

SCHEDULE 22

ANNEX TO DEFCON 694 (EDN 03/16) (ACCOUNTING FOR PROPERTY OF THE AUTHORITY – DATA & FORMAT REQUIREMENTS FOR PUBLIC STORE ACCOUNT RECORDS)

Format

THE CONTRACTOR IS NOT OBLIGED TO MAINTAIN AND REPORT ON ITS PUBLIC STORE ACCOUNT RECORDS IN A FORMAT THAT IS DIFFERENT FROM ITS ORIGINAL RECORDS.

ELECTRONIC FORMATS ARE THE PREFERRED FORMAT FOR REPORTING UNDER CLAUSE 30 (ACCOUNTING FOR THE PROPERTY OF THE AUTHORITY – DEFCON 694). IF ELECTRONIC FORMATS ARE USED FOR REPORTING, THE FOLLOWING FORMATS ARE ACCEPTABLE:

- **SINGLE MS ACCESS TABLE**
- **UNFORMATTED MS EXCEL SPREAD SHEET**
- **REPORTS REQUIRED UNDER CLAUSE 30 (ACCOUNTING FOR THE PROPERTY OF THE AUTHORITY – DEFCON 694) ARE TO BE SUBMITTED TO PFG/AAC – SEE BOX 8 OF DEFFORM 111 (SCHEDULE 23).**

ITEM RECORD INFORMATION

A RECORD IS REQUIRED FOR EACH ITEM OF GOVERNMENT FURNISHED ASSETS HELD BY THE CONTRACTOR FROM INFORMATION AVAILABLE TO THE CONTRACTOR PROVIDED BY THE AUTHORITY AND FROM THE CONTRACTOR’S OWN INVENTORY MANAGEMENT SYSTEMS.

Serial	Name	Description	Comments
KEY DATA FIELDS			
1a 1b 1c	NATO Stock Number ("NSN")	The NSN is to be provided in 3 separate fields, i.e. NSN (4 digits) NC (2 digits) IIN (7 digits)	The NSN is a 13 digit number assigned to an Item of Supply. It consists of the 4 digit NATO Supply Classification ("NSC") and the 9 digit National Item Identification Number ("NIIN") i.e. Nation Code ("NC") + Item Identification Number ("IIN"). Dummy reference numbers should not be

Serial	Name	Description	Comments
			used.
2	Contract number or identification of authorising document or responsible Authority official's details if there is no contract.	Contract number under which the Contractor holds Government Furnished Assets.	If an item is issued against or transferred to a new contract or other authorising document, Serial 2 details should be updated. The preceding contract number field is to be completed at Serial 8.
3	Terms of Issue/Loan Type	Contract Work Item ("CWI"); Contract Work Arising ("CWA"); Contract Support Item ("CSI"); Contract Embodiment Item ("CEI").	This is the loan category indicating why industry is holding the asset.
4	Part Number	The original equipment manufacturer's part number for the item	Essential if Serial 1 information is not available. A serial number or unique sequence number should be identified for high value stock items. For JTTE insert Tool No.
GENERAL DATA FIELDS			
5	Domestic Management Code/Inventory Management Code ("DMC"/"IMC")	Unique identifier used to further identify the main equipment to which an item belongs.	DMC examples are - IMC (Sea): 0613 DMC (Land): 1VSM DMC (Air): 10S Note - No DMC/IMC starts with a 0 (zero).
6	Description	A description of the Government Furnished Asset.	The description on the issuing paperwork should be used.
7	Unit Of Measure	Each, pack, etc for each line.	Otherwise known as denomination of quantity.
8	Preceding Contract Number		To be completed if an item is transferred to a new/succeeding contract.
9	JTTE Indicator	"Yes" indicator to reflect that JTTE has passed from DEFCON 23 to DEFCON 611	This indicator is to be flagged when the contractor moves an item off the DEFCON 23 register and lists the item in the Public Store Account.
10	Prime Contractor	The prime contractor	

Serial	Name	Description	Comments
		AAC code should be detailed where the item is being reported by a self-accounting subcontractor	
11	Disposal Indicator	Highlights an item which requires disposal: 1 - Obsolete 2 - Surplus 3 – Disposal instructions requested 4 – Disposal instructions received	May relate to an item identified as obsolete or surplus to requirements, or for which disposal instructions have been received.
12	Asset Location	The name of the Site where the contractor holds the item. This description only needs to detail the name of the site and should not exceed 30 characters.	This field only needs to be populated if the asset is held on a site other than the primary site as the primary site is fixed to the AIMS Number.
13	Remarks	Any remarks pertinent to the item or that will better identify ownership.	

Transactional Information

Transactional information enables resource accounting and budgeting compliant accounting and informs decisions on future requirements and any assessment for disposal, either to scrap or return to an Authority depot or unit. A transactional information record is required for each item held by the Contractor, comprising Serial Numbers 1, 2, 3 and 4 identified as the Key Data Fields, which will form the unique record identifier that will be used by the Government Furnished Assets in industry data centre. No aggregation of individual line entries is required to be undertaken by the Contractor for transactional returns.

Serial	Name	Description	Comments
TRANSACTIONAL DATA FIELDS			
14	Opening Balance Data	Reporting period start date.	
15	Quantity Embodied		Only to be recorded when the item has been embodied in the end product, i.e. at the point in time when the item loses its own identity.
16	Quantity Returned to the Authority		This is to include quantity of items returned to the Authority under cover

Serial	Name	Description	Comments
			of MOD Form 640 or MOD Form 650.
17	Quantity Disposed		This is to include quantity of items scrapped on site or lost in shops (MOD Form 650A), and items authorised for disposal through DSA or otherwise.
18	Quantity Issued - Other		Any other issue of items not covered by serial 14, 15, or 16. The reason for the issue/ transfer is to be recorded in the remarks field.
19	Quantity Received		
20	Stocktaking Adjustments	The quantity of stock adjustments as a result of stocktaking losses or gains.	
21	Closing Balance	The total quantity in stock at the close of the reporting period.	
22	Closing Balance date	Reporting period end date.	