

# ANNEX 15 - UAC/RATIFICATION REPORT

**Format .** A formatted spreadsheet is available on the website identified at NMCARS [5201.105-3 Copies.](#)

| <b>Field Name</b>         | <b>Description</b>  |
|---------------------------|---|
| Ratification Number       | The numbering format shall consist of (e.g. First reported FY16 NAVSEA action: N00024-16-UAC-001):<br>(A) Organization Unit Identification Code-;<br>(B) FY when UAC reported-;<br>(C) The acronym "UAC"-;<br>(D) A consecutive 3-digit numeric identifier. |
| Status                    | Open or Closed. No other entries are acceptable. If an action was initially reported as a UAC and later determined to not be a ratification action, the item should be reported as closed.  |
| Date Opened               | The date the item was determined to be a UAC. Acceptable dates include the date: an invoice is received; an employee reports the action; or, the date the action is determined to be a UAC.   |
| Date Closed               | The date the ratification is complete or, if not a ratification, the date the item is deemed as other than a ratifiable action. Acceptable dates are the date of the order, contract/modification, or credit card action.                                   |
| HCA                       | The HCA reporting the UAC. Acceptable entries are: HQMC I&L, MCSC, MSC, NAVAIR, NAVFAC, NAVSEA, NAVSUP, ONR, NAVWAR, or SSP.  |
| NAVSUP BSO                | For use by NAVSUP only. All others leave blank.   |
| Person Committing the UAC | The name of the person committing the UAC.  |
| Contractor                | The name of the contractor performing the UAC.  |
| Contractor's CAGE         | The Contractor's CAGE code.   |
| Previous UAC?             | Yes or No. Answer based on whether or not the person or contactor committing or performing the UAC has done so previously.  |

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|--------------------------------|---|
| Disciplinary Action?           | Yes or No.  |
| Product and Service Code (PSC) | The applicable PSC associated with the product/service provided/received in the ratification.             |
| Description                    | A short description of the product/service involved and the circumstances involved in performing the UAC. |
| Amount Reported                | Dollar amount of the reported UAC.  |
| Amount Ratified                | Dollar amount of the ratification (if ratified).  |
| Contracting Officer            | Contracting Officer's name.   |
| Ratifying Official             | Ratifying Official's name.  |
| Additional Info                | Any clarifying or explanatory information deemed necessary by the reporting activity.                     |