



**MSC Ordering Guide
for
Tug/Tow Call-Out Contracts**

Version 1.1
October 2012

Foreword

The Military Sealift Command (MSC) Ordering Guide for Tug/Tow Call-Out Contracts contains the information needed to use the Indefinite Delivery Contracts (IDCs) for tug/tow services. These IDCs were established competitively under the Federal Acquisition Regulation (FAR), Department of Defense Federal Acquisition Regulation Supplement (DFARS), and the Navy Marine Corps Acquisition Regulation Supplement (NMCARS). The IDCs are structured for the use of Task Orders to obtain tug/tow services from a single or multiple service providers within each port. It is the responsibility of the Contracting Officer's Representative (COR) and Ordering Officer (OO) to comply with all fiscal laws prior to issuing an order under an IDC, and to ensure that the Contractor selected represents the best value for the requirement. These IDCs are available to the Department of Defense (DoD).

Questions regarding these guidelines and procedures for placing task orders against the IDCs should be directed to the Procuring Contracting Office (PCO), MSC. MSC will occasionally revise these guidelines, as needed to improve the process of awarding and managing orders under the IDCs.

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CHAPTER 1

GENERAL INFORMATION

1. Background. Per NMCARS 5201.601-90(b)(4), Military Sealift Command (MSC) is responsible for awarding and administering contracts for services of ocean-going ships, craft, floating dry docks, and other repair facilities, for purposes such as oceanographic research and survey, underwater research, cable laying, and range instrumentation; and contracts for the maintenance, conversion, and modernization of assigned vessels. MSC's unique contracting responsibilities include contracts for services of ferries and tugs, but exclude contracts for (i) pilot services and (ii) ferries and tugs used for husbanding services, including water taxi contracts awarded outside the continental United States under husbanding services contracts. MSC transportation responsibilities are identified in the Defense Transportation Regulation.

MSC's Special Missions Program, PM2, provides commercial tug services for the Department of Defense (DoD) via multiple call-out contracts. These Indefinite Delivery Contracts (IDCs) are specifically designed as the primary source of tug/tow services to meet DoD's needs at various ports in Continental United States (CONUS) and Outside the Continental United States (OCONUS).

MSC administers the IDCs. Through the use of the IDCs, users have a flexible means of meeting tug/tow needs quickly, efficiently, and cost effectively.

Ordering under the IDCs is decentralized, and is authorized to meet the needs of DoD. Orders may be placed by any Contracting Officer's Representative or Ordering Officer as designated in their respective appointment letters.

2. Scope. The Government has requirements for commercial tug/tow services at various CONUS and OCONUS ports. The tug/tow services are met via time charter or call-out contracts.

3. IDC General Description. A task-order contract means a contract for services that does not procure or specify a firm quantity of services (other than a minimum or maximum quantity) and that provides for the issuance of orders for the performance of tasks during the period of the contract.

There are three types of indefinite-delivery contracts: definite-quantity contracts, requirements contracts, and indefinite-quantity contracts. The appropriate type of indefinite-delivery contract may be used to acquire supplies and/or services when the exact times and/or exact quantities of future deliveries are not known at the time of contract award.

Individual orders shall clearly describe all services to be performed or supplies to be delivered so the full cost or price for the performance of the work can be established when the

order is placed. Orders shall be within the scope, issued within the period of performance, and be within the maximum value of the contract.

An Ordering Officer within the limits of assigned authority, is authorized to sign, issue and modify delivery orders/task orders under existing contractual vehicles. The Ordering Officer authority is limited by the Ordering Officer letter of appointment. An Ordering Officer, within the limits of assigned authority, is authorized to place the type of orders and modifications to those orders specified in the letter of appointment and thereby obligate funds.

The COR ensures task orders were administered in strict compliance with the terms and conditions set forth in the contract.

4. Standards of Conduct (NMCARS 5203.101-1)

(1) DON contracting activities, purchasing offices and contract administration offices (CAOs) are responsible for ensuring that a single individual performs only one of the following functions:

- (i) initiation of the requirement;
- (ii) award of contract or placement of order; and
- (iii) receipt, inspection, and acceptance of supplies or services.

