

Headquarters
United States Forces Korea
Unit #15237
APO AP 96271-5237

United States Forces Korea
Regulation 715-2

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Procurement

CONTRACTING FOR SUPPLIES, SERVICES, AND CONSTRUCTION

***This regulation supersedes USFK Regulation 715-2, dated 16 January 2013.**

FOR THE COMMANDER:

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Summary. This regulation prescribes policies and procedures for the contracting of supplies, services, and construction. For further guidance on contracting procedures, contact the 411th Contracting Support Brigade (CSB) ASCC-KO, Unit #15289, APO AP 96271-5228.

Summary of Change. This document has been substantially changed. A full review of its contents is required.

Applicability. This regulation applies to all United States Forces Korea (USFK) activities and all other activities requiring acquisition support from the Eighth Army. Non-appropriated fund (NAF) procurements must comply with AR 215-1 and AR 215-4. The 411th CSB is the lead agency on the peninsula for executing contracts above the micro-purchase threshold except for contracting sources that are mandated by federal regulation or law (e.g. Military Funded Construction (MILCON is the Army Corps of Engineers; for fuel DLA). If a USFK activity (Army, Air Force, Navy, USMC) require use of a contracting office other than the 411th CSB then it must submit an Off-Load packet IAW paragraph 4-3 of this regulation. The approval authority of a requested Off-load is with the Assistant Chief of Staff for Acquisition Management.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK Assistant Chief of Staff for Acquisition Management (FKAQ), Unit #15289, APO AP 96271-5228.

Forms. USFK forms are available at: <http://8tharmy.korea.army.mil/q1/usfk-archives.asp>.

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained and disposed of according to AR 25-400-2 and USFK Regulation 923.1. Record titles and descriptions are available on the Army Records Information System (ARIMS) website at: <https://www.arims.army.mil> and under USFK Regulation 923.1, Appendix H~K.

Suggested Improvements. The proponent of this regulation is FKAQ. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to FKAQ, Unit #15289, APO AP 96271-5228.

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes local policies and procedures for the contracting of supplies, services, and construction over the micro-purchase threshold. Department of Defense (DoD) regulations, policies, and requirements shall take precedence over how procurements shall be conducted. For further guidance on contracting procedures, contact the 411th Contracting Support Brigade (CSB) FKAQ, Unit #15289, APO AP 96271-5228.

1-2. References

Required and related publications and forms are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Acquisition Process

a. The acquisition team consists of all participants in the acquisition process: Requiring Activity (RA), Finance or Resource Manager, Contracting Officer (KO), Legal Counsel, Contracting Officer Representative (COR), Quality Assurance Representative, and others as applicable. No one person has all the necessary skills for successful contract management. It requires a team with each member having specialized expertise and responsibilities. This chapter identifies and defines the roles of the acquisition team members and the importance of team cohesion and cooperation to ensure the successful delivery of required supplies and services. Successful acquisition teams typically assign specific duties, develop performance measures, milestones, and hold team members individually and collectively accountable.

b. The Acquisition Pre Award process begins with acquisition planning (market research, requirements definition and funding). Next is the solicitation development, release of the request for proposal (RFP), source selection, and award. The Post Award process proceeds to contract administration, which results in performance/deliveries. Upon Receiving Officer (RO) or COR acceptance of the supply or service (if the duty has been authorized by the Contracting Officer in the COR's appointment/designation letter), the acquisition process concludes with invoicing, payment, and contract closeout.

c. An Acquisition Plan is a plan that documents all costs, schedule, technical, business, management, and other considerations that will govern an acquisition program and is derived from the Acquisition Strategy. It summarizes the acquisition planning discussions and identifies milestones in the acquisition process.

d. A Technical Evaluation Board (TEB) will be assembled to evaluate proposals received in response to a solicitation issued on behalf of the RA by the 411th CSB. TEB members will be provided by the requiring activity. At the conclusion of the TEB, a consensus report will be provided to the contracting officer and the contracting officer will then make an award.

e. Personnel who will access source selection sensitive information will be briefed by the Contracting Officer and sign a nondisclosure certificate (NDC) prior to accessing the source selection sensitive information. Signed NDCs will be included in the contract file.

f. The RAs must factor in the minimum Procurement Acquisition Lead Time (PALT) in their timeline when preparing their Requirement Packages. (Refer to table 3-1) The PALT days do not

include contractor mobilization (Phase-in) that may be required for service contracts. Historically contract mobilization (Phase-in) could take at least 60 to 90 days. To initiate a contract action, a complete Purchase Requirements Package (PRP) must be submitted through General Fund Enterprise Business System (GFEBS), Contingency Acquisition Support Model (CASM), or Defense Enterprise Accounting and Management System (DEAMS) as applicable to your Service component (i.e., Army, Navy, Marines and Air Force).

Chapter 2 Roles and Responsibilities

2-1. USFK Commander, Component Commands

Staff Principals of Headquarters (HQ) United States Forces Korea (USFK), Major Subordinate Commanders, and Commanders of other activities having mission responsibility or funds certifying authority within the scope of this regulation shall establish and maintain internal procedures for approving purchase request packages (PRP) or other agency-specific forms authorizing obligation of funds for acquisition of supplies, services, and construction.

2-2. Requiring Activities (RA)

a. Commander/Supervisor of requiring activities (RAs) are responsible for managing the overall acquisition/procurement process, including the following:

(1) Conducting Acquisition Planning in accordance with (IAW) Federal Acquisition Regulation Part 7, as supplemented IAW USFK Regulation 715-4, Advance Acquisition Planning Program. Coordinate with the 411th CSB and/or applicable Regional Contracting Office (RCO) during the development phase of the PRP for requirements to clarify the contents of the PRP.

(2) Ensure a complete package is submitted prior to the required PALT start date.

(3) Ensuring PRPs that exceed \$250,000 are submitted no later than (NLT) the submission date established in the Advance Acquisition Plan (AAP). USFK Regulation 715-4 contains additional information on the Advance Acquisition Planning Program. PRPs for requirements and un-programmed requirements are subject to End of Fiscal Year (EOFY) guidance and a memorandum establishing the FY cut-off dates will be distributed annually by the 411th CSB.

(4) Ensuring the assignment of issue priority designators on supply documents is accurate and consistent with the assigned forces activity designator and with the existing urgency of-need designator.

(5) Ensuring the local purchase authorization and funding cited in PRP is valid, accurate, and complete and when deemed necessary by the contracting officer, obtain resource manager (RM) legal review memorandum of the funds certifications to ensure proper use of funds. For example: procurement of supplies items above the OMA/OPA threshold (currently \$250,000), the OMA threshold minor construction for New Work versus Repair Work (currently \$1,000,000).

(6) Nominating responsible COR, Ordering Officer(s) and Property Administrator(s), if required, in the administration of the requirement.

(7) Conducting market research and documenting in accordance with FAR Part 10 in support of contract requirements and submit market research results with PRP.

(8) Ensuring contract requirements and specifications utilize commercial supplies and services to the greatest extent possible. Justify the inclusion of government-unique requirements and specifications.

(9) Provide Brand Name or Equal rationale - Brand name or equal purchase descriptions must include, in addition to the brand name, a general description of those salient physical, functional, or performance characteristics of the brand name item that an "equal" item must meet to be acceptable for award (FAR 11.104).

(10) Provide National Stock Number (NSN) and justification/documentation of non-availability from DLA to purchase, via contract, NSN items.

(11) Provide salient characteristics of material or equipment for full and open competition.

(12) Nominating a responsible Contracting Officer's Representative (COR) and satisfying all COR requirements within 45 calendar days of submitting the PRP. If, after the 45 days, a COR has not been properly trained and nominated, contracting officers will cease further action on the Purchase Request (PR) package and return it to the supported RA per AFARS 5101.602-2-91.

(13) A COR is required on all service and construction requirements, or when deemed necessary by the Contracting Officer. Additionally, COR nominations are required for supply contracts that include service Contract Line Item Numbers (CLINs) (i.e., installation, maintenance) or when delivery will occur at multiple locations.

(14) Supervisors of personnel nominated as contracting officer's representatives (CORs) are required to receive local training from the 411th Contracting Support Brigade, on their responsibilities for overseeing contract-related duty performance.

(15) As part of each COR's annual performance review supervisors shall evaluate the COR's contributions in assisting in the monitoring or administration of contracts. Reference Army Regulation 70-13, Management and Oversight of Service Acquisitions, Chapter 2, paragraph 2-2f for additional information on this requirement.

b. Contracting Officer's Representatives; All CORs must be employees, Military or Civilian, of the U.S. Government, the Republic of Korea (ROK), or North Atlantic Treaty Organization (NATO)/coalition partners. In no case will a contractor serve as a COR. A COR should have the following qualifications:

(1) Military officers or enlisted personnel E-6 and above, or U.S. Civilian employees GS-7 and above, or Korean national employees KGS-7 and above.

(2) To the extent possible, be within close proximity to contract performance site.

(3) Possess qualifications and experience related to the contractual requirements. Above all, the prospective COR should have a minimum of 9 months remaining before DERS to learn the performance requirements of the contract and to satisfy the overall requirements of the position.

c. CORs are responsible for –

(1) Conducting quality assurance contract surveillance in order to verify the contractor is

fulfilling contract requirements and to document performance for the contract record.

(2) Functioning as the eyes and ears of the Contracting Officer and act as the liaison between the Government and contractor when executing surveillance responsibilities.

(3) Obtaining and maintaining their training certificates.

(4) Function as the subject matter expert (SME) when working with the contracting team and the requiring activity in the Pre-Award Phase in requirements development, preparing the Independent Government Estimate (IGE), developing the Performance Work Statement/Statement of Work/Statement of Objectives, developing quality assurance surveillance plans (QASPs), etc. One of the key pre-award duties of the COR is documenting requirements as needed. The requirements package is critical to the success of an acquisition because it commits funds and establishes the basis for a contractual action. The package documents both the requirement and associated approvals. In other words, the requirements package informs the contracting office about what the user wants, when the user wants it, and whom to contact for more information.

(5) Monitoring and assessing contractor performance and perform other responsibilities as assigned by the Contracting Officer throughout the contract period of performance. The COR is required to submit a report of the Contractor's performance to the Contracting Officer in accordance with contract schedule. The COR plays a key role during the contract administration (post award) phase of the acquisition process. The COR monitors the contractor's performance, ensures quality, documents performance, and supports the Contracting Officer with any options or modifications, and assists the Contracting Officer with contract closeout. The COR shall submit monthly status reports in the CORT Tool by the 7th calendar day of the month following performance by the contractor, or at another date as directed by the contracting officer. "The COR ensures that USFK receives the services and supplies in accordance with contract requirements.

(6) Informing the Contracting Officer, in writing, of any needed changes in the Performance Work Statement (PWS), Performance Requirements Summary (PRS), or Statement of Work (SOW).

(7) Resolving technical issues arising under the contract that fall within scope of the COR's authority, and referring to the Contracting Officer any issues that cannot be resolved without impacting cost, quality, quantity, delivery or other terms and conditions of the contract.

(8) Identifying and documenting contract non-conformances using the Non-conformance Report (NCR) procedures mandated by the Army Contracting Command.

(9) Reviewing, processing, and accepting the contractor's vouchers or invoices relating to the contract. The COR shall first register in Procurement Integrated Enterprise Environment (PIEE) e-Business Suite at <https://wawf.eb.mil/>. After registering, the COR shall complete Wide Area Workflow (WAWF) training within this system as required by the COR appointment letter. Training for WAWF may be found at the Web Based Training (WBT) link within the PIEE e-Business Suit. After registering and completing the training, the COR shall request a Government role as an WAWF "Acceptor" for the applicable Department of Defense Activity Address Code(s) (DoDAAC) listed on the contract as the "Ship To" and / or "Deliver To" organization. On receipt and acceptance of a complete or partial delivery, Receiving Officers or CORs must promptly prepare receiving report IAW Wide Area Workflow (WAWF) instructions at <https://wawf.eb.mil/>. *Note.* CORs for LCS funded contracts will utilize a DD Form 250, in lieu of WAWF, for inspection and acceptance of contractor supplies or services.

(10) Non-Conformance Report (NCR). RAs/CORs must submit a NCR if supplies, were damaged in shipment, quantity received is less than the contracted amount, or other discrepancies. SF Form 364, Report of Discrepancy is required to be submitted to the 411th CSB for a NCR. Such notification must be forwarded to the 411th CSB within 15 days of receipt of the supplies. Only under extenuating circumstances, such as latent defects, should such notification be made later than 15 days.

(11) Contributions in assisting in the monitoring or administration of contracts will be addressed during the annual performance reviews of individuals who perform COR duties. Reference Army Regulation 70-13, Management and Oversight of Service Acquisitions.

d. Typical COR post-award responsibilities include the following:

- (1) Understand the contract.
- (2) Keep COR files current and complete in the CORT Tool per 411th CSB.
- (3) Manage correspondences and responses with the contractor.
- (4) Monitor contract performance, training, and travel.
- (5) Monitor Government Furnished Property (GFP).
- (6) Monitor personnel and labor.
- (7) Inspect and accept (or reject) services and deliverables.
- (8) Protect proprietary and classified information.
- (9) Manage daily issues.
- (10) Document and report contractor unsatisfactory performance.
- (11) Track modifications.
- (12) Provide technical expertise.
- (13) Understand COR limitations.
- (14) Protect sensitive or Government information.
- (15) Follow Quality Assurance Surveillance Plan (QASP).
- (16) Ensure contractors are complying with the QASP.

e. The COR File Contents at a minimum, the COR file should contain the following:

- (1) Copy of your appointment letter.
- (2) Copy of the contract and all modifications.
- (3) Copy of acceptance documents and invoices.

