

FREQUENTLY ASKED QUESTIONS

ABOUT THE REQUEST FOR SERVICES CONTRACT APPROVAL FORM

This document is intended to supplement—not supplant—the Instructions sheet of the Request for Services Contract Approval Form, and to address frequently asked questions about the Form.

When to use the Form

Q: An older version of the Form was used for a contract in the past; can that Form be re-used?

A: No. Previous versions of the Form are obsolete and the most recent version of the Form must be used. The most recent version can be found at: <http://www.asamra.army.mil/scra/documents/ServicesContractApprovalForm.pdf>.

Q: Does a new Form have to be filled out when executing a modification that is truly administrative?

A: No. Minor, clerical edits (like administrative modifications) to the contract that do not substantively affect its content (i.e. alterations that do not change the nature of the work) do not require a new Form. Note that this applies to changes that are essentially administrative, and does not apply to changes that will alter cost, deliverables, level of effort, and so on.

Q: Does a Form have to be filled out if the contract is for lodging (e.g. hotels, etc.)?

A: No. Rental of hotel rooms for lodging, or rental of meeting or conference space, is not considered a service and so does not require a Form.

Q: Does a Form have to be filled out in the case of equipment rental?

A: No. The rental of equipment does not require a Form.

Q: If the contract is incrementally funded, does a new Form have to be filled out every time a modification is made to the contract to add funds?

A: A new Form does not have to be filled out when funds are added to an incrementally funded contract, unless the original approval amount would be exceeded.

Q: Is a Form required when a supply is purchased that also includes a service such as maintenance?

A: The Form is applicable to “service contracts,” i.e. “tasks to be performed” rather than “supplies to be delivered.” If a product is being purchased and it comes with a “service,” such as a warranty, then the Form is not required. (However, a contract specifically for ongoing maintenance of equipment, vehicles, etc., does require a Form.) Additionally, other routine services that are incidental to a purchase may not require the use of the Form (for example, renting a space within a hotel to hold a conference is not considered a service merely because of incidental custodial work performed by hotel staff).

Q: A Form was submitted for a contract in the past and now an option on that contract is being exercised. Does a new Form have to be filled out, even though one was done in the past?

A: Yes. The Form must be completed before exercising an option, even if one was done when the contract was originally awarded.

Alteration of the Form

Q: Can we change the Form so that we can include information or requirements relevant to our Command or organization?

A: No. The Form may not be altered and must be completed as-is. Additional forms or sheets may be included with the Form as long as those additions are local supplementations and are *attached to the Form itself*.

Further Information

Q: The worksheets of the Form reference a number of different documents; where can these be found?

A: All the regulations, statutes, etc., referenced in the Form can be found on the website of the Assistant Secretary of the Army (Manpower and Reserve Affairs) Force Management, Manpower and Resources, which is located at: <http://www.asamra.army.mil/scra/>.