

INSTRUCTIONS

Space 1. CONTROL NUMBER. To be assigned by reporting element. Enter the organizational code followed by last two digits of calendar year and suffixed by 1 and up through calendar year (Example - DCRB-DBQ-69-01).

Space 2. THRU (ACO)(When applicable). Process through the ACO when the problem involves a contractual change. Enter ACO name, office code, and complete address including Zip Code. Otherwise process directly to the PCO. In any event enter the contract administration office cognizant of reporting element.

Space 3. TO (PCO). Enter PCO name, office code, and complete address including Zip Code.

Space 4 & 4a. FROM. Enter organization name, office code, and complete address including Zip Code of reporting activity. Check appropriate reporting element box.

Space 5. PRIORITY FOR ACO/PCO REPLY. Check urgency in appropriate block.

Space 6. CONTRACT NUMBER. Enter contract number.

Space 7. NSN. Enter NSN, where appropriate to identify a specific line item on the report. Use space 10 when additional reporting is required.

Space 7a. ITEM NOUN NAME. Enter, where appropriate, to identify a specific line item on the report.

Space 8. CONTRACTOR'S NAME AND COMPLETE ADDRESS. Enter contractor's name and complete address including Zip Code. Include Federal Supply Code of Manufacturers if known.

Space 9. CONTRACT DATA PACKAGE PROBLEMS. Check in appropriate blocks A or B. When B is identified, check in sub-blocks to identify deficient condition(s). When Block B 6 is checked, the DD Form 1426 "Standardization Analysis Sheet" should be attached to this form.

Space 10. DESCRIPTION OF DEFICIENCY/RECOMMENDATION. Describe problem in detail with substantive facts including appropriate recommendations for solution.

Space 11a. TYPED NAME, TITLE, TELEPHONE NUMBER OF INITIATOR. Self-explanatory.

Space 11b. SIGNATURE OF INITIATOR AND DATE. Self-explanatory.

Space 12a. TYPED SIGNATURE AND TITLE OF REVIEWING OFFICIAL AND DATE. Self-explanatory.

Space 12b. SIGNATURE OF REVIEWING OFFICIAL AND DATE. Self-explanatory.

SECTION II - For Completion by Administrative Contracting Officer. When the DD Form 1716 is processed through an ACO because a contractual change is involved, the ACO will assure that the problem is beyond local resolution before the DD Form 1716 is forwarded, together with recommendations, to the PCO. Check appropriate blocks.

SECTION III - For Completion by Procuring Contracting Officer. Indicate action taken or to be taken with regard to the reported problem. Reply should be responsive to priority in space 5. Return to ACO or CAO as applicable.