- (4) Copies of all correspondence.
- (5) Memoranda of Record for all actions taken/issues addressed.
- (6) Quality Assurance Surveillance Plan (QASP).
- (7) Performance Assessments (Negative and Positive).
- (8) Weather reports (If applicable to your contracts).
- (9) Mandatory training current certificates.
- (10) COR's surveillance schedule.
- (11) COR's surveillance checklists.
- (12) Contractor's Quality Control Plan (QCP).
- (13) Contractor's safety plan.
- (14) Contractor's progress/work schedule.
- (15) Certification of a completed and current OGE Form 450.
- (16) Contractor's required progress reports.
- (17) Non-Conformance Reports (NCRs) or Contract Discrepancy Reports (CDRs) Issued.

f. The COR's appointment ends at contract closeout or when the contracting officer terminates the COR delegation.

g. Refer to the Department of Defense COR Handbook at http://www.acq.osd.mil/dpap/ccap/cc/corhb/Files/DCCOR_Handbook_2012.pdf for more information in how to correctly and properly perform the duties and responsibilities of a COR.

2-3. 411th Contracting Support Brigade (CSB) will -

a. Solicit, award, administrate, and closeout contracts for supplies, services, and construction required to support the USFK mission, including those subject to Memorandums of Agreement with other commands.

b. Provide assistance to RAs on all contract-related issues.

c. Review Purchase Request Packages (PRPs) submitted in GFEBS, DEAMS or cASM for completeness in accordance with section 3-2(b)(1)(a). KO will ensure that all procurement packages are complete before final acceptance of package and start of PALT.

d. Any PRPs that remain incomplete after 30 days will be returned without further action. The PALT time referenced in table 3-2 will start once all final documents are received.

e. Appoint all CORs in the CORT Tool once verification of all required training and/or

documents are confirmed complete and the nomination has been signed by the COR supervisor.

f. Conduct local COR training and mentoring and provide a published list of the training class schedule annually to all Requiring Activities and customers.

g. Conduct COR supervisor training on the responsibilities and procedures for overseeing contract-related duty performance of contracting officer's representatives.

h. Provide supervisors of CORs feedback and information regarding the effectiveness of the COR's performance while conducting his or her duties as indicated in the appointment letter. This information shall be used for consideration and input into the COR's annual performance appraisal.

i. Conduct scheduled and unscheduled COR and Contractor quality assurance oversight audits.

Chapter 3 Policies and Procedures

3-1. General

a. Procurement Integrity: All source selections will follow the policies and procedures outlined in the Procurement Integrity Act. The Procurement Integrity Act as codified at 41 U.S.C. § 423 prohibits disclosing or obtaining procurement-sensitive information, to include contractor bid or proposal information and source selection information. These statutory prohibitions are incorporated in the Federal Acquisition Regulation (FAR) and all members of the acquisition team must exercise sound judgement to ensure procurement integrity.

b. Safeguarding Information: RAs are encouraged to conduct market research with potential contractors when developing contract requirements. However, care must be exercised during the course of the market research and shall not disclose the amount of funds for expenditure.

c. Protecting Procurement Information. The following are examples of Source Selection Sensitive Information that the Government shall not discuss with contractors or other government personnel, other than the 411th CSB contracting team either prior to, during or after the procurement process:

- (1) Prices submitted in response to an agency's request for quote or request for proposal.
- (2) Performance of the incumbent contractor.
- (3) Proposed costs or prices submitted in response to an agency solicitation, or lists of those proposed costs or prices.
- (4) Source selection plans.
- (5) Technical evaluation plans.
- (6) Technical evaluations or proposals.
- (7) Cost or price evaluations of proposals.

(8) Competitive range determinations that identify proposals that have a reasonable chance of being selected for award of a contract.

(9) Rankings of bids, proposals, or competitors.

(10) Reports and evaluations of source selection panels, boards, or advisory councils.

(11) Other information marked as "Source Selection Unauthorized disclosure may violate the Federal Procurement Integrity Act" or other applicable laws and result in imprisonment and or substantial fines. Members of Technical Evaluation Board that have access to Source Selection Sensitive information will be required to sign a non-disclosure certification prior to access to such material.

(12) Independent Government Cost Estimate (IGCE). Any IGCE that is submitted as a hard copy must be sealed in an opaque envelop or equivalent and marked "Procurement Sensitive". Please see paragraph 3-2m for further information on IGCEs.

(13) Information that requires a security classification will be handled IAW AR 380-5 Department of the Army Information Security Program.

3-2. Purchase Requirements Package (PRP)

The PRP is a compilation of documents provided by the RA/Customer and submitted to the Contracting Office to initiate the acquisition process. The PRP should be submitted to PD2 system in 411th CSB through the on-line systems; GFEBs, DEAMS or cASM. For every contractual action, 411th CSB requires the necessary supporting documents in order to properly award and manage all contracting requirements. At a minimum, the documents in table 3-1 must be included in the PRP or the requirement package will be returned without action:

**Table 3-1
Purchase Requirements Package Documents**

Required Document	Supply	Service	Construction
Purchase Request w/Description/Funding Document	X	X	X
Market Research	X	X	X
Performance Work Statement (PWS) (Service Contracts)	X ¹	X	
Statement of Work (SOW) (Construction Contracts)			X
Purchase Description (PD) /Salient Characteristics.	X		
Sole Source/Brand Name (If Applicable)	X	X	
Drawings/Floor Plans (If Applicable)	X		X
Applicable Waivers (Airfield Waiver/ITAS Waiver)	X	X	X
Request Service Contract Approval (RSCA)		X ²	X ²
Quality Assurance Surveillance Plan (QASP)	X ¹	X	X
Receiving Official	X		
Contracting Officer Representative (Nominated in CORT Tool)	X ¹	X	X
Independent Government Estimate (IGE)	X	X	X
List of GFM/GFE (Including Availability Statement) and/or list of CFM/CFE (If Applicable)	X	X	X
Anti-Terrorism/Operations Security Review Coversheet (AT/OPSEC)	X ³	X ³	X ³
Vendor Price Quotes (3X)	X	X ¹	
Statement of Urgency (If Applicable)	X	X	X
Facilities Engineering Work Request (If Required for Any Improvement to U.S. Controlled Real Property)			X
Specifications			X
DD Form 254, Contract Security Classification Specification (If Applicable)	X	X	X
Other (e.g., Acquisition Plan, Evaluation Factors for LPTA or Tradeoff)		X ⁴	

1. Required for supply contracts with services CLIN(s) (i.e. installation, maintenance) or when delivery will occur at multiple locations.
2. Army - SCA required for Service and Construction Contracts.
Air Force / Marines / Navy - Memo takes place of SCA to meet the requirements of DFARS 207.503.
3. AT/OPSEC – Service contract (including Construction) in excess of the micro-purchase threshold or a supply contract in excess of the simplified acquisition threshold.
4. SCA approval not required for LCS funded actions.

a. Purchase Request/Funding: The on-line purchase request must include a line of accounting (LOA) and be funded by a certifying funding official (e.g. Resource Manager). The description must be complete to include make, model, and salient characteristics.

b. Proper Use of Funds. The Purchase Requisition Funds Certifier has the responsibility of making the determination that sufficient funding is available, that the period of performance is consistent with the life of the funding, that an appropriate PR document is used, that the funds are being used for the proper purpose for which the funds were appropriated (i.e. proper color of money) and that an appropriate line of accounting is used. Requiring activities shall consult with their own legal counsel, early in the procurement planning process, and provide documentation from counsel stating their legal opinion. This ensures that when the contracting officer receives the PR package, they will better understand the situation and questions related to scope and funding may be minimized. The goal is to avoid unnecessary debate and discussion that can consume valuable procurement lead time. As an example, it would be valuable for the contracting officer to have the RA's rationale/legal opinion (in writing) where a requirement is interpreted to be a repair versus new construction. A common obstacle in funding is associated with applying the \$1 million threshold for new construction. Another area that may result in questions from a contracting officer is where a requirement for a supply item is over the \$250K threshold and it appears that "Other Procurement Army" (OPA) funding should be used. Yet another area of concern and confusion often occurs when funding modifications in determining the proper use of current or prior year FY money and whether the added work is in or out of scope. The RA's legal counsel can provide valuable advice early on, at the time the need for a modification is first identified.

c. Army Clients: The General Fund Enterprise Business System (GFEBS) is the Army's web-enabled financial, asset and accounting management system that standardizes streamlines and shares critical data across the Army. Army clients submit purchase requests (PRs) through GFEBS. GFEBS Funds Status Reports will display commitments, obligations, and disbursements.

d. Air Force clients: A Request for Purchase, AF Form 9 shall be prepared for US Air Force requirements using DEAMS procedures. Air Force Instruction (AFI) 38-201 governs manpower management for contract services. Supervisors and/or commanders (Requiring Activity) will submit Contract Purchase Request Packages, to include funding documentation (i.e., AF Form 9, to include modifications and terminations), the independent government estimate, and the performance work statement to the installation/servicing manpower office for validation. The requiring activity will also provide sufficient technical information (e.g., AFSC, skill-level, FAC, OSC, total contract cost and start/stop dates contract requirements, contract labor cost, contractor full-time staffing, or man-hour estimates, as may be available) to assist the installation/ servicing MO in reviewing the contract request.

e. Clients who do not have access to either Army's GFEBS or Air Force's DEAMS shall submit the PRPs through the Contingency Acquisition Support Model (cASM). To get access to cASM, customers are requested to completed the DD Form 2875 and submit to the 411th CSB, C&P to set up the cASM account. Once the account is created, customers are supposed to received two emails; one email will contain the User Name, the other email will contain the password. Then, click the link provided in the emails or access <https://www.jccs.gov> to Login and CAC Registration.

f. "Subject to Availability of Funds" requirements: In some cases, it may be necessary to initiate a funding document before availability of funds for the period involved. The most common situation occurs when a requirement is identified in the latter part of a fiscal year and funds will not be available until the next fiscal year. In such cases, the funding document will be routed through

the same offices, including finance offices, as if it were a funded requirement. The fund certification date and signature blocks on the purchase request will be left blank. The following statement will be annotated on all copies of the funding document:

“This requirement is included or provided for in the financial plan for (Include fiscal year - FYXX). The accounting classification will be (Include Line of Accounting Classification). This statement is not a commitment of funds.”

(Signature)

Typed name of the person who certifies that funds are available (Signature)

Typed name of budget officer

When funds subsequently become available, the previous statement, as inserted on the funding document, must be rescinded by the certifying officer, and funds certified as available. This is normally done as a PR modification. *Note.* The 411th CSB contracting officer cannot solicit without this signed statement from the funds certifying official.

g. Logistics Cost Sharing (LCS) Program Procurements:

(1) The USFK J4 is the Executive Agent for the LCS Program, and all purported LCS funded PRPs must be processed through the cASM including approval from the USFK J4 LCS Program Manager. Any PRP submitted to the 411th CSB stating to be LCS funded, but does not include approval from the J4 LCS Program Manager will be returned without further action.

(2) Funding for the LCS Program operates on a calendar year and begins 1 January and ends 31 December of each year. All RAs need to consider this funding time frame to ensure their LCS PRP complies with LCS PALTs as indicated in table 3-2.

(3) LCS funds may only be awarded to Korean-owned contractors and must utilize local materials. LCS program PRs must be submitted using cASM. RAs shall verify the source of local/off-shore materials and accept only local materials for LCS funded projects.

h. Performance Work Statement (PWS) for Services:

(1) Per FAR 37.602, a PWS is used for Performance-based contracts such as services contracts. The document shall include measurable performance standards (i.e., in terms of quality, timeliness, quantity, etc.) and the method of assessing contractor performance against performance standards and performance incentives where appropriate. When used, the performance incentives shall correspond to the performance standards set forth in the contract.

(2) In drafting purchase descriptions for service contracts, agency requiring activities shall ensure that inherently governmental functions are not assigned to a contractor via the Service Contract Approval (SCA).

(3) The PWS shall, to the maximum extent practicable, describe the work in terms of the required result rather than either “how” the work is to be accomplished or the number of hours to be provided, enable assessment of work performance against measurable performance

standards, and rely on the use of measurable performance standards and financial incentives in a competitive environment to encourage competitors to develop and institute innovative and cost-effective methods of performing the work.

(4) The PWS shall, at a minimum, include –

- (a) Purpose.
- (b) Scope or mission.
- (c) Period and place of performance.
- (d) Background.
- (e) Performance objectives (i.e. required results).
- (f) Performance Standard including Performance Requirements.
- (g) Summary (PRS) Table.
- (h) Acceptable Performance Thresholds.
- (i) Any operating constraints.
- (j) Contractor Furnished Equipment (CFE).
- (k) Government Furnished Property (GFP).

i. Statement of Work for Construction or Incidental Services:

(1) Statement of Work (SOW) defines all non-specification requirements for contractor's efforts either directly or with the use of specific cited documents. A SOW is a document within a contract that describes the work requirements for a specific project along with its performance and design expectations. The SOW provides explicit statements of work direction for the contractor to follow. However, a SOW can also be found to contain references to desired performance outcomes, performance standards, and metrics, which is a preferred approach.

