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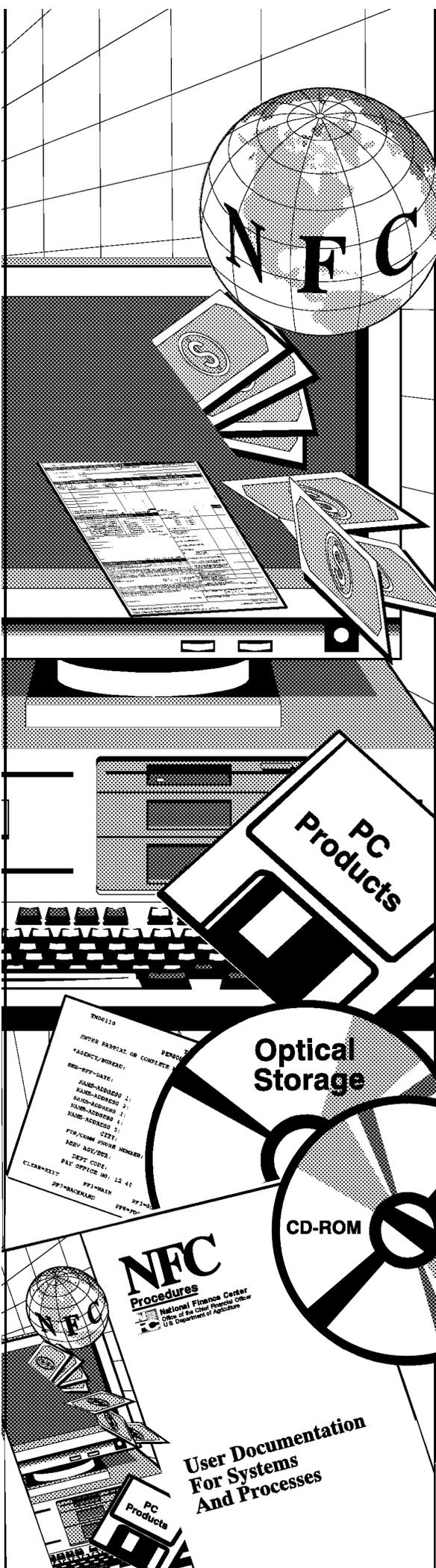
Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

Updated January 2003

Procurement Reporting System (SF-279)



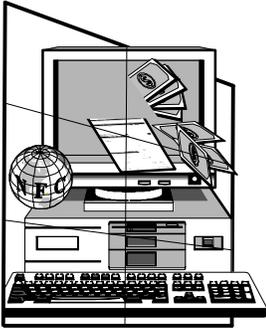
TITLE II
Voucher and Invoice Payments Manual

CHAPTER 5
Procurement Payment Activities

SECTION 2
Procurement Reporting System (SF-279)

User Documentation
For Systems
And Processes





Procurement Reporting System (SF-279)



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

IMPORTANT INFORMATION !

This publication is an illustrated version of (SF-279) **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about (SF-279).

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact NFC. Instructions for contacting NFC and other support sources are provided in the **About This Procedure** section of this publication.

Latest Update Information

Bulletin SF279 03-1, Update of SF-279, dated January 31, 2003, notifies users of the changes to the SF-279 Web-based application and online help. These changes are necessary due to Amendment 8 to the Federal Procurement Data System Reporting Manual for fiscal year 2003.

Listed below is a summary of the changes to the SF-279 procedure:

Description of Change	Page
New edit for Field 2. Contract Number	20
New edit for Field 8. Report Period	22
New edit for Field 9. Kind of Contract Action	22
Field 10, Dollars Obligated or Deobligated This Action. The field has been changed to collect whole dollars.	23
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Deletions in the text are identified by “★★”; other changes are identified by “▶◀”.

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About This Procedure

This procedure provides instructions for accessing and operating the Procurement Reporting System (SF-279). The following information will help you use the procedure more effectively and locate further assistance if needed.

This section presents the following topics:

How The Procedure Is Organized

What Conventions Are Used

Who To Contact For Help

How The Procedure Is Organized

The major sections of this procedure are described below.

[Introduction](#) presents an overview of (SF-279), including security access information and instructions for accessing the system. It also provides basic operational information about the menu bar, toolbar, function keys, system edits, online help, and hint text.

[Using SF-279](#) provides step-by-step instructions for the adding, correcting, and deleting processes performed in (SF-279).

[Field Instructions For SF-279 Windows](#) contains instructions for and descriptions of the fields on (SF-279) windows.

[Heading Index](#) provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the Publications Catalog available on the Internet at the NFC home page (www.nfc.usda.gov). To see these listing, go to the NFC home page and click the Pubs & Forms icon at the top of the page. At the Pubs & Forms page left-hand menu, under Publications Catalog, click List by Acronym/Name or List by Title/Chapter and search for the appropriate system application on the list provided.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> .	The message <i>Transaction completed, record saved.</i> is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	 Note For modifications, use the same code as the original contract.
Figure references link figures with the text. These references are printed in bold sans serif font.	The Logon pop-up (Figure 1) is displayed.
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	For instructions on this process, see Using (SF-279) .
References to menu options are printed in <i>bold italics</i> .	To search (SF-279) records select: <i>Query > Enter.</i>
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Press [Tab] to move to the next field.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , <i>optional default</i> ⁴ , or <i>no entry</i> ⁵ .	1. Reporting Agency Code <i>Required, alphanumeric, 5 positions max.</i> Type the reporting agency acronym.
¹ Required <i>You must enter data in the field.</i> ² Conditional <i>You may be required to enter data, based on criteria indicated in the field instructions.</i> ³ Optional <i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i> ⁴ Optional default <i>You may elect to enter data. If the field is left blank, the system generates a default entry.</i> ⁵ No entry <i>You do not enter data in the field. The field instruction states the reason for no entry.</i>	

Who To Contact For Help

For help or additional information, please contact personnel as listed below.

For technical questions about SF-279 reporting or questions about unusual conditions, contact the Office of Procurement and Property Management/Procurement Systems Division at **202-401-4081** .

For questions about the SF-279 application, contact Administrative Systems Upgrade Branch personnel at **504-255-5514** .

For access to SF-279, contact your agency's Information Systems security officer.

Refer questions about this procedure to **504-255-5322** or via e-mail to nfc.pvct@usda.gov.

Introduction

This section presents the following topics:

- [About \(SF-279\)](#)
- [Getting Started in \(SF-279\)](#)
- [\(SF-279\) Operating Features](#)

About (SF-279)

The Procurement Reporting System (SF-279) is a Web-based system developed by the Office of Procurement and Property Management (OPPM) and the National Finance Center (NFC) with other U. S. Department of Agriculture (USDA) agency input. The SF-279 is used to capture, enter, and query data from Form SF-279, Federal Procurement Data System (FPDS), Individual Contract Action Report (ICAR), as well as USDA's internal requirements. SF-279 consists of three windows (SF 279-A, SF 279-B, and SF 279-C) and several pop-ups.

SF-279 is used to report procurements exceeding \$25,000 to the Federal Procurement Data Center (FPDC) located in the General Services Administration, which collects, processes, and disseminates official procurement data on Federal contracting to Congress, the Executive branch, and the private sector.

Executive departments and agencies are responsible for collecting and reporting procurement data to FPDS. This data is used to measure and access the following:

- Impact of Federal procurement on the nation's economy
- Extent to which small business firms and small disadvantaged business firms are sharing in Federal procurement
- Impact of full and open competition in the acquisition process
- Procurement policy purposes

SF-279 uses a database with current and historical (5 years) information on procurements, a data entry and query program that runs against the database, a number of tables that provide immediate information for data entry, and front-end edits to reduce the entry of invalid data. Data in the SF-279 database is updated in real time with each entry.

Getting Started In (SF-279)

After you have been assigned an NFC User ID for SF-279 and have a terminal or personal computer (PC) that is connected through your telecommunications network (Netscape Navigator browser Version 4.0 or higher, or Microsoft Explored browser Version 4.0.1 or higher) to the World Wide Web (WWW), you will be ready to log on to SF-279.

This section reviews the basic starting and exiting functions, as well as information on changing your password and using online help that is specific to SF-279.

For more information, see:

[Security And Remote Terminal Usage](#)

[Starting SF-279](#)

[Changing Your Password](#)

[Exiting SF-279](#)

[Using Online Help](#)

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. To access SF-279, you must have authorized security clearance and use a terminal or PC that is connected through your telecommunications network to WWW.

For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure (Title VI, Systems Access Manual, Chapter 2, Remote Site Usage, Section 1). For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Starting SF-279

The first time you try to log on to SF-279, at the USDA SF-279 Welcome Banner you will be prompted to download a browser plug-in named Oracle Jinitiator.



Note

Some browsers such as Internet Explorer may download the plug-in without prompting.

Downloading the Oracle Jinitiator Plug-in:

1. At the Plug-in Not Loaded pop-up, click **[Get the Plug-in]**. The Oracle Jinitiator Download Page is displayed.



Caution

If you click **[Cancel]**, you may download the plug-in at a later time by selecting the *Click here* link in the *If you cancelled a previous Jinitiator Plug-in download, Click here* statement at the bottom of the USDA SF-279 Welcome Banner (**Figure 1**).

2. At the Oracle Jinitiator Download Page, click on *Download the Oracle Jinitiator plug-in*. (Third paragraph on page and the line is underlined.) The File Download pop-up is displayed.
3. At the File Download pop-up, select *Save this program to disk*, and click **[OK]**. The Save As pop-up is displayed.
4. At the Save As pop-up, save the file to your desktop. The *jinit.exe* icon will appear on your desktop.
5. At your desktop, double click the *jinit.exe* icon. The Install Shield Self-extracting EXE pop-up is displayed.

