

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

\*PODR 415-1-3

CEPOD-CO

Regulation  
No. 415-1-3

31 October 1994

Construction  
STATUS OF PENDING CONTRACT MODIFICATIONS

1. **PURPOSE.** To prescribe requirements for preparing the Modification Status Report which is part of the Monthly Construction Update.
2. **APPLICABILITY.** This regulation applies to each Area and separate Resident Office within the Honolulu Engineer District (HED), and to the Far East District (FED) and the Japan Engineer District (JED).
3. **GENERAL.** The Modification Status Report is comprised of a monthly chart depicting the number of pending contract modifications on a running twelve month basis and a monthly summary of pending modifications for each Area and separate Resident Office in HED; JED and FED; and Pacific Ocean Division (POD). It is designed to be used as a management tool for tracking and depicting performance goals for definitizing pending contract modifications. A sample chart entitled, "Status of Pending Contract Modifications," for POD and a sample table entitled, "Pending Modifications - Office Summary," are attached.
4. **PERFORMANCE GOALS.** The performance goals are to have less than 30% of the total pending modifications with ages greater than 90 days and less than 10% of the total pending modifications with ages greater than 180 days.
5. **GENERAL REPORTING INSTRUCTIONS.** Applicable offices will submit a revised POD Form 47-R (Data Input for Monthly Pending Modifications Report), Appendix C, as prescribed below:
  - a. Reporting Period. Each calendar month. Data will be effective as of the last day of the month.
  - b. Date of Submission. Not later than the 10th calendar day of the month following the period covered by the report.
  - c. Number of Copies. Submit one copy to Commander, POD, ATTN: CEPOD-CO-TC.
  - d. Content and Format.
    - (1) Content. Report pending modification actions under all construction contracts administered by POD. A pending modification action is defined as any change for which a request for proposal has been issued and has not been definitized as of the report date. Also, Notices to Proceed (unpriced change orders) are not definitized modification actions and should be reported.
    - (2) Format. Submit report on POD Form 47-R. The form may be submitted in handwritten form and must contain all of the information listed.

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\*This regulation supersedes PODR 415-1-3, 1 Oct 88.

31 Oct 94

PODR-415-1-3

e. POD Form 47-R and a description of the data required for the form are attached to this regulation.

FOR THE COMMANDER:



JAMES K. LIGH  
Director, Information Management

4 Appendices  
APP A - Sample Chart  
APP B - Sample Pending  
Modifications -Office Summary,  
APP C - POD Form 47-R  
APP D - Description of Data

DISTRIBUTION (LIST 93-1):  
B, C

30-Jun-94

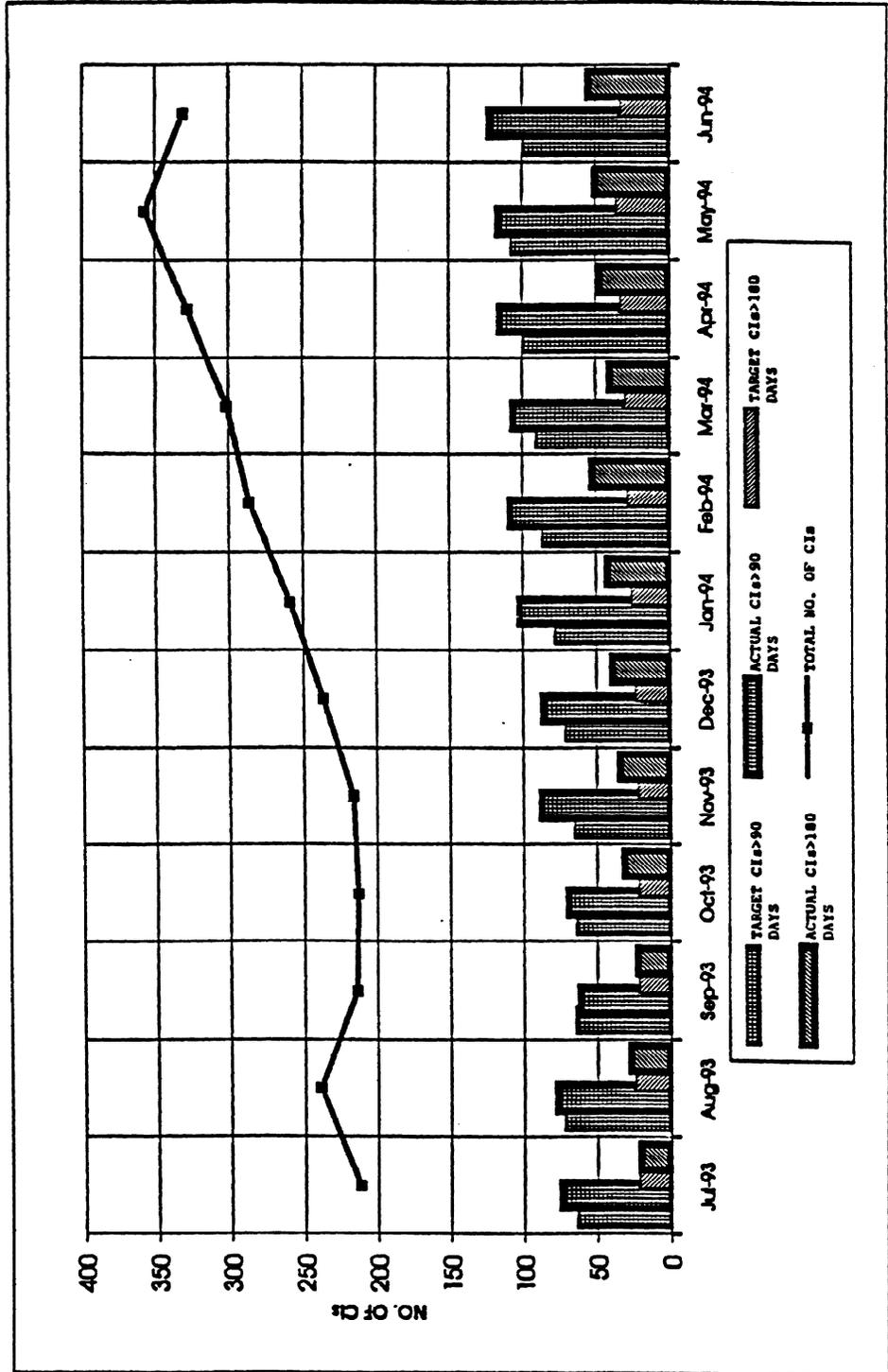
APPENDIX A

STATUS OF PENDING CONTRACT MODIFICATIONS

PACIFIC OCEAN DIVISION

AS OF:	31-Jul-93	31-Aug-93	30-Sep-93	31-Oct-93	30-Nov-93	31-Dec-93	31-Jan-94	28-Feb-94	31-Mar-94	30-Apr-94	31-May-94	30-Jun-94
NO. OF CONTRACTS (MFC) *	324	316	356	364	365	371	352	349	348	338	333	336
ACTIONS GAINED	67	137	125	96	96	108	98	129	149	123	164	124
ACTIONS PROCESSED	97	110	150	97	93	87	74	114	134	96	135	148

\*MFC-NOT FINANCIALLY COMPLETE



## APPENDIX B

PENDING MODIFICATIONS - OFFICE SUMMARY							
30-Jun-94	HAO	KRO	DRO	HED	JED	FED	POD
NO. OF CONTRACTS (NFC)*	186	17	2	205	55	76	336
ACTIVE CONTR AMT (\$000)	\$239,170	\$88,697	\$70,859	\$398,726	\$32,082	\$96,702	\$527,510
TOTAL PENDING MODIFICATIONS	167	60	43	270	11	50	331
ACTIONS GAINED	59	9	17	85	12	27	124
ACTIONS PROCESSED	64	12	24	100	17	31	148
NUMBER OVER 90 DAYS	77	33	8	118	1	3	122
NUMBER OVER 180 DAYS	42	9	1	52	3	0	55
NO. 90<C<180 DAYS OLD	35	24	8	67	1	3	71
- NO. OF C< SETTLED:	10	8	0	18	1	2	21
- NO. OF ADD C<	8	8	0	16	1	2	19
- TOTAL ADD AMT	\$94,196	\$91,328	\$0	\$185,524	\$107,260	\$5,851	\$298,635
- NO. OF NTPs	0	3	0	3	0	0	3
- NO. OF CREDIT C<	2	0	0	2	0	0	2
- TOTAL CREDIT AMT	(\$9,851)	\$0	\$0	(\$9,851)	\$0	\$0	(\$9,851)
- NO. OF NTPs	0	0	0	0	0	0	0
- NO. OF C< NOT SETTLED	25	16	8	49	0	1	50
- NO. OF ADD C<	22	16	6	44	0	0	44
- TOTAL ADD AMT	\$1,411,750	\$289,738	\$473,000	\$2,174,488	\$0	\$0	\$2,174,488
- NO. OF NTPs	4	4	0	8	0	0	8
- NO. OF CREDIT C<	3	0	2	5	0	1	6
- TOTAL CREDIT AMT	(\$35,945)	\$0	(\$288,500)	(\$324,445)	\$0	(\$316,096)	(\$640,541)
- NO. OF NTPs	0	0	0	0	0	0	0
NO. C<>180 DAYS OLD	42	9	1	52	3	0	55
- NO. OF C< SETTLED:	20	5	1	26	2	0	28
- NO. OF ADD C<	16	5	1	22	2	0	24
- TOTAL ADD AMT	\$1,201,757	\$150,311	\$1,770,609	\$3,122,677	\$476,191	\$0	\$3,598,868
- NO. OF NTPs	6	1	0	7	0	0	7
- NO. OF CREDIT C<	4	0	0	4	0	0	4
- TOTAL CREDIT AMT	(\$137,404)	\$0	\$0	(\$137,404)	\$0	\$0	(\$137,404)
- NO. OF NTPs	2	0	0	2	0	0	2
- NO. OF C< NOT SETTLED	22	4	0	26	1	0	27
- NO. OF ADD C<	20	3	0	23	0	0	23
- TOTAL ADD AMT	\$4,169,449	\$416,637	\$0	\$4,586,086	\$0	\$0	\$4,586,086
- NO. OF NTPs	7	2	0	9	0	0	9
- NO. OF CREDIT C<	2	1	0	3	1	0	4
- TOTAL CREDIT AMT	(\$5,450)	(\$76,000)	\$0	(\$81,450)	(\$7,406)	\$0	(\$88,856)
- NO. OF NTPs	0	0	0	0	0	0	0
NO. OF NTPs - C<>90 DAYS	19	10	0	29	0	0	29
*NFC=NOT FINANCIALLY COMPLETE							
C<=PENDING MODIFICATION							