(2) A SOW is a statement provided in the Request for Proposal (RFP) that specifies the basic, top-level objectives of the acquisition as well as the detailed requirements of the Government. The SOW also provides the contractor with "how-to" instructions to accomplish the required effort, and it forms the basis for successful performance by the contractor and effective administration of the contract by the Government.

(3) All construction projects must include at a minimum, a statement of work, drawings and specifications may also be needed depending on the nature of the project.

j. Purchase Description: When drafting purchase description for supply contracts, agency requiring activities shall conduct the market research and find minimum two (2) sources and ensure a general description of the salient physical, functional, or performance characteristics of the item is clearly and properly stated. If a brand name or equal item is required, the salient characteristics of the brand name should also include a "brand name or equal" description. Salient characteristics include an acceptable "range". Please see paragraph 3-2o, Brand Name

Justification, for further guidance.

k. Specifications: The specifications contain a detailed description of the required construction. All organization must use the Unified Facilities Guide Specifications (UFGS) when preparing project specifications.

l. Market Research: Market Research is conducted to assist the contracting office in selecting the most suitable approach to acquiring, distributing, and supporting supplies and services. Market research should be conducted appropriately to the circumstances as follows:

(1) Before developing new requirements documents for an acquisition by that agency.

(2) Before soliciting offers for acquisitions with an estimated value in excess of the simplified acquisition threshold.

(3) Before soliciting offers for acquisitions with an estimated value less than the simplified acquisition threshold when adequate information is not available and the circumstances justify its cost.

(4) Before soliciting offers for acquisitions that could lead to a bundled contract.

(5) Before awarding a task or delivery order under an indefinite-delivery-indefinite-quantity (IDIQ) contract for a noncommercial item in excess of the simplified acquisition threshold.

(6) On an ongoing basis, take advantage (to the maximum extent practicable) of commercially available market research methods in order to effectively identify the capabilities of new entrants in Federal contracting, that are available in the marketplace for meeting the requirements of the agency.

(7) The extent of market research will vary depending on such factors as urgency, estimated dollar value, complexity, and past experience.

(8) Army Strategic Sourcing: The 411th CSB considers the use of Strategic Sourcing solutions during the development of acquisition strategies and plans toward achieving the best procurement approach.

(9) The Department of Army has established policy for reviewing and approving the use of non-DoD contract vehicles when procuring supplies or services for amounts greater than the SAT (see AFARS Subpart 5117.7). This applies to both direct acquisitions (i.e. orders placed by an Army Contracting or Ordering Officer against a non-DoD contract) and assisted acquisitions (i.e. contracts awarded or orders placed by non-DoD organizations using Army Funds). The below Procurement.Army.Mil website compiles all preferred sources initiatives;

<https://spcs3.kc.army.mil/asaalt/procurement/StrategicSourcing/Initiatives.aspx>

(10) When utilizing non-DoD Contracts, the Contracting Officer must prepare a Determination and Findings (D&F) in accordance with FAR 17.502-1(a) (2) and DFARS 217.770.

m. Independent Government Estimate (IGE): The IGE is the Government's estimate of the resources and their projected costs that a contractor would incur in the performance of a contract. The depth and detail of the IGE should be determined by the type of item/service being purchased and the dollar value and risk associated with the procurement. The IGE is a critical element of the

PRP and will be used to justify that the contractor's pricing is fair and reasonable. An IGE is required for each purchase request with an estimated cost exceeding \$250,000. At the discretion of the Contracting Officer, an IGE may be required below this threshold. An IGE that is prepared by a contractor is prohibited and will not be accepted and at no time should an IGE be shared with a contractor. Mandatory requirements for IGEs are as follows:

- (1) Must contain enough detail to verify the validity of the contractor's proposal.
- (2) Must provide sufficient narrative and analytical detail to include reference material, to support its preparation and explain the rationale used during preparation.
- (3) Must include this certification "This estimate was developed independently by the Government."
- (4) Must be signed (by hand or Common-Access-Card) and dated by the preparer, and include the preparer's organization, position, title and telephone number.
- (5) Must be reviewed, signed (by hand or Common-Access-Card) and dated by the preparer's immediate supervisor, and include the reviewer's organization, position, title, rank/grade and telephone number.
- (6) The Contracting Officer will not accept an IGE that fails to meet any of the above requirements. If it is necessary for a Contracting Officer to return an insufficient IGE to the requiring activity, the Contracting Officer shall provide an explanation of why it is returned.
- (7) IGE documents are considered "Procurement Sensitive" shall be marked "FOR OFFICIAL USE ONLY", and electronically transmitted using message classification "FOUO". The information shall be safeguarded in accordance with paragraph 3-1b, "Safeguarding Information."
- (8) In developing any estimate, always consider historical data to establish prices paid in the past for like or similar items or services. Since many USFK purchases are repetitive, a price history frequently exists. The estimator should provide calculations, a narrative that includes source of data, assumptions and related rationale. The estimate should reflect all the tasks stated in the Work Statement. If an indefinite quantity type contract is expected, the estimate should include descriptive contract line items and with each line item, provide the unit to be used for ordering and estimated quantities expected to be ordered based on historical data. When it is anticipated that more than 500 liters of fuel will be used annually for a requirement, the IGE shall reflect the specific quantity of estimated fuel use associated with a contractor's performance. This fuel quantity estimate will allow the Contracting Officer to establish the magnitude of the fuel requirement, which is necessary for proper administration of the contract.
- (9) For estimates for construction and facilities-related procurements contact the local Directorate of Public Works or Civil Engineer Squadron.
- (10) For procurement items that is not being significantly altered/modified for Government use, results from the following methods may be used in preparation of the IGE -
 - (a) Contacting knowledgeable individuals in government and in the private sector regarding market capabilities, commercial offerings, and business practices.
 - (b) Reviewing recent history and the results of market research undertaken to meet similar requirements.

(c) Reviewing the supplies and services available to order from other agency contracts, such as General Services Administration (GSA) federal supply schedules, government-wide acquisition contracts.

(d) Participating in interactive, on-line communication among industry, acquisition personnel, and customers.

(e) Reviewing catalogs and product literature and trade journals. Published price lists from individual companies that is published for use by the general public.

n. Competition Requirements Exemptions: New acquisitions are required to be competed in accordance with Federal Acquisition Regulations (FAR) Part 6 "Competition Requirements." The FAR outlines policies and procedures to promote full and open competition in the acquisition process, full and open competition after exclusion of sources, other than full and open competition, and advocates for competition. This part applies to all acquisitions except those mentioned at FAR Part 6.001(a thru f). In addition, FAR 6 also discusses the statutory authorities under which other than full and open competition can be executed. Exceptions to fair opportunity require justification and are categorized below.

o. Brand Name Justification: Based on market research, brand name or equal purchase descriptions must include, in addition to the brand name, a general description of those salient physical, functional, or performance characteristics of the brand name item that an "equal" item must meet to be acceptable for award. Use brand name or equal descriptions when the salient characteristics are firm requirements. Salient characteristics include a range of acceptability and are not simply a copy of the brand name specifications.

p. Sole Source: A Justification for Approval (J&A) requesting Exception to Fair Opportunity is needed for every requirement procured outside of the FAR Part 6, Competition Requirements. Statutory authorities permit contracting without providing for full and open competition under FAR 6.302 requirements for justifications to support the use of these authorities are:

(1) Only one responsible source and no other supplies or services will satisfy agency requirements.

(2) Unusual and compelling urgency.

(3) Industrial mobilization, engineering, developmental, research capability, or expert services.

(4) International agreement.

(5) National security.

(6) Public interest.

q. Statement of Urgency: If unusual and compelling urgency is cited, provide data, estimated cost, or other rationale as to the extent and nature of the harm to the Government. Unusual and compelling means that your needs for the supplies and services are of such an unusual and compelling urgency that the Government would be seriously injured unless you are permitted to limit the number of sources from which we solicit quotes or proposals. This means that the delay in the award of the contract would result in serious injury, financial, or other to the Government.

The FAR goes on to state that “Contracting without providing for full and open competition shall not be justified on the basis of “a lack of advance planning by the requiring activity or concerns related to the amount of funds available (e.g. funds will expire) to the agency or activity for the acquisition of supplies or services.” This exception to competition may be used only in extreme circumstances and should not be relied on as a safety net.

r. Facilities Engineering Work Request: Facilities engineering work request are needed for all construction contracts and should be included in the PRP. The Department of the Army Form (DA) Form 4283, governed by the Army Regulation (AR) 420-17, is the prescribed form for obtaining services from the Directorate of Public Works (DPW). The DA Form 4823 is used for the control and management of Real Property Facilities placed under the responsibility of the DPW. Work requirements for the DPW are created from multiple sources, but are most commonly generated from the following:

- (1) The DPW managers and employees based on their knowledge of requirements.
- (2) Users of the Real Property assigned, based on the special requirements for facilities occupied.
- (3) Command decisions.
- (4) Facility Component (condition) inspections performed by the DPW Component Code Inspection Personnel.
- (5) All requests for work, other than maintenance and repair items, are to be requested on the Electronic DA Form 4283, to include Self Help Work, and work to be contracted for by others of all Army Real Properties. Air Force (AF) Form 332 for Air Force Real Properties, or DD Form 1391 (Military Construction Project) for all others.

s. Service Contract Approval Form: In accordance with Defense Federal Acquisition Regulation Supplement (DFARS) subpart 207.503 service contract approval applies to all services acquired for Department of Defense (DOD), regardless of whether the services are acquired through DOD contract or task order; or contract or task order awarded by an agency other than DOD. Per Army Federal Acquisition Regulation Supplement (AFARS) Subpart 5107.503e, the Request for Services Contract Approval (RSCA) form is required by AFARS. The form may not be altered in any way, local supplementation is acceptable only when such supplements are used with and attached to the form. The form can be accessed at:
<http://www.asamra.army.mil/scra/documents/ServicesContractApprovalForm.pdf>.

- (1) The Army RSCA form, when applicable, is required and must be completed in the following circumstances:
 - (a) Before new solicitations are issued or contracts are awarded.
 - (b) Before options are exercised.
 - (c) Before contracts are modified.
 - (d) When each task order/delivery order is issued.
 - (e) When funds are added (although the incremental funding if contracts does not require re-submission of the form).

(f) When Army funds are being used to buy contractor labor, regardless of which organization is awarding or administering the contract.

(g) When Army is the requiring activity or is the executive agent for the mission/organization requiring the services.

(h) When Army funds are being transferred to contracts outside of the Department of the Defense.

(2) The RSCA form is required for all service contracts, regardless of whether the contracts are enduring, temporary, about to end, funded in the base budget, or funded under the Overseas Contingency Operations.

(3) The RSCA form is required for all service contracts. A service contract is for tasks to be performed, rather than supplies to be delivered. The following are not considered services”.

(a) Manufacturing/production contracts.

(b) Utilities.

(c) Subscriptions.

(d) Off-the-shelf software.

(e) Construction projects funded using Military Construction Army funds (however, repairs, maintenance, construction, and demolition projects that utilize Operations and Maintenance funds do require the form).

(f) Delivery services incidental to a supply purchase.

(4) The RSCA form need not be used when options on definite quantity service contracts are exercised, provided that there are no changes in the terms, conditions, scope of work or level of effort and provided that an RSCA form was completed when the contract was originally awarded. However, the RSCA business process must still be used when contracts are modified and when task orders, purchase orders or delivery orders are issued.

(5) Ensure that the appropriate approval authority signs the RSCA form.

(6) Air Force Process: Per Air Force Instruction (AFI) 63-138, Acquisition of Services, approval of service acquisition requirements shall be accomplished for:

(a) All Air Force service requirements with a total anticipated contract value greater than or equal to the SAT, including those procured by non-Air Force activities (e.g. General Services Administration (GSA)).

(b) Services embedded in supply or weapon system contracts where the total contract value of the service is greater than or equal to the SAT. Approval by an MDA for embedded services within an ACAT program of record that are captured within program milestone decision documents shall serve as requirements approval for embedded services. No further approval for those services is required. The services portion of the acquisition shall be managed with the principles of this AFI to the maximum extent practicable.

(c) Any proposed modification and/or task order that would result in work that was not validated and approved in the existing requirement approval documentation for the contract shall be revalidated by the appropriate approval authority for the new total service acquisition value, based on the amount of the action plus the amount of the original awarded contract, in conjunction with a Justification & Approval.

(7) Requirements documents shall be developed consistent with the scope and complexity of the service requirement. The following shall be provided:

(a) Explanation of the mission, need for the requirement and the outcomes to be achieved.

(b) How the requirement was previously satisfied. If not on a previous or current contract, an explanation of what changed in the environment, and why the need now exists.

(c) The nature and extent of market research conducted, to include any applicable benefit analysis performed for bundling and/or consolidation.

