

## CHAPTER 3

### ABSTRACTS OF CONTRACTS

#### A. GENERAL

1. This chapter provides uniform procedures for the preparation and use of contract abstracts, including the individual data elements, **codes**, and record formats.

2. The abstract is a data representation of a contractual procurement instrument and is comprised of a series of 80 position transactions. The abstract contains key elements of administrative, line item, and delivery data extracted from contractual documents into an electronically processable format.

3. The standard 80 position transactions permit an interchange of data between and among the Services/Agency in a uniform manner, thereby producing greater accuracy of data in contract files and more reliable management products.

#### B. ABSTRACT OBJECTIVE AND USES

1. **An** objective in abstract preparation is source document automation (i.e., system printed documents), whereby all the data necessary to print the contract is entered into the computer. Simultaneously with the preparation of the contractual document, the computer prepares the abstract. Where this practice is not feasible, the abstract will be generated directly from the data base or keyed directly from the source document.

2. The abstract data are processed electronically and are used by the PO or inventory manager (IM) in support of:

- a. Due-in assets systems.
- b. Procurement status and history files.
- c. MILSTRIP status reporting.
- d. MILSTRAP pre-positioned receipt system.

- e. Finance and accounting records.
  - f. Management statistics.
3. CAOS use the abstract data in support of:
- a. Master contract file records.
  - b. Suspense for receipt of hard copy documents.
  - c. Work assignments in property administration, production, quality assurance, and transportation.
  - d. Voucher examination.
  - e. Management statistics.

### C. INCLUSIONS AND EXCLUSIONS

1. The contractual procurement instruments to be abstracted under MILSCAP are contracts, purchase orders, delivery orders, and calls-Exhibits related to any of the aforementioned are also **referenced in the abstract**. The term "contract" is used throughout this chapter to convey this all inclusiveness.

2. Those contractual procurement instruments excluded from the abstracting process are basic ordering agreements blanket purchase agreements, and indefinite delivery contracts. Information from these instruments required for internal systems may be extracted locally, as necessary.

### D. CONTRACTUAL DOCUMENTS

The contractual documents from which elements of data are abstracted include the DD Form 1155, Order for Supplies or Services; SF 26, Award/Contract; SF 33, Solicitation, Offer, and Award (when used as an award); Optional Form (OF) 336, Continuation Sheet; and SF 30, Amendment of Solicitation/Modification of Contract, as applicable.

## **E. INITIATION AND DISTRIBUTION OF CONTRACTS AND ABSTRACTS**

1. The PO will prepare contracts in accordance with FAR and DFARS instructions and will provide copies thereof to the CAO in accordance with distribution instructions in FAR subpart 4.2. and DFARS subpart 204.2.

2. The office issuing the hard copy contract is responsible for initiating the abstract and transmitting the abstract to the contract abstract recipient ADP point. For contracts issued by a PO, the contract abstract recipient is always the primary CAO activity reflected in the "Administered By" block, as modified, of the basic contract. When authority has been assigned to the CAO to issue calls or orders, the abstract recipient is the activity (PO, IM, or PM) which authorized the CAO to issue the contract. It is the responsibility of the office delegating PO responsibility to a CAO (i.e., authorizing the CAO to issue calls/orders) to indicate in the letter of delegation both the abstract recipient and the PO, IM, or PM who is to receive the MILSCAP delivery transactions.

3. Abstracts will be forwarded within two workdays after contract execution without awaiting the reproduction and distribution of the hard copy .

4. When the contract contains MILSCAP data elements that are classified, these data elements will not be abstracted and only the unclassified data will be transmitted in the abstract. A "9" in position 61 of the PAA transaction indicates "partial abstract - see contract." The contract containing the classified data will be forwarded in accordance with existing security regulations.

## **F. STRUCTURE OF THE ABSTRACT**

1. The abstract records are described in appendices C1 through C8. These records will be used to abstract contract data. The data element fields of the record formats are arranged sequentially by record position.

