Open Competition -- Competitive Proposal. <u>For reporting purposes</u> , we must count competition to the maximum extent practicable as full and open competition. You cannot code as "N", Other than Full and Open Competition, because that indicates that a Determination and Findings is required, which is not the case for repurchases after cause actions. Because there is no code for maximum extent practicable, you must code as "A" or "B". |

C9 **AUTHORITY FOR OTHER THAN FULL AND OPEN
COMPETITION.** Leave blank.

Other coding of the DD Form 350 shall be as set forth in the instructions in 53.204-70.

C-101 Coding of the DD Form 350 for 8(A) and failed 8(A) procurements.

This paragraph covers the coding of some **lines** of the DD Form 350 on 8(a) procurements and on procurements originally reserved for 8(a) contractors (but which failed and are being awarded to another contractor). When the term "noncompetitive 8(a)" is used below, it refers to quantity being reserved for one 8(a) concern.

| <u>Line No.</u> | <u>Title and Coding</u> |
|------------------------|---|
| B13D | KIND OF CONTRACTING ACTION. If this is an 8(a) procurement, code as set forth in baNAICS instructions. If this is a failed 8(a) procurement that is being added by modification to another contract, code as "B", Additional Work (Other). |
| C3 | EXTENT COMPETED. For noncompetitive 8(a) awards, code "B", Not Available for Competition. For failed 8(a) procurements, code "A". |
| C8 | SOLICITATION PROCEDURES. For competitive 8(a) awards, code "K", Set-Aside. For noncompetitive 8(a) awards, code "N", Other Than Full and Open Competition, and fill in Block C9. For failed 8(a) procurements, code as "A" or "B". |
| C9 | AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION. If you have coded C8 as "N" for Other Than Full and Open Competition for a noncompetitive 8(a), code 5A, Authorized by Statute. |
| D1 | TYPE OF BUSINESS. For an 8(a) award, code "A", Small Disadvantaged Business (SDB) Performing in the U.S., and submit SDB Dollars Report Form. For a failed 8(a) award, code according to the status of the business receiving the award. |

- D2 REASON NOT AWARDED TO SDB.
For an 8(a) award, leave blank.
For a failed 8(a), code "Z", Other Reason.
- D3 REASON NOT AWARDED TO SMALL BUSINESS (SB).
For an 8(a) award, leave blank.
For a failed 8(a), code according to the status of the business receiving the award.
- D4A TYPE OF SB SET-ASIDE.
For either a noncompetitive 8(a) or a failed 8(a), code "A", None.
- D4B TYPE OF SDB SET-ASIDE/SDB PREFERENCE.
For an 8(a) award, code "B", Section 8(a).
For a failed 8(a), code "A", None.
- D4C HBCU/MI SET-ASIDE.
For either an 8(a) or a failed 8(a), code "A", None.
- D4E PREMIUM PERCENT.
For either an 8(a) or a failed 8(a), leave blank.
- D5 ETHNIC GROUP.
For an 8(a) award, enter the appropriate code.
For a failed 8(a) award, if the Contractor is an SDB, enter the appropriate code. Otherwise, leave blank.
- D8 SUBCONTRACTING PLAN.
For an 8(a), enter "B", Plan Not Required.
For a failed 8(a), code according to the business receiving the award.

Other coding of the DD Form 350 shall be as set forth in the instructions in 53.204-70.