(d) Explanation of why the requirement must be filled through a contract and cannot be fulfilled organically.

t. AT/OPSEC. Per AFARS 5107.9101, Implementation of AT and OPSEC considerations in the requirements package is the responsibility of the requiring activity. Contracting officers, prior to issuing a solicitation for a service or construction contract, shall ensure that the requirements package contains a signed AT/OPSEC cover sheet.

(1) The cover sheet, at a minimum, must include all the information and reviews listed in the Army standard cover sheet at Appendix A of the AT/OPSEC Desk Reference, available via the Internet at: <https://www.us.army.mil/suite/designer> (Army Knowledge Online login required). This requirement also applies to orders under indefinite delivery contracts, unless each task or delivery order under the contract is for substantially the same product or service, in which case the cover sheet at the contract level is sufficient.

(2) The requiring activity antiterrorism officer (ATO) is responsible for integrating AT-OPSEC related security actions into relevant contract support requests. The ATO links OPSEC, physical security, law enforcement, and other AT-related functions to ensure that necessary protective measures are embedded in this process.

(3) Close coordination between ATO, the OPSEC officer, the staff officer responsible to develop contract support requests, and the contracting officer is critical to successfully incorporate requisite AT measures into the entire contracting process from initial planning through contract closeout.

(4) The Desk Reference titled "Integrating Antiterrorism and Operations Security into the Contract Support Process" dated 15 January 2012, provides guidance in integrating AT measures into the contracting process. The desk reference provides suggested contract language, sample quality assurance surveillance plan elements, and example performance work statement language. This desk reference is found at: <https://www.us.army.mil/suite/page/605757>.

u. Revisions of Requirements Package. Requests for Requirements Package amendments or modifications (changes in nomenclature, delivery dates, quantity, specifications, delivery points,

packing, and packaging) before or after contract award, will be submitted IAW 411th CSB Instructions for Purchase Requests in GFEBS, DEAMS, or cASM. The RA that submitted the initial PR will normally prepare the requests for amendment or modification. The internal reviews and approvals required will be dictated by the dollar value (total of deletions and additions) of the request.

(1) Each request will include the following:

- (a) A clear, concise description of the requested change.
- (b) Specific reference to that portion of the PRP (specifications, designs, schedule) to be changed.
- (c) Facts and data that will enable the Contracting Officer to determine if the requirement should be satisfied by a modification to an existing contract or by the negotiation of a new contract.
- (d) When additional funds are required, the request will include a funded purchase request from the Resource Manager with proper funding appropriation (FY/Type).
- (e) Revised list of GFM/GFE and availability statement, if applicable.
- (f) Revised IGCE, when required.

(2) Requests for amendment or modification of construction type contracts, in addition to the above, will include the following:

- (a) Appropriate revision number and date of revision on drawings submitted.
- (b) Changes to the specifications or a statement that the specifications remain unchanged.
- (c) A complete explanation as to why the proposed modifications are necessary and why the changes were not contained in the original scope of work.
- (d) As applicable, all delivery orders, task orders, and modifications will include detailed drawings, sketches, and statement of work.

v. Contract Security Classification Specification (DD Form 254). Any contract requiring security clearances or security classification will require a DD Form 254, Contract Security Classification Specification. The purpose of the DD Form 254, is to provide security classification guidance to clear contractors working under the National Industrial Security Program (NISP). When a company is awarded a classified contract under the NISP, their Contracting Activity is required to issue a DD Form 254. The DD Form 254 will specify the classification requirements for that contract to include classification level and safeguarding requirements, access requirements, and performance requirements.

(1) If a prime contractor issues a DD Form 254 to their cleared subcontractor, the prime contractor is obligated to convey to the subcontractor only those security classification requirements that are applicable to the subcontractor's work.

(2) Proper security classification guidance helps ensure classified material entrusted to

industry is properly protected. Simply stated, if the right requirements are not included on the form, national security information may be at risk.

(3) The DD Form 254 originates with the Invitation for Bid, Request for Proposal, or Request for Quote and continues as a living document through contract execution to completion of work. If there is a change in any of the security classification requirements during the contract period, an updated or revised DD Form 254 should be issued.

(4) The DD Form 254 is developed through a working process comprised of the following members:

(a) Requiring Activity/Requiring Program Supervisor/Official.

(b) Technical Specialist.

(c) Unit Industrial Security Specialist (ISS).

(d) OPSEC Program Officer.

(e) Other – During the review of the requirements packet, the Contracting Officer assigned on the procurement effort may request additional paperwork.

3-3. Acquisition Planning Process (APP)

a. For requirements at or above \$250,000, RAs must include such requirements in the AAP as prescribed in USFK Regulation 715-4 before submitting the PRP to the 411th CSB. The AAP allows the acquisition team (RA and 411th CSB) to effectively plan an approach for each procurement. The APP includes identification of a contract type, methods for selection of a contractor, milestones and a discussion of funding and performance risks. Planning should occur before the fiscal year when the desired contract execution will occur.

b. Requirements that have not been included in the AAP will not have the benefit of a well-planned approach and as a result the RA may experience impacts on time (for execution), quality (of a solicitation) and price (of the contract award). The RA shall use the following Procurement Administrative Lead Times (PALT) listed in table 3-2 below to ensure that their requirements meet their intended contract award date (not contractor performance). The days in table 3-2 represent the estimated number of calendar days from receipt of a complete PRP by 411th CSB to award of the contract.

c. The PALT times do not include contract phase-in periods, which allow new contractors time to gain base access and prepare for contract performance. RAs shall include at least 30 calendar days prior to actual contractor performance when conducting acquisition planning. Contracts intended for award to a United States firm that involves the request for U.S. Invited Contractor status in accordance with USFK Regulation 700-19 will require additional time and shall include an additional 45 days for 700-19 processing prior to contractor performance. The RA is responsible for coordinating contract requirements with 411th CSB to determine actual procurement lead times.

**Table 3-2
411th CSB Minimum Procurement Administrative Lead Times (PLAT)**

411th CSB Minimum PALT	
Type of Contract Action	Procurement Action Lead Time (Calendar Days)
SERVICES	
Service Contract \$50M less than \$250M (including Full & Open Competition, GSA GWACs, FSS, BPA, Army CHES, other Agency GWACs)	270
Service Contract \$1,000,000 less than \$50M (including Full & Open Competition, GSA GWACs, FSS, BPA, Army CHES, other Agency GWACs)	180
Service Contract \$250,000, but less than \$1M (including Full & Open Competition, GSA GWACs, FSS, BPA, Army CHES, other Agency GWACs)	120
Service Contract less than \$250,000 (including Full & Open Competition, GSA GWACs, FSS, BPA, Army CHES, other Agency GWACs)	90
Service Task Order on 411th CSB contract (Requirements, IDIQ or MATOC)	75
SUPPLY	
Supply Purchase \$1M but less than \$50M (including Full & Open Competition, GSA GWACs, FSS, BPA, Army CHES, other Agency GWACs)	120
Supply Purchase \$250,000 less than \$1M (including Full & Open Competition, GSA GWACs, FSS, BPA, Army CHES, other Agency GWACs)	75
Supply Purchase less than \$250,000 (including Full & Open Competition, GSA GWACs, FSS, BPA, Army CHES, other Agency GWACs)	60
CONSTRUCTION	
Construction Multiple Award Task Order Contracts (MATOCs) - New	300
Construction Multiple Award IDIQ General Delivery Order (Work plan) all \$ values	90
Construction Multiple Award IDIQ General Delivery Order (Non-Work plan) over \$2M	60
Construction Multiple Award IDIQ General Delivery Order (Non-Work Plan) less than \$2M	30
Construction IDIQ Contract – New Award (all \$ values)	240
Construction IDIQ Delivery Order (all \$ values)	30
Construction Contract Single Project – New Award in Open Market	120
BPA CALL ORDERS (SERVICE OR SUPPLY) on existing BPAs	30
LOGISTICS COST SHARING (LCS) Funded Requirements	
Services (add 30 days to the service lead times above for ROK MND)	+30
Supply (add 60 days to the supply lead times above for ROK MND)	+30-60
Construction (add 60 days to construction lead times above for ROK MND and approval of any off-shore materials)	+30-60
OPTION EXERCISE – SERVICE AND CONSTRUCTION –any dollar amount (see note)	30

Type of Contract Action	Procurement Action Lead Time (Calendar Days)
MODIFICATIONS TO EXISTING CONTRACTS – SERVICES, SUPPLY AND CONSTRUCTION	60
SOLE SOURCE OR BRAND NAME ONLY PROCUREMENTS	
Sole Source Approval by KO – add 15 days to the lead times above	+15
Sole Source Approval by 411th CSB Competition Advocate – add 45 days to the lead times above	+45
Sole Source Approval by HCA – add 75 days to the lead times above	+75

Note. The Procurement Lead Time days are the number days to “award” a contract and does NOT include the date when a contractor begins performance. Requiring activities should expect at least 30 days after award for contractor mobilization (i.e. base passes, Invited Contractor Approval, etc.) before contractor begins performance.

Chapter 4 Special Categories of Contracting

4-1. Purchase of Reproduction Services, Printing and Binding

a. All printing and binding requirements will be done by the Document Automation Production Service (DAPS) using the GPC or DD Form 448 (Military Interdepartmental Purchase Request). DD Form 448 is available electronically at: <http://www.apd.army.mil>.

b. Purchase of Information Mission Area Resources (IMA) Eighth Army requirements for IMA resources for telecommunications, automation or visual information must include a Requirements Document (RD) documenting the need for the purchase. The RD will be attached to the PR IAW with CSB Instructions for Purchase Requests.

c. All RDs will be processed through and approved by the Assistant Chief of Staff (ACoS), Information Management (EAIM), Unit #15236, APO AP 96271-5236. The RD approved items must be added to the applicable DA Form 4610-R (Equipment Changes in MTOE/TDA), which will be locally reproduced on 8 ½ by 11-inch paper. Both the approved RD and DA Form 4610-R will be attached to the purchase request. The RD approved items that are being funded by FKJ6/IM, will be signed by FKJ6/IM on the purchase request. For approved RDs utilizing organizational funds, the unit commander will sign the purchase request.

d. RDs for audio/visual equipment are approved by Training Support Activity Korea (TSAK).

e. Requests for Air Force information systems resources must include an approved AF Form 3215 (Communications-Computer Systems Requirements Document) (see AFI 33-103, as supplemented).

4-2. Purchase of Information Technology (IT)

a. Computer Hardware Enterprise Software and Solutions (CHESS).

(1) CHESS is the Army's designated Primary Source for commercial IT. CHESS provides a no-fee flexible procurement strategy through which an Army user may procure Commercial off the Shelf (COTS) IT hardware, software and services via an e-commerce based process. CHESS

offers simple, straightforward contract vehicles through its online Army e-commerce ordering system, the IT e-mart. These contracts provide continuous vendor competition for best value and consolidation of requirements to maximize cost avoidance and leverage the Army's buying power.

(2) In accordance with Army Regulation 25-1, "Army Knowledge Management and Information Technology," CHES is tasked as the organization responsible for implementing consolidated buys of desktop and notebook computers for the Army at the enterprise level. The Consolidated Buy (CB) process is the most cost effective approach to fulfilling user requirements for these products.

(3) The CB is also in direct support of the Army HQDA Chief Information Officer (CIO/G-6) strategy for acquiring products which are fully compliant with Federal Desktop Computing regulations as well as DOD and Army security and interoperability standards.

(4) CHES is the Army's Enterprise Software Initiative (ESI) Software Product Manager (SPM). In this capacity, CHES has the responsibility of managing the DOD and Army Enterprise Software Agreements (ESAs) whose use has been mandated by the Army HQDA CIO/G6. CHES also has Statement of Non-Availability authority if an ESA cannot meet user requirements. Other responsibilities in this area include: consolidating software requirements, developing business cases, assisting contracting officers in negotiating best-value deals, and administering resulting agreements. In doing so, CHES helps to reduce acquisition and support costs by leveraging DOD's buying power.

(5) Waivers for CHES are not required when procuring IT services. However, if IT Hardware and Software are required as part of a non-CHES IT services contract, a waiver for the hardware and software is required.

(6) RAs may use CHES to conduct market research. However, only a warranted contracting officer may request quotations or issue requests for proposals.

b. ITAS Waiver. Any IT hardware or software purchase made outside of the Army's Computer Hardware, Enterprise Software and Solutions (CHES) program requires an Army Chief Information Officer approved ITAS Waiver. The Army's CHES program, under PEO EIS, is the mandatory source for commercial IT purchases. CHES contracts provide IT products and services that comply with NETCOM, Army and DoD policy and standards. Purchasers of commercial hardware and software must satisfy their IT requirements by utilizing CHES contracts and DoD Enterprise Software Initiative agreements first, regardless of dollar value. Any purchase made outside of CHES contracts requires a waiver. A complete list of CHES contracts and the on-line waiver process can be found at <https://chess.army.mil>.

c. Web-based Air Force system for purchasing IT (AFWay). Is an Air Force system that enables Air Force customers to order Information Technology (IT) hardware and software, and obtain the necessary approvals to make an IT purchase. AFWay is primarily an online ordering tool that allows Air Force organizations to buy commercial IT products. It has a workflow and approval process within it that helps ensure the equipment purchased meets Air Force requirements, and it also lets buyers look at vendor online catalogs to compare prices.