2. The abstract consists of four sections of information representing four levels of contract data as described below:

a. Administrative Data - Administrative Data Record Number 1 (DI code PAA) and Number 2 (DI code PAB) will reflect information

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relative to the overall contract. Therefore, the control field for contract level data is PIIN and Supplementary PIIN (SPIIN) .

b. Accounting Classification Data - The Accounting Classification Record (DI code PAC) and Trailer Record (DI code PAD) reflect the accounting classification with the appropriation and limit/subhead placed in fixed locations.

(1) The Accounting Classification Reference Number (ACRN) is a two position alphanumeric control code assigned (in accordance with DFARS 204.7107) to each accounting classification used in a single contract. The ACRN will be shown as a detached prefix to the accounting classification on the contract. The ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedule Data Record, and the Services Line Item Data Record with the appropriate long line accounting classification. The ACRN is also used to associate the various record formats of the Contract Payment Notice segment of this manual. The control fields for accounting classification data are ACRN within PIIN. All dollar figures in MILSCAP are U.S. dollars.

(2) It will be necessary to provide identification of accounting information that is not related to a CLIN or an Exhibit Line Item Number (ELIN), when this identification is required by the recipient of the CPN. If the contract authorizes contingent services for which the contractor may be reimbursed and no CLIN/ELIN is established, a Special Reimbursable Provision indicator will be entered in the Accounting Classification Trailer Record to identify the accounting classification to be charged for each Special Reimbursable Provision. If an amount has been obligated for these contingencies (i.e., not a variance), it will be included with the amount for the line item also chargeable to the accounting classification. Multiple PAD records may accompany any PAC record.

c. Line Item Data - Line item data is segregated into two areas as follows:

(1) Supplies Line Item Data Record Number 1 (DI Code PAE) and Number 2 (DI Code PAF) pertain to items of supply, as differentiating from services, and reflect such information as stock number, purchase unit, price, noun, procurement quality assurance, acceptance points, etc.

(2) Services Line Item Data Record (DI Code PAH) pertains to services on contracts, as differentiating from supplies, and reflects such information as short description of the service, completion date,

dollar amount, etc. Some examples of service line items are engineering services; research and development services; training services; DD Form 1423, Contract Data Requirements List, data items; and testing services. Services line items normally cover one lot of services at one location (delivery **destination**) and are to be paid for as one lot. When the services being procured are to be accomplished at several locations and/or payment is on the basis of the level of effort (e.g., hours expended per month) , such items should be defined on Supplies Line Item Data Records with Supplies Schedule Data Record for each unit of services against which payments are to be made.

(3) The control fields for supplies line item level data are PIIN, call/order number, and CLIN/ELIN; for services line item level data the control fields are PIIN, call/order number, CLIN/ELIN, ACRN, and completion date.

(4) For those contract line items that do nothing more than reference an exhibit in the contract, only the DI Code PAE is required. In these instances, the DI Code PAF and the Supplies Schedule Data Record (DI Code PAG) will not be furnished.

(5) For those CLINS or ELINS which do contain sublines, the following applies:

(a) Contract and exhibit subline items that reflect a numeric suffix are established for informational purposes only and MILSCAP records will not be created therefor.

(b) Contract and exhibit subline items that bear an alphabetic suffix are established for separate reporting by MILSCAP records; therefore, when the contract contains CLIN or ELIN sublines, the applicable MILSCAP records (DI Codes PAE, PAF, PAG, PAH, PJJ, and PJR) will be at the subline level. The associated contract or exhibit line serves only as a common denominator for the accumulation of management data by the procuring activity. No data will be transmitted for this associated contract or exhibit line item.