(2) If circumstances preclude an individual from performing a single function, as a minimum, the individual responsible for the award of a contract or placement of an order should not perform the receipt, inspection and acceptance function.

CHAPTER 2

ROLES AND RESPONSIBILITIES

The following is a summary of the roles and responsibilities for the primary organizations in the MSC IDC ordering process.

1. **Military Sealift Command (MSC)**

- Serves as the Procuring Contracting Office (PCO) for the MSC Tug/Tow Services IDCs. The PCO has overall contractual responsibility for the MSC IDCs. All task orders issued are subject to the terms and conditions of the IDC. The IDC takes precedence in the event of conflict with any order.
- Provides advice and guidance to requiring activities, Contracting Officer's Representatives, Ordering Officers, and tug/tow service providers regarding IDC scope, acquisition regulation requirements, and contracting policies.
- Reviews, approves and issues IDC modifications. May issue task orders.

2. **Requiring Activity.** Defined as any organizational element within Department of Defense (DoD).

- Adheres to the requirements and procedures defined in the MSC IDCs and these guidelines.
- Defines requirements.
- Prepares Task Order requirements.
- Funds the work to be performed under Task Orders.
- Monitors and evaluates tug/tow service provider performance.

3. **Ordering Officer**

- Ordering Officers will be designated by letter of appointment from the Contracting Officer.
- Ordering Officers within the DoD are authorized to place orders within the terms of the IDC and within the scope of their authority. They are not authorized to make changes to the IDC terms and conditions. The Ordering Officers' authority is limited to the individual orders.
- Serves as the interface between the Contractor and the Government for individual orders issued under the MSC IDCs.

- Must obtain required COR-equivalent training and provide ethics and training certificates prior to appointment.
- Responsible for following guidance contained in the Ordering Guide.
- Responsible for ensuring sufficient funding is available before an order is issued and obligating it properly on an order.
- Responsible for issuing orders in accordance with these procedures, in writing, and using a DD Form 1155 or Standard Form (SF) 1449.

4. Contracting Officer's Representative

- CORs will be designated by letter of appointment from the Contracting Officer.
- Serves as the focal point for all task activities, and primary point of contact with the tug/tow service provider.
- Provides technical guidance pertaining to the requirement; however, they are not authorized to change any of the terms and conditions of the contract or order.
- Must obtain required COR training and provide ethics and training certificates prior to appointment. The COR is responsible to complete the refresher course in a timely manner to keep certification current.
- Provides oversight of all ordering officers assigned to their contracts.
- May issue orders in accordance with these procedures. All orders shall be issued in writing on either a DD1155 or SF1449.

5. Tug/Tow Service Providers. The principal role of the Contractors is to perform services that meet requirements and/or achieve objectives/outcomes described in the IDCs.

CHAPTER 3

MSC ORDERING GUIDANCE

1. General

- a. Ordering is decentralized for all tug/tow call-out requirements. Ordering under the IDC is authorized to meet the needs of the Department of Defense.
- b. Ordering Officers are empowered to place orders in accordance with the terms and conditions of the IDCs, MSC ordering guidelines, the FAR, the Defense Federal Acquisition Regulation Supplement (DFARS) (as applicable), and their own agency procedures.
- c. The PCO will not make judgments or determinations regarding orders awarded under the IDCs by an Ordering Officer. All issues must be resolved consistently with individual agency procedures and/or oversight.
- d. Upon request, the PCO staff at MSC is available to provide guidance to Ordering Officers executing orders under the IDCs.
- e. An IDC is a contract between the Government and the service provider with a common set of terms and pricing for when an order is issued in the future. Specifics not in the IDC must appear in the task order. The task order is the contract designating the specifics of the procurement to include the obligation of funding and binds the government to the procurement.
- f. FAR 16.505 sets the guidelines for ordering. See Appendix A for information required in all orders.
- g. See Appendix B for the checklist for Ordering Officers.

2. **Pricing.** Pricing under each IDC shall be identified in the Rate Table section.