(1) AFWay is a web-based product procurement system. Customers will have the convenience of having all vendors selling products available on one location. Electronic business rules have been built into the electronic commerce architecture to support AF and MAJCOM CIO policies and procedures. AFWay interfaces with the Information Asset Inventory Management (AIM), located at Wright-Patterson AFB, OH. AIM provides information regarding MAJCOM

Equipment Control Officers (MECO), Base Equipment Control Officers (BECO), and Equipment Custodians (EC) that will be used in profiling AFWay users. In-turn, AFWay pushes purchase order data to ITAMS.

(2) To place an order using AFWay, the user must be registered (<https://afway.af.mil>). The Approval Process must also be established and on AFWay. The EC must give the registered Air Force user permission to purchase on AFWay validated through registration. Mandatory roles within the workflow are EC, BECO, and Approval Official. The Approval Official decides the funding method and routes the order to either the organizational card holder or the resources advisor. If the order goes to the Resource Advisor then the RA may route the order to either base card holder or a Contracting Officer.

(3) An Air Force User may request a waiver on AFWay but only due to the product not being configured on AFWay or is not offered on AFWay. The user must tell the type of waiver, computer, printer, network equipment, etc. The Base Review must assign a waiver official. The waiver official must be registered on AFWay. The waiver official may approve/disapprove the waiver. If approved the waiver must have an expiration date. The user may then activate the waiver to purchase the item. The waiver may only be used once.

(4) For more information about AFWay, go to [http://farsite.hill.af.mil/afcep/Chapter_24_AFWAY_\(01222010\).pdf](http://farsite.hill.af.mil/afcep/Chapter_24_AFWAY_(01222010).pdf) or refer to the Air Force AFWay User Guide to assist you in establishing an AFWay account.

d. Airfield Waiver. An Airfield Waiver is required if the pending required service will violate airfield and/or airspace of the installation's airfield based on the installation's airfield obstruction management system (maps and database). Per Air Force Instruction 32-1056, submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority.

4-3. Contract Offloading and Interagency Acquisition

Contract offloading process:

a. References:

- (1) Federal Acquisition Regulation (FAR) Part 17 Interagency Acquisitions.
- (2) Defense Federal Acquisition Regulation Supplement Subpart 217.5.
- (3) AFARS Subpart 5117.78 - Contracts or Delivery Orders Issued by a Non-DoD Agency.

b. Purpose:

- (1) To establish procedures for processing contract offload requests received by the 411th Contracting Support Brigade (CSB).
- (2) "Off-loading" is the unofficial term for what agencies do when sending a contracting requirement to an organization other than the supporting contracting office in their location.

c. Background:

- (1) The following information in table 4-1 summarizes the Contracting Offices in Korea, and their area of responsibility.

**Table 4-1
Contracting Office in Korea**

Contracting Office	Area of Responsibility
USACE Far East District (FED) Contracting	Military Construction and Architect and Engineer contracts
MEDCOM Health Care Acquisition Activity (HCAA)	Medical mission requirements
Army non appropriated funds (NAF) Contracting Activity	NAF funded requirements
411th CSB	Installation support related requirements for all DoD components in Korea.

(2) Where a requirement obviously falls in the lane of one of the other Korean contracting offices, there is no need for a customer to inform or coordinate with the 411th CSB, since this is not considered offloading. A DoD Instruction already designates the US Army Corps of Engineers as the agent responsible for the design and construction of Military facilities for the Army. Similarly, there is a MOU (reference a) that outlines the division of responsibilities between MEDCOM and ACC. In Korea, ACC supports MEDCOM's non-medical contracting, through the 411th CSB, and MEDCOM HCAA provides contracting for direct health care providers (personal services). NAF Contracting authority is described in AR-215-4.

(3) Following the FAR guidance, the customer shall first allow the 411th CSB the opportunity to execute contracts for installation support. The offloading process described in this memo, outlines the procedures that are used within the 411th CSB to evaluate the requirement prior to recommending and agreeing to the "offload."

d. Procedures:

(1) All contract requirements above \$5,000 that a requiring activity (RA) recommends to be off-loaded are required to be submitted for approval by USFK Assistant Chief of Staff, Acquisition Management (FKAQ).

(2) Initial coordination between the RA and the 411th CSB Director of Contracting (DOC) is required because early informal discussion will help the client to establish realistic expectations, and help the 411th CSB DOC understand the RA's general situation.

(3) The RA requesting an offload, will be asked to submit the documents required to evaluate and process the offload request. The offload request package shall be submitted to the 411th CSB Compliance & Policy (C&P) Branch. C&P will log and track the request until a written determination is made, and approved by the 411th CSB Commander or designee. The following material constitutes a complete package:

(a) A detailed Statement of Work (SOW), Performance Work Statement (PWS), or description of the supplies and / or services required.

(b) Identity of proposed servicing agency.

(c) Proposed contract number or Task Order number.

(d) Significant contract terms and conditions (contract type, payment provisions,

period(s) of performance or delivery date(s), etc.).

(e) Unique performance conditions for Korea (Contract administration planning, consider requirements for SOFA designation of Invited Contractors, contingency performance requirements, etc.).

(f) Security level required for the project (confidential, secret, and top-secret).

(g) MIPR certifying funds of the proper type and amount are available for the requirement.

(h) Dollar amount of any contract usage fees.

(i) A statement that expresses and substantiates why the request is in the best interest of the Government.

(j) Non-DoD Certification, as required (see *Note 1*).

(k) Economy Act D&F as required (see *Note 2*).

Note 1. (non-DoD certification) The Army has established specific policy (link provided in reference e) for reviewing and approving the use of non-DOD contract vehicles for amounts greater than the simplified acquisition threshold. In accordance with reference (f), prior to the transmittal of an assisted acquisition request, the head of the requiring activity (O-6/GS-15) shall certify that the non-DoD agency will comply with defense procurement requirements and DoD financial management regulations. This certification must include written coordination from the requiring activity's funds certifying official and, for assisted acquisitions, their legal counsel, in addition to written coordination from the contracting office and their supporting legal counsel. In addition, if the contracting office does not have access to the contract, additional written concurrence from the non-DoD Contracting Officer stating that the services to be provided are within scope of the contract, is required. The written certification and all accompanying review and coordination records shall be maintained in the contract file. This process was developed to ensure the proper use of DoD funds and appropriate acquisition planning activities occur. If the dollar amount of the requirement is below the simplified acquisition threshold, the non-DoD certification is not required, however the procedures covered in paragraph 4 still apply.

Note 2. (Economy Act) If the contract offload request is to an agency outside of DoD, then the Economy Act may apply. If the Economy Act applies to the acquisition (when more specific statutory authority does not exist, like 40 U.S.C 501 for FSS buys and 40 U.S.C. 11302(e) for GWACs), the Economy Act Determination and Findings (D&F) required by reference (c) is in addition to the non-DoD certification and must also be documented in the file.

(4) C&P will forward a complete package to the DOC for consideration. The DOC may find the requirement can in fact, be accomplished by the 411th CSB, in which case, approval of the offload will not be recommended. If the DOC recommends that the offload be approved, C&P prepares the approval letter and submits, along with supporting documents, to FKAQ for signature. Finally, C&P provides the signed letter, approving the offload, to the RA.

(5) References listed above provide guidance for all stakeholders. In addition, DoD memos, FAQs and other information may be found on DPAP's Interagency Acquisition Web page: http://www.acq.osd.mil/dpap/cpic/cp/interagency_acquisition.html.

e. Invited U.S. Contractors: The Status of Forces Agreement (SOFA) and USFK policy prefers primary consideration regarding the procurement of any materials, supplies, equipment, and services (including construction work) supporting USFK requirements to be acquired from local sources. The exceptions, as outlined in USFK Regulation 700-19, are;

- (1) Security considerations.
- (2) The technical qualifications of the contractor involved.
- (3) The unavailability of materials or services required by U.S. standards.
- (4) Limitations of U.S. law.

The RA shall conduct and provide market research to demonstrate that such conditions exist, if the RA believes that local contractors cannot perform the requirement.

4-4. Non-Appropriated Fund (NAF) Procedures

Any NAF purchases shall follow procedures in AR 215-4 Non-appropriated Fund Contracting and Non-appropriated Fund (NAF) Procurement procedures.

4-5. Government Purchase Card (GPC)

a. References:

- (1) Federal Acquisition Regulation (FAR).
- (2) Defense Federal Acquisition Regulation Supplement (DFARS).
- (3) Army Federal Acquisition Regulation Supplement (AFARS) Appendix EE.
- (4) 411th CSB Supplement to the Department of the Army GPC Operating Procedures.

b. Purpose. To prescribe operating procedure for effective utilization of the GPC at the 411th CSB. This SOP was written to supplement the 411th CSB GPC Branch and AFARS Appendix EE. All involved shall refer to the 411th CSB GPC Branch and AFARS Appendix EE guidance.

c. Applicability. The GPC procedures apply to all Department of Defense activities using appropriated funds, operating in the ROK.

d. Background. The GPC Program is intended to streamline the small purchase and payment process, minimize paperwork, and generally simplify the administrative effort associated with procuring goods and services under the micro-purchase threshold.

- (1) The GPC is an internationally accepted VISA credit card and may be used to:
 - (a) Make micro-purchases based on the following threshold:
 - Supply requirements less than or equal to \$10,000.
 - Services – less than or equal to \$2,500.
 - Minor Constructions Services, less than or equal to \$2,000.

(b) Place a task or delivery order against an existing contract (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement) when the Cardholder has been specifically granted the authority by the Director of Contracting or Contracting Officer and has obtained competition as required by law (not to exceed \$25,000).

(c) Make payments against an existing contract when the contractor agrees to accept payment by the card, and when the Cardholder has been granted such authority by the Director Of Contracting and obtained competition as required by law (not to exceed \$25,000 unless the action is performed by a warranted Contracting Officer), with a warrant commensurate to the total value of the payment.

(d) Make purchases of "small-purchase" requirements up to \$25,000 subject to the conditions stated in Defense Federal Acquisition Regulation Supplement (DFARS) 213.301(2).

(2) The Director of Contracting (DOC) shall delegate micro-purchase procurement authority to individuals at the lowest level in accordance with FAR Part 1-603-3(b). The 411th CSB SCO has responsibility and procurement authority for the Republic of Korea. Organizations include:

- (a) USFK/Eighth Army.
- (b) Air Force.
- (c) CHRA.
- (d) IMCOM.
- (e) **ALL** Incoming /Rotating Units.

e. Procedures:

- (1) Application and Training Requirements are located in table 4-2.
- (2) All training requirements for CHs and BOs must be completed prior to issuance of appointment letters and/or establishment of GPC accounts.
- (3) GPC refresher training and ethics must be done annually to maintain GPC account status.

**Table 4-2
GPC Application and Training Requirements**

Cardholder Requirements	Billing Official Requirements
<ol style="list-style-type: none"> <u>1.</u> GPC Program Application. <u>2.</u> Procurement Integrity Acknowledgement. <u>3.</u> Statement of Training. <u>4.</u> DAU Certificate – CLG 001. <u>5.</u> DAU Certificate – CLM 003. <u>6.</u> DAU Certificate – CLM 023. <u>7.</u> DAU Certificate – FAC 047. <u>8.</u> DAU Certificate – CLC 046. <u>9.</u> GPC Live Training. <u>10.</u> Access Online Web-Based Training(WBT) <i>See below for list of modules.</i> <p>- GPC Live ORF Training (ORF Account Only)</p>	<ol style="list-style-type: none"> <u>1.</u> GPC Program Application. <u>2.</u> Procurement Integrity Acknowledgement. <u>3.</u> Statement of Training. <u>4.</u> DAU Certificate – CLG 001. <u>5.</u> DAU Certificate – CLM 003. <u>6.</u> DAU Certificate – CLG 005. <u>7.</u> DAU Certificate – CLG 006. <u>8.</u> DAU Certificate – CLM 023. <u>9.</u> DAU Certificate – FAC 047. <u>10.</u> DAU Certificate – CLC 046. <u>11.</u> GPC Live Training. <u>12.</u> Access Online Web-Based Training(WBT). <u>13.</u> DD Form 577. <p>- GPC Live ORF Training (ORF Account Only)</p>

f. Units on Temporary Assignment to the Republic of Korea.

(1) The 411th CSB SCO has procurement authority in Korea. Temporarily assigned units are not authorized to use their home station GPC when in Korea. Units sending personnel to the Republic of Korea on a non-permanent basis will ascribe to GPC procedures in the same manner as those permanently assigned to Korea.

(2) Army Units will follow the established payment approval process required by GFEBBS. All other Military branches will follow their respective financial approval processes regarding procurement activities.

(3) As outlined in the exhibit that follows entitled “Rotational Units Timeline”, all temporarily assigned units being assigned to the ROK will ensure that their arrival times are communicated to the GPC Branch within the 411th Contracting Support Brigade. This initial contact should take place at a minimum of three months in advance of the anticipated arrival date. This communication shall include the following:

(a) The names and number of Billing Officials and Cardholders who expect to use a Government Purchase card during deployment.

(b) The name and contact information of the unit’s Resource Manager/Advisor.

(c) A request for a GPC application package.