C-102 Domestic codes.

| <u>DD 350</u> | <u>STATES</u> | <u>DFAMS</u> | <u>ABBREVIATIONS</u> |
|---------------|-------------------------|--------------|----------------------|
| 01 | Alabama | 01 | AL |
| 02 | Alaska | 02 | AK |
| 04 | Arizona | 04 | AZ |
| 05 | Arkansas | 05 | AR |
| 06 | California | 06 | CA |
| 08 | Colorado | 08 | CO |
| 09 | Connecticut | 09 | CT |
| 10 | Delaware | 10 | DE |
| 11 | District of Columbia | 11 | DC |
| 12 | Florida | 12 | FL |
| 13 | Georgia | 13 | GA |
| 15 | Hawaii | 15 | HI |
| 16 | Idaho | 16 | ID |
| 17 | Illinois | 17 | IL |
| 18 | Indiana | 18 | IN |
| 19 | Iowa | 19 | IA |
| 20 | Kansas | 20 | KS |
| 21 | Kentucky | 21 | KY |
| 22 | Louisiana | 22 | LA |
| 23 | Maine | 23 | ME |
| 24 | Maryland | 24 | MD |
| 25 | Massachusetts | 25 | MA |
| 26 | Michigan | 26 | MI |
| 27 | Minnesota | 27 | MN |
| 28 | Mississippi | 28 | MS |
| 29 | Missouri | 29 | MO |
| 30 | Montana | 30 | MT |
| 31 | Nebraska | 31 | NE |
| 32 | Nevada | 32 | NV |
| 33 | New Hampshire | 33 | NH |
| 34 | New Jersey | 34 | NJ |
| 35 | New Mexico | 35 | NM |
| 36 | New York | 36 | NY |
| 37 | North Carolina | 37 | NC |
| 38 | North Dakota | 38 | ND |
| 39 | Ohio | 39 | OH |
| 40 | Oklahoma | 40 | OK |

| <u>DD 350</u> | <u>STATES</u> | <u>DFAMS</u> | <u>ABBREVIATIONS</u> |
|---------------|--|--------------|----------------------|
| 41 | Oregon | 41 | OR |
| 42 | Pennsylvania | 42 | PA |
| 44 | Rhode Island | 44 | RI |
| 45 | South Carolina | 45 | SC |
| 46 | South Dakota | 46 | SD |
| 47 | Tennessee | 47 | TN |
| 48 | Texas | 48 | TX |
| 49 | Utah | 49 | UT |
| 50 | Vermont | 50 | VT |
| 51 | Virginia | 51 | VA |
| 53 | Washington | 53 | WA |
| 54 | West Virginia | 54 | WV |
| 55 | Wisconsin | 55 | WI |
| 56 | Wyoming | 56 | WY |
| 60 | American Samoa | AQ | AS |
| 64 | Federated States of Micronesia* | MI | -- |
| 66 | Guam | GQ | GU |
| 68 | Marshall Islands | VH | -- |
| 69 | Northern Mariana Islands | CQ | MP |
| 70 | Palau | NQ | -- |
| 72 | Puerto Rico | RQ | PR |
| 74 | U.S. Minor Outlying Islands** | -- | -- |
| -- | Trust Territory of the Pacific Islands*** | MQ | UM |
| 78 | U.S. Virgin Islands | VQ | VI |

*This group includes Kusaie, Ponape, Truk, Yap, etc.

**This group includes: Baker Island, Howland Island, Jarvis Island, Johnson Atoll, Kingman Reef, Midway Island, Navassa Island, Palmyra Island and Wake Island. Please note that DFAMS has special codes for Wake Island (WQ), Jarvis Island (JA), and Johnston Island (JQ), which the DD 350 system includes under U.S. minor outlying islands.

***DFAMS includes Midway Islands in this category.

C-103 Foreign country codes.

To search for a specific country or code press the CTRL key and F at the same time, then type in your search criteria.

