

# Administrative Messages

*This chapter provides the record formats to receive Automated Commercial System (ACS) administrative messages.*

## RECORD DESCRIPTIONS

**Record Identifier M (Output)..... ADM-3**

A mandatory output record that provides administrative messages to ACS users.

**Record Identifier M0 (I) (Input).. ADM-4**

An optional input record to request administrative messages by message number, transmission date, or subject code.

**Record Identifier M0 (O) (Output)..... ADM-6**

A mandatory output record that provides administrative messages to ACS users.

## **Administrative Messages**

The Administrative Message capability allows for the electronic dissemination of information to ABI filers and eliminates paper routing delays and the dependence on paper notification.

All administrative messages are numbered sequentially as they are routed. Each number begins with the last two digits of the calendar year, for example, 92-0001. The messages contain, but are not limited to, information covered by the subjects listed on page ADM-5.

Filers have the option to elect a discretionary means of receiving most Administrative Messages. Filers electing this method will receive **ONLY** the “Daily Summary” and any messages determined to be **URGENT** by the U.S. Customs and Border Protection (CBP). All other filers will receive all Administrative Messages including the “Daily Summary”.

**Input:** There are no input records for administrative messages.

**Output:** Record identifier M is the only mandatory output record that provides Administrative Messages. The source of administrative messages is restricted to CPB personnel.

The application identifier on Record Identifier B is MR. For additional information on Record Identifier B, refer to the Application Control chapter of this document.

Administrative Messages may be queried by message number, date, or subject code.

**Input:** Record Identifier M0(1) is the only optional input record to request administrative messages.

**Output:** Record Identifier M0(0) is the only mandatory output record that provides header information for a requested administrative message. This record is then followed by record identifier M that contains the text of the message.

The application identifier on Record Identifier B is MI. For additional information on Record Identifier B, refer to the Application Control chapter of this document.

## **Record Identifier M (Output)**

This is a mandatory output record that provides administrative messages. This record is repeated as often as necessary.

<b><i>Record Identifier M (Output)</i></b>					
<b>Data Element</b>	<b>Length/ Class</b>	<b>Position</b>	<b>Status</b>	<b>Description</b>	<b>Note</b>
Control Identifier	1A	1	M	Must always equal M.	
Narrative Message	79X	2-80	M	A narrative message that provides information to users.	

## Record Identifier M0 (Input)

This is an optional input record to request administrative messages by message number, transmission date, or subject code.

<b>Record Identifier M0 (Input)</b>					
<b>Data Element</b>	<b>Length/ Class</b>	<b>Position</b>	<b>Status</b>	<b>Description</b>	<b>Note</b>
Control Identifier	1A	1	M	Must always equal M.	
Record Type	1N	2	M	Must always equal 0.	
Administrative Message Number	7X	3-9	C	A code identifying the administrative message. The first two positions are the last two positions of the year the administrative message was issued.	
Transmission Date	6N	10-15	C	The numeric date in MMDDYY (month, day, year) format representing the date the administrative message was transmitted.	
Subject Code	3A	16-18	C	A code identifying the subject of the administrative message.	1
Filler	62X	19-80	M	Space fill.	

### Note 1

Some valid subject codes are:

<b>Code</b>	<b>Description</b>
<b>ABI</b>	Automated Broker Interface
<b>ACH</b>	Automated Clearinghouse
<b>ADD</b>	Antidumping Duty
<b>ADM</b>	Old System Global Admin Messages
<b>AIE</b>	Automated Information Exchange System
<b>AMS</b>	Automated Manifest System
<b>ASI</b>	Automated Surety Interface
<b>ATP</b>	Andian Trade Preference
<b>AUT</b>	Other Import Specialist Automated Programs
<b>BOL</b>	Bill of Lading
<b>BRO</b>	Broker Issues
<b>BSC</b>	Business Service Center
<b>CAR</b>	Cargo Selectivity
<b>CAT</b>	CATAIR Changes
<b>CBI</b>	Caribbean Basin Initiative
<b>CFT</b>	Canadian Free Trade
<b>COL</b>	Collections

### Note 1 - Continued

**Code Description**

<b>CVD</b>	Countervailing Duty
<b>DOC</b>	Document Storage and Retrieval
<b>DRA</b>	Drawback
<b>ENT</b>	Entry
<b>ESP</b>	Paperless Entry Summary
<b>ESS</b>	Entry Summary Selectivity
<b>EST</b>	Entry Specialist Teams
<b>FEE</b>	Various User Fees
<b>FPF</b>	Fines, Penalties and Forfeitures
<b>GSP</b>	Generalized System of Preferences
<b>HSU</b>	Harmonized System Update
<b>HTS</b>	Harmonized Tariff Schedule
<b>INT</b>	Interest Issues
<b>IPR</b>	Intellectual Property Rights
<b>ISW</b>	Import Specialist Automated Workstations
<b>LEG</b>	Trade Legislation
<b>LIQ</b>	Liquidation
<b>MFN</b>	Most Favored Nation
<b>MIS</b>	Miscellaneous Announcements
<b>MOD</b>	CBP Mod Act
<b>NAF</b>	North American Free Trade
<b>NEP</b>	National Entry Processing
<b>OGA</b>	Other Government Agency
<b>PRE</b>	Presidential Proclamations (Excludes Sanctions)
<b>PRO</b>	Protest
<b>QUO</b>	Quota
<b>REC</b>	Reconciliation
<b>SAC</b>	Seized Property Custodians
<b>SAN</b>	Sanctions
<b>STA</b>	Statistical Information
<b>TEX</b>	Textiles
<b>TRA</b>	Trade Agreements
<b>VIS</b>	Visa Book Telegrams
<b>VRA</b>	Voluntary Restraint Agreements

*Note:* New subject codes are added to the file as needed.

## Record Identifier M0 (Output)

This is a mandatory output record that provides administrative messages requested by message number, transmission date, or subject code.

<b>Record Identifier M0 (Output)</b>					
<b>Data Element</b>	<b>Length/Class</b>	<b>Position</b>	<b>Status</b>	<b>Description</b>	<b>Note</b>
Control Identifier	1A	1	M	Must always equal M.	
Record Type	1N	2	M	Must always equal 0.	
Administrative Message Number	7X	3-9	M	A code identifying the administrative message. The first two positions are the last two positions of the year the administrative message was issued.	
Transmission Date	6N	10-15	C	The numeric date in MMDDYY (month, day, year) format representing the date the administrative message was transmitted.	
Subject Code	3A	16-18	C	A code identifying the subject of the administrative message.	1
Filler	1X	19	C	Space fill.	
Message Code	3X	20-22	C	A code identifying the message.	
Filler	1X	23	C	Space fill.	
Narrative Message	33X	24-56	C	The text of the message.	
Filler	24X	57-80	C	Space fill.	

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<b>BRO</b>	Broker Issues

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