(4) The establishment of a date and location for the “live” GPC training which we provide to all incoming personnel. This training can be provided prior to arrival via remote VTC access or at one of our 411th CSB Regional Contracting Offices here in the ROK.

(5) Once all training has been completed, the 411th CSB will initiate the account.

(6) The preferred method of receiving the Korea based GPC is through U.S. Bank mailing the card to the cardholder before deploying to the Korean Theater.

(7) All requests for Single purchase limit increases will be processed in the same manner as permanent units. Due to additional Air Force requirements, purchase requests for supplies between \$5,001 and \$15,000 must also be signed by the unit's Commander. Should the purchase be in excess of \$15,000, up to the maximum allowed of \$25,000, the next higher level of Command must also sign the request.

g. Responsibilities.

(1) Billing Official (BO): Alternate BO duties are the same as the Primary BO and should only be performed in the absence of the Primary BO.

(a) BO should be in the CH's direct chain of command.

(b) Provide written approval/disapproval of purchases to the CH.

(c) Reconciling invoices and timely certifying the billing statement for payment and verifying payments to be legal, proper, necessary, and correct in accordance with government rules and regulations.

(d) Ensuring CHs fulfill their responsibilities by conducting an annual review of all CHs.

(e) Report questionable transactions to the Level 4 A/OPC and/or appropriate authorities for investigation.

(f) Recommend in writing appropriate GPC credit limits to the RM and Level 4.

(g) Review CH's statement and approving CH statement in the CH's absence within the required time frames.

(h) Assist in identifying billing discrepancies.

(i) Retain an electronic (printable) or manual copy of each billing statement, and maintain with the billing statement all original supporting documentation, receipts, logs, invoices, delivery tickets, approvals, etc. for six years after final payment.

(j) Review and reconcile CH statements against receipts and documentation.

(k) Notify the Level 4 A/OPC (in most cases 30 days prior to the event) to close any CH accounts for individuals who have transferred, terminated, in "absent without Leave" status, retired or have no further need for the GPC.

(l) Notify the Level 4 A/OPC of any lost, stolen or compromised cards (in addition to the CH's immediate notification to the Servicing Bank) and submitting a report to the Level 4 A/OPC within five business days to detail the circumstances surrounding the lost, Stolen or compromised card.

(m) Resolve any questionable purchases with the CH.

(n) Complete certification/approval of billing statements electronically within 5 business days for electronic Data interchange (EDI) enabled accounts. Non EDI accounts should forward the Official invoice to the Paying Office for payment within 15 days of receipt.

(o) Ensure designation of the proper line of accounting.

(p) Ensure an Alternate BO is appointed.

(q) Notify the Level 4 A/OPC to terminate or reassign a BO account.

(r) Ensure adequate funding exists prior to approving the purchase.

(s) Work with the bank to resolve payment issues.

(t) Perform an annual review of CH files using the checklist in Appendix D.

(2) Cardholder (CH):

(a) Make official use purchases only.

(b) Collecting and maintaining the required documentation.

(c) Upload purchase documents into Access On Line.

(d) Rotate merchants when practicable.

(e) Verify independent receipt and acceptance of goods and services.

(f) Verify the establishment of the legitimate government need.

(g) Comply with required sources as outlined in FAR Part 8 and DFARS 208.

(h) Utilize mandatory GSA Global Supply Centers to purchase office supplies.

(i) Utilize CHEAD/AFWAY for IT hardware and software purchases.

(j) Adhere to Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d).

(k) Follow Environmentally Preferable Purchasing (EPP) procedures as outlined in FAR Part 23.

(l) Obtain all required pre-purchase approvals in support of requirements.

(m) Verify receipt/acceptance of purchased goods or services received including tracking of partial shipments and components that must be received within the dispute window.

(n) Review and reconcile monthly statements within three days of end of cycle.

(o) Resolve unauthorized, erroneous, or questionable transactions with merchants.

(p) Dispute erroneous charges via Dispute Portal within Access on Line.

(q) Notify the BO of unusual/questionable requests and disputable transactions.

(r) Maintain physical security of the GPC to avoid unauthorized use. Allow no one but the CH to use the GPC, and do not release the GPC account number to entities other than a merchant processing a transaction.

(s) Notify the BO of a lost, stolen, or compromised GPC within one business day so the BO can meet the requirement to submit a report to the Level 4 A/OPC within five business days.

(t) Ensure adequate funding is available prior to the purchase.

(u) Check with the Property Book Officer to determine what is considered pilferable property to be recorded in the property control systems records or which items can be placed on a hand receipt.

(v) Notify the BO prior to departure, when going on leave or travel and are not available to promptly sign and forward the CH statement of account. Forward all sales receipts and credit vouchers to the BO.

(w) Provide to the BO upon departure the disposition of CH records and transfer all CH records to the BO with all statements, supporting documentation, receipts, and logs.

(3) Resource Manager (RM)/Resource Advisor (RA).

(a) Army RM will fund GPC purchases using the General Fund Enterprise Business System (GFEBS), and whenever practical use the "bulk" method of funding. The bulk funding method requires a periodic fund reservation, through obligation, equal to the anticipated purchases for that period. Bulk funds will be assigned as a single line of accounting to each CH account to cover anticipated GPC purchases for a specified period.

(b) Air Force RA will fund GPC purchases through DEAMS or other applicable methods. While bulk funding is preferred, RA will utilize most efficient method of fund distribution.

(c) The RM/RA duties will include:

- Provide a system of positive funds control by coordinating credit and cycle limits with the BO and Level 4 A/OPC.

- Establish funding for each account, at either the CH or BO level; non-applicable to U.S. Army Corps of Engineers.

- Assist the Level 4 A/OPC in establishing and maintaining BO and CH accounts in the Servicing Bank's EAS; non-applicable to U.S. Army Corps of Engineers.

- Assign default-lines of accounting as appropriate.

- Ensuring obligations are posted prior to invoicing for non-EDI accounts.

- Assist with resolving accounts that are in a delinquent status and providing payment information when requested.

- Assist the Level 4 A/OPC with the surveillance of assigned accounts.
- Monitor GFEBs daily to identify account payment issues to prevent and resolve GPC payment delinquencies, correct Intermediate Document (IDOC) errors, and provide payment information upon request.
- Provide guidance and training to installation RMs, certifying officials, and CHs on GFEBs processes.

(4) Property Book Officer (PBO)/Equipment Custodian:

(a) Ensure established property control and accountability procedures are developed and disseminated to all personnel who are entrusted with the acquisition of Army property and equipment.

(b) Assist the A/OPC in review of the purchase card account to ensure that property accountability procedures are being followed.

(c) Ensure compliance with accountability procedures in AR 710-2, AR 735-5.

(d) Promptly record in agency property systems, sensitive and pilferable property purchased with the GPC.

(e) Determine the accounting requirements for the GPC purchased property, such as nonexpendable or controlled (requires property to be accounted for on property book records), durable (requires control when issued to the user) and expendable (no requirement to account for on property book records).

h. Nomination, Selection, and Appointment of CHs and BOs.

(1) Nomination, selection, and appointment of CHs and BOs are in accordance with AFARS Part 5113. The nominating official must be in the supervisory chain of the individual being nominated.

(2) CHs and BOs must be issued written authority identifying their limits of authority, duties, responsibilities, credit limits, and the written authority must reference mandatory compliance with the AFARS Subpart 5113.2 and the Army Government Purchase Card Operating Procedures. The BO, or CH will acknowledge receipt (electronic signature and date permissible) of appointment letters. Warranted contracting officers do not require a separate delegation of authority to use the GPC.

(3) BOs and Alternate BOs shall be in the grade of O-3/E-7 or higher for Military and GS-11 (equivalent) or higher for Civilians.

(4) CHs shall be in the grade of O-1/E-5 or higher, GS-7 (equivalent) or higher for Civilians, and KGS-07 or higher for Local Nationals. Waivers can be obtained from the Chief of the 411th CSB GPC Branch.

i. Separation of Duties.

(1) Separation of duties is an internal control activity, intended to provide checks and balances to the GPC process, to prevent or minimize innocent errors or intentional fraud occurring without detection. This is done by ensuring that no single individual has control over multiple phases of a purchase card transaction. To protect the integrity of the procurement process, no one person is responsible for an entire purchase card transaction.

(2) Key purchase card functions must be handled by different individuals. Inadequate separation of duties could allow errors and fraud to occur without detection. Key duties, such as making purchases—CH, authorizing payments—BO, certifying funding—RM, and reviewing transactions—Level 4 A/OPCs and PBOs must be assigned to different individuals in order to minimize the risk of loss to the Government to the greatest extent possible.

j. Purchasing.

(1) Purchasing Guidance: As a general rule, the purchase card is used to purchase supplies, services, and construction needed to fulfill immediate mission requirements that are authorized for local procurement. The purchase card should not be used to bypass normal, established sources of supply and contracting procedures, but should supplement those sources.

(2) Using the GPC requires specific local purchase authority for all procurement actions. Such authority may be found in a table of distribution and allowances, common table of allowances, supply bulletins, technical manuals, official messages, or other official documents.

(3) RE must perform acquisition planning to: consider strategic sourcing vehicles; identify procurement needs; and initiate procurement actions with sufficient lead time to buy appropriate products at the right price from the right suppliers in a timely manner. Requirements and logistics personnel should avoid issuing requirements on an urgent basis or with unrealistic delivery or performance schedules, since it generally restricts competition and increases prices.

(4) Ensure the proper funds are available.

(5) Single purchases are limited to micro-purchases in accordance with FAR 13.2 based on micro-purchase thresholds in accordance with FAR 2.101.

(6) Supplies: \$5,000 / Services: \$2,500 / Construction: \$2,000

(7) One time Single Purchase Limit (SPL) increases can be obtained with approval from the 411th CSB GPC Branch for supply purchases greater than \$5,000 up to \$25,000.

(8) Purchases for requirements up to \$25,000 might be possible subject to conditions stated in the DFARS 213.301(2).

(9) Any commitment by anyone other than the GPC CH, who has proper funding and approvals, would be deemed an Unauthorized Commitment (UAC) and that person may be held financially responsible for the cost of the purchase.

k. Purchasing Procedures:

(1) The Requiring Activity (RA) shall be someone other than any of the key purchase card personnel involved with the purchase.

(2) The RA shall also check if the items requested are available in the supply system. If it is, the request will become a supply request instead of a GPC purchase.

(3) Identify requirement utilizing the GPC Purchase Request Form to provide details of the purchase.

(4) This form is required for all GPC purchases as well as all supporting information such as:

(a) Vendor list.

(b) Quotes from vendors.

(c) Pictures.

(d) Outside organization approvals (i.e., DPW, DOIM, etc.).

(e) Memos of approval.

(f) Memos explaining unique circumstances.

(g) Value Added Tax (VAT) Forms.

(h) Other supporting documents.

(5) The CH will receive the GPC Purchase Request Form and verify all documentation, approvals, and funding is provided prior to making any purchases.

(6) The CH will instruct vendors to ship all supply purchases to the CH address only.

(7) Supplies shall not be shipped to other individuals within the unit.

(8) The PBO shall be notified of supply delivery and will determine which purchased items require property book accountability.

I. Monthly Reconciliation.

(1) Cardholder: Log into US Bank to review all purchases made for the month to ensure proper posting of all transactions made for the billing cycle and add details about each transaction to describe what was purchased.

(2) Ensure all supporting document to include the billing statement, purchase log, original receipts, VAT form, and other documents are attached to the GPC Purchase Request Forms and hand carried and delivered to the BO for further review.

(3) Reconciliation must be completed no later than 3 days of the end of the cycle.

(4) Billing Official shall log into US Bank after CH input for the month's billing cycle and review each transaction to ensure accuracy and validity of each purchase.

(5) Approve each transaction after reviews are completed and certify the statement after all transactions have been reviewed no later than 5 days of the end of the billing cycle.

Chapter 5 Contract Management

5-1. Government Furnished Property/Government Furnished Equipment

a. In accordance with FAR 45.101 the term "provide" as it relates to Government Property means for the Government to furnish as Government Furnished Property (GFP) or the Contractor to acquire as Contractor Acquired Property (CAP).

b. FAR 45.000 (b) (5) does not apply to "Government property that is incidental to the place of performance, when the contract requires contractor personnel to be located on a Government site or installation, and when the property used by the contractor within the location remains accountable to the Government. Items considered to be incidental to the place of performance include, for example, office space, desks, chairs, telephones, computers, and fax machines." These items are not considered GFP. Contracting Officers can only provide Government Property (i.e., GFP and CAP) when doing so can be clearly demonstrated in all four of the elements cited in FAR 45.102(b) and supplement element requirements cited in DFARS PGI 245.103-70:

- (1) To be in the Government's best interest.
- (2) That the overall benefit to the acquisition significantly outweighs the increased cost of administration, including ultimate property disposal.
- (3) That providing the property does not substantially increase the Government's assumption of risk.
- (4) That the Government requirements cannot otherwise be met.

c. The Requiring Activity is responsible for making the decision to provide Government property and providing the Contracting Officer with the documentation clearly substantiating its decision. The Requiring Activity is also responsible for providing the Contracting Officer with the initial GFP listing(s) in the PDF fillable format required by DFARS PGI 245.103-72.

d. Property that the Contractor will be authorized to purchase from DoD supply sources in accordance with FAR 52.251-1 (if applicable). The Contracting Officer in coordination with the Property Administrator is responsible for reviewing the documentation provided by the Requiring Activity and ensuring that the requirements of FAR 45.102, DFARS PGI 245.103-70 and DFARS PGI 245.103-72 are met. Once finalized, the Contracting Officer is responsible for incorporating the documentation into the Paperless Contracting File (PCF).