6. At the Install Shield Self-extracting EXE pop-up, click **[YES]**. The message *This will install Oracle. Do you wish to continue?* is displayed.
7. Click **[YES]** and the plug-in will be installed. The installation will take a few moments. The Oracle Jinitiator Welcome pop-up is displayed.
8. At the Oracle Jinitiator Welcome pop-up, click **[Next]**. Various pop-ups will be displayed indicating the plug-in's installation progress and completion.
9. When the installation is complete, either exit the browser or click the reload icon on the toolbar.

To start SF-279:

1. Log on to your browser.
2. Log on to the USDA Procurement Page at <http://www.usda.gov/procurement/>.
 - a. Click the **Acquisition Toolkit** icon and the Acquisition Toolkit page appears.
 - b. Click **USDA On-line SF-279 Reporting System** under Reporting Tools and a warning message pop-up will be displayed indicating that you are logging on to a U.S. Government computer and if you do not have authorized access to this system to disconnect.

OR

- a. Log on to the NFC Home Page at <http://www.nfc.usda.gov>.
- b. Click the **USDA Procurement Reporting System** icon under Application Launchpad and a warning message pop-up will be displayed indicating that you are logging on to a U.S. Government Computer and if you do not have authorized access to this system to disconnect.



If this is the first time you are logging on to SF-279 and the Plug-in Not Loaded pop-up is displayed, see the instructions for [Downloading the Oracle Jinitiator Plug-in](#) above.

3. Click **[OK]** and the USDA SF-279 Welcome Banner window (**Figure 1**) is displayed. After a moment, the Logon pop-up (**Figure 2**) is displayed.



Figure 1. USDA SF-279 Welcome Banner

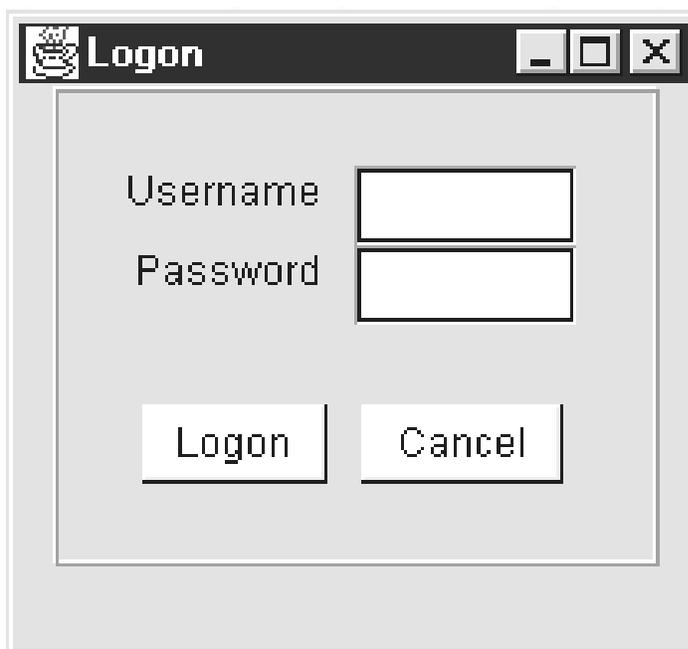


Figure 2. Logon pop-up

4. Complete the fields as indicated under [Logon Pop-up Field Instructions](#).
5. Click **[Logon]** to log on to SF-279.

OR

Click **[Cancel]** to cancel the log on.

It will take a few moments to download the SF-279 after the log on.



When the SF 279-A window (see **Figure 4**) appears on the screen, you are in the add function and are ready to enter data. For more information about adding records, see [Adding An SF-279 Record](#). You can use the toolbar or menu bar to change to the query function. For more information on the query function, see [Searching/Viewing An SF-279 Record](#). For more information on the toolbar and/or menu bar, see [The SF-279 Toolbar](#) and/or [The SF-279 Menu Bar](#).

Changing Your Password

You may change your password at any time but not more than once a day. It is recommended that you change your password at least every 30 days. To change your password:

1. At the SF 279-A (see **Figure 4**), SF 279-B (see **Figure 5**), or SF 279-C (see **Figure 6**) window, select *Change Password > Change Password Screen* and the Change Password pop-up (**Figure 3**) is displayed. For more information on the menu bar, see [The SF-279 Menu Bar](#).

The image shows a 'Change Password' dialog box. It has a title bar with a small icon on the left and standard minimize, maximize, and close buttons on the right. The main area contains three text input fields stacked vertically, labeled 'Old Password', 'New Password', and 'Confirm'. Below these fields are two buttons: 'Change Password' and 'Close'.

Figure 3. Change Password pop-up

2. Complete the fields as indicated under [Change Password Pop-up Field Instructions](#).
3. After completing the fields, click [**Change Password**] to save the password change and exit the pop-up.

OR

Click [**Close**] to cancel the password change and exit the pop-up.

Exiting SF-279

At the SF 279-A, SF 279-B, or SF 279-C window, select *Action > Exit* from the menu bar or click  on the toolbar. For more information on the toolbar and/or menu bar, see [The SF-279 Toolbar](#) and/or [The SF-279 Menu Bar](#).

At the USDA SF-279 Welcome Banner window, select *File > Exit* or click the **[X]** in the upper right corner of the screen.

Using Online Help

Online help is available while working in SF-279. This online help can be accessed from the SF 279-A, SF 279-B, and SF 279-C windows.

Window-Level Help

1. At an SF-279 window, select *Help > Window Help* or click  for window help. For more information on the toolbar and/or menu bar, see [The SF-279 Toolbar](#) and/or [The SF-279 Menu Bar](#). The field instructions for that window will be displayed in the help window.



Note

For online help for SF-279 pop-ups, follow the instructions under [Table Of Contents Help](#) below.

2. Click on the appropriate field number to display the field instructions for that specific field.
3. Click the **[X]** in the upper right corner of the screen to close the help window.

OR

Leave the help window open for future use.

Table of Contents Help

1. At an SF-279 window, select *Help > Table of Contents*. For more information on the menu bar, see [The SF-279 Menu Bar](#). The SF-279 Table of Contents will be displayed in the help window.
2. Scroll through the table until you see the applicable heading.
3. Click the applicable heading and that section of the online help will be displayed in the help window.
4. Click the **[X]** in the upper right corner of the screen to close the help window.

OR

Leave the help window open for future use.

(SF-279) Operating Features

SF-279 is designed in JAVA providing mouse-driven, point-and-click functionality; a menu bar; drop-down menus; a toolbar; and hyper-text links. Although SF-279 is designed for a

mouse-driven environment, certain keys and combination of keys may be used to perform certain functions (e.g., move the cursor, enter and update data, or initiate commands). This section reviews these basic features and describes others that are specific to SF-279.



SF-279 windows and pop-ups require you to **[TAB]** to move to the next field.

For more information, see:

[SF-279 Hint Text](#)

[The SF-279 Menu Bar](#)

[The SF-279 Toolbar](#)

[SF-279 Function Keys](#)

[System Edits](#)

[Data Entry Tips](#)

[List of Values Pop-Up/Drop-Down List](#)

SF-279 Hint Text

The SF-279 has a special feature called Hint Text. When you are adding an SF-279 record (Hint Text is not available during the query function), place the cursor inside the field and the helpful Hint Text for that field will appear in the status line at the bottom of the screen. Following the hint text will help you meet the field edits; however, the hint text does not include all of the edits for that field. For a complete list of field edits, see [SF 279-A Window Field Instructions](#), [SF 279-B Window Field Instructions](#), and [SF 279-C Window Field Instructions](#).

Examples of Hint Text:

When the cursor is in **4. Contracting Office Order Number** the hint text will be *#4 Enter 15-pos (max) contract office order no. Req if #9=E, F, G, L. Skip if #9=A, B, C, Z, or SAP PO. No embedded spaces/spec chars.* This indicates that field 4 has a maximum of 15 alphanumeric positions and that this field cannot contain embedded spaces or special characters. This field is a required entry if 9. Kind of Contract Action will be coded E, F, G, or L; or you should **[TAB]** through the field if 9. Kind of Contract Action will be coded A, B, C, Z, or if a Simplified Acquisition Procedure (SAP) purchase order (PO).

When the cursor is in **6. Action Date** the hint text will be *#6 Req. Enter 6-digit date of award (YYYYMM). Cannot be greater than current year/quarter or less than 5 years from current FY.* This indicates that field 6 is a required entry. The entry must be numeric and entered with a 4-digit year and a 2-digit month (YYYYMM). The date cannot be greater than the current year and quarter, or less than 5 years from the current fiscal year (FY).

SF-279 Menu Bar

The menu bar appears below the title bar on the SF 279-A, SF 279-B, and SF 279-C windows. Each option on the menu bar displays options for viewing and/or processing transactions. When an option from the menu bar is selected, a drop-down menu appears showing a list of options.

Menu Bar		
Menu Bar Options	Drop-down Menu Options	Description
Action	Clear	Used to clear the fields on the window. This action does not save the new data entered.
	Save	Used to save the record to the database.
	Print	Used to print the record on the window.
	Exit	Used to exit SF-279.
Query	Enter	Used to enter the query information into the appropriate fields.
	Execute	Used to execute the query function.
	Cancel	Used to cancel the query function.
	Previous Query	Used to view the previous query.
	Count Hits	Used to count the number of records that match the query request.
Record	Previous	Used to view the previous record.
	Next	Used to view the next record.
	First Record	Used to view the first record.
	Last Record	Used to view the last record.
	New	Used to enter a new SF-279 record.
Help	Fiscal Year Changes	Used to access a list of the changes to SF-279 for fiscal year.
	Data Entry Tips	Used to access helpful hints for data entry and navigational information.
	Table of Contents	Used to access the table of contents for online help. At the table of contents you can link to other parts of the procedure.
	Window Help	Used to access online help for the current window.
	Keys	Used to see available function keys.
	Display Error	Used in troubleshooting Oracle form errors (FRM-XXXX).
Change Password	Change Password Screen	Used to access the change password pop-up.



