



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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IN REPLY REFER TO
ACQ 021
24 May 99

MEMORANDUM FOR ACQUISITION PERSONNEL

Subj: STANDARDIZATION OF CONTRACT ACRONYMS (99-18)

Encl: (1) Comparison Chart – New Contract Type Acronyms
(2) Special Contract Types Chart

1. Recently there has been some confusion, among both our customers and our own personnel, regarding the appropriate use of certain contract acronyms. Because of the variety of acronyms in use, it has been difficult to compare the attributes and benefits of various acquisition strategies. Standardizing the acronyms will eliminate that confusion and allow us to provide a single corporate face to our customers.

2. NAVFAC is adopting the following new acronyms as a standard business practice (**see enclosure (1) comparison chart**):

- a. **MACC (Multiple-Award Construction Contract)** shall be used for all multiple-award indefinite delivery construction contracts where award is made to more than one contractor, each of whom will compete for future construction task orders. This acronym will be used in lieu of SOC, TOC, MARC, SMAC, or other acronyms. The first three characters plus a dash mark (“MAC-“) will be used at the beginning of the contract description to identify this contract vehicle in FIS.
- b. **MASC (Multiple-Award Service Contract)** shall be used for all multiple-award indefinite delivery service contracts where award is made to more than one contractor, each of whom will compete for future service task orders. The first three characters plus a dash mark (“MAS-“) will be used at the beginning of the contract description to identify this contract vehicle in FIS.
- c. **JOC (Job Order Contract)** shall be used for all contracts where contractors propose on the basis of a coefficient applied to a price book such as R. S. Means. Contracts are indefinite delivery contracts with a single contractor. These three characters plus a dash mark (“JOC-“) will be used at the beginning of the contract description to identify this contract vehicle in FIS.
- d. **BOS (Base Operating Support)** shall be used for all indefinite delivery base operating support service contracts where a single award is made. Line items are priced in the schedule. This acronym will be used to describe all BOS contracts including contracts which include construction work (e.g., BOS JOC contracts). These three characters plus

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a dash mark (“BOS-“) will be used at the beginning of the contract description to identify this contract vehicle in FIS.

- e. **MTC (Multi-trade Contract)** shall be used for all indefinite delivery contracts where award is made to a single contractor where each task order is negotiated based on a price book such as R. S. Means. These three characters plus a dash mark (“MTC-“) will be used at the beginning of the contract description to identify this contract vehicle in FIS. All single awards Multi-trade Contract awards shall be reported as Multi-trade Contract (**MTC**). All multiple award multi-trade construction awards shall be reported as Multiple-Award Construction Contracts (**MACC**).
- f. **CLN (CLEAN)** shall be used for all indefinite delivery CLEAN environmental contracts where a single award is made. Line items are negotiated. This acronym will be used to describe all CLEAN contracts for environmental work. These three characters plus a dash mark (“CLN-“) will be used at the beginning of the contracts description to identify this contract vehicle in FIS.
- g. **RAC (Remedial Action Contract)** shall be used for all indefinite delivery remedial contracts for remedial action work. These three characters plus a dash mark (“RAC-“) will be used at the beginning of the contract description to identify this contract vehicle in FIS.

3. NAVFAC contracting offices shall start using the standard acronyms 1 June 1999. Current contracts and solicitations already issued need not be amended to change the contract title.

4. No new Contract Purpose Codes will be added to FIS. New procedures have been established to provide a single location for collecting data on all special contract types. Special contract types will be identified by the first three characters of the contract description in FIS rather than just by the Contract Purpose Code. **Enclosure (2) provides a list of the special contract types.**

5. Starting with contracts awarded 1 June 1999:

- a. Enter the first three characters of the contract acronym plus a dash (for example “MAS-“ for a MASC contract) at the beginning of the contract description. Enter the standard acronym in FIS regardless of the title on the contract itself. (For example, if the contract title says Solution Order Contract (SOC), do not enter “SOC” in FIS. “SOC” is not a standard acronym. Use “MAC”.)
- b. Continue to use Contract Purpose Codes for special contract types (such as JOC and BOS) where they currently exist.

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6. To ensure complete and accurate FIS reports, data queries should be modified to correctly identify special contract codes by the first three characters of the contract description, rather than just by the Contract Purpose Code.
7. Questions regarding this policy should be directed to Angela Naill, telephone (202) 685-9148.



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**COMPARISON CHART
NEW CONTRACT TYPE ACRONYMS**

| Acronym | FIS 1. Contract Purpose Code 2. Beginning of contract description | Type of contract | Type of award | Contract purpose (Construction, Services, A&E, etc.) | Task orders |
|----------------|--|---|----------------------|---|--|
| MACC | 1. CON 2. MAC- | Indefinite Delivery | Multiple award | Construction | Competed among contract awardees |
| MASC | 1. Use applicable Purpose Code (e.g., MNT, DEM, etc.) 2. MAS- | Indefinite Delivery | Multiple award | Service | Competed among contract awardees |
| JOC | 1. JOC 2. JOC- | Indefinite Delivery | Single award | Various and not limited to Construction | Price based on coefficient applied to a price book |
| BOS | 1. BOS 2. BOS- | Combination (Fixed Price and Indefinite Delivery) | Single award | Services | Pre-priced line items |
| Multi-trade | 1. MTC 2. MTC- | Indefinite Delivery | Single award | Typically Construction, but may be others | Price based on price book |
| CLEAN | 1. CLN 2. CLN- | Indefinite Delivery | Single award | Environmental | Negotiated Task Order |
| RAC | 1. RAC 2. RAC- | Indefinite Delivery | Single award | Remedial Action Clean | Negotiated Task Order |

SPECIAL CONTRACT TYPES

| Special Contract Type | ACRONYM | FIS Contract Purpose Code * | FIS Contract description starts with: | Task Order Purpose Code |
|------------------------------|----------------|------------------------------------|--|--|
| Multiple Award Construction | MACC | CON | MAC- | CON |
| Multiple Award Service | MASC | MNT, DEM, LSE | MAS- | Whatever applies for Order (MNT, DEM, LSE, etc.) |
| Job Order Contract | JOC | JOC | JOC- | CON, but not limited to Construction |
| Base Operating Services | BOS | BOS | BOS- | Whatever applies for Order (MNT, DEM, LSE, etc.) |
| Multi-Trade Construction | Multi-Trade | MTC | MTC- | CON |
| CLEAN | CLN | CLN | CLN- | Whatever applies for Order (AES, SUY, STY, etc.) |
| Remedial Action Contract | RAC | RAC | RAC- | CON |

* Contract Purpose Codes apply only to the basic contract award. Delivery/Task Order Purpose Codes should reflect the actual work to be performed under the Delivery/Task Order (for example, Construction (CON) rather than SOC or JOC).