5-2. Quality Assurance Surveillance Plan (QASP)

a. The QASP is the key Government-developed surveillance process that is applied to Performance-Based Service Contracting. It is used to manage contractor performance assessment by ensuring that systematic quality assurance methods are utilized to validate that the contractor's quality control efforts are timely, effective, and are delivering the results specified in the contract or task order.

b. The QASP provides a systematic method to evaluate performance for the stated contract. The QASP explains the following:

- (1) What will be monitored.

- (2) How monitoring will take place.
- (3) Who will conduct the monitoring.
- (4) How monitoring efforts and results will be documented.

5-3. Contracting Officer Representative Tracking (CORT) Tool

a. The CORT Tool is a web-based application, within the Wide Area Workflow Business Suite, designed to track COR and COR related actions within the DoD. The CORT Tool allows the nomination, appointment, revocation, and termination of an individual as a COR against a DoD contract or a contract or order issued in behalf of a DoD assisting agency.

b. All CORs, Primary and Alternate must complete the following training or training qualifications prior to self-nominating as the COR within the CORT Tool identified below in table 5-1. In addition, more information can be obtained about COR responsibilities in paragraph 2-2b.

**Table 5-1
Contracting Officer Representative (COR) Trainings**

COR Training by Contract Type			
Course/Topic	Type A	Type B	Type C
DAU CLC 011 Contracting For the Rest of Us	X	X	X
DAU CLC 106 COR with a Mission Focus	X		
DAU COR 222/DAU 222 Online/ALMC COR Course/Equivalent		X	X
DAU CLM 003 Ethics or Equivalent	X	X	X
DAU CLM 039 Government Property Receiver (if required by KO)	X	X	X
Specialized Training/License/Certification			X
411th CSB Local COR Training (Classroom)	X	X	X
Combatting Trafficking in Persons	X	X	X
iRAPT (formerly WAWF)/CORT Tool/Other (if required by KO)	X	X	X

Note:

- 1. CLC 106 – must be updated every three (3) years.
- 2. CLC 222 – must be updated every three (3) years.
- 3. CLM 003 – must be updated annually.
- 4. CLC 011 – must be updated every three (3) years.
- 5. *CLC 039 – (If applicable) must be updated every three (3) years.
- 6. 411th CSB Local COR Training – must be updated annually.
- 7. DoD Instruction 5000.72, “DoD Standard for Contracting Officer’s Representative Certification”.
- 8. Combatting Trafficking in Person Awareness Training – must be updated annually.
- 9. *The CLM 039 course is only required if there will be a significant GFP/GFE request/requirement.

c. Minimum COR competencies, experience, and training depend on the dollar value, complexity of the requirement, and contract performance risk for which the COR is designated. The three contract types are:

(1) Type A – Fixed-type contracts without incentives and low performance risk. The majority of the contracts awarded within the Korean Peninsula will fall in this category.

(2) Type B – Fixed price contracts with incentives, fixed price contracts with other than low performance risk, and other than fixed price contracts. This includes everything other than Types A and C.

(3) Type C – Unique contract requirements that necessitate the COR having a higher education or specialized training beyond the Type B requirements.

d. The contracting officer will determine whether the duties and responsibilities of the COR meet the criteria for filing a Confidential Financial Disclosure Report (OGE Form 450) as set forth in section 2634.904 of Title 5, Code of Federal Regulations (Reference (h)), and section 7-300 of DoD 5500.07-R (Reference (i)). CORs designated as OGE Form 450 filers will submit a new entrant report and, if applicable, annual reports thereafter to the supervisor through the contracting officer to the ethics counselor for final review and certification. The contracting officer will use his or her judgment to decide if a COR needs to file an OGE Form 450 after considering the COR's designated duties and responsibilities and level of supervision and review. A COR should be designated as an OGE Form 450 filer if the COR will exercise significant judgment without substantial supervision and review.

5-4. Unauthorized Commitment/Constructive Change

An "unauthorized commitment" is defined in FAR 1.602-3(a) as "an agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government." The only individuals who can bind the Government are warranted contracting officers and purchase cardholders acting within the limits of their delegated authority. Unauthorized commitments violate Federal law, Federal regulation, the Government-wide Standards of Conduct for Federal Employees, and Department of State Acquisition Regulations. Examples of unauthorized commitments include:

a. Supplies or services are ordered by someone not named on a purchase card or identified in a contract or blanket purchase agreement. *Note.* A funding document is not a contractual document.

b. Contractor starts work before the contractual document is issued or awarded by a Contracting Officer.

c. An invoice is received from a contractor, but no purchase order or contract exists for the items or work described in the invoice.

d. Purchase cardholder exceeds single purchase limitation without proper authorization/delegation of authority.

e. Disagreement over contract requirements.

f. Failure of the Government to cooperate during contract performance.

g. Defective specifications and misleading information.

h. Acceleration of contract performance to finish sooner than what is stated in the contract schedule.

i. There are severe consequences for all parties involved with the unauthorized commitment. Unauthorized commitments may result in personal liability for the individual who made the commitment.

j. Personnel responsible for unauthorized commitments are required to give detailed written explanations of their actions and may be subject to disciplinary action, especially if violations are flagrant and/or repetitive.

k. Contractors who act on unauthorized commitments do so at their own risk. They are not entitled to consideration (money) unless and until the unauthorized commitment is ratified.

l. Payment is therefore substantially delayed or may not be forthcoming at all if the action is not ratified or costs are not recognized.

m. Questions on unauthorized commitments shall be directed to the Contracting Officers. Contracting Officers may contact the 411th CSB Compliance and Policy Branch Chief for more information.

5-5. Ratification of Unauthorized Commitments

In accordance with FAR Part 1.602-3, ratification is the act of approving an unauthorized commitment by an official who has the authority to do so. The head of the contracting activity, unless a higher level official is designated by the agency, may ratify an unauthorized commitment. Cases that are not ratifiable under this subsection may be subject to resolution as recommended by the Government Accountability Office under its claim procedure.

Appendix A References

Section I. Required Publications

ADA 31 U.S.C. §1301(a), 1517, Anti-Deficiency Act.

AFR 700-3, Information Systems Requirements Processing.

AR 70-13, Management and Oversight of Service Acquisitions.

AR 215-4, Non-Appropriated Fund Contracting.

AR 380-5, Department of the Army Information Security Program.

AR 715-30, Secure Environment Contracting (U).

Army Federal Acquisition Regulation Supplement (AFARS).

Defense Federal Acquisition Regulation Supplement (DFARS).

DOD 5500.7-R, Joint Ethics Regulation.

DODI 5000.72, DoD Standard for Contracting Officer's Representative Certification.

Federal Acquisition Regulation (FAR).

ATP 4-92 (FM 4-92), Contracting Support to Unified Land Operations.

PACAF Regulation 26-12, Contractor Services Manpower Management System.

Department of Defense COR HANDBOOK.

USFK Regulation 700-19, The Invited Contractors and Technical Representative Program.

USFK Regulation 715-4, Advance Acquisition Planning Program.

Section II. Related Publications

AFMAN 23-110, Basic USAF Supply Manual.

Army Source Selection Guide.

Competition in Contracting Act.

DOD Index of Specifications and Standards.

Logistics Cost Sharing (LCS) Program Guide.

U.S. Air Force Federal Acquisition Regulation Supplement.

Section III. Referenced Forms

AF Form 9, Request for Purchase.

AF Form 85, Controlled Substance Inventory Adjustment Voucher.

AF Form 332, Base Civil Engineer Work Request.

DA Form 4283, Facility Engineer Work Request.

DA Form 4610-R, Equipment Changes in MTOE/TDA.

DA Label 87, For Official Use Only) Cover Sheet.

DD Form 250, Materiel Inspection and Receiving Report.

DD Form 254, Contract Security Classification Specification.

DD Form 577, Appointment/Termination Record - Authorized Signature.

DD Form 1155, Order for Supplies or Services.

DD Form 1348-1A, Issue Release/Receipt Document.

DD Form 1391, FY___ Military Construction Project Data.

PACAF Form 145, Contract Manpower Services.

Appendix B

Sample Detailed Independent Government Cost Estimate for Service Contracts

This is an example of a detailed cost estimate. In some cases, a price estimate may be sufficient. A price estimate depends more upon bottom line prices paid in the market place.

LABOR CATEGORY	ESTIMATED HOURS	HOURLY RATE	TOTAL
Project Manager (see rate breakdown below)	2080	\$47.61	\$99,008.00
Quality Assurance Manager (see rate breakdown)	2080	\$41.09	\$85,488.00
Custodian (see rate breakdown below) 30 people x 2080 hr = 62400 hr	62400	\$12.45	\$777,132.20
Total Direct Labor			\$961,628.20
Other Direct Costs			
Travel and Per Diem (breakdown provided)			\$10,548.60
Local Travel			\$200.00
Communications (supervisory cell phones)			\$200.00
Supplies and Materials			\$110.00
Safety Equipment			\$90.00
Other (not to exceed \$100.00)			\$100.00
Total ODCs			\$11,248.60
Total amount			\$972,876.80

Direct Labor rate Project Manager		\$27.83
Overhead	44%	\$12.25
General and Administrative	8%	\$3.21
Profit	10%	\$4.33
Loaded labor rate		\$47.61
Direct Labor rate Quality Assurance Manager		\$24.02
Overhead	44%	\$10.57
General and Administrative	8%	\$2.77
Profit	10%	\$3.74
Loaded labor rate		\$41.09
Direct Labor rate Custodian		\$7.28
Overhead	44%	\$3.20
General and Administrative	8%	\$0.84
Profit	10%	\$1.13
Loaded labor rate		\$12.45

*Additional information and calculation: Labor rates are "loaded", meaning they are comprised of the base direct labor rate plus, direct labor overhead, G&A, and profit.

Appendix C
Purchase Requests Packages (PRP) Checklists

C-1. Construction Contract Checklist

Indicate with an X if included or N/A if not applicable.

- ___1. RA POC with name and telephone number, including technical POC, if necessary.
- ___2. AAP control number for requirements over \$250,000.
- ___3. Purchase Request submitted IAW CSB Instruction for GFEBS.
 - a. Correct year funds being used.
 - b. Correct type funds being used.
 - K — Repair and Maintenance.
 - L — Minor New Construction (not to exceed \$750K including inspection and design).
 - c. If no fund cite, provide a statement that the funds are programmed for next FY.
 - d. For USAF straddle bid program, identified as a straddle bid.
 - e. Certifying officer's signature card on file with CSB.
 - f. Correct local purchase authority cited (do not cite USFK Regulation 715-2).
 - g. Correct dollar/won conversion rate used.
- ___4. Purchase Description.
- ___5. Statement of Work.
- ___6. Readable copies of all drawings (Electronic Copy).
- ___7. Performance period, including option periods.
- ___8. IGE for projects over \$250,000. Separate IGEs required for any option periods.
- ___9. COR nomination via (CORT Tool).
- ___10. Surveillance as required by the Unified Facilities Guide.
- ___11. Receiving Officer Designation (projects \$2,000 and under).
- ___12. List of GFM/GFE (including availability statement) and/or list of CFM/CFE.
- ___13. Appropriation Act Restrictions for items acquired under DFARS 225.70 (for CFM or CFE).
- ___14. Sole-source justification.

- ___15. Justification if invited contractor or stateside service source requested.
- ___16. Statement of urgency, if past cut-off date or if urgent requirement.
- ___17. Facilities Engineering Work Request (FEWR), required for any improvement to U.S.-controlled real property.
- ___18. Anti-Terrorism/Operations Security Review Cover Sheet.
- ___19. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$250,000).

Signature of Requiring Activity POC: _____
 Title: _____
 Date: _____ Telephone: _____

C-2. Service Contract Checklist

Indicate with an X if included or N/A if not applicable.

- ___1. RA POC with name and telephone number, including technical POC if necessary.
- ___2. AAP control number for requirements over \$250,000.
- ___3. Purchase Request submitted IAW CSB Instruction for GFEBs.
 - a. Correct year and type funds being used (including MIPR funds).
 - b. If no fund cited, statement that the funds are programmed for next FY.
 - c. For USAF straddle bid program, identified as a straddle bid.
 - d. Certifying officer's signature card on file with CSB (except MIPRs).
 - e. Correct local purchase authority cited (do not cite USFK Regulation 715-2).
 - f. For information resources, purchase request document signed by FKJ6 only.
 - g. Correct dollar/won conversion rate used.
- ___4. Performance Work Statement <http://sam.dau.mil/Content.aspx?currentContentID=arrt>
- ___5. Readable copies of drawings (Electronic copy). (if required)
- ___6. Performance period, including option periods.
- ___7. IGE for projects over \$250,000. Separate IGEs required for any option periods.
- ___8. COR Nominated in CORT-Tool.

