CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
Asset Identification Report	Not Used	Not Used

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
AMS Policy for Asset Management	All Contracts	N/A

1. DATA ITEM NO.	2. TITLE OF DATA ITEM / 3. SUBTITLE	6. REQUIRING OFFICE	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION (DRAFT HARD/SOFT, FINAL HARD/SOFT)
APM-400	**Asset Identification Contract Data Requirements List and Data Item Description**	Property Operations Division, APM-400	See Remarks	See Remarks	Electronic media to include, but not limited to, Microsoft (MS) Excel, Comma Seperated Value (CSV), Rich Text Format (RTF) or American Standard Code for Information Interchange II (ASCII) text as appropriate

4. AUTHORITY (DATA ACQUISITION DOCUMENT NO.)	5. CONTRACT REFERENCE	7. DD 250 REQ	8. APP CODE	9. DIST STATEMENT REQUIRED	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
APM-400	SOW & Contract Clause	Yes	See Remarks	See Remarks	Not Used	See Remarks

16. REMARKS.

BLOCK 7: DD 250, DD 256, or other shipping acceptance document is required.

BLOCK 8: Formal written approval is required by the Govt. for acceptance of the delivery.

BLOCK 9: Further distribution only as directed or approved by office in Block 6.

BLOCK 10: This deliverable shall be submitted with each equipment delivery to the FAA post Contractor Acceptance Inspection (CAI) yet before Initial Operating Capability (IOC) in electronic format.

BLOCK 12: See BLOCK 10.

BLOCK 13: Upon delivery of additional equipment or wholesale change in system hardware baseline.

BLOCK 14 & 15: Program Management Office (PMO) and APM-400.

15. TOTAL

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE

DATA ITEM DESCRIPTION	*Form Approved OMB No. 0704-0188*
1. TITLE **ASSET IDENTIFICATION REPORT**	2 IDENTIFICATION NUMBER **XXXXXXX**

3. DESCRIPTION/PURPOSE

3.1 The Asset Identification Report is an electronic report of all personal property assets procured by the Federal Aviation Administration (FAA). This product may be referred to as a Bill of Materiel (BOM), property manifest, or Serialized Assembly Record (SAR). These deliverables depict a listing of assets applicable to a system and/or subsystem where the assets have been affixed with a FAA or Original Equipment Manufacturer (OEM) barcode label. The label becomes the unique asset identifier against which attributes of the asset may be recorded in, or extracted from, the FAA's asset management systems and Property System of Record (PSR). The unique asset identifier provides unique identification of the asset over its serviceable life cycle. This is applicable to each system or equipment component down to the Lowest Replacable Unit (LRU) level, as well as site spares, test equipment, peripherals and other personal property assets in accordance with FAA Order 4600.27D. This report is delivered in electronic format.

4. APPROVAL DATE	5. OFFICE OF PRIMARY RESPONSIBILITY	6a. DTC APPLICABLE	6B. GIDEP APPLICABLE
XXXXX	Property Operations Division, APM-400	NA	NA

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) applies to all contracts where the agency (FAA) has purchased personal property assets or equipment.

7.2 Each item in this DID may not be appropriate to all contracts. If approved by the Government, tailoring of this DID is permissible to include data items not identified herein, or to omit data items not present in a given contract. Any such tailoring must be supplied for Government review in a proposed modified DID form. Government approval must be obtained prior to any tailoring of this DID. This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
In Block 10 if applicable	In Block 10 if applicable	NA

10. PREPARATION INSTRUCTIONS

10.1 FORMAT: Specific content and formal instruction for this document are identified below.

10.1.1 Response to tailoring instructions. In the event that a paragraph or subparagraph has been expanded, a statement describing the intent and use of the added information shall be added directly following the heading of each sub paragraph. In the event that a paragraph or subparagraph has been tailored out, a statement to that effect shall be added directly following the heading of each subparagraph. If a paragraph and all of its subparagraphs are tailored out, only the highest-level paragraph heading needs to be included.

10.1.2 Use of alternate presentation styles. Charts, tables, matrices, or other presentation styles are acceptable when the information require by the paragraphs and subparagraphs of this DID can be more readable.

10.1.3 Paragraph Numbering. Paragraph numbering shall follow the outline contained in Section 10.2 below.

10.1.4 Contents. Submitted documentation should follow outline and content of Section 10.2 as tailored by the Contract Data Requirements List (CDRL).

10.1.5 Use of Existing Data. Data provided by the contractor for this DID shall be extracted from contract related deliverables to the fullest extent possible.