DD 350

DFAMS

| | | |
|-----|----------------------------------|-----|
| N/A | ADAK | AK |
| AF | AFGHANISTAN | N/A |
| AL | ALBANIA | N/A |
| AG | ALGERIA | AG |
| AN | ANDORRA | N/A |
| AO | ANGOLA | AO |
| AV | ANGUILLA | N/A |
| N/A | ANTARCTICA | AY |
| AC | ANTIGUA | AC |
| AR | ARGENTINA | AR |
| AA | ARUBA (see NETHERLANDS ANTILLES) | NA |
| N/A | ASCENSION ISLAND | AI |
| AT | ASHMORE AND CARTIER ISLANDS | N/A |
| AS | AUSTRALIA | AS |
| AU | AUSTRIA | AU |
| N/A | AZORES | AZ |
| BF | BAHAMAS | BF |
| BA | BAHRAIN | BA |
| BG | BANGLADESH | BG |
| BB | BARBADOS | BB |
| N/A | BARBUDA | BW |
| BS | BASSAS DA INDIA | N/A |
| BO | BELARUS | BO |
| BE | BELGIUM | BE |
| BH | BELIZE | BH |
| BN | BENIN | N/A |
| BD | BERMUDA | BD |
| BT | BHUTAN | N/A |
| BL | BOLIVIA | BL |
| BK | BOSNIA | BK |
| BC | BOTSWANA | N/A |
| BV | BOUVET ISLAND | N/A |
| BR | BRAZIL | BR |

DD 350DFAMS

| | | |
|-----|--------------------------------|-----|
| IO | BRITISH INDIAN OCEAN TERRITORY | N/A |
| VI | BRITISH VIRGIN ISLANDS | N/A |
| BX | BRUNEI | BX |
| BU | BULGARIA | N/A |
| UV | BURKINA FASCO | N/A |
| BM | BURMA | BM |
| BY | BURUNDI | N/A |
| CM | CAMEROON, UNITED REPUBLIC OF | CM |
| CA | CANADA | CA |
| N/A | CANARY ISLANDS | ZZ |
| CV | CAPE VERDE ISLANDS | CV |
| CJ | CAYMAN ISLANDS | CJ |
| CT | CENTRAL AFRICAN REPUBLIC | N/A |
| CD | CHAD | CD |
| CI | CHILE | CI |
| CH | CHINA, PEOPLE'S REPUBLIC OF | N/A |
| ZZ | CLASSIFIED | N/A |
| IP | CLIPPERTON ISLAND | N/A |
| CK | COCOS (KEELING) ISLANDS | CK |
| CO | COLUMBIA | CO |
| CN | COMOROS ISLANDS | N/A |
| CF | CONGO | CF |
| CW | COOK ISLANDS | N/A |
| CR | CORAL SEA ISLANDS | N/A |
| IV | COTE D'IVOIOR (IVORY COAST) | IV |
| CS | COSTA RICA | CS |
| N/A | CRETE | VJ |
| HR | CROATIA | HR |
| CU | CUBA | CU |
| CY | CYPRUS | CY |
| EZ | CZECH REPUBLIC | N/A |
| DA | DENMARK | DA |
| N/A | DIEGO GARCIA | YL |
| DJ | DJIBOUTI | DJ |
| DO | DOMINICA | DO |
| DR | DOMINICAN REPUBLIC | DR |
| EC | ECUADOR | EC |
| EG | EGYPT | EG |
| ES | EL SALVADOR | ES |
| EK | EQUATORIAL GUINEA | N/A |

DD 350DFAMS

| | | |
|----|----------------------------------|-----|
| ET | ETHIOPIA | ET |
| EU | EUROPA ISLAND | N/A |
| FO | FAROE ISLANDS | N/A |
| FK | FALKLAND ISLANDS (MALVINAS) | N/A |
| FJ | FIJI ISLAND | FJ |
| FI | FINLAND | FI |
| FR | FRANCE | FR |
| FG | FRENCH GUIANA | FG |
| FP | FRENCH POLYNESIA (TAHITI) | FP |
| FS | FRENCH SOUTHERN/ANTARCTIC LANDS | N/A |
| GB | GABON | GB |
| GA | GAMBIA | GA |
| GZ | GAZA STRIP | N/A |
| GM | GERMANY | GE |
| GH | GHANA | GH |
| GI | GIBRALTAR | GI |
| GO | GLORIOSO ISLANDS | N/A |
| GR | GREECE | GR |
| GL | GREENLAND | GL |
| GJ | GRENADA | GJ |
| GP | GUADELOUPE | N/A |
| GT | GUATEMALA | GT |
| GK | GUERNSEY | N/A |
| GV | GUINEA | GV |
| GY | GUYANA | N/A |
| HA | HAITI | HA |
| HM | HEARD AND MCDONALD ISLANDS | N/A |
| HO | HONDURAS | HO |
| HK | HONG KONG | HK |
| HU | HUNGARY | N/A |
| IC | ICELAND | IC |
| IN | INDIA | IN |
| ID | INDONESIA | ID |
| IR | IRAN | IR |
| IZ | IRAQ | IZ |
| IY | IRAQ - SAUDI ARABIA NEUTRAL ZONE | IZ |
| EI | IRELAND | EI |
| IS | ISRAEL | IS |
| IT | ITALY | IT |
| JM | JAMAICA | JM |

