



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON, DC 20310-0111

SAMR-FM

20 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Services Contract Approval Form Update

1. References:

- a. Title 10, United States Code, Sections 129a and 2463.
- b. National Defense Authorization Act for Fiscal Year 2012.
- c. Office of Management and Budget, Publication of the Office of Federal Procurement Policy, Policy Letter 11-01, Performance of Inherently Governmental and Critical Functions, October 12, 2011.

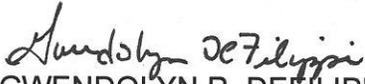
2. Pursuant to the recent changes of Sections 129a and 2463 in Title 10 of the United States Code by the National Defense Authorization Act for Fiscal Year 2012, as well as the recent guidance in Policy Letter 11-01, Performance of Inherently Governmental and Critical Functions, from the Office of Management and Budget, the Request for Services Contract Approval Form—the inherently governmental Checklist—has been updated.

3. The Request for Services Contract Approval Form must be used when contracting of a function is being contemplated, or before exercising an option (see Army Federal Acquisition Regulation Supplement 5107.503(e)). In order to reflect the recent changes, several new items have been added to existing worksheets, and new worksheets—including one for “critical functions”—have been added. This version also includes comprehensive instructions on how and when to use the Checklist. The Checklist now reflects the most recent policy and statutory changes. Previous versions are obsolete.

4. For your use and reference, the most current fillable version of the Request for Services Contract Approval Form, with worksheets, can be found on the Assistant Secretary of the Army (Manpower and Reserve Affairs) website at <http://www.asamra.army.mil/insourcing>.

5. My points of contact are Ms. Eileen Ginsburg at 703-693-2109 and Mr. Paul Rupprecht at 703-693-2123.

Enclosure

  
GWENDOLYN R. DEFILIPPI  
Deputy Assistant Secretary of the Army  
(Force Management, Manpower and  
Resources)

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