Note When a menu option is shaded gray, it is not available for that function and will not respond to selection.

SF-279 Toolbar

The toolbar is a row of tool (icon) buttons located below the menu bar on the SF 279-A, SF 279-B, and SF 279-C windows. Each tool button displays an icon that depicts its processing function. In most cases, the tool button can be used in lieu of the menu bar. The toolbar includes the following tool buttons:

Tool Buttons	
Button	Description
	Clear. Used to clear all fields on the window. This function will not save data entered.
	Save. Used to save the SF-279 record to the database.
	Print. Used to print the window.
	Exit. Used to exit SF-279.
	Enter. Used to enter the query information in to the appropriate fields.
	Execute. Used to execute the query.
	Previous. Used to view the previous record.
	Next. Used to view the next record.
	First Record. Used to view the first record.
	Last Record. Used to view the last record.
	New. Used to enter a new SF-279 record.
	Window Help. Used to access online help for the current window.

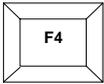
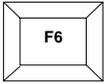
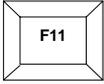
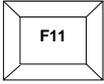
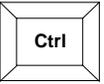
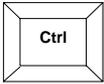
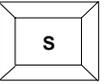
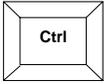
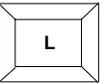
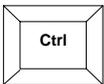
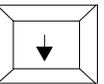
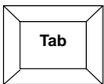
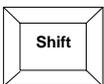
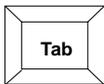


Note

When a tool button is shaded gray, it is not available for that function and will not respond to selection.

SF-279 Function Keys

Your keyboard includes the following function keys that can be used in SF-279. For a complete list of function keys select **Help > Keys** at the SF 279-A, SF 279-B, or SF 279-C window.

Function Keys	
Key	Description
	Used to exit SF-279.
	Used to clear a record.
	Used to enter a query.
 + 	Used to execute a query.
 + 	Used to save a record.
 + 	Used to view a list of values.
 + 	Used to add a new record.
	Used to move to the next field.
 + 	Used to move to the previous field.

System Edits

Many data entries in SF-279 are subject to front-end edits. If an error occurs or if required data is omitted, an error message will be displayed in a pop-up when you **[TAB]** to the next field. SF-279 also performs secondary edits when you **[TAB]** out of the last field on each window, and when you save the record. All errors must be corrected before the record can be saved to the database.

Data Entry Tips

Since SF-279 has many front-end edits built into the system, it is better to enter data in field number order and proceed in a forward manner throughout the three windows. Skipping around the fields on a window or going from one window that is not complete to another

window may cause problems when SF-279 edits the fields and the windows. Start with 1. Agency and continue through 24. Type Contact/Mod. Click the SF 279-B tab and enter data, when appropriate, in fields 25. CICA Applicability through 45. Size of Small Business. Click the SF 279-C tab and continue to enter date in fields 46A. Funding Agency through 49. Contracting Officer, when applicable.

As stated under System Edits, fields are edited when data has been entered and you **[TAB]** to the next field, when data in a field has been changed, and when you click on a tab for another window.

Most fields allow you to continue entering data in the next field once an error message has been received. You may not want to correct errors as they occur, but continue forward until you have completed all three windows and then correct the fields with errors. Sometimes trying to correct an error as it occurs can cause you to get stuck in an edit loop. You may wish to write down the fields that are incorrect as the error messages appear so you do not have to rely on memory.



Fields 1, 2, 5, 6, 9 through 12, 16 through 19B, 25, 32, 37 and 42 usually will not allow you to continue entering data until the error has been corrected.

List Of Values Pop-Up/Drop-Down List

Many fields on the SF 279-A, SF 279-B, and SF 279-C windows have a List of Values pop-up  (many values) or Drop-down list  (2 - 3 values) feature which allows the user to select the correct entry from a list of valid entries for that field. The List of Value Pop-up also allows you to search/query a list of values by entering a partial value.

To use the List of Values Pop-up:

1. Click the list of values arrow  next to the field and a list of values for that field will appear in a pop-up.
2. Select the appropriate value, then click **[OK]** at the bottom of the pop-up and that value is entered into the field.
3. Press **[TAB]** to move to the next field.

To query the List of Values Pop-up:

1. Click  next to the field and the list of values for that field will appear in a pop-up.
2. In the Find field at the top of the pop-up, enter a partial value in front of the % (wildcard symbol), then click **[FIND]** at the bottom of the pop-up. The list of values will display all values that begin with the characters you entered. (The wildcard option is available on all list of values pop-ups.)
3. Select the appropriate value, then click **[OK]** at the bottom of the pop-up, and that value is entered into the field.
4. Press **[TAB]** to move to the next field.

To use the Drop-down list :

1. Click the drop-down arrow  next to the field and the drop-down list of values for that field will appear.
2. Select the appropriate value and that value is entered into the field.
3. Press **[TAB]** to move to the next field.

Using (SF-279)

This section presents the following topics:

[Searching/Viewing An SF-279 Record](#)

[Adding An SF-279 Record](#)

[Correcting An SF-279 Record](#)

[Deleting An SF-279 Record](#)

Searching/Viewing An SF-279 Record

Searching for an existing SF-279 record from the database is called querying. This function is used to view a record, or to find a record in the database that needs to be corrected or deleted. You may query all fields on the SF 279-A (**Figure 4**), SF 279-B (**Figure 5**), or SF 279-C (**Figure 6**) windows.

The screenshot shows the 'INDIVIDUAL CONTRACT ACTION REPORT' window for SF 279-A. The form is organized into two columns of fields, each with a numbered label and an input field. The fields are:

- 1. Agency
- 2. Contract File
- 3. Mod. No.
- 4. Contracting Office Order File
- 5. Contracting Office
- 6. Action Date
- 7. Type of Entry (A Original)
- 8. Report Period
- 9. Kind of Contract Action
- 10. Dollars Oblig/Debtly
- Total Oblig Amount
- 11. Type of Obligation (A Obligated)
- 12. Principal PSC
- 13. Principal NAICS Code
- 14. Comm Item Acquis
- 15. Contractor Name
- 16. CN (DUNS)
- 17A. Place of Performance
- 17B. Foreign Country
- 18. Contract for Foreign Govt/Int Org
- 19B. Received Material/Waste
- 20. PBSC
- 21. Bonding Contract Req
- 22. Country of Manufacture
- 23. Synopsis Prior to Award
- 24. Type Contract/Mod

Figure 4. SF 279-A window

Figure 5. SF 279-B window

Figure 6. SF 279-C window



Note

The status line at the bottom of the screen will indicate that you are in Query. Also, when in the enter query function, all fields are shaded white. (When you are in the adding or correcting function, fields 1 through 19B are shaded yellow or blue.)

To query an existing record:

1. At the SF 279-A window, select **Query > Enter** or click . (At this time, all fields will change to a white shading indicating that you are in the enter query function.)

2. Enter the query information into the appropriate field(s) on the SF 279-A, SF 279-B, and SF 279-C windows that you want to use to perform your search. Complete the fields according to the instructions under [SF 279-A Window Field Instructions](#), [SF 279-B Window Field Instructions](#), and [SF 279-C Window Field Instructions](#).



Note

The key fields (1 through 6) will be the fields most frequently used to search for or view a record. You may enter query information into one field or several fields to narrow the search time and the quantity of records found in the search.

Once you have entered the query information into the appropriate fields, you may select **Query > Count Hits** at any window to see how many records match your query request. The status line will indicate how many records were retrieved. At this point, you can go to Step 3 to execute your query and see the records or add additional query information to limit the number of records retrieved.

3. At any window, select **Query > Execute** or click . The found record will appear in the window. If more than one record is found, navigate through the records using one of the following methods:
 - To move to the next record, select **Record > Next** or click 
 - To move back to the previous record, select **Record > Previous** or click 
 - To move to the first record, select **Record > First Record** or click 
 - To move to the last record, select **Record > Last Record** or click 



Note

At this point, fields 1 through 19B will change from the white shading to the yellow and blue shading indicating that you are no longer in the enter query function and that you can make changes to the record. For more information on correcting a record, see [Correcting An SF-279 Record](#).

4. At any window, select **Query > Cancel** to exit the query function.

OR

At any window, select **Record > New** or click  to exit the query function and add an SF-279 record.

OR

At any window, select **Action > Clear** or click  to clear all fields.

Adding An SF-279 Record

When you connect to SF-279, the SF 279-A window is displayed and you are ready to add an SF-279 record.



Note

When the cursor is in a field, the status line at the bottom of the screen will indicate the hint text for that field. For more information on hint text, see [SF-279 Hint Text](#).

Also, when you are in the add function, fields 1 through 19B are shaded yellow or blue. (When in the query function, all fields are white.)

To add a record:

1. At the SF 279-A, SF 279-B, or SF 279-C window select **Record > New** or click . The SF 279-A window (**Figure 4**) will appear.

2. At the SF 279-A window, complete the first 6 key fields according to the instructions under [SF 279-A Window Field Instructions](#).



Fields 1 through 7, and 9 are shaded yellow to indicate that these are primary fields that make an SF-279 record unique.

3. In the **7. Type of Entry** field, type **A**, or click  to select **A Original** from the drop-down list. The value is entered into the field.



Fields 10 through 19B are shaded blue. Usually an entry is required as these fields are needed for most types of contract actions.

When a field is shaded gray, the field should be left blank for that particular type of contract action. The cursor will skip the gray fields and move to be next white shaded field.

4. Complete the fields according to the instructions under [SF 279-A Window Field Instructions](#).

5. Click the SF 279-B tab and the SF 279-B window appears.

6. Complete the fields according to the instruction under [SF 279-B Window Field Instructions](#).

7. Click the SF 279-C tab and the SF 279-C window appears.

8. Complete the fields according to the instruction under [SF 279-C Window Field Instructions](#).

9. At an SF 279 window, select **Action > Save** or click . The record must pass a final edit of the complete record before it will be saved to the database. A pop-up window with the message *Transaction completed, record saved.* will appear indicating that the record has been saved.