10.1.6 DID Tailoring. Unless otherwise specified in the contract, all paragraphs of Section 10.2 are required.

10.2 Outline and Content. The submitted shall be in accordance with the following outline and content.

10.2.1 Media. The report shall be submitted in softcopy in MS Excel, industry standard spreadsheet, CSV, RTF or ASCII text as appropriate on electronic media. The data must be transferrable to the PSR. The header and footer records occur once. Digital photos may be delivered as individual image files using the asset's Global Individual Asset Identifier (GIAI) in the

filename.

10.2.2 Contents. The electronic file shall contain a listing of all assets that have been identified with a unique asset identifier. The lowest possible LRU may consist of circuit boards, modules, cables, power supplies, etc. The following data elements shall be recorded as they apply to each asset. This report shall contain data elements for every item of each type (system, equipment, installed asset, and asset spares), for which a barcode exists. Use the comments field to qualify and/or extend the data elements within system equipment, installed assets, and site spares categories.

10.2.3 Required Fields. The mandatory fields for data to be imported into the FAA's asset management systems and PSR are listed below in BOLD and required column "YES". Fields not listed as required, may be required as determined by the systems/assets Program Management Office (PMO).

Field Name	Type/Length	Required	Description
Asset Identier	Variable Character (38)	Yes	Asset Identifier or concatenated Global Individual Asset Identifier (GIAI) as specified in the GS1 General Specifications Standard Release 20.0 or later and includes: i) Application Identifier code, 8004, indicates the item is an asset. ii) GS1 Company Prefix issued to companies registered with GS1. If the contractor is not registered with GS1, the government may provide use of the government's Company Prefix and a sequence of GIAI's. iii) Individual Asset Reference assigned by the GS1 Company and when combined with the GS1 Company Prefix, must be unique for a period well beyond the lifetime of the relevant asset records and shall never be reused.
National Stock Number	Variable Character (13)	Yes, if any	Defense Logistics Information Service assigned National Stock Number
Description or Noun Nomenclature	Variable Character (32)	Yes	Description or Noun Nomenclature
Manufacturer	Variable Character (36)	Yes	Manufacturer Name
Manufacturer part no.	Variable Character (32)	Yes	Manufacturer assigned part number
Manufacturer CAGE Code	Variable Character (5)	Yes	Manufacturer CAGE Code assigned by Defense Logistics Information Service

Manufacturer Serial Number	Variable Character (30)	Yes	Manufacturer's assigned serial number
Unit Cost	Numeric Value	Yes	Acquisition Cost of Item
Unit of Measure	Variable Character (4)	Yes	The code for the unit of issue
FAA Configuration Identification	Variable Character (15)	Yes, if in Contract Schedule	FAA Configuration Identification
FAA Contract Number	Variable Character (38)	Yes	Assigned FAA Contract Number
FAA Purchase Order Number	Variable Character (38)	Yes	Assigned FAA Purchase Order Num
Field Spare	Boolean	Yes	Indicates wheter the item is part of the field spare inventory
Test Equipment	Boolean	Yes	Indicates whether the item is test equipment
Parent Asset Identifier	Variable Character (30)	Yes, if any	Parent Asset Identifier for embedded subassemblies, components, and parts that are replaceable during the life of the parent. For example, a server enclosure might have an Asset Identifier and each server blade might be a separate component that is a lowest replaceable unit with their own unique Asset Identifier. In this case, the Parent Asset Identifier for each blade is the Asset Identifier for the Enclosure.
Warranty Expiration	Date (8)	Yes	The Date (MMDDYYYY) the warranty expires for the item
Year Manufactured	Variable Character (4)	Yes	Year asset manufactured
Ship/Deliver To Point of Contact	Variable Character (35)	Yes	Ship/Deliver To Point of Contact
Ship/Deliver To Point of Contact e-mail	Variable Charater (40)	Yes	Ship/Deliver To Point of Contact e-mail
Ship/Deliver To Point of Contact phone	Variable Character (10)	Yes	Ship/Deliver To Point of Contact phone
Ship/Deliver To Building Name	Variable Character (40)	Yes	Ship/Deliver To Building Name
Ship/Deliver To Street Address 1	Variable Character (35)	Yes	Ship/Deliver To Street Address 1

Ship/Deliver To Street Address 2	Variable Character (35)	Yes	Ship/Deliver To Street Address 2
Ship/Deliver To City	Variable Character (35)	Yes	Ship/Deliver To City
Ship/Deliver To State	Variable Character (2)	Yes	Ship/Deliver To State
Ship/Deliver To Zip	Variable Character (10)	Yes	Ship/Deliver to Zip

11. DISTRIBUTION STATEMENT

See CDRL Block 9