

# ANNEX 15 UAC/RATIFICATION REPORTS

**Format.** A formatted spreadsheet is available on the ASN(RDA) Policy website

<http://www.secnav.navy.mil/rda/Pages/NMCARS.aspx>.

| <b>Field Name</b>              | <b>Description</b>   |
|--------------------------------|--|
| Ratification Number            | The numbering format shall consist of (e.g. First reported FY16 NAVSEA action: N00024-16-UAC-001):<br>(A) Organization Unit Identification Code-;<br>(B) FY when UAC reported-;<br>(C) The acronym UAC -;<br>(D) A consecutive 3-digit numeric identifier. |
| Status                         | Open or Closed. No other entries are acceptable. If an action was initially reported as a UAC and later determined to not be a ratification action, the item should be reported as closed.   |
| Date Opened                    | The date the item was determined to be a UAC. Acceptable dates include the date: an invoice is received; an employee reports the action; or, the date the action is determined to be a UAC.  |
| Date Closed                    | The date the ratification is complete or, if not a ratification, the date the item is deemed as other than a ratifiable action. Acceptable dates are the date of the order, contract/modification, or credit card action.                                  |
| HCA                            | The HCA reporting the UAC. Acceptable entries are: HQMC I&L, MCSC, MSC, NAVAIR, NAVFAC, NAVSEA, NAVSUP, ONR, NAVWAR, or SSP.   |
| NAVSUP BSO                     | For use by NAVSUP only. All others leave blank.  |
| Person Committing the UAC      | The name of the person committing the UAC.   |
| Contractor                     | The name of the contractor performing the UAC.   |
| Contractor s CAGE              | The Contractor s CAGE code.  |
| Previous UAC?                  | Yes or No. Answer based on whether or not the person or contractor committing or performing the UAC has done so previously.  |
| Disciplinary Action?           | Yes or No.   |
| Product and Service Code (PSC) | The applicable PSC associated with the product/service provided/received in the ratification.  |
| Description                    | A short description of the product/service involved and the circumstances involved in performing the UAC.  |
| Amount Reported                | Dollar amount of the reported UAC.   |
| Amount Ratified                | Dollar amount of the ratification (if ratified).   |
| Contracting Officer            | Contracting Officer s name.  |
| Ratifying Official             | Ratifying Official s name.   |
| Additional Info                | Any clarifying or explanatory information deemed necessary by the reporting activity.  |