(6) For exhibit line and subline items on DD Form 1423 MILSCAP records will be created only if the DD Form 1423 indicated that a DD Form 250 is required.

d. Destination and Schedule Data - The Supplies Schedule Data Record format (DI Code PAG) reflects information relative to destination and delivery date level. This record format includes such information as ship-to, mark-for, delivery date, ACRN, and MILSTRIP data required for

DD Form 250 and MILSTAMP purposes. The control fields for destination and schedule level data are PI IN, CLIN/ELIN, ship-to, mark-f or, delivery date, and MILSTRIP document number, when used. These elements make up most of the format; therefore, the entire record shall be considered control for the purpose of making changes.

#### **G. TAILORING OF ABSTRACTS**

All contracts will normally require the preparation of Administrative Data Record Number 1 and Number 2 and the Accounting Classification Record and Trailer. Additionally, all contracts will normally require either Supplies Line Item Data Record Number 1 and Number 2 along with their relatable Supplies Schedule Data Records or it will require Services Line Item Data Records. In some cases, a contract will require both Supplies and Services Line Item Data Records. The Kind of Contract code will be used which best describes the predominant feature of the contract. The codes shown on the next page are intended to be used only as an aid in editing an abstract.

<u>Kinds of Contracts</u>	<u>Kind of Contract Code, APP A7</u>	<u>Admin. Data Records #1 and 2</u>	<u>Acctg . Classif. Record &amp; Trailer</u>	<u>Supplies Line Item # 1 &amp; 2 &amp; Schd. Data Record</u>	<u>Services Line Item Data Record</u>
Supply Contracts and Priced Orders	1	x	x	x	When Applic
Research & Development Contracts	2	x	x	When Applic	x
Systems 1/ Acquisition Contracts	3	x	x	When Applic	x
Maintenance Contracts	5	x	x	When Applic	When Applic
Service Contracts	6	x	x	When Applic	x
Facilities Contracts	7	x	When Applic	When Applic	x
Undefinitized Letter Contracts	8	x	x	When Applic	When Applic
Unpriced BOA Orders	9	x	When Applic	When Applic	When Applic
Other	0	x	When Applic	When Applic	When Applic

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<sup>1</sup> Code 3, Systems Acquisition Contracts, includes both ADP systems and weapons systems contracts.

## H. ABSTRACT FORMATS

1. There are eight record formats that can be included in the contract abstract. The formats, record positions, field legends, and instructions for field entries are contained in appendix C. The applicable codes for use in the abstract are contained in appendix A. Abstract validation criteria are contained in appendix E. The abstract originator is responsible for validating abstract data.

2. Additional record formats, data elements, or codes may be used to satisfy local needs; however, such data will not be transmitted.

## I. ACKNOWLEDGMENT/CANCELLATION

1. An Abstract Acknowledgment Record (DI Code PFK) will be generated by the abstract recipient upon receipt of each contract abstract. This will serve to confirm receipt of a basic abstract (PA\_ records only) by the recipient and will be transmitted to the originator of the contract abstract within five workdays from abstract submission date. Confirmation not received within seven workdays may be subject to followup via message, advising that the acknowledgment has not been received for contract number \_ \_ \_ \_.

2. To cancel a previously submitted abstract, or withdraw an abstract where the data entries are erroneous to the extent that the abstract originator desires to start over, the Abstract Cancellation Record (DI code PEK) will be used. Internal procedures will be utilized to back the related abstract records out of the applicable internal systems. This method does not apply to contract modifications and can be initiated only by the originator of the abstract. The recipient of the request for canceling an abstract will provide a DI code PFK to indicate that the original abstract has been deleted from their files. It should be noted that the cancellation acknowledgment must be received before a new abstract can be sent.

3. The data format for both the Acknowledgment and Cancellation Records, which are differentiated by DI codes, is as shown in appendix C9.

## J. EXEMPTIONS/EXCLUSIONS

The abstract segment of MILSCAP is operational between selected purchasing offices, and the Defense Contract Management Districts (DCMDs). The participants are listed in appendix K.