DD 350DFAMS

| | | |
|-----|------------------------------------|-----|
| JN | JAN MAYEN | N/A |
| JA | JAPAN | JA |
| JE | JERSEY | N/A |
| JO | JORDAN | JO |
| JU | JUAN DE NOVA ISLAND | N/A |
| CB | KAMPUCHEA DEMOCRATIC (CAMBODIA) | CB |
| KE | KENYA | KE |
| KR | KIRIBATI (GILBERT ISLANDS) | N/A |
| KN | KOREA, DEMOCR PEOPLE'S REP - NORTH | N/A |
| KS | KOREA, REPUBLIC OF - SOUTH | KS |
| KU | KUWAIT | KU |
| N/A | LABRADOR | LR |
| LA | LAO PEOPLE'S DEMOCRATIC REPUBLIC | LA |
| LE | LEBANON | LE |
| LT | LESOTHO | N/A |
| N/A | LEEWARD ISLANDS | LK |
| LI | LIBERIA | LI |
| LY | LIBYA | LY |
| LS | LIECHTENSTEIN | N/A |
| LU | LUXEMBOURG | LU |
| MC | MACAU | N/A |
| MK | MACEDONIA | MK |
| MA | MADAGASCAR | MG |
| N/A | MALAGASY | MA |
| MI | MALAWI | N/A |
| MY | MALAYSIA | MY |
| MV | MALDIVES | N/A |
| ML | MALI | N/A |
| MT | MALTA | MT |
| IM | MAN, ISLE OF | N/A |
| MB | MARTINIQUE | MB |
| MR | MAURITANIA | MR |
| MP | MAURITIUS | MP |
| MF | MAYOTTE | N/A |
| MX | MEXICO | MX |
| MN | MONACO | N/A |
| MG | MONGOLIA | N/A |
| MH | MONTSERRAT | N/A |
| MO | MOROCCO | MO |
| MZ | MOZAMBIQUE | MZ |

DD 350DFAMS

| | | |
|-----|---|-----|
| WA | NAMIBIA (also SOUTH WEST AFRICA) | WA |
| NR | NAURU | N/A |
| NP | NEPAL | N/A |
| NL | NETHERLANDS | NL |
| NA | NETHERLANDS ANTILLES (Group of islands: ARUBA, BONAIRE, CURACAO, SABA, ST. EUSTATIUS, ST. MARTIN) | NA |
| NC | NEW CALEDONIA | N/A |
| N/A | NEWFOUNDLAND | ND |
| NZ | NEW ZEALAND | NZ |
| NU | NICARAGUA | NU |
| NG | NIGER | N/A |
| NI | NIGERIA | NI |
| NE | NIUE | N/A |
| NF | NORFOLK ISLAND | N/A |
| CQ | NORTHERN MARIANA ISLANDS (if foreign) | CQ |
| NO | NORWAY | NO |
| MU | OMAN | MU |
| PK | PAKISTAN | PK |
| PM | PANAMA | PM |
| PP | PAPUA NEW GUINEA | PP |
| PF | PARACEL ISLANDS | N/A |
| PA | PARAGUAY | PA |
| PE | PERU | PE |
| RP | PHILIPPINES | RP |
| PC | PITCAIRN ISLAND | N/A |
| PL | POLAND | PL |
| PO | PORTUGAL | PO |
| PT | PORTUGUESE TIMOR | N/A |
| PV | PRODENCIALS UK TERRITORY | PV |
| QA | QATAR | QA |
| RE | REUNION | RE |
| RO | ROMANIA | RO |
| RS | RUSSIA | RS |
| RW | RWANDA | N/A |
| SM | SAN MARINO | N/A |
| TP | SAO TOME AND PRINCIPE | TP |
| N/A | SARDINIA | SD |
| SA | SAUDI ARABIA | SA |
| SG | SENEGAL | SG |

