

# SUBPART 42.3 - CONTRACT ADMINISTRATION OFFICE FUNCTIONS

*(Revised March 30, 2022 through PROCLTR 2022-06)*

**Parent topic:** PART 42 - CONTRACT ADMINISTRATION

## 42.302 Contract administration functions.

(a) The contracting officer shall follow the approved contract management plan (CMP) (reference 7.105 Contents of written acquisition plans.(b)(19)).

(13)(B)(1) Contracting officers shall designate the payment office as DoD Activity Address Code (DoDAAC) SL4701 for Enterprise Business System (EBS) contracts, except for contracts with progress or performance based payments and cost type contracts, which shall be paid by MOCAS payment offices ( Contract Management Team Search ( [https://pubmini.dcm.mil/CMT\\_View/CMT\\_View\\_Search.cfm](https://pubmini.dcm.mil/CMT_View/CMT_View_Search.cfm) )), or for contracts with the Canadian Commercial Corporation when DCMA will perform contract administration: use payment office HQ0337. DLR contracting officers shall use the applicable MOCAS payment code for the payment office specified in the Federal Directory of Contract Administration Services Components.

(S-90) Post award administrators shall complete all PARs within an average of 30 days from the date of submission. This policy applies only to MSC hardware items and the PAR reason codes listed below and in DLAI 5025.18, Enterprise Status Post-Award Request (PAR) Instruction ( [https://issuances.dla.mil/Published\\_Issuances/Enterprise%20Status%20Post%20Award%20Request%20\(PAR\).pdf](https://issuances.dla.mil/Published_Issuances/Enterprise%20Status%20Post%20Award%20Request%20(PAR).pdf) ) for both internal requests and requests from suppliers. This policy supersedes the PAR processing times in Enclosure 2, paragraph 5.(a)(1) of DLAI 5025.18.

| PAR Reason Code | PAR Reason                  |
|-----------------|-----------------------------|
| ST06            | Delinquency                 |
| ST07            | Delivery Acceleration       |
| ST08            | Request for Delivery Status |
| ST09            | Estimated Ship Date Change  |
| ST11            | Other Status Request        |
| ST12            | CRM Ticket                  |

|      |                                                            |
|------|------------------------------------------------------------|
| ST14 | 21N Expedite                                               |
| ST15 | Nuclear Enterprise                                         |
| ST17 | CPS Expedite                                               |
| ST18 | CPS Delinquency                                            |
| ST20 | Monthly Briefing and Readiness Updates                     |
| ST21 | Super KID                                                  |
| VR01 | Delivery Date Change                                       |
| VR02 | Duty Free Entry Request                                    |
| VR03 | Free Issues                                                |
| VR04 | Price Change and Mistakes-in-Bid                           |
| VR05 | Request for Price Change in Accordance with Economic Price |
| VR06 | Variation in Quantity Change                               |
| VR07 | Quantity Change                                            |
| VR08 | Vendor Requested Cancellation                              |
| VR09 | Modification                                               |
| VR10 | Wage Determination                                         |
| VR11 | Other Vendor Request                                       |
| VR12 | Payment Issues                                             |
| VR13 | Tooling Request                                            |
| VR14 | COVID-19                                                   |

|      |                                                 |
|------|-------------------------------------------------|
| VR15 | Request for Variance (from NIIN Technical Data) |
| VR16 | First Article (Govt or Contractor)              |
| VR17 | Production Lot Test Inquiry                     |