APPENDIX C

U. S. ARMY CORPS OF ENGINEERS, PACIFIC OCEAN DIVISION			
DATA INPUT FOR MONTHLY PENDING MODIFICATIONS REPORT			
DATE DATA AS OF:		OFFICE:	
TOTAL OUTSTANDING CIs			
NO. OF ACTIONS GAINED			
NO. OF ACTIONS PROCESSED			
NO. OF CIs OVER 90 DAYS			
NO. OF CIs OVER 180 DAYS			
NO. 90 < CIs < 180 DAYS OLD		NO. CIs > 180 DAYS OLD	
- NO. OF CIs SETTLED:		- NO. OF CIs SETTLED:	
- NO. OF ADD CIs		- NO. OF ADD CIs	
- TOTAL ADD AMT		- TOTAL ADD AMT	
- NO. OF NTPs		- NO. OF NTPs	
- NO. OF CREDIT CIs		- NO. OF CREDIT CIs	
- TOTAL CREDIT AMT		- TOTAL CREDIT AMT	
- NO. OF NTPs		- NO. OF NTPs	
- NO. OF CIs NOT SETTLED		- NO. OF CIs NOT SETTLED	
- NO. OF ADD CIs		- NO. OF ADD CIs	
- TOTAL ADD AMT		- TOTAL ADD AMT	
- NO. OF NTPs		- NO. OF NTPs	
- NO. OF CREDIT CIs		- NO. OF CREDIT CIs	
- TOTAL CREDIT AMT		- TOTAL CREDIT AMT	
- NO. OF NTPs		- NO. OF NTPs	

POD FORM 47-R (Rev)  
31 Oct 94

(Previous edition of POD 47-R is obsolete)

## APPENDIX D

**DESCRIPTION OF DATA  
REQUIRED  
FOR  
POD FORM 47-R, PENDING MODIFICATIONS REPORT**

1. **Date Data As Of.** The data to be reported will be as of the last day of the each month. Eg. - The report date for January 1994 data will be 31 January 1994.
2. **Total No. of Outstanding CIs.** This is the total number of pending modification actions. A pending modification action is defined as a written request for proposal and is considered pending from the date of the request for proposal until the modification is definitized.
3. **No. of Actions Gained.** This is the number of pending modifications issued during the month ending on the report date.
4. **No. of Actions Processed.** This is the number of pending modifications definitized during the month ending on the report date.
5. **Actual No. of CIs over 90 days.** This is the number of all pending modifications over 90 days old including those over 180 days old as of the report date.
6. **Actual No. of CIs over 180 days.** This is the number of pending modifications over 180 days old as of the report date.
7. **No. 90<CIs<180 Days Old.** This is the number of pending modifications over 90 days old but less than 180 days old as of the report date.

*The following items apply to those pending modifications over 90 days old but less than 180 days old:*

a. **No of CIs Settled.** Number pending modifications over 90 days old but less than 180 days old that have been settled but not definitized.

