MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Services Contract Approval Form Update

1. References:
   a. Title 10, United States Code, Sections 129 and 129a.
   c. Army Federal Acquisition Regulation Supplement (AFARS) Subpart 5107.503(e)
   d. Federal Acquisition Regulation (FAR) Subpart 7.502

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

LESLIE A. PURSER
Major General, USA
Acting Deputy Assistant Secretary of the Army
(Training, Readiness and Mobilization)
SAMR-TRM
SUBJECT: Request for Services Contract Approval Form Update

DISTRIBUTION:
Principal Officials of Headquarters, Department of the Army
Commander
   U.S. Army Forces Command
   U.S. Army Training and Doctrine Command
   U.S. Army Materiel Command
   U.S. Army Pacific
   U.S. Army Europe
   U.S. Army Central
   U.S. Army North
   U.S. Army South
   U.S. Army Africa/Southern European Task Force
   U.S. Army Special Operations Command
   Military Surface Deployment and Distribution Command
   U.S. Army Space and Missle Defense Command/Army Strategic Command
   U.S. Army Medical Command
   U.S. Army Intelligence and Security Command
   U.S. Army Criminal Investigation Command
   U.S. Army Corps of Engineers
   U.S. Army Military District of Washington
   U.S. Army Test and Evaluation Command
   U.S. Army Installation Management Command
Superintendent, United States Military Academy
Director, U.S. Army Acquisition Support Center
Executive Director, Arlington National Cemetery
Commander, U.S. Army Accessions Support Brigade
Commandant, U.S. Army War College
Commander, Second Army

CF:
Director, Army National Guard
Director of Business Transformation
Commander, Eighth Army
Commander, U.S. Army Cyber Command