10. Click **[OK]**. All fields will be cleared and the cursor will return to **1. Agency** ready for you to add another record.

Correcting An SF-279 Record

The SF-279 allows you to correct an SF-279 record that has previously been entered in the database.



If the key fields (1 through 6) are to be changed, a correcting entry cannot be processed. Instead, the original entry must be deleted and then a new original must be submitted.

To correct a record:

1. At the SF 279-A, SF 279-B or SF 279-C window, query for the record following the instructions under [Searching/Viewing An SF-279 Record](#).

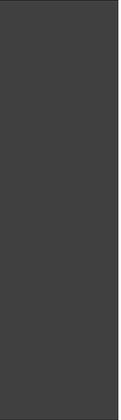
2. When the correct record is displayed, **[TAB]** to 7. Type of Entry and type **C**, or click  to select **C Correcting** from the drop-down list. The value is entered into the field.
3. Correct the appropriate fields according to the instructions under [SF 279-A Window Field Instructions](#), [SF 279-B Window Field Instructions](#), and [SF 279-C Window Field Instructions](#), as applicable.
4. At an SF 279 window, select **Action > Save** or click . The record must pass a final edit of the complete record before the correction will be saved to the database. A pop-up with the message *SF-279 updated successfully.* will appear indicating that the corrected record has been saved.
5. Click **[OK]**. All fields will be cleared and the cursor will return to **1. Agency** ready for you to add or query another record.

Deleting An SF-279 Record

The SF-279 can mark existing SF-279 records for deletion. To delete an SF-279 record, key fields (1 through 6) must be an exact match to an existing SF-279 record in the database.

To delete a record:

1. At the SF 279-A, SF 279-B, or SF 279-C window, query for the record following the instructions under [Searching/Viewing An SF-279 Record](#).
2. When the correct record is displayed, **[TAB]** to 7. Type of Entry and type **B**, or click  to select **B Deleting** from the drop-down list. The value is entered into the field.
3. At an SF 279 window, select **Action > Save** or click . A pop-up with the warning message *Are you sure you want to mark this record for deletion?* will appear. Select **[Yes]** and all fields will be cleared and the record will be marked for deletion. Select **[No]** and you will return to the SF 279-A window.



Field Instructions For (SF-279) Windows

This section presents the following topics:

[Logon Pop-up Field Instructions](#)

[Change Password Pop-up Field Instructions](#)

[SF 279-A Window Field Instructions](#)

[SF 279-B Window Field Instructions](#)

[SF 279-C Window Field Instructions](#)

Logon Pop-up Field Instructions

The Logon pop-up (**Figure 2**) is used to log on to SF-279. For more information on logging on, see [Starting SF-279](#).

Username	<i>Required, alphanumeric, 20 positions max.</i> Type your NFC user identification number.
Password	<i>Required, alphanumeric, 6 - 20 positions</i> Type your unique password.

Change Password Pop-up Field Instructions

The Change Password pop-up (**Figure 3**) is used to change your password. For more information on changing your password see, [Changing Your Password](#).

Old Password	<i>Required, alphanumeric, 6 - 20 positions</i> Type your current password.
New Password	<i>Required, alphanumeric, 6 - 20 positions</i> Type your new password.
Confirm	<i>Required, alphanumeric, 6 - 20 positions</i> Type the new password again to confirm it was entered as intended.

SF 279-A Window Field Instructions

The SF 279-A window (**Figure 4**) is used to search/view, add, correct, or delete SF 279 data. For instructions on this process, see [Searching/Viewing An SF-279 Record](#), [Adding An SF-279 Record](#), [Correcting An SF-279 Record](#), or [Deleting An SF-279 Record](#), as applicable.

1. Reporting Agency Code

Required, alphanumeric, 5 positions max.

Type the reporting agency acronym (i.e., **ARS**, **APHIS**, **OO**) or click  to select a code from the pop-up list of values, if not system generated or if agency acronym is incorrect. Click **[OK]** and the value selected is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

2. Contract Number

Required, alphanumeric, 8 - 15 positions

Type the unique contract or purchase order number. For Simplified Acquisition Procedures (SAP) enter the purchase order number. Ensure that there are no embedded spaces or special characters.



Note

To verify the schedules data beginning with GS, go to the General Services Administration (GSA) Federal Supply Schedules page at <http://www.fss.gsa.gov/schedules>. Click Schedules E-Library.

If:	Action for 2. Contract Number:
9. Kind Of Contract Action is coded C (New Definitive Contract)	The contract number cannot be reported more than once by the same agency.
9. Kind Of Contract Action is coded G (Order/Mod Under Federal Schedule Contract)	<p>Must be on the Federal Schedules Contract File.</p> <p>Must begin with GS or V.</p> <p>If Item 2 begins with GS, the contract number must not contain alpha O, the third and fourth positions must be numeric, and the fifth position must be F or K.</p> <p>If Item 2 begins with GS and the fifth position is F, the contract number must have 10 digits and the tenth position must be an alpha character.</p> <p>If Item 2 begins with GS and the fifth position is K, then the contract number must have 14 digits and the tenth digit must be S.</p> <p>► If the contract number is on the Federal Schedule Table, Item 9 must be coded G except for codes J, K, and Z.◀</p>

3. Modification Number

Conditional, alphanumeric, 4 positions max.

Type the modification number. Ensure that there are no embedded spaces or special characters.



Reminder

Report terminations as modifications.

If 9. Kind Of Contract Action is coded:	Action for 3. Modification Number:
A (Initial Letter Contract), C (New Definitive Contract), or D (Purchase Order/BPA Calls Using SAP)	Skip this field.

B (Definitive Contract Superseding Letter Contract), E (Order Under Single Award Indefinite Delivery Contract), F (Order Under Basic Ordering Agreement), G (Order/Modification Under Federal Schedule Contract), L (Order Under Multiple Award Contract), or Z (Initial Load of Federal Schedule Contract)	This field may be blank.
H (Modification), J (Termination for Default), or K (Termination for Convenience)	Type the modification number.

4. Contracting Office Order Number

Conditional, alphanumeric, 15 positions max.

Type the contract office order number. Ensure that there are no embedded spaces or special characters.

If 9. Kind Of Contract Action is coded:	Action for 4. Contracting Office Order Number:
A (Initial Letter Contract)	Skip this field.
B (Definitive Contract Superseding Letter Contract)	Skip this field.
C (New Definitive Contract)	Skip this field.
D (Purchase Order/BPA Calls Using Simplified Acquisition Procedures)	Field may be blank.
E (Order Under Single Award Indefinite Delivery Contract)	Type the contract office order number.
F (Order Under BOA)	Type the contract office order number.
G (Order/Modification Under Federal Schedule Contract)	Type the contract office order number.
L (Order Under Multiple Award Contract)	Type the contract office order number.
Z (Initial Load of Federal Schedule Contract)	Skip this field.
SAP Purchase Order	Skip this field.

5. Contracting Office Code

Required, alphanumeric, 5 positions

Type the purchasing or contracting office code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

6. Action Date

Required, numeric, 6 positions

Type the date (YYYYMM) of the award action. This date cannot be greater than the current year/quarter or less than 5 years from the current fiscal year (FY).

7. Type Of Data Entry

Required, alpha, 1 position

Type the data entry code or click to select a code from the drop-down list.

The value selected is entered into the field. The system defaults to **A**, Original.

Code	Type Of Data Entry
A	Original
B	Deleting
C	Correcting

If 7. Type Of Data Entry is coded:	Action:
A	Key fields (1 through 6) must not have a duplicate entry.
B or C	Key fields (1 through 6) must match the database record.

8. Report Period

No entry

The report period (FY/quarter) is system generated based on **6. Action Date**.

►The report period cannot be a date earlier than **6. Action Date**◄

9. Kind Of Contract Action

Required, alpha, 1 position

Type the contract action code or click to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Kind Of Contract Action
A	Initial Letter Contract
B	Definitive Contract Superseding Letter Contract
C	New Definitive Contract
D	Purchase Orders/BPA Calls Using SAP
E	Order Under Single Award Indefinite Delivery Contract
F	Order Under Basic Ordering Agreement (BOA)
G	Order/Modification Under Federal Schedule Contract
H	Modification
J	Termination for Default
K	Termination for Convenience
L	Order Under Multiple Award Contract
Z	Initial Load of Federal Schedule Contract

If 9. Kind Of Contract Action is coded:	Action for 25. CICA Applicability:
D	►Must equal B (Purchase Orders/BPA Calls Using SAP), E (Commercial Item Acquisition Procedures Under Test Program), or left blank if 18. Contract For Foreign Govt. Or International Organization equals Y .◄

10. Dollars Obligated Or Deobligated This Action

Conditional, numeric, 11 positions max.

►Type the amount obligated or deobligated for this action with leading zeros as necessary (i.e., \$245,246.90 will be 245, 247, rounding will be to the nearest whole dollar).◄**

If 9. Kind Of Contract Action is coded:	Action for 10. Dollars Obligated Or Deobligated This Action:
Z (Initial Load of Federal Schedule Contract)	Skip this field.

Total Oblig Amount

No entry

This amount is system generated based on the obligated and deobligated amounts entered for this contract.

11. Type Of Obligation

Conditional, alpha, 1 position

Type **A** (Obligated) or **B** (Deobligated) or click to select a code from the drop-down list. The value selected is entered into the field. The system defaults to **A**.

If:	Action:
9. Kind Of Contract Action is coded Z (Initial Load of Federal Schedule Contract)	Skip 11. Type Of Obligation.
11. Type Of Obligation is coded B	2. Contract Number must match a contract in the database.

12. Principal Product Or Service Code (PSC)

Conditional, alphanumeric, 4 positions

Type the principle PSC or click to select a code from the pop-up list of values from the FPDS Product and Service Codes Manual. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

If:	Action for 12. Principal Product Or Service Code:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	Must <i>not</i> start with A .
9. Kind Of Contract Action is coded Z (Initial Load of Federal Schedule Contract)	Must be valid code from PSC.
20. Performance-Based Service Contracting is coded Y (yes)	►Must begin with A through Z (excluding C , or S1) for action dates between October 2000 and September 2001. Must begin with A through Z (excluding C , S1 , or Y) if starting with action date October 2001.◄

13. Principal North American Industry Classification System (NAICS) Code

Conditional, numeric, 6 positions

Type a valid Principal NAICS code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).



Note

The list of values pop-up includes a crosswalk between Principal Standard Industrial Classification (SIC) code and the NAICS codes.

If:	Action for 13. Principal NAICS Code:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	Field may be blank.
20. Performance-Based Service Contracting is coded Y (yes)	▶NAICS must <i>not</i> begin with 233 (except for 233110), 234, 236, or 237 (except for 237210) in the first three positions.◀

14. Commercial Item Acquisition Procedures

Conditional, alpha, 1 position

Type **Y** (yes) or **N** (no), or click  to select a code from the drop-down list. The value selected is entered into the field. The system defaults to **N**.

If 14. Commercial Item Acquisition Procedures is coded:	Action:
Y (yes)	25. CICA Applicability must be coded E (Commercial Item Acquisition Procedures Under Test Program).
Y and 18. Contract For Foreign Govt. Or International Org. is coded N (no)	24. Type Of Contract Or Modification must be coded J (Fixed-Price) or K (Fixed-Price With Economic Price Adjustment).
Y and 18. Contract For Foreign Govt. Or International Org. is coded Y	Skip 24. Type Of Contract Or Modification.

15. Contractor Name

Required, alphanumeric, 30 positions max.

The contractor name is system generated based on **16. Contractor Identification Number (DUNS)**.



Note

If a DUNS is typed in **16. Contractor Identification Number (DUNS)** that is not on the database, type the contractor name. The new contractor name and DUNS will be added to the database for future use.

16. Contractor Identification Number (DUNS)

Required, numeric, 9 positions

Type the contractor's DUNS number. The DUNS must pass the check digit algorithm. If the DUNS number is not in the database, you will have to also complete **15. Contractor Name**.

17A. Principal Place Of Performance

Conditional, numeric, 7 positions

Type the principal place of performance code if United States or outlying areas (FIPS 55), or enter search criteria in the City, State, or ZIP fields, then click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#). When the place of performance code is entered the City, State, and ZIP fields will be system generated based on the code. These fields will also be completed when selecting from the list of values pop-up.

If:	Action for 17A. Principal Place Of Performance:
Place of performance is a foreign country	Skip this field and complete 17B. Foreign Country.
9. Kind Of Contract Action is coded Z (Initial Load of Federal Schedule Contract)	Skip this field.

City

Optional, alphanumeric, 20 positions max.

Type a full or partial city or county name and click  by Place of Performance to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

State

Optional, alpha, 2 positions

Type the state abbreviation and click  by Place of Performance to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

ZIP

Optional, numeric, 5 positions max.

Type a full or partial ZIP code and click  by Place of Performance to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

17B. Foreign Country

Conditional, alpha, 2 positions

Type the foreign country code (FIPS 10) or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

If:	Action for 17B. Foreign Country:
Place of performance is the United States	Skip this field. US will be system generated based of 17A. Principal Place of Performance.
9. Kind Of Contract Action is coded Z (Initial Load of Federal Schedule Contract)	Skip this field.



If you entered a DUNS which represents Federal Industries (i.e., UNICOR) in **16. Contractor Identification Number (DUNS)**, the cursor skips fields 18 through 46 and moves to the Agency Specific area on the SF 279-C window for possible optional entries.

18. Contract For Foreign Govt. Or International Organization

Conditional, alpha, 1 position

Type **Y** (yes) or **N** (no), or click to select a code from the drop-down list. The value selected is entered into the field.

If:	Action:
9. Kind Of Contract Action is coded Z (Initial Load of Federal Schedule Contract)	Skip 18. Contract For Foreign Govt. Or International Organization.
18. Contract For Foreign Govt. Or International Organization is coded Y	Skip fields 19 through 35, and 40 through 45.

19A. Use of EPA-Designated Products

Conditional, alpha, 1 position

Type the code for the Environmental Protection Agency (EPA) -designated products with a required minimum recovered material content or click to select a code from the pop-up list of values, otherwise skip this field. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).



The Resource Conservation and Recovery Act, Section 6002, and Executive Order 13101 require the purchase of EPA-designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program. The list of EPA-designated products is available at <http://www.epa.gov/cpg>.



If more than one exception applies or more than one justification was completed, report the predominant exception code or the code for the highest cost EPA-designated item for which a justification was completed.

Code	Description of EPA-Designation
A	Product or products were purchased and all contained the required minimum recovered material content
B	Product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1))
C	Product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2))
D	Product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3))
E	Products or products purchased were not EPA-designated

If:	Action for 19A. Use of EPA-Designated Products
9. Kind Of Contract Action is coded Z ►(Initial Load of Federal Schedule Contract only by GSA or VA)◄	Skip this field.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip this field.

19B. Use of Recovered Material and Waste Reduction Clauses

Conditional, alpha, 1 position

When **19A. Use of EPA-Designated Products** is coded **A** through **D**, type the code for the appropriate recovered material and waste reduction clause, or click  to select a code from the pop-up list of values, otherwise skip this field. Click **[OK]** and the value is entered into the field. The system defaults to **B**, No clause.

Code	Recovered Material and Waste Reduction Clauses
A	Recovered Material and Waste Reduction Clauses (Report this code only if the contract includes FAR 52.223-4, Recovered Material Certification, or FAR 52.223-4 and FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products or FAR 52.223.10, Waste Reduction Program.)
B	No clause included in the contract.

If:	Action for 19B. Use of Recovered Material and Waste Reduction Clauses
►9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	►Must be blank.
9. Kind Of Contract Action is coded Z	Must be A, B, or blank.
19A. Use of EPA Designated Products is coded E or blank◄	Must be A or B.◄

20. Performance-Based Service Contracting (PBSC)

Conditional, alpha, 1 position

Type **Y** (yes), **N** (no), ►leave blank,◄ or click  to select a code from the drop-down list. The value selected is entered into the field.



Note

PBSC applies to ►certain◄ service codes. The dollar threshold for reporting PBSC is for procurement actions with an estimated value over \$25,000, and the action date is equal to or greater than October 1, 2000.

If:	Action:
9. Kind Of Contract Action is coded Z ►(Initial Load of Federal Schedule Contract only by GSA or VA)◄	Skip 20. Performance-Based Service Contracting.

12. Principal PSC begins with A through Z (except for C, S1, and Y)	20. Performance-Based Service Contracting must be coded Y.
12. Principal PSC is numeric or ►if service code begins with C, S1, or Y◄	►Starting with action date October 2001, must be blank.◄
18. Contract For Foreign Govt. Or International Organization is coded Y (yes)	Skip 20. Performance-Based Service Contracting.
20. PBSC is coded Y	►Starting with Action Date October 2001,◄ Must begin with A through Z (excluding C and S1, or Y). NAICS Code must <i>not</i> begin with 233 (except for 233110), 234, ►236, or 237 (except for 237210)◄ in the first three positions. ►Between Action Date October 2000 through September 2001, PSC must begin with A through Z (excluding C and S1), otherwise N. ◄ Action Date must be equal to or greater than October 2000 (200010). ►Must be blank if Action Date is less than October 2000.◄

21. Bundling Of Contract Requirements

Conditional, alpha, 1 position

Type **Y** (yes) or **N** (no), or click to select a code from the drop-down list. The value selected is entered into the field.



Reminder

For modification, use the same code as the original contract.

If:	Action:
9. Kind Of Contract Action is coded G (Order/ Modification Under Federal Schedule Contract)	21. Bundling Of Contract Requirements may be blank.
18. Contract For Foreign Govt. Or International Organization is coded Y (yes)	Skip 21. Bundling Of Contract Requirements.
21. Bundling Of Contract Requirements is coded Y	6. Action Date must be equal to or greater than October 2000 (200010).

22. Country Of Manufacture

Conditional, alpha, 2 positions

Type the foreign country code (FIPS 10) or click to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

If:	Action for 22. Country Of Manufacture:
9. Kind Of Contract Action is coded Z (Initial Load of Federal Schedule Contract)	Skip this field.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip this field.

23. Synopsis Of Procurement Prior To Award

Conditional, alpha, 1 position

Type appropriate code to indicate the synopsis requirements of FAR Subpart 5.2 for this procurement prior to award or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).



Note

Use code **A** if a combined synopsis/solicitation of the proposed action was prepared in accordance with FAR Subpart 12.603.



Note

Use code **D** if your agency is participating in the SBA/OFPP Pilot Program that allows for the waiver of the synopsis requirement in the FAR Subpart 5.2 when agencies acquire services valued between \$25,000 and \$100,000 from small business under set-asides. If the acquisition is subject to the Small Business Competitive Demonstration Test Program, code **D** cannot be used.

Code	Synopsis Of This Procurement Prior To Award
A	Synopsized Prior to Award
B	Not Synopsized Due to Urgency
C	Not Synopsized for Other Reasons
D	Not Synopsized Under the SBA/OFPP Waiver Pilot Program

If:	Action:
9. Kind Of Contract Action is coded G (Order/ Modification Under Federal Schedule Contract)	23. Synopsis Of This Procurement Prior To Award may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 23. Synopsis Of This Procurement Prior To Award.

23. Synopsis Of Procurement Prior To Award is coded B and 25. CICA Applicability is coded A (CICA Applicable)	27. Authority For Other Than Full And Open Competition must be coded H (Urgency).
23. Synopsis Of Procurement Prior To Award is coded D	9. Kind Of Contract must be D (Purchase Orders/BPA Calls Using Simplified Acquisitions Procedures). 10. Dollars Obligated Or Deobligated must be equal to or less than \$100,000. 12. Principal Product or Service Code must begins with A through Z, except for E. 30. Type Of Contractor must be coded A (SDB) or B (Other Small Business). 42. Demonstration Program must be N (no) or blank.

24. Type Of Contract Or Modification

Conditional, alpha, 1 position

Type the type of contract or modification code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Type Of Contract Or Modification
A	Fixed-Price Redetermination
J	Firm Fixed-Price
K	Fixed-Price with Economic Price Adjustment
L	Fixed-Price Incentive
R	Cost-Plus-Award-Fee
S	Cost - No Fee
T	Cost Sharing
U	Cost-Plus-Fixed-Fee
V	Cost-Plus-Incentive
Y	Time and Materials
Z	Labor Hour

If:	Action for 24. Type Of Contract Or Modification:
9. Kind Of Contract Action is coded G (Order/ Modification Under Federal Schedule Contract)	Field may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip this field.

SF 279-B Window Field Instructions

The SF 279-B Field Instructions window (**Figure 5**) is used to search/view, add, correct, or delete SF 279 data. For instructions on this process, see [Searching/Viewing An SF-279 Record](#), [Adding An SF-279 Record](#), [Correcting An SF-279 Record](#), or [Deleting An SF-279 Record](#), as applicable.

Competition ▾

25. CICA Applicability

Conditional, alpha, 1 position.

Type the CICA applicability code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	CICA Applicability
A	CICA Applicable
B	Purchase Orders/BPA Calls Using SAP
C	Subject to Statute Other Than CICA
D	Pre-CICA
E	Commercial Item Acquisition Procedures Under Test Program

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	25. CICA Applicability may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 25. CICA Applicability.
25. CICA Applicability is coded A	6. Action Date must be greater than March 1985.
25. CICA Applicability is coded B	9. Kind Of Contract Action must be coded D (Purchase Orders/BPA Calls Using SAP), H (Modification), J (Termination for Default), or K (Termination for Convenience). Skip 26. Solicitation Procedures. Skip 27. Authority For Other Than Full And Open Competition. Skip 28. Number Of Offers Received. 34. Subcontracting Plan must be coded B (Not Required).

25. CICA Applicability is coded C or D	Skip 26. Solicitation Procedures. Skip 27. Authority For Other Than Full And Open Competition. Skip 28. Number Of Offers Received.
25. CICA Applicability is coded E	14. Commercial Item Acquisition Procedures must be coded Y (yes). Skip 26. Solicitation Procedures. Skip 27. Authority For Other Than Full And Open Competition. 28. Number Of Offers Received must be completed . 34. Subcontracting Plan must be completed .

26. Solicitation Procedures

Conditional, alpha, 1 position

When **25. CICA Applicability** is coded **A** (CICA Applicable), type the solicitation procedure code or click  to select a code from the pop-up list of values.

Click **[OK]** and the value is entered into the field, otherwise skip this field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Solicitation Procedures
A	Full and Open Competition - Sealed Bid
B	Full and Open Competition - Competitive Proposal
C	Full and Open Competition - Combination
D	Architect-Engineer Procedures
E	Basic Research
F	Multiple Award Schedule
G	Alternative Sources
K	Set-Aside
L	Other Than Full and Open Competition

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	26. Solicitation Procedures may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 26. Solicitation Procedures.
26. Solicitation Procedures is coded A, B or C	Skip 27. Authority For Other Than Full And Open Competition. 29. Extent Competed must be coded A (Competed Action). ▶33B. Small Disadvantaged Business Programs must be coded D (SDB Price Evaluation Adjustment), E (SDB Participation Program), or F (Not Applicable).◀

<p>▶26.Solicitation Procedures is coded A, B, C, E, F, or G◀</p>	<p>▶33A. HUBZone Program must be coded C (HUBZone Price Evaluation Preference), D (Combined HUBZone Preference/SDB Price Adjustment), or E (Not Applicable).◀</p>
<p>26. Solicitation Procedures is coded D</p>	<p>12. Principal PSC must be entered. Skip 27. Authority For Other Than Full And Open Competition. 29. Extent Competed must be coded A (Competed Action). 33A. HUBZone Program must not be coded ▶A (Completed Action) C (HUBZone Price Evaluation Preference), D (Combined HUBZone Preference/SDB Price Adjustment) **. ◀ ▶ 33B. Small Disadvantaged Business Programs must not be coded D (Combined HUBZone Preference/SDB Price Adjustment).◀</p>
<p>26. Solicitation Procedures is coded E</p>	<p>12. Principal PSC must begin with A. Skip 27. Authority For Other Than Full And Open Competition. 29. Extent Competed must be coded A (Competed Action). 33A. HUBZone Program must be coded C (HUBZone Price Evaluation Preference), D (Combined HUBZone Preference/SDB Price Adjustment), or E (Not Applicable).</p>
<p>26. Solicitation Procedures is coded F and G</p>	<p>Skip 27. Authority For Other Than Full And Open Competition. 29. Extent Competed must be coded A (Competed Action). 33A. HUBZone Program must be coded C (HUBZone Price Evaluation Preference), D (Combined HUBZone Preference/SDB Price Adjustment), or E (Not Applicable).</p>
<p>26. Solicitation Procedures is coded K</p>	<p>Skip 27. Authority For Other Than Full And Open Competition. 29. Extent Competed must be coded A (Competed Action). 30. Type Of Contractor must be coded A (SDB) or B (Other Small Business).</p>
<p>26. Solicitation Procedures is coded L</p>	<p>27. Authority For Other Than Full And Open Competition must be completed.</p>

27. Authority For Other Than Full And Open Competition

Conditional, alpha, 1 position

When **26. Solicitation Procedures** is coded **L** (Other Than Full and Open Competition), type the authority for other than full and open competition or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field, otherwise skip this field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Authority For Other Than Full And Open Competition
A	Unique Source
B	Follow-up Contract
C	Unsolicited Research Proposal
D	Patent/Data Rights
E	Utilities
F	Standardization
G	Only One Source - Other
H	Urgency
J	Mobilization, Essential R & D Capability or Expert Services
L	International Agreement
M	Authorized by Statute
N	Authorized for Resale
P	National Security
Q	Public Interest

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	27. Authority For Other Than Full And Open Competition may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 27. Authority For Other Than Full And Open Competition.
25. CICA Applicable is coded B (Purchase Orders/BPA Calls Using SAP), C (Subject to Statute Other Than CICA), D (Pre-CICA), or E (Commercial Item Acquisition Procedures Under Test Program)	Skip 27. Authority For Other Than Full And Open Competition.
27. Authority For Other Than Full And Open Competition is coded C	12. Principal PSC must begin with A.
27. Authority For Other Than Full And Open Competition is coded N	29. Extent Competed must be coded B (Not Available for Competition).

28. Number Of Offers Received

Conditional, alpha, 1 position

When **25. CICA Applicability** is coded **A** (CICA Applicable) or **E** (Commercial Item Acquisition Procedures Under Test Program) type the code for the number of offers received or click  to select a code from the pop-up list of values.

Click **[OK]** and the value is entered into the field, otherwise skip this field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Number Of Offers Received
A	1 Offer
B	2 - 5 Offers

- C 6 - 10 Offers
- D 11 - 15 Offers
- E 16 - 20 Offers
- F 21 - 50 Offers
- G Over 50 Offers

If:	Action for 28. Number Of Offers Received:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	Field may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip this field.

29. Extent Competed

Conditional, alpha, 1 position

Type the extent competed code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

- | Code | Extent Competed |
|-------------|-------------------------------|
| A | Competed Action |
| B | Not Available for Competition |
| C | Follow-on to Competed Action |
| D | Not Competed |

If:	Action for 29. Extent Competed:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	Field may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip this field.

HUBZone/Preference Program ▾

30. Type Of Contractor

Conditional, alpha, 1 position

Type the type of contractor code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

- | Code | Type Of Contractor |
|-------------|------------------------------------|
| A | Small Disadvantaged Business (SDB) |
| B | Other Small Business |
| C | Large Business |
| D | JWOD Nonprofit Agency |

- E** Educational Institution
- F** Hospital
- G** Nonprofit Organization
- K** State/Local Government
- L** Foreign Contractor
- M** Domestic Contractor Performing Outside US
- U** Historically Black College/University or Minority Institution (HBCU/MI)

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	30. Type Of Contractor may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 30. Type Of Contractor.
30. Type Of Contractor is coded M	17B. Foreign Country must be completed (except when 9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract).
30. Type Of Contractor is coded U	16. Contractor Identification Number (DUNS) must be a valid HBCU/MI.
30. Type Of Contractor is coded U	16. Contractor Identification Number (DUNS) must be a valid HBCU/MI.
▶30. Type Of Contractor is coded B through M◀	▶33B. Small Disadvantaged Business Programs cannot be coded A through D.◀

31. Women-Owned Business

Conditional, alpha, 1 position

Type **Y** (yes) or **N** (no), or click to select a code from the drop-down list. The value selected is entered into the field. The system defaults to **N**.

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	31. Women-Owned Business may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 31. Women-Owned Business.
31. Women-Owned Business is coded Y	30. Type Of Contractor must be coded A (SDB), B (Other Small Business), or C (Large Business).

32. HUBZone Small Business Concern

Conditional, alpha, 1 position

Type **Y** (yes) or **N** (no), or click to select a code from the drop-down list. The value selected is entered into the field. The system defaults to **N**.



If coded **Y**, the DUNS in 16. Contractor Identification Number must match the DUNS on the SBA HUBZone File.

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	32. HUBZone Small Business Concern may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 32. HUBZone Small Business Concern.
32. HUBZone Small Business is coded Y	30. Type Of Contractor must be coded A (SDB) or B (Other Small Business).
32. HUBZone Small Business is coded N	33A. HUBZone Program must be coded E (Not Applicable). 33B. Small Disadvantaged Business Programs must not be coded B (8(a) with HUBZone Priority).

33A. HUBZone Program

Conditional, alpha, 1 position

Type the HUBZone program code or click  to select a code from the pop-up list of values. Click [OK] and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	HUBZone Program
A	HUBZone Sole Source
B	HUBZone Set-Aside
C	HUBZone Price Evaluation Preference
D	Combined HUBZone Preference/SDB Price Adjustment
E	Not Applicable

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	33A. HUBZone Program may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 33A. HUBZone Program.

<p>33A. HUBZone Program is coded A</p>	<p>25. CICA Applicability must be coded A (CICA Applicable).</p> <p>26. Solicitation Procedures must be coded L (Other Than Full and Open Competition).</p> <p>27. Authority For Other Than Full And Open Competition must be coded M (Authorized by Statute).</p> <p>30. Type Of Contractor must be coded A (SDB) or B (Other Small Business).</p> <p>32. HUBZone Small Business Concern must be coded Y (yes).</p> <p>33B. Small Disadvantaged Business Programs must not be coded A (8(a) Contract Award or B (8(a) with HUBZone Priority).</p> <p>Skip 33C. Other Preference Programs.</p>
<p>33A. HUBZone Program is coded B</p>	<p>30. Type of Contractor must be coded A (SDB) or B (Other Small Business).</p> <p>32. HUBZone Small Business Concern must be coded Y (yes).</p> <p>33B. Small Disadvantaged Business Programs must not be coded A (8(a) Contract Award or B (8(a) with HUBZone Priority).</p> <p>Skip 33C. Other Preference Programs.</p>
<p>33A. HUBZone Program is coded C</p>	<p>33B. Small Disadvantaged Business Programs must not be coded A (8(a) Contract Award or B (8(a) with HUBZone Priority).</p> <p>Skip 33C. Other Preference Programs.</p> <p>33D. HUBZone Price Evaluation Preference Percent Difference must be greater than 00 percent.</p>
<p>33A. HUBZone Program is coded D</p>	<p>▶30. Type of Contractor must be coded A.◀</p> <p>32. HUBZone Small Business Concern must be coded Y (yes).</p> <p>33B. Small Disadvantaged Business Programs must be coded D (SDB Price Evaluation Adjustment).</p> <p>Skip 33C. Other Preference Programs.</p> <p>33D. HUBZone Price Evaluation Preference Percent Difference must be greater than 00 percent.</p> <p>33E. SDB Price Evaluation Adjustment Percent Difference must be greater than 00 percent.</p>

33B. Small Disadvantaged Business Programs

Conditional, alpha, 1 position

Type the small disadvantaged business program code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field.

For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Small Disadvantaged Business (SDB) Programs
A	8(a) Contract Award
B	8(a) with HUBZone Priority
C	SDB Set-Aside
D	SDB Price Evaluation Adjustment
E	SDB Participation Program
F	Not Applicable

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	33B. Small Disadvantaged Business Programs may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 33B. Small Disadvantaged Business Programs.
33B. Small Disadvantaged Business Program is coded A	29. Extent Competed must be coded A (Competed Action) or B (Not Available for Competition) ► or C. ◀ 30. Type Of Contractor must be coded A (SDB), ►cannot equal B through M. ◀ 33A. HUBZone Program must not be coded A (HUBZone Sole Source), B (HUBZone Set-Aside), C (HUBZone Price Evaluation Preference), or D (Combined HUBZone Preference/SDB Price Adjustment). Skip 33C. Other Preference Programs.
33B. Small Disadvantaged Business Program is coded B	29. Extent Competed must be coded A (Competed Action) or B (Not Available for Competition) ► or C. ◀ 30. Type Of Contractor must be coded A (SDB), ►cannot equal B through M. ◀ 32. HUBZone Small Business Concern must be coded Y (yes). 33A. HUBZone Program must not be coded A (HUBZone Sole Source), B (HUBZone Set-Aside), C (HUBZone Price Evaluation Preference), or D (Combined HUBZone Preference/SDB Price Adjustment). Skip 33C. Other Preference Programs.
33B. Small Disadvantaged Business Program is coded C	30. Type Of Contractor must be coded A (SDB), ►cannot equal B through M. ◀ Skip 33C. Other Preference Programs.

33B. Small Disadvantaged Business Program is coded D	Skip 33C. Other Preference Programs. 33E. SDB Price Evaluation Adjustment Percent Difference must be greater than 00 percent. Item 30 (Type of Contractor) cannot equal B through M.
33B. Small Disadvantaged Business Program is coded E	Skip 33C. Other Preference Programs.

33C. Other Preference Programs

Conditional, alpha, 1 position

Type the other preference program code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Other Preference Programs
A	Directed to JWOD Nonprofit Agency
B	Small Business Set-Aside
C	Buy Indian
D	No Preference/Not Listed
E	Very Small Business Set-Aside

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	33C. Other Preference Programs may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 33C. Other Preference Programs.
33A. HUBZone Program is coded A (HUBZone Sole Source), B (HUBZone Set-Aside), C (HUBZone Price Evaluation Preference) or D (Combined HUBZone Preference/SDB Price Adjustment)	Skip 33C. Other Preference Programs.
33B. Small Disadvantaged Business Programs is coded A (8(a) Contract Award), B (8(a) with HUBZone Priority), C (SDB Set-Aside), D (SDB Price Evaluation Adjustment), or E (SDB Participation Program)	Skip 33C. Other Preference Programs.
33C. Other Preference Programs is coded A	30. Type Of Contractor must be coded D (JWOD Nonprofit Agency).
33C. Other Preference Programs is coded B	30. Type Of Contractor must be coded A (SDB) or B (Other Small Business).

33C. Other Preference Programs is coded C	30. Type Of Contractor must be coded A (SDB).
33C. Other Preference Programs is coded D	33A. HUBZone Program must be coded E (Not Applicable). 33B. Small Disadvantaged Business Programs must be coded F (Not Applicable). 33D. HUBZone Price Evaluation Preference Percent Difference must be coded 00 percent or blank . 33E. SDB Price Evaluation Adjustment Percent Difference must be coded 00 percent or blank .
▶33C. Other Preference Programs is coded A through E◀	▶33D. HUBZone Price Evaluation Preference Percent Difference must be coded 00 percent or blank . 33E. SDB Price Evaluation Adjustment Percent Difference must be coded 00 percent or blank .◀
33C. Other Preference Programs is coded E	30. Type Of Contractor must be coded A (SDB) or B (Other Small Business). 10. Dollars Obligated Or Deobligated This Action cannot be greater than \$50,000.

33D. HUBZone Price Evaluation Preference Percent Difference

Conditional, numeric, 2 positions

When **9. Kind of Contact Action** is coded **A** (Initial Letter Contract), **C** (New Definitive Contract), or **D** (Purchase Orders/BPA Calls using SAP), type the HUBZone price evaluation preference percent difference, otherwise skip this field. Enter whole percent between **00** and **10**.

If:	Action for 33D. HUBZone Price Evaluation Preference Percent Difference:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract) or H (Modification)	Field may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip this field.
33A. HUBZone Program is coded A (HUBZone Sole Source) or B (HUBZone Set-Aside)	Percent must be 00 or blank .

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33A. HUBZone Program is coded C (HUBZone Price Evaluation Preference) or D (Combined HUBZone Preference/SDB Price Adjustment)	Percent must be greater than 00 .
33A. HUBZone Program is coded E (Not Applicable)	Percent must be 00 or blank .

33E. SDB Price Evaluation Adjustment Percent Difference

Conditional, numeric, 2 positions

When **9. Kind Of Contract Action** is coded **A** (Initial Letter Contract), **C** (New Definitive Contract), or **D** (Purchase Orders/BPA Calls using SAP), type the SDB price evaluation adjustment percent difference, otherwise skip this field. Enter whole percent between **00** and **10**.

If:	Action for 33E. SDB Price Evaluation Adjustment Percent Difference:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract) or H (Modification)	Field may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip this field.
33A. HUBZone Program is coded A (HUBZone Sole Source), B (HUBZone Set-Aside), or C (HUBZone Price Evaluation Preference)	Percent must be 00 or blank .
33A. HUBZone Program is coded D (Combined HUBZone Preference/SDB Price Adjustment)	Percent must be greater than 00 .
33A. HUBZone Program is coded E (Not Applicable)	Percent must be 00 or blank .
33B. Small Disadvantaged Business Programs is coded D (SDB Price Evaluation Adjustment)	Percent must be greater than 00 .

34. Subcontracting Plan

Conditional, alpha, 1 position

Type **A** (Required) or **B** (Not Required), or click to select a code from the drop-down list. The value selected is entered into the field.

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	34. Subcontracting Plan may be blank.

18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 34. Subcontracting Plan.
34. Subcontracting Plan is coded B	30. Type Of Contractor must be coded A (SDB) or B (Other Small Business).

Contract



35. Subject To Labor Statutes

Conditional, alpha, 1 position

Type the labor statutes code or click to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Subject To Labor Statutes
A	Walsh-Healey Act
C	Service Contract Act
D	Davis-Bacon Act
E	Not subject to Walsh-Healey, Service Contract, or Davis-Bacon Acts

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	35. Subject To Labor Statutes may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 35. Subject To Labor Statutes.
35. Subject To Labor Statutes is coded A, C, or D	30. Type Of Contractor must <i>not</i> be coded M (Domestic Contractor Performing Outside US).

