

# Subpart 53.1 - General

Parent topic: [Part 53 - Forms](#)

## 53.100 Scope of subpart.

This subpart contains requirements and information generally applicable to the forms prescribed in this regulation.

## 53.101 Requirements for use of forms.

The requirements for use of the forms prescribed or referenced in this part are contained in [parts 1](#) through [52](#) , where the subject matter applicable to each form is addressed. The specific location of each requirement is identified in [subpart 53.2](#) .

## 53.102 Current editions.

The form prescriptions in [subpart 53.2](#) and the FAR forms located at <https://www.gsa.gov/forms> contain current edition dates. *Contracting officers shall* use the current editions unless otherwise authorized under this regulation.

## 53.103 Exceptions.

Agencies *shall* not-

(a) Alter a standard form prescribed by this regulation; or

(b) Use for the same purpose any form other than the standard form prescribed by this regulation without receiving in advance an *exception* to the form.

## 53.104 Overprinting.

Standard and optional forms (obtained as required by [53.107](#) ) *may* be overprinted with names, addresses, and other uniform entries that are consistent with the purpose of the form and that do not alter the form in any way. *Exception* approval for overprinting is not needed.

## 53.105 Computer generation.

(a) The forms prescribed by this part *may* be computer generated without *exception* approval (see [53.103](#)), provided-

(1) There is no change to the name, content, or sequence of the data elements, and the form carries the Standard or Optional Form number and edition date (see [53.111](#)); or

(2) The form is in an electronic format covered by the American National Standards Institute (ANSI) X12 Standards published by the Accredited Standards Committee X12 on *Electronic Data Interchange* or a format that can be translated into one of those standards.

(b) The standards listed in paragraph (a)(2) of this section *may* also be used for submission of data set forth in other parts for which specific forms have not been prescribed.

## 53.106 Special construction and printing.

*Contracting offices may request exceptions* (see [53.103](#) ) to standard forms for special *construction* and printing. Examples of common *exceptions* are as follows:

### Standard Forms

### Special *Construction* and Printing

(a) [SF 18-](#)

(1) With vertical lines omitted (for listing of *supplies* and services, unit, etc.);

(2) As reproducible masters; and/or

(3) In carbon interleaved pads or sets.

(b) SF's [26](#), [30](#), [33](#), [1447-](#)

As die-cut stencils or reproducible masters.

(c) [SF 44-](#)

(1) With serial numbers and *contracting office* name and address; and/or

(2) On special weight of paper and with the type of *construction*, number of sets per book, 2 and number of parts per set as specified by the *contracting officer*. (*Executive agencies may supplement the administrative instructions on the inside front cover of the book.*)

(d) [SF 1442-](#)

(1) As die-cut stencils or reproducible masters; and/or

(2) With additional wording as required by the *executive agency*. (However, the sequence and wording of the items appearing on the prescribed form *should* not be altered.

## 53.107 Obtaining forms.

*Executive agencies shall* obtain standard and optional forms from the General Services

Administration (GSA) Forms Library at <https://www.gsa.gov/forms> . Agency forms are available from the prescribing agency.

## **53.108 Recommendations concerning forms.**

Users of this regulation *may* recommend new forms or the revision, elimination, or consolidation of the forms prescribed or referenced in this regulation. Recommendations from within an *executive agency shall* be submitted to the cognizant council in accordance with agency procedures. Recommendations from other than *executive agencies should* be submitted directly to the FAR Secretariat.

## **53.109 Forms prescribed by other regulations.**

Certain forms referred to in [subpart 53.2](#) are prescribed in other regulations and are specified by the FAR for use in *acquisition*. For each of these forms, the prescribing agency is identified by means of a parenthetical notation after the form number. For example, [SF 1165](#) , which is prescribed by the Government Accountability Office (GAO), is identified as [SF 1165](#) (GAO).

## **53.110 Continuation sheets.**

Except as *may* be otherwise indicated in the FAR, all standard forms prescribed by the FAR *may* be continued on (a) plain paper of similar specification, or (b) specially constructed continuation sheets (*e.g.*, [OF336](#) ). Continuation sheets *shall* be annotated in the upper right-hand corner with the reference number of the document being continued and the serial page number.

## **53.111 Contract clause.**

*Contracting officers shall* insert the clause at [52.253-1](#) , Computer Generated Forms, in *solicitations* and contracts that require the contractor to submit data on Standard or Optional Forms prescribed by this regulation; and, unless prohibited by agency regulations, forms prescribed by agency supplements.