___9. Contract Quality Assurance Surveillance Plan.

<http://sam.dau.mil/Content.aspx?currentContentID=arrt>

___10. Receiving Officer Designation (projects \$25K and under).

___11. List of GFM/GFE (including availability statement) and/or list of CFM/CFE.

___12. Sole-source justification.

___13. Justification if US Invited Contractor or stateside service source requested (USFK 700-19).

___14. Statement of urgency, if past cut-off date or if urgent requirement.

___15. Facilities Engineering Work Request, required for any improvement to U.S. controlled real property.

___16. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$250,000).

___17. Anti-Terrorism/Operations Security Review Cover Sheet.

___18. Service Contract Approval Form (SCA).

___19. Market research documentation.

___20. DD Form 254 "Contract Security Requirements"

___21. Evaluation Factors for LPTA or Tradeoff.

___22. Acquisition Plan IAW USFK 715-4/FAR Part 7.

___23. LCS Funds Program inclusion and funds (Korean Vendor and Korean materials only).

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

C-3. Supply Contract Checklist

Indicate with an X if included or N/A if not applicable.

___1. RA POC with name and telephone number, including technical POC if necessary.

___2. AAP control number for requirements over \$250,000.

___3. Purchase request document submitted IAW CSB Instruction for GFEB.

a. Correct year and type funds being used (including MIPR funds).

b. If no fund cite, state that the funds are programmed for next FY.

- c. Certifying officer's signature card on file with CSB (except MIPRs).
 - d. Correct local purchase authority cited (do not cite USFK Regulation 715-2).
 - e. For information resources, purchase request document signed by FKJ6 only.
 - f. Correct dollar/won conversion rate used.
- ___4. Purchase description.
- ___5. Required delivery date.
- ___6. IGE for purchases over \$250,000. Separate IGEs required for any options
- ___7. Sole-source or brand name only justification.
- ___8. Statement of urgency, if past cut-off date or if urgent requirement.
- ___9. Purchases \$3,000 and under. Requiring Activity must certify that required items are not available through use of GPC.
- ___10. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$250,000).
- ___11. Anti-Terrorism/Operations Security Review Cover Sheet.
- ___12. Market research documentation.

Signature of Requiring Activity POC: _____
 Title: _____
 Date: _____ Telephone: _____

**Appendix D
Request for Purchase**

D-1. US ARMY

A Purchase Request and Commitment (PR&C) DA Form 3953 will be used for US Army requirements. The PR&C will be prepared IAW CSB Instruction for General Fund Enterprise Business System (GFEBs).

D-2. US AIR FORCE

A Request for Purchase, AF Form 9 will be prepared for US Air Force requirements using cASM procedures. PACAF Regulation 26-12 governs manpower management for contract services. All AF Forms 9 for services must be coordinated with the servicing manpower management office and accompanied by a completed PACAF Form 145 (Contract Manpower Services) or the statement required by PACAF Regulation 26-12, subparagraph 6g.

D-3. US ARMY/US AIR FORCE

In some cases, it may be necessary to initiate a funding document before availability of funds for the period involved (see Para 10 of the basic Regulation). In such cases, the funding document will be routed through the same offices, including finance offices, as if it were a funded requirement. The fund certification date and signature blocks on the funding document will be left blank. The following statement will be annotated on all copies of the funding document:

“This requirement is included or provided for in the financial plan for FY _____. The accounting classification will be _____. This statement is not a commitment of funds.”

(Signature)

Typed name of the person who certifies that funds are available

(Signature)

Typed name of budget officer

When funds subsequently become available, the previous statement, as inserted on the funding document, must be rescinded by the certifying officer, and funds certified as available. This may be done by either—

- a. The certifying officer going to CSB, crossing out and initialing the statement, and then signing and dating the certification block on the funding document.
- b. The certifying officer sending CSB a memorandum which references the funding document number, states the accounting classification and dollar amount, certifies that funds are available, and withdraws the previous statement on the original request.

D-4. Commercial Supplies/Services

All purchases for supplies or services will be Commercial Acquisitions to the maximum extent possible.

- a. Acquisitions begin with a description of the Government’s needs stated in terms sufficient to allow conduct of market research.

(1) The extent of the market survey will vary, depending on such factors as urgency, estimated dollar value, complexity, and past experience. Market research involves obtaining

information specific to the item/service being acquired and should include: Whether the Government's needs may be met by products or services;

- (a) Of a type customarily available in the commercial market place.
- (b) Of a type customarily available in the commercial market place with modifications.
- (c) Used exclusively for governmental purposes.

(2) State the physical design, form, functional performance, and other pertinent characteristics of the material or service required. Include character or quality of the material, formula, design construction, performance, reliability, transportability, product characteristics (for example, chemical, electrical, and physical requirements such as dimensions, weight, color, nameplates, markings), workmanship, and other information that further describes the item, material, or service requested. Clearly define the minimum standards of quality of workmanship that the material or service must meet to be acceptable. Include all special safety standard requirements for the material or services.

(3) Quality Assurance. Acquisitions for commercial products or services shall rely on contractors' existing quality assurance systems. In-process inspections by the Government shall be conducted in a manner consistent with commercial practice.

(4) Conduct market research to determine whether commercial products or services are available that could meet the requirements of the RA.

b. Market research is then conducted to determine if commercial items or services are available to meet the Government's needs or could be modified to meet the Government's needs.

D-5. Purchase Description/Statement of Work

Generally, requirements shall be defined in clear, concise language identifying specific requirements or work to be accomplished. Statements of work must be individually tailored to consider the period of performance, deliverable items, if any, and the desired degree of performance flexibility. In the case of a task order contract, the statement of work for the basic contract need only define the scope of overall contract. The statement of work for each task issued under a task order contract shall comply with this subsection. To achieve the maximum benefits of performance based contracting, task order contracts should be awarded on a multiple award basis. When preparing statements of work, the requiring activity shall, to the maximum extent practicable:

- a. Describe the requirement in terms of "what" is required rather than "how" it will be accomplished.
- b. Enable assessment of work performance against measurable performance standards.
- c. Rely on the use of measurable performance standards and financial incentives in a competitive environment to encourage competitors to develop and institute innovative and cost-effective methods of performing the work.
- d. Avoid combining requirements into a single acquisition that is too broad for the Army or a prospective contractor to manage effectively.

D-6. Online Tool for Creating a Performance Work Statement (PWS)

These following website can be used to develop and create a PWS (CAC required):

<https://efx.army.mil/lc/apps/ws/index.html#>

Appendix E

Noncompetitive Acquisition Justification Checklist

Noncompetitive justification should address the items that apply to an individual case. Items shown below have been categorized as an aid in determining which ones apply in specific cases. All may apply in some cases (see Federal Acquisition Regulation (FAR) part 6.302).

a. Always address the following items in all justifications (except for unsolicited proposals):

(1) A brief description of the requirement and, if applicable, any special circumstances pertaining to this acquisition.

(2) Name and address of proposed contractor.

(3) The proposed contractor's capabilities that make the contractor singularly capable of performing the proposed requirement.

(4) Action taken to locate other capable sources. The market surveys conducted by the RAs are an essential tool in assuring that maximum competition is obtained. The justification and approval must not be of a compromising, restrictive nature, or too limited in scope.

(5) A statement of steps being taken to foster competition for subsequent buys. If no steps are being taken, a statement and a justification to that effect must be included.

b. Address the following items when unique capability is a part of the justification:

(1) Basis for attributing unique capability.

(2) Description of the unique private skill, data, equipment, or process, and why they cannot be provided by, or acquired by, other contractors.

c. Follow-on contracts for the continued development or production of a major system or highly specialized equipment, including major components thereof. The follow-on contract may be deemed to be available only from the original source when it is likely that award to any other source would result in substantial duplication of cost to the Government that is not expected to be recovered through competition or in unacceptable delays in fulfilling the agency's requirement.

Appendix F
Instructions for Completing DD Form 577 (Signature Card)

DD Form 577 is available electronically at: <http://www.apd.army.mil>.

- a. Block 1 — **NAME** (Type or Print). Type or print LAST name, FIRST name, MI.
- b. Block 2 — **PAY GRADE**. Indicate individual's current pay grade. GS-9, KGS-9, or UA-9 for Civilians. Military personnel should include both rank and pay grade. (For example: Army, E-5, SGT; Navy, E-5, PO2; Air Force, E-5, SSgt.)
- c. Block 3 — **DATE**. This is the date the card was issued. Provide date in Military format (ex. DA MON YR). This date will also be used to determine the expiration date for individuals without a DEROS (i.e., KGS employees).
- d. Block 4 — **OFFICIAL ADDRESS**. Include the full unit address and individual's DEROS and telephone number. If there is insufficient space indicate the individual's DEROS and telephone number on the backside of the DD Form 577.
- e. Block 5 — **SIGNATURE**. The individual cited in block 1 to whom the card is being issued.
- f. Block 6 — **TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED**. State the purpose for which the card is being issued.
- g. Block 7 — **NAME OF COMMANDING OFFICER** (type or print). Self-explanatory.
- h. Block 8 — **PAY GRADE**. Same as block 2 above.
- i. Block 9 — **SIGNATURE OF COMMANDING OFFICER**. Self —explanatory.

Glossary

Section I. Abbreviations

AAC	Address activity code
AAP	Advance Acquisition Plan
AAPP	Advance Acquisition Planning Program
ACOR	Alternate Contracting Officers Representative
ACS	Assistant Chief of Staff
AFARS	Army Federal Acquisition Regulation Supplement
AP	Acquisition Plan
AT/OPSEC	Antiterrorism–Operations Security
BOP	Balance of Payments
RD	Requirement Document
CCC	Command COR Coordinator
CFE	Contractor Furnished Equipment
CFM	Contractor Furnished Material
CONUS	Continental United States
COR	Contracting Officer’s Representative
CORT	Tool Contracting Officer Representative Tracking Tool
CPAC	Civilian Personnel Advisory Center
CSB	Contracting Support Brigade
CSM	Customer Service Module
DEROS	Date Eligible for Return from Overseas
DFARS	Defense Federal Acquisition Regulation Supplement
DOC	Director of Contracting
DOD	Department of Defense
FAR	Federal Acquisition Regulation

FEWR	Facilities Engineering Work Request
FY	Fiscal Year
GFE	Government Furnished Equipment
GFEBs	General Fund Enterprise Business System
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GPC	Government Purchase Card
GWAC	Government Wide Acquisition Contract
HQ	Headquarters
IAW	In accordance with
IGCE	Independent Government Cost Estimate
KO	Contracting Officer
LCS	Logistics Cost Sharing
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NDC	Non-Disclosure Certification
NLT	Not Later Than
NSN	National Stock Number
OO	Ordering Officer
PA	Property Administrator
PAR	Performance Assessment Report
POC	Point of Contact
PPI	Past Performance Information
PR	Purchase Request
PRP(s)	Purchase Request Package(s)

PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
RA	Requiring Activity
ROD	Report of Discrepancy
SCA	Service Contract Approval
SCO	Senior Contracting Official
SSA	Source Selection Authority
SSO	Source Selection Organization
SSP	Source Selection Plan
SOW	Statement of Work
USAF	United States Air Force
USFK	United States Forces Korea
VAT	Value Added Tax
WAWF	Wide Area Workflow

Section II. Terms

Acquisition. Acquiring by contract supplies, services, construction by and for the use of the Federal Government through purchase or lease whether the supplies or services are already in existence or must be created, developed, demonstrated, or evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contract, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

Consolidating Requiring Activity. An activity with a basic purchase requirement that works with one or more initiating RAs to consolidate PR&Cs, product or service descriptions, SOWs, specifications, procurement directives, funding needs, and all other items needed to consolidate and complete a PRP for submittal to the CSB. The consolidating RA will establish internal procedures for coordination with initiating RAs to ensure that all requirements may be consolidated into one PRP.

Contracting Officer. A person appointed by the Eighth Army Principal Assistant Responsible for Contracting (ACoS, Acquisition Management) authorized to execute and administer contracts on behalf of the U.S. Government.

Contracting Officer's Representative (COR). A person appointed by a Contracting Officer with limited and specific authority to represent the Contracting Officer in administering a contract.

The General Fund Enterprise Business System (GFEBS). GFEBS is the Army's web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Army. Army clients submit purchase requests (PRs) through GFEBS. GFEBS Funds Status Reports will display commitments, obligations, and disbursements.

Initiating Requiring Activity. An activity with a basic purchase need, originating a requirement or PR&C either directly to CSB or through a consolidating RA.

Local Purchase. Procurement of supplies, services, or construction by contract or lease to satisfy a requirement originating in Korea and for ultimate use in Korea. Local purchase includes both contracts executed in Korea and contracts executed outside Korea as directed by authorized local procurement officials.

Ordering Officer. A person appointed by the Commander, CSB, with limited and specific authority to order supplies or services under a contract, or to order supplies and services with a SF 44 (Purchase Order-Invoice-Voucher), or a person similarly appointed by the Contracting Officer to place calls under a blanket purchase agreement.

Property Administrator. A person appointed by the Commander, CSB, or designee with limited and specific authority to administer U.S. Government property furnished to a contractor in the performance of a contract.

Receiving Officer. A person appointed by an activity commander to inspect and accept goods and services on behalf of the activity.