3. Ordering

REQUESTS FOR SERVICE

Requests for services within the scope of an IDC may be issued by:

- a) Contracting Officer; or
- b) Ordering Officers; or
- c) Contracting Officer's Representative (COR).

METHOD OF ORDERING:

- (a) Orders may be issued by:
 - i) DD Form 1155 or Standard Form (SF) 1449 (via facsimile, hardcopy or electronically);
or
 - ii) Orally (To be confirmed in writing via DD1155 or SF1449 within XX hours/days in accordance with the contract).
- (b) Orders may be issued for:
 - i) A specific movement;
 - ii) A series of movements to be performed within a XX week/month period (in accordance with the contract).

Ordering Officers shall issue task orders (i.e. DD1155 or SF1449) to the Contractor for all tug/tow moves in accordance with the METHOD OF ORDERING and NOTIFICATION TIME sections in the contract. The Contracting Officer's Representatives (CORs) oversee and are ultimately responsible for their Ordering Officers. Task orders shall specify the following information:

- **DATE**
- **IDC/CONTRACT NUMBER**
- **ORDER NUMBER**
- **NUMBER AND TYPE OF TUGS NEEDED**
- **TOTAL PRICES**
- **START AND END TIMES**
- **SHIP/VESSEL THE TUG(S) WILL SUPPORT**
- **LOCATION/ZONE**
- **LINE OF ACCOUNTING**
- **INVOICE INSTRUCTIONS**

Ordering Officers and CORs shall provide funding and identify the line of accounting with each individual task order. Expenditures may not exceed the funding on any task order for that purpose. Funding cited on task orders are firm not-to-exceed amounts. Orders shall not be issued (either orally or in writing) unless funding has been identified and provided for the order. If changes are required to the order, a modification shall be issued.

See Appendix C for procedures for completion of DD1155 and Appendix D for procedures for completion of SF1449.

4. Order Codes

MSC Ordering Codes:

- MSC Washington DC
 - o EL
- MSC Norfolk
 - o JG
- SSU San Diego
 - o JH
- SSU Guam
 - o JJ

Example: MSC Norfolk places an order on MSC DC Contract for Earle, NJ tug services, N00033-10-D-1005-JG01.

The sequence for that contract will be as follows:

JG01 up to JG99,

Then,

JGA0 up to JGA9, then

JGB0 up to JGB9, then

JGC0 up to JGC9, then

JGD0 up to JGD9,

And so on to JGZ0 up to JGZ9

Then,

JGAA up to JGAZ, then

JGBA up to JGBZ, then

JGCA up to JGCZ,

And so on to JGZA up to JGZZ

All other commands shall use their assigned two-character order codes as found in the link below.

DFARS 204.7005 (a) Defense Procurement and Acquisition Policy, Program Development and Implementation, maintains the order code assignments for use in the first two positions of an order number when an activity places an order against another activity's contract or agreement (see [204.7004\(d\)\(2\)](#)).

(b) Contracting activities shall follow the procedures at [PGI 204.7005](#) for requests for assignment of or changes in two-character order codes.

PGI 204.7005 Order code assignments can be found at:
http://www.acq.osd.mil/dpap/dars/order_code_assignments.html.

http://www.acq.osd.mil/dpap/pdi/uid/docs/Copy_of_Call_Order_Code_List_Final_for_Post_20110311.xlsx

5. Delivery Requirements

- a. Delivery of services shall be in accordance with individual orders.
- b. Coordination and scheduling of tug/tow services is the responsibility of the Ordering Officer or COR.
- c. If an ordered service with proper notification times cannot be delivered for that service, the Contractor shall notify the Ordering Officer and requiring activities immediately from receipt. Upon notification, the Ordering Officer may choose to cancel the order or request consideration for the delay.

6. Payment of Invoices

Payment is due in accordance with the terms and conditions of the IDC. The IDC/contract number and order number shall be stated on each invoice. Invoice instructions shall be identified on each order.

The Government is always billed in arrears and should never make payments to a contractor in advance for receiving devices, services, or accessories. A minimum of two (2) major billing and payment processes shall be supported by the Contractor.