(1) **No. of Add CIs.** Number of pending modifications over 90 days old but less than 180 days old that have been settled but not definitized and are pending modifications that will increase the contract amount.

(a) **Total Add Amt.** Total negotiated dollar amount of the number of pending modifications that have been settled but not definitized and are pending modifications that will increase the contract amount.

(b) **No. of NTPs.** Number of pending modifications that have been settled but not definitized, will increase the contract amount, and have been issued Notice to Proceed (NTP) without price agreement (unpriced change orders).

(2) **No. of Credit CIs.** Number of pending modifications over 90 days old but less than 180 days old that have been settled but not definitized and are pending modifications that will decrease the contract amount.

DESCRIPTION OF DATA REQUIRED  
 POD FORM 47-R, PENDING MODIFICATIONS REPORT

(a) **Total Credit Amt.** Total negotiated dollar amount of the number of pending modifications that have been settled but not definitized and are pending modifications that will decrease the contract amount.

(b) **No. of NTPs.** Number of pending modifications that have been settled, are not definitized, will decrease the contract amount, and have been issued Notice to Proceed (NTP) without price agreement (unpriced change orders).

b. **No. of CIs Not Settled.** Number of pending modifications over 90 days old but less than 180 days old that have not been settled.

(1) **No. of Add CIs.** Number of pending modifications over 90 days old but less than 180 days old that have not been settled and are pending modifications that will increase the contract amount.

(a) **Total Add Amt.** Total estimated amount of the number of pending modifications that have not been settled and are pending modifications that will increase the contract amount.

(b) **No. of NTPs.** Number of pending modifications that have not been settled, will increase the contract amount, and have been issued Notice to Proceed (NTP) without price agreement (unpriced change orders).

(2) **No. of Credit CIs.** Number of pending modifications over 90 days old but less than 180 days old that have not been settled and are pending modifications that will decrease the contract amount.

(a) **Total Credit Amt.** Total estimated amount of the number of pending modifications that have not been settled and are pending modifications that will decrease the contract amount.

(b) **No. of NTPs.** Number of pending modifications that have not been settled, will decrease the contract amount, and have been issued Notice to Proceed (NTP) without price agreement (unpriced change orders).

8. **No. CIs > 180 Days Old.** Number of pending modifications over 180 days old.

*The following applies to those pending modifications over 180 days old:*

a. **No. of CIs Settled.** Number of pending modifications over 180 days old that have been settled but not definitized.

(1) **No. of Add CIs.** Number of pending modifications over 180 days old that have been settled but not definitized and are pending modifications that will increase the contract amount.

(a) **Total Add Amt.** Total negotiated dollar amount of the number of pending modifications that have been settled, are not definitized and are pending modifications that will increase the contract amount.

DESCRIPTION OF DATA REQUIRED  
POD FORM 47-R, PENDING MODIFICATIONS REPORT

(b) **No. of NTPs.** Number of pending modifications that have been settled, are not definitized, will increase the contract amount, and have been issued Notice to Proceed (NTP) without price agreement (unpriced change orders).

(2) **No. of Credit CIs.** Number of pending modifications over 180 days old that have been settled, are not definitized and are pending modifications that will decrease the contract amount.

(a) **Total Credit Amt.** Total negotiated dollar amount of the number of pending modifications that have been settled, are not definitized and are pending modifications that will decrease the contract amount.

(b) **No. of NTPs.** Number of pending modifications that have been settled, are not definitized, will decrease the contract amount, and have been issued Notice to Proceed (NTP) without price agreement (unpriced change orders).

b. **No. of CIs Not Settled.** Number of pending modifications over 180 days old that have not been settled.

(1) **No. of Add CIs.** Number of pending modifications over 180 days old that have not been settled and are pending modifications that will increase the contract amount.

(a) **Total Add Amt.** Total estimated dollar amount of the number of pending modifications that have not been settled and are pending modifications that will increase the contract amount.

(b) **No. of NTPs.** Number of pending modifications that have not been settled, will increase the contract amount, and have been issued Notice to Proceed (NTP) without price agreement (unpriced change orders).

(2) **No. of Credit CIs.** Number of pending modifications over 180 days old that have not been settled and are pending modifications that will decrease the contract amount.

(a) **Total Credit Amt.** Total estimated dollar amount of the number of pending modifications that have not been settled and are pending modifications that will decrease the contract amount.

(b) **No. of NTPs.** Number of pending modifications that have not been settled, will decrease the contract amount, and have been issued Notice to Proceed (NTP) without price agreement (unpriced change orders).