

APPENDIX F-474  
INACTIVE MCAF RECORDS

1. PURPOSE

To provide notification to MCA personnel of all records contained in the MCAF which are eligible for deletion.

2. ORIGIN

Quarterly, a scan of the MCAF is accomplished to identify records where the Date of Last Activity is two or more years old and the Status Indicator is other than C (Closed).

3. FREQUENCY

Quarterly.

4. FORMAT

a. Heading Line (Standard Identification).

b. Data Organization:

(1) Sequence:

(a) First Intermediate: MDN.

(b) Second Intermediate: Contract Number.

(c) Third Intermediate: Call/Order Number, if applicable.

(2) Number of lines per page is variable, up to 55 lines.

(3) Double-spaced.

(4) Page Break is on overflow of transactions.

c. Captions of Data Elements:

(1) MDN - Manufacturing Directive Number on contract.

(2) CONTRACT NO. - GFM Contract Number, applicable to MDN specified previously.

(3) CALL NO. - Contract Call/Order Number, if applicable.

(4) DATE OF LAST ACTIVITY - The MCAF Date of Last Activity.

(5) REQUISITION CUTOFF DATE - Date past which requisition cannot be processed against this MDN.

(6) STATUS INDICATOR - Indicates current status of contract. A = Active, E = Exempt.

5. DISTRIBUTION AND RETENTION

One copy to the MCA personnel. To be retained until it has served the purpose for which it was prepared, and then destroyed.

6. PROCEDURES FOR REVIEW AND PROCESSING

a. For each MDN appearing on this listing, MCA personnel will obtain MCAF records, either by accessing the File(s) online using SAMMSTEL Verb SCCA or by preparing and processing a MCA Inquiry Transaction (DIC ZAU) in accordance with appendix B-197.

b. The records will be reviewed and a determination made whether all GFM contract and related actions are complete. If so, action to close the MCAF record will be taken by MCA personnel. This will be accomplished online, utilizing SAMMSTEL Verb SCCA, CLOSE option, IAW DLAH 4745.2, Volume I. If review reveals contract and related actions are not finalized, closure of the MCAF record will be suspended until required actions have been completed.

ROW	CONTRACT NO	CALL/ORD NO	DATE OF LAST ACTIVITY	REQUISITION CUTOFF DATE	STATUS INDICATOR
001	DLA1009041111	1113	90106	99999	A
002	DLA1009040890		90194	99999	A
003	DLA1009041101		90202	99999	A
004	DLA1009081111	1111	90200	97111	A
005	DLA1009001111	1112	90106	90111	A
006	DLA1009001111	1113	90106	99999	A
007	DLA1009007111		90194	99999	A
008	DLA1009007110		90204	99999	A
009	DLA1009081122		90213	99999	A
010	DLA1009070770		90213	99999	A
011	DLA1009084444		90213	99999	A
012	DLA1009085555		90213	99999	A
013	DLA1009094444		90206	99999	A
014	DLA1009077777		90213	99999	A
015	DLA1009001111	1114	90106	99999	A
016	DLA1009081111	1114	90106	99999	A
017	DLA1009009999		90213	99999	A
018	DLA1009009999		90213	99999	A
019	DLA1009005345	0001	90213	99999	A
020	DLA1009091001		90106	90000	E
021	DLA1009081111	0001	90194	90000	E