DD 350DFAMS

| | | |
|-----|----------------------------------|-----|
| SE | SEYCHELLES ISLAND | SE |
| SR | SERBIA | SR |
| N/A | NAICSILY | VL |
| SL | SIERRA LEONE | SL |
| SN | SINGAPORE | SN |
| LO | SLOVAKIA | LO |
| SI | SLOVENIA | SI |
| BP | SOLOMAN ISLANDS | N/A |
| SO | SOMALIA | SO |
| N/A | SOUTH AFRICA | SF |
| WA | SOUTH WEST AFRICA (also NAMIBIA) | WA |
| SP | SPAIN | SP |
| PG | SPRATLY ISLANDS | N/A |
| CE | SRI LANKA | CE |
| SC | ST CHRISTOPHER AND NEVIS | N/A |
| SH | ST HELENA | N/A |
| ST | ST LUCIA | ST |
| SB | ST PIERRE AND MIQUELON | N/A |
| VC | ST VINCENT AND THE GRENADINES | VC |
| SU | SUDAN | SU |
| NS | SURINAM | NS |
| SV | SVALBARD AND JAN MAYEN ISLANDS | N/A |
| WZ | SWAZILAND | N/A |
| SW | SWEDEN | SW |
| SZ | SWITZERLAND | SZ |
| SY | SYRIAN ARAB REPUBLIC | SY |
| TW | TAIWAN | TW |
| TZ | TANZANIA, UNITED REPUBLIC OF | TZ |
| TH | THAILAND | TH |
| TO | TOGO | TO |
| TL | TOKELAU ISLANDS | N/A |
| TN | TONGA | N/A |
| TD | TRINIDAD AND TOBAGO | TD |
| TE | TROMELIN ISLAND | N/A |
| TS | TUNISIA | TS |
| TU | TURKEY | TU |
| TK | TURKS AND CAICOS ISLAND | N/A |
| TV | TUVALU (ELLICE ISLANDS) | N/A |
| UG | UGANDA | UG |
| UP | UKRAINE | N/A |

DD 350DFAMS

| | | |
|-----|---------------------------------|-----|
| TC | UNITED ARAB EMIRATES | TC |
| UK | UNITED KINGDOM | UK |
| UV | UPPER VOLTA (see BURKINA FASCO) | N/A |
| UY | URUGUAY | UY |
| NH | VANUATU | N/A |
| VT | VATICAN CITY | N/A |
| VE | VENEZUELA | VE |
| VM | VIETNAM | VM |
| WF | WALLIS AND FUTUNA ISLANDS | N/A |
| WE | WEST BANK | N/A |
| WI | WESTERN SAHARA | N/A |
| N/A | WINDWARD ISLAND | WI |
| YM | YEMEN | YS |
| YO | YUGOSLAVIA | N/A |
| CG | ZAIRE | CG |
| ZA | ZAMBIA | ZA |
| ZI | ZIMBABWE | ZI |

Codes for American Samoa, U.S. minor outlying islands, Trust Territory of the Pacific Islands, Guam, Puerto Rico, Palau, etc., can be found listed under C-102, above.

C12