

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 Service. 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 U.S. Customs 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.

<i>Record Identifier M (Output)</i>					
Data Element	Length/ Class	Position	Status	Description	Note
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.

<i>Record Identifier M0 (Input)</i>					
Data Element	Length/ Class	Position	Status	Description	Note
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:

Code	Description
ABI	Automated Broker Interface
ACH	Automated Clearinghouse
ADD	Antidumping Duty
ADM	Old System Global Admin Messages
AIE	Automated Information Exchange System
AMS	Automated Manifest System
ATP	Andian Trade Preference
AUT	Other Import Specialist Automated Programs
BOL	Bill of Lading
BRO	Broker Issues
BSC	Business Service Center
CAR	Cargo Selectivity
CAT	CATAIR Changes
CBI	Caribbean Basin Initiative
CFT	Canadian Free Trade
COL	Collections
CVD	Countervailing Duty
DOC	Document Storage and Retrieval
DRA	Drawback
ENT	Entry
ESP	Paperless Entry Summary
ESS	Entry Summary Selectivity
EST	Entry Specialist Teams
FEE	Various User Fees
FPF	Fines, Penalties and Forfeitures
GSP	Generalized System of Preferences

Note 1 - Continued

Code	Description
HSU	Harmonized System Update
HTS	Harmonized Tariff Schedule
INT	Interest Issues
IPR	Intellectual Property Rights
ISW	Import Specialist Automated Workstations
LEG	Trade Legislation
LIQ	Liquidation
MFN	Most Favored Nation
MIS	Miscellaneous Announcements
MOD	Customs Mod Act
NEP	National Entry Processing
OGA	Other Government Agency
PRE	Presidential Proclamations (Excludes Sanctions)
PRO	Protest
QUO	Quota
REC	Reconciliation
SAC	Seized Property Custodians
STA	Statistical Information
SAN	Sanctions
TEX	Textiles
TRA	Trade Agreements
VIS	Visa Book Telegrams
VRA	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.

<i>Record Identifier M0 (Output)</i>					
Data Element	Length/ Class	Position	Status	Description	Note
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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User Notes: