

PART VII

SUMMARY SUBCONTRACT REPORT AND  
CONTINUATION SHEET

(FY 2001)



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## PART VII

### SUMMARY SUBCONTRACT REPORT AND CONTINUATION SHEET

#### **B. GENERAL INSTRUCTIONS**

Reporting agencies shall provide summary information on the amount of subcontracting activity reported by prime contractors and subcontractors on the SF 295 (Summary Subcontract Report).

The Federal Acquisition Regulation (FAR) requires that subcontract data for prime contract awards be submitted to the Federal Procurement Data Center (FPDC) annually. For all prime contracts, except construction, the threshold is over \$500,000 and for construction, the threshold is over \$1 million.

The FAR also requires prime contractors to submit a breakout of subcontract awards, in whole dollars, to small disadvantaged businesses (SDB) by the North American Industry Classification System (NAICS) Industry subsector. This requirement is applicable for contracts with subcontracting plans awarded from solicitations issues on or after 1/1/1999 and is provided as an attachment to the SF 295 at the close of each fiscal year. The Summary Subcontract Report Continuation Sheet collects the breakout information. Since the SF 295 does not include a block that references the SDB breakout information, we have created Item 11b in Section E - Specific Instructions for Summary Subcontract Report to activate the submission of the Summary Subcontract Report Continuation Sheet. The cumulative dollars shown in Item 11 on the SF 295 would be reported in Item 11a. Therefore, if the SDB dollars in 11a are from contracts with subcontracting plans awarded from solicitations issued on or after 1/1/1999, Item 11b must be completed.

If Type of Plan is C (Commercial), specify the percentage of the dollars on this report attributable to this agency. The percentage should be to the nearest tenth of a percent. The format is (NNN.N). An example is 95% should be shown as 95.0, 100% should be shown as 100.0, 75.5% should be shown as 075.5%. This percentage should be used when calculating all dollar fields on the SF 295 report.

Reporting agencies shall submit Summary Subcontract Report records with unique entries in the following fields: Reporting Agency Code, Reporting Period (Fiscal Year), Type of Plan, and Contractor Identification Number.

Summary Subcontract Report data and Continuation Sheet data (or agency facsimile) shall be placed in separate files. If submitting ASCII files then please note that a Summary Subcontracting NAICS record must match one and only one Summary Contract Report record.

All dollars are to be reported in whole dollars, right-justified, with leading zeros.

The report is due to the Federal Procurement Data Center not later than March 1st for the previous fiscal year ending September 30th.

The report may be submitted by media, diskettes, FTP (File Transfer Protocol), or on-line. A separate consolidated report shall be submitted for each SF 295 received by the reporting agency.



**SUMMARY SUBCONTRACT REPORT  
TRANSMITTAL MEMORANDUM**

GSA, Federal Procurement Data Center  
7th & D Streets SW, Room 5652  
Washington, DC 20407

Date \_\_\_\_\_

SUBJECT: Submission of Summary Subcontract Reports from \_\_\_\_\_  
(Agency)

Attached are the annual Summary Subcontract Reports for \_\_\_\_\_  
(Fiscal Year)

A. Summary Subcontract Report:

Check all applicable blocks:

- 1. FTP (File Transfer Protocol) (Number of transactions \_\_\_\_\_).
- 2. Diskette (No. of disks \_\_\_\_\_).
- 3. Submitted On-Line (Number of transactions \_\_\_\_\_).
- 4. Total Number of Reports \_\_\_\_\_.
- 5. No reportable Summary Subcontract Reports this fiscal year.

B. Summary Subcontract Report - Continuation Sheet

Check all applicable blocks:

- 1. FTP (File Transfer Protocol) (Number of transactions \_\_\_\_\_).
- 2. Diskette (No. of disks \_\_\_\_\_).
- 3. Submitted On-Line (Number of transactions \_\_\_\_\_).
- 4. Total Number of Reports \_\_\_\_\_.
- 5. No reportable Summary Subcontract Reports this fiscal year.

\_\_\_\_\_  
(Signature of Agency Contact)

### **C. SUMMARY SUBCONTRACT REPORT TRANSMITTAL MEMORANDUM**

A Summary Subcontract Report transmittal memorandum shall be sent with each submission. The memorandum shall contain the agency's official statistics of the number of Summary Subcontract Reports that are being submitted to the FPDC. This information will be used as a validation process to help ensure completeness and accuracy. The memorandum must contain the information prescribed on the preceding page and be completed in accordance with the following instructions.

#### **A. INSTRUCTIONS FOR COMPLETING THE SUMMARY SUBCONTRACT REPORT TRANSMITTAL MEMORANDUM**

1. When submitting the Summary Subcontract Reports via FTP (File Transfer Protocol), identify the number of transactions transferred.
2. When submitting the Summary Subcontract Reports on diskette, identify the number of transactions entered on the diskette. Data must be in ASCII format. Also include on the external label of the diskette, the agency name, document name, reporting period, and record length.
3. When submitting the Summary Subcontract Reports on-line, identify the number of transactions entered on-line.
4. When submitting Summary Subcontract Reports using diskette, FTP, or on-line, the total number of Summary Subcontract Report records must be provided.
5. If your agency has no reportable transactions for this fiscal year, check this box.

#### **B. INSTRUCTIONS FOR COMPLETING THE SUMMARY SUBCONTRACT REPORT - CONTINUATION SHEET**

Same as A. items 1 through 5 above.

### **D. DEFINITIONS**

Reporting Organization - The corporation, company, or subdivision for which subcontracting data are being reported.

Federal Fiscal Year - The Federal fiscal year is from October 1 through September 30. Cumulative fiscal year dollars means the cumulative dollars reported on a SF 295 by the reporting organization for the Fiscal Year Reported in Block 4 on the SF 295.



## **E. SPECIFIC INSTRUCTIONS – SUMMARY SUBCONTRACT REPORT**

### **REPORTING AGENCY**

Report the appropriate four-digits agency identification code from FIPS PUB 95 (Code for the Identification of Federal and Federal Assisted Organizations). The four-digit code shall be the major agency code and not the subagency code (e.g. DOD - 9700, DOE - 8900, and NASA - 8000) unless prior approval is obtained from FPDC.

### **Item 1. CORPORATION, COMPANY, OR SUBDIVISION**

Report the name and address of the reporting organization (corporation, company, or subdivision) for which the subcontract data are being submitted.

### **Item 2. CONTRACTOR IDENTIFICATION NUMBER**

Report the contractor identification number that identifies the prime contractor or subcontractor for which the Summary Subcontractor Report is being submitted.

If the contractor identification number is not available, the number may be obtained by contacting Dun and Bradstreet, Inc. on 1-888-546-0024, or by Facsimile 1-610-882-7140. Dun and Bradstreet will honor telephone requests for up to ten (10) contractor identification numbers per call. Requests for larger quantities should be mailed to: FPDC Department, Dun and Bradstreet Information Services, 899 Eaton Avenue, Bethlehem, PA 18025-0013.

Do not direct the request to any other Dun & Bradstreet office. The following information will be requested by Dun & Bradstreet at the time of the request; reporting agency name; requester's agency code; name and phone number of the individual making the request; and contractor establishment name, street address, city, state, zip code, and telephone number (if available).

### **Item 3. DATE SUBMITTED**

This date is system generated.

### **Item 4. REPORTING PERIOD**

Report the four-digits that identify the Federal fiscal year of the period for which the report is submitted.

### **Item 5. TYPE OF REPORT**

Report the applicable code. Report code 1 (REGULAR) if this submission represents a regular subcontract report submitted by the reporting organization. Report code 2 (FINAL) if this submission represents the final report submitted by the reporting organization. Code 2 (FINAL) should be reported only if the reporting organization has indicated that it has completed all contracts containing subcontracting plans awarded by the agency to which it is reporting. Report code 3 (REVISED) if this submission represents a revision to a previously reported subcontract report.

### **Item 6. Administering Activity**

Not collected by FPDC.

**Item 7. REPORT SUBMITTED AS**

Report whether the reporting organization is reporting as a P (Prime Contractor), S (Subcontractor), or B (Both).

**Item 8. TYPE OF PLAN**

Report the applicable code. Report code A (Individual) if this is a summary subcontract report that represent the reporting organization's subcontracting activity under an Individual Subcontracting Plan. Report code C (Commercial) if this is a summary subcontract report that represents the reporting organizations subcontracting activity under an approved Commercial Products Plan. (See special instructions in Blocks 10a. through 16. on the SF-295 on reporting dollars for subcontracting activity under a Commercial Products Plan.)

If plan is a COMMERCIAL Plan (Item 8) specify the percentage of the dollars on this report attribute to this agency. Examples of percent are: 100% as 100.0, 50% as 50.0, and 60.5% as 60.5.

**Item 9. CONTRACTOR'S MAJOR PRODUCT OR SERVICE LINES**

Report the major product or service lines of the reporting organization. Only include one product or service per line. Do not report the Standard Industrial Classification (SIC), North American Industry Classification System (NAICS), or Product and Service (PSC) codes.

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CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

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**Item 10a. SMALL BUSINESS CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to small business concerns (including Women-Owned Small Businesses, Veterans-Owned Small Businesses, Service-Disabled Veteran-Owned Small Businesses, HUBZone Small Businesses, and Small Disadvantaged Businesses) made by the reporting organization. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in item 8. If applicable, include the reporting organization's subcontract awards to Historically Black Colleges and Universities (HBCUs), and Minority Institutions (MIs).

**Item 10b. LARGE BUSINESS CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to large business concerns made by the reporting organization. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in item 8. If applicable, exclude the reporting organization's subcontract awards to HBCUs and MIs.

**Item 10c. TOTAL SUBCONTRACT AWARDS**

Report the sum of Items 10a. and 10b.

**Item 11a. SMALL DISADVANTAGED (SDB) CONCERNS (Include HBUC/MI)**

Report the cumulative fiscal year dollars for subcontract awards to small disadvantaged business concerns (including Women-Owned Small Disadvantaged Businesses, Veteran-Owned Small Disadvantaged Businesses, Service-Disabled Veteran-Owned Small Disadvantaged Businesses, HUBZone Small Disadvantage Businesses) made by the reporting organization. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in item 8. If applicable, include the reporting organization's subcontract awards to HBCUs and MIs. This amount is a subset of Item 10a.

**Item 11b. CONTRACTS WITH SUBCONTRACTING PLANS AWARDED FROM SOLICITATIONS ISSUED ON OR AFTER 1/1/1999?**

Report the applicable code as shown below:

- N = None = No requirement for an SDB breakout under the subcontracting plan(s).
- S = Some = Some of the subcontracting plan(s) call for an SDB breakout.
- A = All = All of the subcontracting plans call for an SDB breakout.

**Item 12. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to women-owned small business concerns (including Small Disadvantaged Businesses, Veteran-Owned Small Businesses, Service-Disabled Veteran-Owned Small Businesses, and HUBZone Small Businesses) made by the reporting organization. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in item 8. This amount is a subset of Item 10a.

**Item 13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) AND MINORITY INSTITUTIONS (MI) (IF APPLICABLE)**

Report the cumulative fiscal year dollars for subcontract awards to HBCUs and MIs for contracts awarded with DOD, NASA, and Coast Guard. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in item 8. This amount is a subset of Item 10a.

**Item 14. HUBZONE SMALL BUSINESS (HUBZone SB) CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to HUBZone small business concerns (including Women-Owned Small Businesses, Veteran-Owned Small Businesses, Service-Disabled Veteran-Owned Small Businesses, and HUBZone Small Businesses) made by the reporting organization. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in item 8. This amount is a subset of Item 10a.

**Item 15. VETERAN-OWNED SMALL BUSINESS (VOSB) CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to veteran-owned small business (VOSB) concerns (including Women-Owned Small Businesses, Small Disadvantaged Businesses, HUBZone Small Businesses, and Service-Disabled Veteran-

Owned Small Businesses) made by the reporting organization. This should include dollars reported in item 16. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in item 8. This amount is a subset of Item 10a.

**Item 16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to service-disabled veteran-owned small business concerns (including Small Disadvantaged Businesses, Women-Owned Small Businesses, and HUBZone Small Businesses). For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in item 8. This amount is a subset of Item 10a.

**Item 17. REMARKS**

Not collected by the FPDC.

**Item 18. CONTRACTOR'S OFFICIAL WHO ADMINISTERS SUBCONTRACTING PROGRAM**

Report the name (first and last), title and telephone number (area code and number [Do not include FTS or AUTOVON numbers.]) of the prime contractor's administering officer as provided by the reporting organization. The prime contractor's administering officer is the reporting organization's official responsible for administering the subcontracting program.

<b>F. SPECIFIC INSTRUCTIONS – SUMMARY SUBCONTRACT REPORT - CONTINUATION SHEET</b>
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This sheet is meant to instruct agencies regarding their report of major three-digit NAICS Subsector codes and associated dollar amounts to SDBs based on records reported in the Summary Subcontract Report. Any Summary Subcontract Report record with an S (Some) or A (All) in Item 11b. must have at least one Major NAICS Subsector code and dollar value reported to the FPDC in the Continuation Sheet. Item 1b must be completed for contracts with subcontracting plans awarded from solicitations issued on or after 1/1/1999.

Files containing Continuation Sheet data for the Summary Subcontract Report should be in ASCII format and can be in one of two formats: (1) delimited by a character such as a semi-colon or (2) created so that each field is in the order listed below and has a fixed length. Please advise your ALO as to the format chosen for your data submission. If your agency is using the FPDS On-Line System, the system will prompt you for the major three-digit NAICS subsector code(s).

**Item 1. REPORTING AGENCY**

Report the appropriate four-digit agency identification code from FIPS PUB 95 (Code for the Identification of Federal and Federal Assisted Organizations). The four-digit code shall be the major agency code and not the subagency code (e.g. DOD - 9700, DOE - 8900, and NASA - 8000) unless prior approval is obtained from FPDC.

**Item 2. REPORTING PERIOD**

Report the four-digits that identify the Federal fiscal year of the period for which the report is submitted.

**Item 3. TYPE OF PLAN**

Report the applicable code. Report code A (Individual) if this is a summary subcontract report that represent the reporting organization's subcontracting activity under an Individual Subcontracting Plan. Report code C (Commercial) if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an approved Commercial Products Plan. (See special instructions in Blocks 10a. through 16 on reporting dollars for subcontracting activity under a Commercial Products Plan.)

**Item 4. CONTRACTOR IDENTIFICATION NUMBER**

Report the contractor identification number that identifies the prime contractor or subcontractor for which the subcontractor report is being submitted.

If the contractor identification number is not available, the number may be obtained by contacting Dun and Bradstreet, Inc. on 1-888-546-0024, or by Facsimile 1-610-882-7140.

Dun and Bradstreet will honor telephone requests for up to ten (10) contractor identification numbers per call. Requests for larger quantities should be mailed to: FPDC Department, Dun and Bradstreet Information Services, 899 Eaton Avenue, Bethlehem, PA 18025-0013.

Do not direct the request to any other Dun & Bradstreet office. The following information will be requested by Dun & Bradstreet at the time of the request; reporting agency name; requester's agency code; name and phone number of the individual making the request; and contractor establishment name, street address, city, state, zip code, and telephone number (if available).

NOTE: Items 1 through 4 above must match exactly one and only one of the Summary Subcontracting records submitted according to the instructions for the Summary Subcontract Report in the Federal Procurement Data System Reporting Manual.

**Item 5. BREAKOUT OF SDB PARTICIPATING BY MAJOR NAICS GROUP**

Item 5A. Major NAICS Group

Report the three-digit code. The address is: <http://www.census.gov/epcd/www/naics.html>.

Only valid NAICS codes will be accepted. Please check your NAICS codes against the Census web site or the online table based on FPDC web site.

Item 5B. Fiscal Year Dollars

Report the amount obligated or deobligated associated with a particular Major NAICS Group code. The subcontract award must be in whole dollars, twelve-digits with leading zeroes as necessary. If using the FPDS On-Line System to enter your data, the system has been designed to automatically calculate and enter the appropriate number of leading zeroes. The amount reported shall be rounded to the nearest whole dollar. For example, \$25,498.50 will be rounded to \$25,499 and reported as 000000025499 while \$52,151.22 will be rounded to \$52,151 and reported as 000000052151. Deobligations shall be rounded in the same way and a negative sign added before the dollar amount, for example a deobligation of \$24,495.60 will be rounded and reported as 000000-24496.

The sum of all Major NAICS Subsectors and Fiscal Year Dollars reported must be less than or equal to Item 11a. on the Summary Subcontract Report if Item 11b. in the Summary Subcontract Report record is coded S (Some) or A (All).

<b>G. SUMMARY SUBCONTRACT REPORT EDIT SPECIFICATIONS</b>
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Notes: 1. For this form, if a column is blank no data was provided or needed.

DATA ELEMENT	ITEM #	NO. OF POSTIONS	EDIT SPECIFICATIONS
Reporting Agency		4	Must not be blank. Must be on table of agency, subagency file (FIPS PUB 95) [Parent Agency Code].
Corporation, Company or Subdivision Covered	1.	107	Must not be blank. Must be left justified. Company Name, Street Address, City, and State Abbreviation must be completed. First five digits of zip code must be completed and last four digits of zip code may be blank.
Contractor Identification Number	2.	9	Must be nine-character numeric. Must not be blank. Must pass check digit routine. Must not be on the invalid table on the Contractor Information Table (CIF). The combination of Reporting Agency and Items 2 (Contractor Identification Number), 4 (Report Period), and 8 (Type of Plan) must be unique.
Date Submitted	3.		This field is system generated.
Reporting Period	4.	4	Must be numeric Cannot be greater than current year.
Type of Report	5.	1	Must be 1 = Regular, 2 = Final, or 3 = Revised.
Administering Activity	6.		Not collected by FPDC.
Report Submitted As	7.	1	Must be P = Prime Contractor, S = Subcontractor, or B = Both.
Type of Plan/Percentage	8a.	6	Must be A = Individual or C = Commercial.
Commercial Percent	8b.	5	Must be completed if 8a. equals C. Format is NNN.N or percent to the nearest tenth.

DATA ELEMENT	ITEM #	NO. OF POSTIONS	EDIT SPECIFICATIONS
Contractor's Major Product or Service Lines	9.	60	Must be left justified. At least one product service line must be listed.
Small Business Concerns	10a.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank.
Large Business Concerns	10b.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank.
Total	10c.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank. Must be then sum of items 10a. and 10b.
Small Disadvantaged (SDB) Concerns	11a.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank.
Contracts with Subcontracting Plans Awarded from Solicitations Issued on or later 1/1/1999?	11b.	1	Must be N = None, S = Some, or A = All. If S or A, then at least one major NACIS subsector and associated NAICS dollars must be entered. (See the Continuation Sheet Instructions.) If S or A, then Total Dollars from Continuation Sheet must be less than or equal to Item 11a. (SDB Dollars).
Women-Owned Small Business (WOSB) Concerns	12.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank.
Historically Black Colleges and Universities (HBCU) and Minority Institutions (MI)	13.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank.
HUBZone Small Business (HUBZone SB) Concerns	14.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank.
Veteran-Owned Small Business (VOSB) Concerns	15.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank. Must be equal to or more than item 16.



<b>DATA ELEMENT</b>	<b>ITEM #</b>	<b>NO. OF POSTIONS</b>	<b>EDIT SPECIFICATIONS</b>
Service-Disabled Veteran-Owned Small Business Concerns	16.	12	If completed, must be numeric, right justified and zero filled. Dollars may be blank. Must be equal to or less than item 15.
Remarks	17.		Not collected by FPDC.
Contractor's Official Who Administers Subcontracting Program	18.		First and Last Name, Title, and Telephone must be completed. Each entry must be left justified.



**H. SUMMARY SUBCONTRACT REPORT FORM CONTINUATION SHEET EDIT SPECIFICATIONS**

DATA ELEMENT	ITEM #	NO. OF POSTIONS	EDIT SPECIFICATIONS
Reporting Agency	1.	4	Must not be blank. Must be on table of agency, subagency table (FIPS PUB 95) [Parent Agency Code].
Reporting Period	2.	4	Must be numeric Cannot be greater than current year.
Type of Plan	3.	1	Must be A or C
Contractor Identification Number	4.	9	Must be nine-character numeric. Must not be blank. Must pass check digit routine. Must not be on the invalid table on the Contractor Information Table (CIF).
Major NAICS Code	5a.	3	Must not be blank if 11b. is coded A or S. Must be blank if 11b. is coded blank or N. Must be a valid Major NAICS Group.
Fiscal Year Dollars	5b.	12	Must not be blank. Must be numeric, right justified, and zero filled. Sum of dollars must be less than or equal to Item 11a. on the Summary Subcontract Report if Item 11b. on the Summary Subcontract Report is coded S (Some) or A (All).

## I. INPUT SPECIFICATIONS

The FPDC will no longer accept hard copy reports. All data should be input via on-line, FTP (File Transfer Protocol), or diskette. If your agency does not have the resources available to input your reports, please notify the FPDC to make arrangements for the use of our facilities.

Summary Subcontract Reports and Format Continuation Sheet may be submitted as follows:

**1. FTP (File Transfer Protocol).** There are no other standards for submitting data via FTP other than that mentioned in the Summary Subcontract Report Transmittal Memorandum instructions of this manual. FPDC's FTP address is: FTP:\\www.fpdc.gov.

**2. Floppy Disk.** There are no other standards for submitting data on floppy disk other than that mentioned in the Summary Subcontract Report Transmittal Memorandum instructions of this manual.

**3. On-Line Processing.** The FPDS On-Line System is available to all agencies for both initial submissions and error corrections. FPDS On-Line System training is available.

**4. Electronic Submission.** FPDS telecommunications requirements are as follows:

- a. To submit records on-line the requirements are:
  1. IBM compatible PC running windows and
  2. Software provided by FPDC plus
  3. Either a modem or an internet connection and a web browser.
- b. To submit via FTP and/or to access the FPDS web site, it requires an internet connection and a web browser.

<b>J. INPUT RECORD (Summary Subcontract Report)</b>
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Note: For this table: (a) Type Data: A = Alpha field, AN = Alpha Numeric field, and N = Numeric field  
(b) Blank data fields are not used.

DATA ELEMENTS	ITEM #	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
Reporting Agency		AN	4	1-4
Corporation, Company or Subdivision = Name	1a.	AN	44	5-48
Corporation, Company or Subdivision = Street Address	1b.	AN	44	49-92
Corporation, Company or Subdivision = City	1c.	AN	16	93-108
Corporation, Company or Subdivision = State	1d.	AN	2	109-110
Corporation, Company or Subdivision = Zip Code	1e.	N	9	111-119
Contractor Identification Number	2.	AN	9	120-128
Report Period	4.	N	4	129-132
Type of Report	5.	N	1	133
Report Submitted As	7.	N	1	134
Type of Plan	8a.	A	1	135
Commercial Percent (format NNN.N)	8b.	AN	5	136-140
Contractor's Major Product or Service Lines	9a.	AN	30	141-170
Contractor's Major Product or Service Lines	9b.	AN	30	171-200
Small Business Concerns	10a.	N	12	201-212
Large Business Concerns	10b.	N	12	213-224
Total (Sum of 10a and 10b)	10c.	N	12	225-236
Small Disadvantaged (SDB) Concerns	11a.	N	12	237-248
Contracts with Subcontracting Plans Awarded from Solicitations Issued on or later 1/1/1999?	11b.	A	1	249
Women-Owned Small Business (WOSB) Concerns	12.	N	12	250-261
Historically Black Colleges and Universities (HBCU) and Minority Institutions (MI)	13	N	12	262-273
HUBZone Small Business (HUBZone SB) Concerns	14.	N	12	274-285
Veteran-Owned Small Business (VOSB) Concerns	15.	N	12	286-297
Service-Disabled Veteran-Owned Small Business Concerns	16.	N	12	298-309
Contractor's Official = First Name	18a.	AN	15	310-324
Contractor's Official = Last Name	18a.	AN	15	325-339
Contractor's Official = Title	18b.	AN	15	340-354
Contractor's Official = Telephone Number	18c.	N	10	355-364

<b>K. INPUT RECORD (Summary Subcontract Report - Continuation Sheet)</b>
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Note: For this table: (a) Type Data: A = Alpha field, AN = Alpha Numeric field, and N = Numeric field  
 (b) Blank data fields are not used.

DATA ELEMENTS	ITEM #	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
Reporting Agency	1.	AN	4	1-4
Reporting Period	2.	N	4	5-8
Type of Plan	3.	A	1	9
Contractor Identification Number	4.	AN	9	10-18
Breakout of SDB Participation by Major NAICS Group	5.			
Major NAICS Subsector	5a.	N	3	19-21
Fiscal Year Dollars	5b.	N	12	22-33

- NOTE:
- (1) Only one NAICS and NAICS dollar value per record.
  - (2) Enter as many records as needed to record the different NAICS codes that apply for a particular combination of Items 1, 2, 3, and 4.
  - (3) There should only be one record with a particular combination of Item 1, 2, 3, 4, and 5.