36. Estimated Contract Completion Date

Required, numeric, 6 positions

Type the estimated contract completion date (YYYYMM). Ensure that there are no embedded spaces, hyphens, or special characters. Must be equal to or greater than 6. Action Date *unless* 9. Kind of Contract Action is coded H (Modification), J (Termination for Default), or K (Termination for Convenience). Cannot be later than 25 years after 6. Action Date, except for leases and utilities.

If:	Action:
►9. Kind Of Contract Action is coded Z◀	►Field must be completed.◀

37. Contractor's TIN

Conditional, numeric, 9 positions

Type the contractor's TIN (taxpayer identification number). Ensure that there are no embedded spaces, hyphens, or special characters.

38. Common Parent's Name

Conditional, alphanumeric, 30 positions max.

Type the common parent's name, if applicable.

39. Common Parent's TIN

Conditional, numeric, 9 positions

When **38. Common Parent's Name** has been completed type the common parent's TIN, otherwise skip this field. Ensure that there are no embedded spaces, hyphens, or special characters.

40. Veteran-Owned Small Business (VOSB)

Conditional, alpha, 1 position

Type the veterans-owned small business code or click  to select a code from the pop-up list of values. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Veteran-Owned Small Business
A	Service Disabled Veteran-Owned Small Business
B	Veteran-Owned Small Business
C	Not Veteran-Owned Small Business

If:	Action:
9. Kind Of Contract Action is coded G (Order/Modification Under Federal Schedule Contract)	40. Veteran-Owned Small Business may be blank.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 40. Veteran-Owned Small Business.
40. Veteran-Owned Small Business is coded A or B	6. Action Date must be equal to or greater than October 2000 (200010). 30. Type Of Contractor must be coded A (SDB) or B (Other Small Business).
40. Veteran-Owned Small Business is coded C	6. Action Date must be equal to or greater than October 2000 (200010).

41. Multiple Award Contract Fair Opportunity

Conditional, alpha, 1 position

When **9. Kind Of Contract Action** is coded L (Order Under Multiple Award Contract) and **6. Action Date** is equal to or greater than October 2000 (200010), type the multiple award contract fair opportunity code or click  to select a code from the pop-up list of values, otherwise skip this field. Click **[OK]** and the value is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).



Caution

Complete only for an initial award of a task or delivery order.

Code	Multiple Award Contract Fair Opportunity
A	Fair Opportunity Process
B	Urgency
C	One/Unique Source

- D Follow on Contract
- E Minimum Guarantee

If 18. Contract For Foreign Govt. Or International Organization is coded:	Action for 41. Multiple Award Contract Fair Opportunity:
Y (yes)	Skip this field.
►9. Kind Of Contract Action is coded L◄	►Starting with action date October 2001, must be coded A through E. If the Action Date is equal to or greater than October 1, 2000, and less than Action Date October 1, 2001, may be A through E or blank.◄

**Small Business
Competitive
Demonstration
Program**

**42.
Demonstration
Program**

▽

Conditional, alpha, 1 position

Type **Y** (yes) or **N** (no), or click to select a code from the drop-down list, if a participating agency in the demonstration program. The value selected is entered into the field.

If:	Action:
9. Kind Of Contract Action is coded G (Orders/Mod Under Federal Schedule Contract) or Z (Initial Load of Federal Schedule Contract)	Skip 42. Demonstration Program.
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 42. Demonstration Program.
42. Demonstration Program is coded Y	6. Action Date must be greater than or equal to 198901. 30. Type Of Contractor must be coded A (SDB), B (Other Small Business), or C (Large Business).
42. Demonstration Program is coded Y and 13. Principal NAICS Code begins with 233 (except for 233110), 234, ►236, or 237 (except 237210) in the first three positions◄	12. Principal PSC must <i>not</i> be numeric in the first position.

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42. Demonstration Program is coded Y, and 13. Principal NAICS Code is 541310, 541330, 541360, or 541370, and 12. Principal PSC starts with C in the first position or coded T002, T004, T008, T009, T014, or R404	26. Solicitation Procedures must be coded D (Architect - Engineer Procedures).
►If a participating agency◄	►Must be Y or N except when Item 2 equals 97AB or Item 9 equals G or Z.◄

43. Emerging Small Business

Conditional, alpha, 1 position

When **42. Demonstration Program** is coded **Y** (yes), type **Y** (yes) or **N** (no), or click to select a code from the drop-down list, otherwise skip this field. The value selected is entered into the field.

If:	Action:
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 43. Emerging Small Business.
43. Emerging Small Business is coded Y	30. Type Of Contractor must be coded A (SDB), or B (Other Small Business). 44. Emerging Small Business Reserve Award must be coded Y (yes) or N (no).
43. Emerging Small Business is coded N	Skip 44. Emerging Small Business Reserve Award.

44. Emerging Small Business Reserve Award

Conditional, alpha, 1 position

When **43. Emerging Small Business** is coded **Y** (yes), type **Y** (yes) or **N** (no), or click to select a code from the drop-down list, otherwise skip this field. The value selected is entered into the field.



Caution

Select **Y** (yes) if the contract action (including modifications) result from an award that was reserved for an emerging small business concern. However, contract actions that are modifications within the scope of work of contracts above the emerging small business reserve threshold shall *not* be reported as emerging business reserve awards.

If:	Action:
18. Contract For Foreign Govt. Or International Org. is coded Y (yes)	Skip 44. Emerging Small Business Reserve Award.
44. Emerging Small Business Reserve Award is coded Y	33A. HUBZone Program must be coded E (Not Applicable). 33B. Small Disadvantaged Business Programs must be coded F (Not Applicable). 33C. Other Preference Programs must be coded D (No Preference/Not Listed).

45. Size Of Small Business

Conditional, alpha, 1 position

When **42. Demonstration Program** is coded **Y** (yes) and **30. Type Of Contractor** is coded **A** (SDB) or **B** (Other Small Business), type the code for the number of employees or average annual gross revenue or click  to select a code from the pop-up list of values, otherwise skip this field. Click **[OK]** and the value is entered into the field. For a list of values. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Size Of Small Business
A	50 or Less Employees
B	51 - 100 Employees
C	101 - 250 Employees
D	251 - 500 Employees
E	501 - 750 Employees
F	751 - 1,000 Employees
G	Over 1,000 Employees
M	\$1,000,000 Or Less Annual Gross Revenue
N	\$1,000,001 to \$2,000,000 Annual Gross Revenue
P	\$2,000,001 to \$3,500,000 Annual Gross Revenue
R	\$3,500,001 to \$5,000,000 Annual Gross Revenue
S	\$5,000,001 to \$10,000,000 Annual Gross Revenue
T	\$10,000,001 to \$17,000,000 Annual Gross Revenue
Z	Over \$17,000,000 Annual Gross Revenue

If 18. Contract For Foreign Govt. Or International Org. is coded:	Action for 45. Size Of Small Business:
Y (yes)	Skip this field.

SF 279-C Window Field Instructions

The SF 279-C Field Instructions window (**Figure 6**) is used to search/view, add, correct, or delete SF 279 data. For instructions on this process, see [Searching/Viewing An SF-279 Record](#), [Adding An SF-279 Record](#), [Correcting An SF-279 Record](#), or [Deleting An SF-279 Record](#), as applicable.

Funding Agency ▾

46A. Funding Agency

Conditional, alphanumeric, 5 positions max

If reporting an award done by your agency on behalf of another Federal agency, type the funding agency acronym (i.e., **ARS**, **APHIS**, **OO**) or click  to select a code from the pop-up list of values, otherwise skip this field. Click **[OK]** and the value selected is entered into the field. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

46B. Funding Agency - DODAAC

Conditional, alphanumeric, 6 positions

If **46A. Funding Agency** is a Department of Defense (DOD) agency, type the DOD Activity Code (DODAAC), otherwise skip this field.

46C. Funding Agency - Commercial Item Category

Conditional, alpha, 1 position

If **46A. Funding Agency** is a DOD agency and Field 12. Principal Product Or Service Code (PSC) begins with 70 or D3, or the code is H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070, type the code for the commercial item category or click  to select a code from the pop-up list of values, otherwise skip this field. Click **[OK]** and the value is entered into the field. For a list of values. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Commercial Item Category
A	Commercially Available Off-The-Shelf Item
B	Other Commercial Item
C	Nondevelopment Item
D	Noncommercial Item
E	Commercial Service
F	Noncommercial Service

46D. Funding Agency - Reason For Purchase

Conditional, alpha, 1 position

If **46A. Funding Agency** is a DOD agency and Field 12. Principal Product Or Service Code (PSC) begins with 70 or D3, or the code is H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070, type the code for the reason of the purchase or click  to select a code from the pop-up list of values, otherwise skip this field. Click **[OK]** and the value is entered into the field. For a list of values. For information on the search feature of the pop-up, see [List of Values Pop-Up/Drop-Down List](#).

Code	Reason of Purchase
A	Convenience and Economy
B	Expertise
C	Specifically Authorized
D	Authorized by Executive Order
E	Modification or Extension
F	Other

46E. Funding Agency - Clinger-Cohen Act

Conditional, alpha, 1 position

If **46A. Funding Agency** is a DOD agency and Field 12. Principal Product Or Service Code (PSC) begins with 70 or D3, or the code is H170, H270, H370,

H970, J070, K070, L070, N070, U012, or W070, type **Y** (yes) or **N** (no), or click  to select a code from the drop-down list, otherwise skip this field. The value selected is entered into the field.

Agency Specific

∇

Region/Area

Optional, alphanumeric, 3 positions max.
If applicable, type the region/area code.

COID

Optional, alphanumeric, 9 positions max.
If applicable, type the contracting officer identification code.

Miles/Acres

Optional, alphanumeric, 7 positions max.
If applicable, type the miles or acres code.

Other Programs

Optional, alphanumeric, 4 positions max.
If applicable, type other program coded.

49. Contracting Officer

Optional, alphanumeric, 30 positions max.
Type the contracting officer name.

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