- DoD Wide Area Workflow (WAWF)
- Government Purchase Card (GPC)

Contractors shall submit payment requests and receiving reports in electronic form. The accepted electronic form for submission of payment requests and receiving reports is Wide Area Work Flow (see website – <https://wawf.eb.mil/>).

A GPC can be used to pay for orders not exceeding the micro-purchase threshold (\$3,000).

The use of GPCs must be in accordance with GPC authority and dollar limits that have been established. The cardholder is the Government's legal agent for each purchase made with the purchase charge card and is legally responsible and accountable for each transaction. Cardholders must comply with all applicable regulations and procedures of their agency. Single purchase limits and monthly purchase limits are established and are based on the cardholders Delegation of Authority and the budgetary limits of their office.

Any intentional use of the government purchase charge card for other than official government business is considered an attempt to commit fraud against the U.S. Government and may be cause for disciplinary action. The cardholder is held personally liable to the government for the amount of any non-government transaction. Under 18 U.S.C. 287, misuse of the purchase charge card could result in a fine of up to \$10,000 or imprisonment for up to five years or both. Military members who misuse the purchase charge card may be subject to court martial under 10 U.S.C. 932, UCMJ Art. 132.

APPENDIX A

FAR 16.505(a)(7) Order Information

Per FAR 16.505(a)(7) Orders placed under indefinite-delivery contracts must contain the following information:

- (i) Date of order (**DATE**).
- (ii) Contract number and order number (**IDC/CONTRACT NUMBER, ORDER NUMBER**).
- (iii) For supplies and services, contract item number and description, quantity, and unit price or estimated cost or fee (**NUMBER AND TYPE OF TUGS NEEDED, TOTAL PRICES**).
- (iv) Delivery or performance schedule (**START AND END TIMES**).
- (v) Place of delivery or performance (**SHIP/VESSEL THE TUG(S) WILL SUPPORT, LOCATION/ZONE**).
- (vi) Any packaging, packing, and shipping instructions.
- (vii) Accounting and appropriation data (**LINE OF ACCOUNTING**).
- (viii) Method of payment and payment office, if not specified in the contract (see 32.1110(e)) (**INVOICE INSTRUCTIONS**).

APPENDIX B

Checklist for Ordering Officers

- Receive, review and refine requirement; orders may be issued for a specific movement or a series of movements
- Ensure sufficient funding is available before an order is issued/placed
- Issue an order via DD1155 or SF1449 prior to the start of services; orders may be issued orally, but shall be followed up in writing via DD1155 or SF1149 within the timeframe specified in the contract
- Ensure order has the following:
 - DATE**
 - IDC/CONTRACT NUMBER**
 - ORDER NUMBER**
 - NUMBER AND TYPE OF TUGS NEEDED**
 - TOTAL PRICES (see Rate Table for pricing of types of tugs, locations/zones, vessel service rates, hourly rates, and overtime rates)**
 - START AND END TIMES**
 - SHIP/VESSEL THE TUG(S) WILL SUPPORT**
 - LOCATION/ZONE**
 - LINE OF ACCOUNTING**
 - INVOICE INSTRUCTIONS**
- Send order to Contractor
- If changes are required to the order, issue a modification
- Closeout order
- Provide monthly/quarterly/annual reports to MSC

APPENDIX C

PGI 253.213-70 DD Form 1155

Completion of DD Form 1155, Order for Supplies or Services.

BLOCK

1 CONTRACT/PURCH ORDER/AGREEMENT NO.--Enter the Procurement Instrument Identification (PII) number and, when applicable, the supplementary identification number for contracts, purchase orders, and agreements as prescribed in DFARS Subpart 204.70.

2 DELIVERY ORDER/CALL NO.--Enter the PII number for delivery orders/calls, when applicable, as prescribed in DFARS Subpart 204.70.

3 DATE OF ORDER/CALL--Enter the four-position numeric year, three-position alpha month, and two-position numeric day.

4 REQUISITION/PURCH REQUEST NO.--Enter the number authorizing the purchase. When the number differs by line item, list it in the Schedule and annotate this block, "See Schedule."

5 PRIORITY--Enter the appropriate Program Identification Code as identified in Schedule I to the Defense Priorities and Allocations System Regulation.

