



# Uniform Use of Line Items

A Mandatory Reference to ADS Chapter 309

Partial Revision Date: 03/08/2022  
Responsible Office: M/OAA/P  
File Name: 309mak\_030822

## **I. Background**

[FAR subpart 4.10](#) requires a uniform line item structure for all contracts, including personal services contracts (PSCs). The goal of this uniform structure is to improve the accuracy, traceability, and usability of procurement data, and the FAR prescribes basic policies and procedures for assigning line item numbers and establishing the line item structure.

This mandatory reference provides Agency-specific requirements and instructions for Contracting Officers (COs) to establish appropriate line items for PSCs supplementary to the requirements of the FAR.

## **II. Summary of FAR Requirements**

FAR 4.10 requires the uniform use of the line items for solicitation and contract award documents, including solicitation amendments and contract modifications, that include pre-priced supplies or services.

FAR 4.1003 requires the CO to establish separate line items for “deliverables that have the following characteristics,” among others:

- Are “separately identifiable,” meaning each deliverable for services has “no more than one statement of work;”
- Have a single accounting classification citation; i.e., the accounting citation for a single deliverable can apply to one or more line items. Also a single deliverable may be funded by multiple accounting classifications “when the deliverable effort cannot be otherwise subdivided;”
- Have a separate place or period of performance; or
- Have multiple contract pricing types (*i.e.*, labor hour; cost reimbursement).

## **III. Establishing Line Items**

- A.** GLAAS/Non-GLAAS Actions. Per [ADS 309.3.1.8](#), all U.S. personal services contractors (USPSCs), and certain third country national personal services contractors (TCNPSCs), are processed in GLAAS. For system processes and guides, see the [GLAAS intranet site](#). All cooperating country national personal services contractors (CCNPSCs) and TCNPSCs on the local compensation plan are processed outside GLAAS using Mission procedures. Line items must be established for all PSC actions, regardless of type.
- B.** Consistent Line Items. In consultation with the CO, the Requesting Office creates the line items in the requisition at the time funds are committed, using costs estimated from the “Contract Budget” (see below). The CO must ensure the line

items established for the requisition carry forward to the solicitation and contract award stages.

- C. Only Contract Budget Costs. As defined in [ADS 309.3.1.7](#), the “Contract Budget” is the basis for the amounts to be included in the contract line items; additional costs that are part of the “Comprehensive Budget” must not be included.
- D. Restriction on Subline Items. Although FAR 4.1001 allows subline items, the financial integration between GLAAS and Phoenix does not allow subline item levels. Therefore consistent with these systems, subline items must not be used for any PSC action.

#### **IV. Line Item(s) by Deliverable**

The Prescribed Table Formats referenced below are included in the **solicitation and award templates referenced in [ADS 309.3.1.10, 309.3.1.15, and 309.3.3.1](#)** for consistency in how line items are established for PSC deliverables.

- A. Single Deliverable. PSCs normally involve a single deliverable statement of duties/work, period and place of performance. Therefore, a single line item must be used equaling the total estimated cost (TEC) of the contract. All applicable accounting citations must be included in the line description even if the deliverable is funded under one or multiple accounting citations. See **Table 1**.
- B. Additional Deliverables requiring separate line items – see **section VII** below.
  - 1. Option periods (OP) planned beyond the base period of performance are each an additional deliverable requiring separate line items. See **Table 2**.
  - 2. Other Deliverables. If duties are added by approved J&A and modification, or duties are funded under a separate appropriation, separate line items are required. See **Table 3**.

#### **V. Required Data Elements**

In accordance with FAR 4.1005, the CO must include the line item data elements described below by column letter of the tables in **section VIII**.

##### **A. Line Item Numbers**

- 1. All Line Items: Line items must consist of four numeric digits from 0001 through 9999. Each line item must have a unique number that cannot be used for another line item.

2. Option Periods (OP): The first numeric digit for an OP must be the number of the option itself, and the last digits refer to the existing line item description (see **Table 2**).
3. Line item numbers must be sequential, but need not be consecutive (e.g., 0001 for compensation in the base period, then 1001 for OP 1).

## **B. Description – “Supplies/Services”**

1. In accordance with [FAR 4.1003](#), and the Contract Budget policies in [ADS 309.3.1.7](#), a deliverable is comprised of total costs for compensation by GS or FSN equivalent grade, and fringe benefits and other direct costs (ODCs) of the Contract Budget.
2. PSCs are mainly cost reimbursement, “Cost type,” services contracts (see [FAR 16.3](#)).
3. Use the [Product and Service Code Manual](#) to verify and insert the proper code; e.g., **R497, Support-Professional: Personal Services Contracts**.
4. Insert the accounting classification citation(s) from Phoenix or GLAAS.

