**ELECTRONIC CONTRACT DATA REQUEST**

*Red, italicized text is included in this template as guidance and should be deleted before finalizing this document. This instruction box should also be deleted.*

**To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(System Administrator)*

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(PMR team lead)*

**Subject: FY 20*XX* Action Report**

Please provide an electronic report from *(insert name of contract data system used by contracting office under review)* to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by close of business on \_\_\_\_\_\_\_\_\_ *(insert date)*.

Report parameters are as follows:

*(Parameters will be outlined in the PMR Plan. Examples of typical parameters follow.)*

* All actions during the period \_\_\_\_\_ through \_\_\_\_\_.
* All actions greater than $\_\_\_\_\_.
* All actions less than $\_\_\_\_\_.
* All actions in the range of $\_\_\_\_\_ to $\_\_\_\_\_.
* Change Order actions only.
* GSA Schedule actions only.
* Delivery Order actions only.
* Delivery Order Modifications only.
* Actions for Contract Number \_\_\_\_\_\_\_\_\_\_.

The report column formatting should be as follows:

*(Formatting may vary based on the nature and purpose of the data requested.)*

* Contract Number (Award PIIN)
* Modification Number
* Delivery Order Number
* Delivery Order Modification Number
* Contractor's Name
* Amount of Action
* Date of Action
* Contracting Officer
* Contract Specialist/Administrator

If you have any questions regarding the parameters or format for the requested report, please contact me.

Thank you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name*)

Procurement Management Review Team Lead

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XXX-XXX-XXXX *(phone)*