6 ISSUED BY--Enter the name and address of the issuing office. In the code block, enter the DoDAAD code for the issuing office. Directly below the address, enter: Buyer/Symbol: followed by the buyer's name and routing symbol. Directly below the buyer/symbol, enter: Phone: followed by the buyer's phone number and extension.

7 ADMINISTERED BY--Enter the name and address of the contract administration activity. On purchase orders retained by purchasing offices for administration, mark this block, "See Block 6." Enter in the code block the DODAAD code of the contract administration activity. In the lower right or left-hand corner, enter the criticality designator code from FAR 42.1105.

8 DELIVERY FOB--Check the applicable box.

9 CONTRACTOR—

(1) Enter the full business name and address of the contractor. Enter in the first code block, the CAGE code of the contractor.

(2) If it is known that all the work covered by the order is to be performed at an address different from the address represented by the contractor's code, and any

contract administration function will be required at that facility, enter in the facility code block the organizational entity code for that facility, i.e., H8-1/H8-2 code for a non-Government entity or DODAAD code for a Government entity. (Use DODAAD codes only to indicate “performed at” locations for orders specifying services at a Government location.) If it is known that multiple facilities are involved, enter the codes for all facilities at which work is to be performed, including the contractor's code if work is performed at that address, in the Optional Form 336 Continuation Sheet and mark the facility code block with “See Schedule.”

10 DELIVER TO FOB POINT BY (Date)--If a single date of delivery applies to the entire order, enter date in this block. List multiple delivery dates in the schedule and mark this block “See Schedule.”

11 MARK IF BUSINESS--Check all applicable blocks.

12 DISCOUNT TERMS--Enter the discount for prompt payment in terms of percentages and corresponding days. Express the percentages in whole numbers and decimals, e.g., 3.25% - 10 days; 0.50% - 20 days.

13 MAIL INVOICES TO THE ADDRESS IN BLOCK--Enter a reference to the block number containing the address to which invoices are to be mailed. When not in Block 6, 7, 14, or 15, insert in Block 13, “See Schedule.”

14 SHIP TO--If a single ship-to point applies to the entire order, enter the name and address of that point in this block and a DODAAD code in the code block. For FMS shipments, enter the MAPAD code in the code block and an instruction for the contractor to contact the transportation office of the administering activity to obtain a name and a shipping address. Enter multiple ship-to points in the Schedule and mark this block, “See Schedule.”

15 PAYMENT WILL BE MADE BY--Enter the name and address of the activity making payment. Enter in the code block, the DODAAD code of the paying activity. When a purchase card is used for payment, enter “CRCARD” in the code block.

16 TYPE OF ORDER--Check the appropriate box. If a purchase order:

(1) Identify the type of quotation, e.g., oral, letter, e-mail, on which the order is based.

(2) Check the box when acceptance of the purchase order is required and enter the number of copies of the order to be returned to the issuing office.

17 ACCOUNTING AND APPROPRIATION DATA/LOCAL USE--Enter the accounting classification and the accounting classification reference number(s) in accordance with DFARS 204.7107.

18 ITEM NO.--Enter an item number for each item of supply or service in accordance with DFARS Subpart 204.71.

19 SCHEDULE OF SUPPLIES/SERVICES--The Schedule contains several elements of data. The order and arrangement of data in the Schedule is mandatory for purchase and delivery orders assigned to the Defense Contract Management Agency or the military departments for administration and is encouraged for all orders.

(1) National Stock Number (NSN)--Total item quantity for the line or subline item number followed by the appropriate national stock number or the word "none" if an NSN has not been assigned. On the same line and adjacent to NSN, enter the words "Total Item Quantity." This phrase is used in conjunction with the total quantity, unit of issue, unit price, and dollar amount of the stock number or item cited (see entries for Blocks 20, 21, 22, and 23).

(2) Item Identification--Enter first the most descriptive noun or verb of the supplies or services to be furnished, supplemented by additional description as prescribed in FAR Part 10. If multiple accounting classifications apply to the contract, enter the accounting classification reference number.

(3) Quantity Variance--Enter the quantity variance permitted for the line item in terms of percentages, indicating whether the percentage is plus or minus and if applicable to each destination.

(4) Inspection/Acceptance--Enter the point at which inspection/acceptance will take place.

(5) Preservation and Packaging--Enter the preservation requirements for the item described. These requirements may be expressed in terms of MIL-STD-2073-1, DoD Material Procedures for Development and Application of Packaging Requirements, and MIL-STD-2073-2, Packaging Requirements, codes. They may also be expressed by reference to applicable specifications.

(6) Packing--When required, enter the packing level designator and specification, standard, or document in which the requirements are stated or state the specific requirements.

(7) Unitization--When desired by the requiring activity, a requirement for cargo unitization for a particular destination should be specified for shipments involving two or more shipping containers having an aggregate total of not less than 20 cubic feet or 200 pounds.

(8) Ship To--Enter the DODAAD or MILSCAP H8-1/H8-2 (cage) as appropriate for the entity code of the ship-to point on the first line and the corresponding name and address on succeeding lines. If multiple accounting classifications apply to the same line or subline item, enter the accounting classification reference

number. When several items are to be shipped to the same point, the code will be listed; but it will not be necessary to repeat the address.

(9) Delivery Date--When multiple delivery dates apply, enter the required date of delivery on the same line with ship-to code.

(10) Mark For--Enter the DODAAD or MILSCAP H8-1/H8-2 (cage) as appropriate for the entity code on the first line and name and address of the ultimate recipient of the supplies and services on succeeding lines.

20 QUANTITY ORDERED/ACCEPTED--Enter the total quantity ordered for the line item. If applicable, enter the breakdown on quantities for each ship-to point within the line item.

21 UNIT--Enter the unit of measure applicable to the line item.

22 UNIT PRICE--Enter the unit price applicable to the line item.

23 AMOUNT--Enter the extended dollar amount (quantity x unit price) for each line item.

24 CONTRACTING/ORDERING OFFICER--Enter the contracting/ordering officer's signature.

25 TOTAL AMOUNT--Enter the total dollar amount for all line items on the order.

26 thru 42 These blocks are used in the receiving and payment functions. Procedures for making entries are prescribed by the respective departments.

APPENDIX D

Standard Form 1449

http://www.acq.osd.mil/dpap/ccap/cc/jcchb/Files/Topical/Commercial/guides/com_sol_prep_guide_100201.doc

SF 1449, Solicitation/Contract/Order for Commercial Items

Block 1: Requisition number.

Block 2: IDC/contract number.

Block 3: Award date.

Block 4: Order number (see DFARS 204.7005 for order numbering procedures).

Block 7a&b: Insert name and phone number of the point of contact for the order.

Block 9: Insert the address of the Ordering Officer. Insert the Department of Defense Activity Address Code (DoDAAC) of the Ordering Officer in the “Code” box.

Block 13a&b: If the procurement is a rated order under the Defense Priorities and Allocations System (DPAS), check the box in block 13a and specify the rating in block 13b. See FAR Subpart 11.6 and 15 CFR 700 for information on DPAS ratings.

Block 15: Insert place of delivery and, in the “Code” box, the DoDAAC for the receiving activity.

Block 17: Insert Contractor information.

Block 18: Insert payment instructions.

Blocks 19-24: For each contract line item established and numbered in accordance with the criteria in DFARS 204.7103, insert the line item number, description of service sought, quantity, unit of issue, unit price, and amount.

Block 25: Insert line of accounting.

Block 26: Insert total award amount.

Block 31: Insert Contracting Officer or Ordering Officer information and sign and date.

Continuation of any block from the SF 1449

For information that does not completely fit into the blocks of the SF 1449 (e.g., Block 11 if specifying other than FOB destination delivery terms or blocks 19-22 for contract line item numbers, schedule of supplies/services, quantity, and unit of issue), you should use an SF 1449 continuation sheet. If you are going to use an SF 1449 continuation sheet, be sure to indicate in the block on the SF 1449 that the information is contained on the continuation sheet. The SF 1449 continuation sheet should be labeled as such and should, for all information provided, clearly indicate the corresponding block(s) on the SF 1449.