**C. and D. Quantity and Unit.** Use the Quantity and Unit data indicated in the **Tables**.

**E. and F. Unit Price and Amount.** Insert values in these columns as applicable at each stage of the action - see **section VI** below.

## **VI. Line Items at Each Procurement Stage**

**A. Requisition.** Create line items in the appropriate requisition document. Include the estimated amounts from the Contract Budget in columns E and F. See the [GLAAS site](#) for guidance on generating requisitions in that system.

## **B. Solicitation.**

- Under the section heading, “USAID Regulations...”, insert line items below the sub-heading, “Contract Cover Page.”
- If applicable, OP lines must be indicated below/after the base period.
- Remove estimated amounts data from columns E and F before publicizing the solicitation and instead indicate “TBD at Award.”
- For GLAAS users, copy/paste-friendly versions of the line items that can be used to create the table for the solicitation are available by generating the “Continuation Sheet” of the form SF-33 (remember to omit amounts data).

## C. Award.

- In the Cover Page block 20, “Accounting & Classification,” insert, “See Schedule Article heading, “Contractor’s Compensation and Reimbursement.”
- Insert line item(s) in the Schedule as described in block 20 above. Include OP lines below the base period line item.
- Ensure negotiated and estimated amounts are indicated in columns E and F.
- For GLAAS users, copy/paste-friendly versions of the line items, including amounts data, which can be used to create the table in the award, are available by generating the “Continuation Sheet” of the form [SF-33](#).
- Below the line item table, describe the elements of cost included in the line items and contract TEC, without cost breakdown amounts.
- If applicable, indicate incremental funding separately in the maximum obligation section of the contract Schedule.

## **VII. Contract Modifications or Separate Duties**

**A.** Modifications. Include additional deliverable line items as follows per FAR 4.1006:

1. Option Periods (OP): In a contract modification to exercise one or more OPs, the CO must use the form SF-30 to execute the contract modification and reference the line item number and time period of the OP being exercised (see **Table 2**).
2. FAR 6.3, AIDAR 706.3 – Other Than Full and Open Competition: In accordance with the FAR and AIDAR, as outlined in [ADS 309mad](#), an approved Justification and Approval (J&A) is required for a change to the contract to add services that were not contemplated at the time of solicitation. For such actions, the CO must assign new line numbers for the added items, indicating the corresponding contract modification number.

One example for CCNPSCs is the class J&A that supports a “supplemental agreement” for CCNPSCs to provide services in Iraq (per [AAPD 03-11](#)) (see **Table 3**).

**B.** Additional Deliverable(s). Although rare, additional lines must be created if a PSC position as created and solicited involves one or more separately identifiable duties corresponding to one or more accounting citations. An example is a USPSC working in multiple countries under distinct funding appropriations (see **Table 3**, where no Mod # applies).

- C.** The CO must not add a new line item when incrementally funding the contract award, or when there is no change in the TEC or period of performance of the contract.

**VIII. Prescribed Table Formats**

**Table 1 – Single Deliverable (no option periods)**

LINE ITEMS:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation and Fringe Benefits/Other Direct Costs (ODCs)</b> Award Type: Cost Product Service Code: <i>[e.g., R497]</i> Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$__	\$__

**Table 2 – Base and Option Periods** e.g., for two option periods, add lines as follows:

LINE ITEMS:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation and Fringe Benefits/Other Direct Costs (ODCs)</b> Award Type: Cost Product Service Code: <i>[e.g., R497]</i> Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$__	\$__
1001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: <i>[e.g., R497]</i> Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$__	\$__
2001	OP 2 – Compensation and ODCs Award Type: Cost Product Service Code: <i>[e.g., R497]</i> Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$__	\$__

**Table 3 – Added Deliverables**

e.g., CCNPSC supplemental agreement by modification, or separately funded duties:

0002	<p><i>[insert Mod # as applicable, and description; e.g., Mod #2, Supp. Agreement - Iraq]</i></p> <p><b>Compensation and ODCs</b>  Award Type: Cost  Product Service Code: <i>[e.g., R497]</i>  Accounting Info: <i>[insert from Phoenix/GLAAS for separate work]</i></p>	1	LOT	\$___	\$___
------	---	---	-----	-------	-------

309mak\_031522