



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

SAMR-TRM

JAN 10 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Services Contract Approval Form Update

1. References:

- a. Title 10, United States Code, Sections 129 and 129a.
- b. National Defense Authorization Action for Fiscal Year 2013 Section 955
- c. Army Federal Acquisition Regulation Supplement (AFARS) Subpart 5107.503(e)
- d. Federal Acquisition Regulation (FAR) Subpart 7.502
- e. 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. 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 “description of functions” – have been added. This version also contains additional comprehensive instructions on how and when to use the checklist. This includes new guidance on the use of the form when exercising options. The checklist now reflects the most recent policy and statutory changes. Previous versions are obsolete.

3. For your use and reference, the most current fillable version of the Request for Service 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/scra/index.cfm>.

4. My points of contact are Ms. Eileen Ginsburg at 703-693-2109 and Mr. Wesley Hicks at 703-697-7068

Encl

A handwritten signature in blue ink, appearing to read "Purser", is written over the typed name "LESLIE A. PURSER".

LESLIE A. PURSER  
Major General, USA  
Acting Deputy Assistant Secretary of the Army  
(Training, Readiness and Mobilization)

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