

DELAY IN DELIVERY		1. NAME OF CONTRACTOR		2. CONTRACT NUMBER	
		3. PLANT LOCATION <i>(City and State)</i>		4. TYPE OF DELAY <i>(X one)</i>	
				a. ACTUAL	b. ANTICIPATED
5. CLIN/ELIN	6. QUANTITY AFFECTED	7. DESCRIPTION <i>(Include NSN and MIPR Numbers, if known)</i>		8. CONTRACT DELIVERY DATE	9. FORECAST DELIVERY DATE
10. REASON FOR DELAY					
11. PRODUCTION REPRESENTATIVE					
a. NAME			b. OFFICE SYMBOL	c. TELEPHONE NUMBER	
d. SIGNATURE			e. DATE FORWARDED		

NAME OF CONTRACTOR				CONTRACT NUMBER	
12. ACO RECOMMENDED ACTION			13. PCO INSTRUCTION		
a. NEGOTIATE NEW SCHEDULE		e. DD FORM 375 <i>(X one ↓)</i>	a. NEGOTIATE NEW SCHEDULE <i>(X one →)</i>	(1) ACO	(2) PCO
b. ISSUE MODIFICATION		(1) Will follow by <i>(Date)</i>	b. ISSUE MODIFICATION <i>(X one →)</i>	(1) ACO	(2) PCO
c. LEAVE DELINQUENT <i>(See Remarks)</i>			c. NEED MORE WRITTEN DETAIL		
d. OTHER <i>(See Remarks)</i>		(2) Will not follow	d. LEAVE DELINQUENT <i>(See Remarks)</i>	e. OTHER <i>(See Remarks)</i>	
f. ACO REMARKS			f. PCO REMARKS		
14. ACO			15. PCO		
a. NAME			a. NAME		
b. OFFICE SYMBOL	c. TELEPHONE NO.		b. OFFICE SYMBOL	c. TELEPHONE NO.	
d. SIGNATURE	e. DATE FORWARDED		d. SIGNATURE	e. DATE FORWARDED	

INSTRUCTIONS

1. The Production Representative will complete the top half of the report only. The report is to be typewritten, if possible. If not, assure all copies are legible. *(The Production Representative will also enter the contract administration office address in the "Send To" block on the bottom half of the reverse side.)*
2. If the anticipated or actual delay will be 30 days or less, the Production Representative will distribute the report as follows. Copies requiring mailing will be inserted into an envelope.
 - a. Two copies *(last two pages)* to the PCO.
 - b. One copy to the IM, or ICP, or SCA *(except for ALCs)*.
 - c. One copy to the ACO.
 - d. One copy to the Production working file.
3. If the anticipated or actual delay will be more than 30 days, or the cumulative delay will exceed 30 days, the Production Representative will forward the complete set to the ACO. *(Note: Unilateral Purchase Orders are exempt from ACO coordination.)* The ACO will complete the bottom half of the report and distribute as follows. Copies requiring mailing will be inserted into an envelope.
 - a. Two copies *(last two pages)* to the PCO.
 - b. One copy to the IM or ICP, or SCA *(except for ALCs)*.
 - c. One copy to the official file.
 - d. One copy to the Production Representative.
4. When block 12.e.(1) is marked, the date of issue, mutually agreed to by the ACO and Production Representative, will be inserted.
5. The PCO may use the bottom half of the perforated copy to acknowledge receipt of the report and to issue instructions. *(The buying activity address will be entered in the return address portion of the mailer. The buying activity will pay the postage.)*

DD FORM 375-2, MAY 89 (BACK)

OFFICIAL BUSINESS

SEND TO:

