



UNITED STATES FORCES KOREA INSTRUCTION

FKAQ

DISTRIBUTION: A, B, C, D

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CONTRACTING FOR SUPPLIES, SERVICES, AND CONSTRUCTION

Reference(s): See Enclosure E

1. Purpose. To prescribe 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 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.
2. Superseded/Canceled. This instruction supersedes USFK Regulation 715-1, dated 9 May 2010 and USFK Regulation 715-2, 18 June 2019.
3. Applicability. This instruction applies to all United States Forces Korea (USFK) activities and all other activities requiring acquisition support for the U.S. Armed Forces in the Republic of Korea (ROK). The 411th CSB is the lead agency in the ROK 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 executed by the U.S. Army Corps of Engineers and fuel is handled by the Defense Logistics Agency (DLA). If a USFK service component (Army, Air Force, Space Force, Navy, USMC) requires use of a contracting office other than the 411th CSB, it must submit an off-load packet IAW paragraph 3 of Enclosure C. The approval authority of a requested off-load is with the Assistant Chief of Staff for Acquisition Management.
4. Records Management. In accordance with CJCSM 5760.01B, Volume II, Joint Staff and Combatant Commands Records Management Manual-Disposition Schedule.
5. Responsibilities. See Enclosure A.
6. Policies. See Enclosure B
7. Procedures. See Enclosure B

8. Acquisition Process.

a. The acquisition team consists of all participants in the acquisition process, to include the Requiring Activity (RA), Finance or Resource Manager, Contracting Officer (KO), Contract Specialist (CS), Legal Counsel, Contracting Officer Representative (COR), Quality Assurance Representative, Property Administrator, and others as applicable. 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, set milestones, and hold team members individually and collectively accountable.

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

c. An Acquisition Plan is derived from the Acquisition Strategy and documents all costs, schedules, and technical, business, management, and other considerations that will govern an acquisition program. 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 are provided by the RA. Each evaluator shall be familiar with the technical evaluation factors/subfactors and performance work statement (PWS) of solicitation. At the conclusion of the TEB, a consensus report will be provided to the KO, who will then make an award. The TEB shall have a minimum of three personnel. The senior individual shall serve as the TEB Chairman.

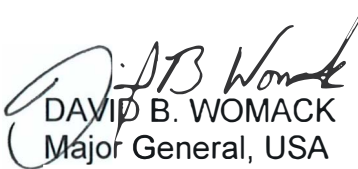
e. Personnel who will access source selection sensitive information will be briefed by the Contracting Officer and sign a nondisclosure certificate (NDC) prior to accessing such information. Signed NDCs will be included in the contract file.

f. RAs must factor in the minimum Procurement Administrative Lead Time (PALT) in their timeline when preparing a Requirement Packages. (Refer to Table 1.) PALT days do not include contractor mobilization (Phase-in) that may be required for service contracts. Contractor mobilization (Phase-in) may be 60 to 90 days. To initiate a contract action, a Purchase Requirements Package (PRP) must be submitted through the General Fund Enterprise Business System (GFEBS) or the Defense Enterprise Accounting and Management System (DEAMS), as applicable to the Service component.

9. Summary of Changes. Conversion of USFK Regulation 715-2 to USFKI format. This document has been substantially changed. A full review of its contents is required. See Enclosure E for the List of Changes.

10. Releasability. Unrestricted. This instruction is approved for public release; distribution is unlimited. DoD components, other federal agencies, and the public may obtain copies of this instruction through the internet from the USFK home page <https://www.usfk.mil/Resources/Publications/> or on NIPRNET at <https://armyeitaas.sharepoint-mil.us/sites/USFK-RM/SitePages/USFK-Publications-&-Forms.aspx> .

11. Effective Date. This instruction is effective upon receipt.



DAVID B. WOMACK
Major General, USA
Chief of Staff

Enclosures:

- A – Responsibilities
- B – Policies and Procedures
- C – Special Categories of Contracting
- D – Contract Management
- E – References
- GL – Glossary

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ENCLOSURE A RESPONSIBILITIES

1. USFK Commander, Component Commands

Staff Principals of Headquarters (HQ) USFK, Major Subordinate Commanders, and Commanders of other activities having mission responsibility or funds certifying authority within the scope of this instruction 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. Requiring Activities (RA)

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

Conducting Acquisition Strategy/Planning Review in accordance with (IAW) Federal Acquisition Regulation Part 7, DFARS Part 207.1, and AFARS Part 5101.602-2. 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.

(1) For all requirements with total cost of \$50M or above, the RA must facilitate an Acquisition Strategy/Planning Review Board to provide a brief to the 411th CSB Senior Contracting Official (SCO), Acting in the Absence of the Senior Contracting Official (AIAOS) and/or Director of Contracting (DOC). The DOC reserves the right to require a brief for acquisitions less than \$50M should the DOC determine that a brief is necessary given the magnitude or scope of the requirement. The RA, CS, and KO shall prepare and execute the brief, as necessary. The brief will promote meaningful discussion and generate feedback regarding strategy and plans from all stakeholders. Moreover, it will include the Acquisition Background/History, Market Research, Competition Considerations, Type of Contract, Type of Funds, IGE, SOW/PWS, expected Period of Performance, Source Selection Procedures, Current Status of Acquisition, Projected/Agreed to Milestones, and Issues/Concerns etc. Failure to conduct this brief will cause a delay in awarding a contract for the RA's requirement.

(2) Ensure PRP is prepared and properly coordinated at the earliest date possible, and the package is ready for execution at the time of submission to the contracting office. The official PALT does not start until an initial solicitation for a contract or order is issued. Prior to PALT start, RA must submit all required PRP documents with sufficient quality and all applicable signatures and approvals. The PALT ends when contract/order is awarded.

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(3) Ensuring PRPs that exceed \$250,000 are submitted no later than (NLT) the submission date established in the Advance Acquisition Plan (AAP). 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. **Failure to submit the PRP before the cutoff date may result in loss of funding due to the inability of completing a procurement due to lack of time.**

(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, obtain a fiscal law review memorandum of the funds certifications to ensure proper use of funds (e.g., procurement of investment items above the Expense/Investment Threshold =(currently \$350,000) and the use of Operations and Maintenance (O&M) funds for construction, repair, and/or maintenance exceeding \$2,000,000.

(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) Ensuring the KO's determination for describing the circumstance justifying the use of Lowest Price Technically Acceptable (LPTA) source selection process in accordance with DFARS 215.101-2-70. The LPTA source selection process shall be used when a requirement satisfies the limitations for use of the LPTA versus the Tradeoff process per FAR 15.101-1.

(10) Obtaining an Information Technology Approval System (ITAS) approval and submit the approval memo to the KO for Information Technology (IT) procurement.

(11) 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).

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(12) Provide National Stock Number (NSN) and justification/documentation of nonavailability from DLA to purchase, via contract, NSN items.

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

(14) Contracting Officers will allow 45 calendar days after receipt of the Procurement Request (PR) package for the requiring activity (RA) to satisfy all COR requirements. If after the 45 days, a COR has not been properly trained and nominated in PIEE JAM, 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.

(15) 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. Personnel nominated as CORs will complete in-class COR training from the 411th Contracting Support Brigade on their responsibilities for overseeing contract-related duty performance.

(16) Supervisors of personnel nominated as CORs may attend local training from the 411th CSB.

(17) 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, subparagraph 2.f, A-6 for additional information on this requirement.

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

(1) Military officers or enlisted personnel E-5 and above, or U.S. Civilian employees GS-7 and above, or Korean national employees KGS-7 and above.

(2) To the maximum 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 DEROS to learn the performance requirements of the contract and to satisfy the overall requirements of the position.

c. CORs are responsible for –

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(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) Functioning 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) 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).

(6) Conducting all authorized tasks as specified in the paragraph 4 of COR designation letter by the KO via PIEE.

(7) 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 (MSRs) COR Status Reports (CSR) into SPM (Surveillance and Performance Management) KO in the COR appointment letter 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.

(8) 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

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(9) of the contract. Identifying and documenting contract non-conformances using the Corrective Action Request (CAR) procedures mandated by the Army Contracting Command.

(10) 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 eBusiness Suite. 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.

(11) Documenting Performance:

(a) Acceptable Performance. The Government will document positive performance. Any report may become a part of the supporting documentation for any contractual action.

(b) Unacceptable Performance (Nonconformance)

(c) When unacceptable performance occurs, the COR will inform the contractor. This will normally be in writing unless circumstances necessitate verbal communication. In any case the COR will document the discussion and place it in the COR file.

(d) When the COR determines formal written communication is required, the COR will prepare a Corrective Action Request (CAR) Initiation form and present it to the assigned 411th CSB Quality Assurance Specialist (QAS). The QAS will draft the CAR in the PDREP system and forward to the KO for review and issuance to the contractor.

(e) The contractor shall acknowledge receipt of the CAR in writing. The CAR will specify if the contractor is required to prepare a corrective action plan (CAP) to document how the contractor shall correct the unacceptable performance and avoid a recurrence. The CAR will also state how long after receipt the contractor must present this CAP to the KO. The Government will review the contractor's corrective action plan to determine acceptability. Once the CAP is accepted, the COR and QAS will verify and validate the contractor's CAP. Once verified and validated the KO will close the CAR.

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(f) Any CARs shall become a part of the supporting documentation for any contractual action deemed necessary by the KO.

(12) 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.

(13) Rating Contractor's Performance annually through the Contractor Performance Assessment Reporting System (CPARS) as the Accessing Official Representative if services contract (including Option years) is in excess of \$1 million value and each construction contract is over \$750,000 value (FAR 42.1502 & 42.1503).

(14) Assisting the KO in evaluating contractor's Property Management Plan (PMP) with its proposal during the pre-award solicitation phase.

(15) Monitoring Government Furnished Property (GFP).

(a) Provide justification to acquire property (CAP) as Allocable, Reasonable and Allocable.

(b) Provide justification for GFP with GFP item list (if GFP is required)

(c) Verify Government Receipt of Contractor Acquired Property (CAP). Assist Property Administrator (PA)/KO in gathering information to support Loss of Government Property Determinations.

(d) Assist PA/KO in obtaining necessary information to perform a Property Management System Analysis (PMSA).

(e) Assist Property Book Officer (PBO) in performing inventory functions.

d. A COR shall maintain an electronic COR Surveillance File in the SPM Module for each contract assigned. This file must include a copy of the contracting officer's letter of designation and other documentation describing the COR's duties and responsibilities and documentation of actions taken in accordance with the delegation of authority. The COR file should contain following contents, at a minimum:

(1) Copy of the COR appointment letter.

(2) Copies of all correspondence (email traffic between the COR and/or the KO, Contractor, and QAS).

(3) Memoranda of Record for all actions taken/issues addressed.

(4) Quality Assurance Surveillance Plan (QASP).

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- (5) Monthly Status Report (MSR).
- (6) Weather reports (If applicable to your contracts).
- (7) Mandatory training current certificates.
- (8) COR's surveillance schedule.
- (9) COR's surveillance checklists.
- (10) Contractor's Quality Control Plan (QCP).
- (11) Contractor's safety plan.
- (12) Contractor's progress/work schedule.
- (13) Certification of a completed and current OGE Form 450.
- (14) Contractor's required progress reports.
- (15) Corrective Action Request (CAR) when issued.

e. The COR's appointment ends at the end of the Period of Performance, Contract Completion Date, or when the contracting officer terminates the CORs delegation.

f. Refer to the Department of Defense (DoD) COR Guidebook (Oct 2022) at <https://www.acq.osd.mil/asda/dpc/cp/policy/other-policy-areas.html> for more information in how to correctly and properly perform the duties and responsibilities of a COR.

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 subjects 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, or DEAMS for procurement action in accordance with section 3-2(b)(1)(a). KO will ensure that all procurement packages are ready for execution of contract award before start of PALT.

d. PALT will vary depending on the nature of the procurement action and many factors affect the amount of PALT required. The PALT time referenced in table 2 represent the average amount of time needed to solicit and award a contract or order and should be used for planning purposes.

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e. Conduct SRB/CRB. Peer Reviews of Contracts for Services, Constructions and Supplies for competitive procurements in accordance with the below thresholds and approval authorities. A Solicitation Review Board (SRB) and a Contract Review Board (CRB) will approve all procurements with an estimated value of \$1million or more awards. The SRB and CRB will be independent, multi-functional teams comprised of senior level experts, which will, at a minimum, include representatives from the Requiring Activity (Technical SMEs), and Office of Counsel. Personnel representing the RA participants for SRB only, not participants for CRBs. The same members of the 411th CSB should participate in both the SRB and the CRB to ensure consistency. The SRB/CRB will review and assess the solicitation and contract award documents for consistency, sufficiency, compliance, and application of sound business practices. The SRB/CRB will verify that the procurement represents an overall good value to the Government and appropriate obligation of funds.

f. Appoint all CORs in the JAM of PIEE System once verification of all required training and/or documents are confirmed, complete and the nomination has been signed by the COR supervisor.

g. Conduct local COR training and mentoring and provide a published list of the training class schedule annually by Quality Assurance Specialist (QAS) to all Requiring Activities and customers.

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 by the KO and QAS.

j. Validate COR's record every 12 months to ensure a contractor compliance with the terms of the contract. Contracting Officers or Contract Specialist shall review COR's submittals for accuracy and completeness in accordance with the COR appointment letter, paragraph 4.g. (Maintain a contract/order files(s) in the SPM of PIEE) to approve or reject each Monthly Status Report (MSR) COR Status Report (CSR). Contracting Officers shall document the result of review in the SPM Module.

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ENCLOSURE B

POLICIES AND PROCEDURES

4. General

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.

a. 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.

b. 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 of proposals.

(7) Cost or price evaluations of proposals.

(8) Competitive range determinations that identify proposals having 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

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(11) councils. 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 Estimate (IGE). Any IGE that is submitted as a hard copy must be sealed in an opaque envelope or equivalent and marked "Procurement Sensitive". Please see subparagraph 2.m for further information on IGEs.

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

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Table 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)	X¹	X	
Statement of Work (SOW) (Construction Contracts)			X
Purchase Description (PD) /Salient Characteristics /Specification	X		
ITAS Approval or ITAS Waiver (If Applicable)	X	X	X
Sole Source/Brand Name (If Applicable)	X	X	X
Drawings/Floor Plans (If Applicable)	X		X
Applicable Waivers (Airfield Waiver)	X	X	X
Request Service Contract Approval (RSCA) / Determination of No Inherently Governmental Functions		X²	X²
Quality Assurance Surveillance Plan (QASP)	X¹	X	X
Receiving Official	X		
Contracting Officer Representative (Nominated in PIEE System)	X¹	X	X
Independent Government Estimate (IGE)	X	X	X
Justification of GFP/GFM (If Applicable)	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)	X³	X³	X³
Statement of Urgency (If Applicable)	X	X	X
Facilities Engineering Work Request (If Required for Any Improvement to U.S. Controlled Real Property)			X
DD Form 254, Contract Security Classification Specification (If Applicable)	X⁴	X⁴	X

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.

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5. Purchase Requirements Package (PRP)

a. The PRP is a compilation of documents provided by the RA/Customer and submitted to the Contracting Office to initiate the acquisition process. The PRPs will be submitted to the 411th CSB sufficiently in advance of the required start date to permit adequate solicitation, negotiation, award approvals, and contract start-up or production lead time. The PRP should be submitted to the PD2 system at 411th CSB via an online system (i.e., GFEBS, DEAMS, etc.). At a minimum, the documents in table 1 must be included in the PRP or the requirement package will be returned without action.

b. Purchase Request/Funding: The online purchase request must include a line of accounting (LOA) and be funded by a certifying funding official (e.g., Resource Manager). In case of "Subject to Availability of Funds" requirements, the financial plan for a fiscal year will be annotated on the purchase request document. The description must be complete to include make, model, and salient characteristics.

c. 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 KO 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 KO 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 current funding threshold for new construction. Another area that may result in questions from a contracting officer is where a requirement for an investment item is over the current \$350K threshold and it appears that Other Procurement 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.

d. 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. Army clients have access to PCF Customer module to create cabinets and submit all PRP documents to the 411th CSB.

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The Purchase Requisition (PR) is required to include the PCF cabinet number, starting with "PAN411", for 411th CSB to match the PR with the corresponding supporting documents in VCE-PCF. Setup initial forecast dates and other applicable meta-data (i.e., Requested Award Date). Engage with contracting counterparts to ensure timelines are within current PALT baselines. Upload applicable documents that build a representation of the requirement. Submit the cabinet to the Contracting Gatekeeper.

e. 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.

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 KO cannot solicit without this signed statement from the funds certifying official.

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g. Logistics Cost Sharing (LCS) Program Procurements: USFK Regulation 12-17 provides management policies and procedures used in the acquisition of logistics equipment, supplies, and/or services by the US forces in the Republic of Korea (ROK). USFK, Assistant Chief of Staff (ACofS), J4 exercises responsibility of the US-ROK LCS program according to established directives, agreements, and regulations. The LCS program is a portion of the overall Special Measures Agreement (SMA) burden sharing program between the US and the ROK. LCS funds are not transferred to the US but are held by the ROK Ministry of National Defense (MND) where they are used to purchase goods and services provided to USFK. The US identifies the needed item or service, develops the contract or international agreement (which is awarded by ROK MND), takes delivery, and passes the invoice to ROK MND for payment.

(1) USFK LCS Program Manager: Serves as the primary LCS liaison between USFK and ROK MND. Coordinates with the 411th CSB on the development and implementation of LCS projects. Process all LCS contracts and invoices through ROK MND. Coordinates with ROK MND on LCS contracts, invoice payments, allocations, and other issues which that may arise. All files and supporting documentation for projects funded under LCS program will be subject to review by the LCS Program Manager. When directed by the LCS Program Manager, the RA will make available all documentation associated with the execution of the project.

(2) 411th CSB: Performs LCS contract solicitation and award upon receipt of LCS program funded/approved procurement requirements by the USFK LCS Program Manager. Prepares LCS contracts in accordance with standard US contracting regulations and procedures for MND and USFK LCS Program Manager approval/signatures. Coordinates the final details of the service and/or delivery of the item to be provided by the contractor upon receiving approval of the contract from MND and the USFK LCS Program Manager.

(3) LCS funding year of the ROK is referred to as calendar year (CY), which governs the LCS program, aligns with the calendar year (1 Jan to 31 Dec). For this program, the official calendar year begins 1 Jan, with funds being released on that date or shortly after. In accordance with the LCS Implementing Arrangement (IA), the US will make "best efforts" to ensure work is initiated early in the calendar year and completed before 31 December.

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.

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(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.

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(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 subparagraph 2.o below, Brand Name Justification, for further guidance.

k. Specifications: The specifications contain a detailed description of the required construction. All organizations 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 other than a commercial product or commercial service 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

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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) Techniques for conducting market research may include any or all of the following:

(a) Contracting knowledgeable individuals in Government and industry regarding market capabilities to meet requirements.

(b) Reviewing the results of recent market research undertaken to meet similar or identical requirements.

(c) Publishing formal requests for information in appropriate technical or scientific journals or business publication.

(d) Querying the Governmentwide database of contracts and other procurement instruments intended for use by multiple agencies available at <https://www.contractdirectory.gov/contractdirectory/> and other Government and commercial databases that provide information relevant to agency acquisitions.

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

(f) Obtaining source lists of similar items from other contracting activities or agencies, trade associations or other sources.

(g) Reviewing catalogs and other generally available product literature published by manufacturers, distributors, and dealers or available on-line.

(h) Conducting interchange meetings or holding pre-solicitation conferences to involve potential offerors early in the acquisition process.

(i) Reviewing systems such as the System for Award Management (SAM), the Federal Procurement Data System (FPDS).

(9) 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.

(10) 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

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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>

(11) When utilizing non-DoD Contracts, the Contracting Officer must prepare a Determination and Findings (D&F) for Approval to Use a Non-DoD Contract in accordance with FAR 17.502-1(a) (2) and DFARS 217.770. Ensure that the approval authority signs by the authorized representative of the Requiring Activity at O-6 or GS15 on the D&F.

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 KO, 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) on the same page right after the preparer and dated by the preparer's immediate supervisor, and include the reviewer's organization, position, title, rank/grade, and telephone number.
- (6) The KO will not accept an IGE that fails to meet any of the above requirements. If it is necessary for a KO to return an insufficient IGE to the requiring activity, the KO shall provide an explanation of why it is returned.
- (7) IGE documents are considered "Procurement Sensitive" shall be marked "CONTROLLED UNCLASSIFIED INFORMATION", and electronically transmitted using message classification "CUI". The information shall be safeguarded in accordance with paragraph 3-1b, "Safeguarding Information."

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(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 KO 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, governmentwide 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.

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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: Only one responsible source and no other supplies or services will satisfy agency requirements.

(1) Unusual and compelling urgency.

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

(3) International agreement.

(4) National security.

(5) 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 based on "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 (DA) Form 4283, governed by the Army Regulation (AR) 420-1, 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 generated from the following:

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- (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 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 (SCA) Form: Agency requiring activities shall ensure that inherently governmental functions are not assigned to a contractor via the Service Contract Approval (SCA). 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) including LCS funded contract, 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 5107.503, the Request for Services Contract Approval (RSCA) form is required. For all other organization's (i.e. Air Force, Space Force, Navy, Marine, DoDEA etc.) or for Army requirements for services where a RSCA form is not prepared, a memo (i.e. MFR or D&F type) may be used to documents that no inherently governmental functions are to be performed by a contractor. 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 <https://api.army.mil/e2/c/downloads/2023/10/17/13f69fee/rsca-ver-2-may-2017.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 contracts are modified.
- (c) When each task order/delivery order is issued.
- (d) When funds are added (although the incremental funding if contracts does not require re-submission of the form).

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

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

(g) 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 do not require the RSCA:

(a) Manufacturing/production contracts

(b) Help desk and customer service support incidental to equipment or off-the shelf software purchases

(c) Software licensing agreements and updates

(d) Manufacturer's standard warranties

(e) Construction projects funded using MILCON 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.

(g) Rental of equipment

(h) Rental of hotel rooms

(i) Purchases using a government credit card

(4) The RSCA form need not be used when options exercised, if there are no changes in the terms, conditions, scope of work or level of effort and provided that an RSCA form was completed and considered the option periods prior to the time the contract was originally awarded. The RSCA form should include an additional 6 months estimation (in case of use the FAR 52.217-8 Option to Extend Services, authority) from the last Option period for Services Contract acquisition. However, the RSCA business process must still be used when contracts are modified and when task orders, purchase orders or delivery orders are issued.

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

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

(a) All personal and non-personal services acquisitions executed with Department of the Air Force (DAF) appropriations, with a total services acquisition program value, in current year dollars, greater than or equal to the SAT as defined at FAR 2.101 definitions. DAF-funded requirements are validated and approved by the Requirements Approval Authority (RAA). RAA shall review and approve all Requirements Approval Documents (RADs) greater than or equal to the SAT prior to approval of the acquisition strategy for the services being acquired.

(b) A Requirement Review and Documentation (RAD) in the form of a memorandum and/or an electronic approval record is mandatory for all services acquisitions applicable to the DAFI. DAF requirements executed by a non-DAF entity, to include Assisted Acquisitions, require an approved RAD. Non-DAF requirements executed by a DAF entity require documented evidence of requirement approval. Program funded by non-DAF entities that are executed by a DAF organization shall comply with the DAFI 63-138

(c) An amended RAD is required when the value of the approved service exceeds the approval authority of the RAA who approved the initial RAD. Include the initial RAD in the amended RAD approval package. When there are changes to the scope of the original requirement that were not contemplated when the initial RAD was approved, the initial RAD will be canceled and a new RAD must be processed for the entire requirement.

(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.

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t. AT/OPSEC. Per AFARS 5107.9101, Implementation of AT and OPSEC considerations in the requirements package are the responsibility of the RA. Prior to issuing a solicitation for a service or construction contract, the KO 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://spcs3.kc.army.mil/asaalt/procurement/Related%20Documents/Fillable%20AT_OPSEC%20Coversheet_v5.pdf#search=AT%20OPSEC. 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 KO 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 October 2014, 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 into the contract support process. This desk reference is found at: <https://spcs3.kc.army.mil/asaalt/zp/doccenter/Documents/AT-OPSEC-guide-Fourth-Edition-October-2014.pdf>

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 or DEAMS. 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,

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(c) schedule) to be changed.

(d) Facts and data that will enable the KO to determine if the requirement should be satisfied by a modification to an existing contract or by the negotiation of a new contract.

(e) When additional funds are required, the request will include a funded purchase request from the Resource Manager with proper funding appropriation (FY/Type).

(f) Revised list of GFM/GFE and availability statement, if applicable.

(g) Revised IGE, 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). In accordance with DFARS PGI 204.403(1), the KO will include a DoD Form PALT Contract Security Classification Specification and FAR clause 52.204-2, Security Requirements in solicitations, as appropriate and obtain the security manager's signature (See Army Regulation 380-49, 4-4a, Department of the Army Industrial Security Program) as the certifying official on the form. For guidance on completing the DD 254, see "Instructions for Completion DD Form 254, DoD Contract Security Classification Specification" at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0254-Inst.pdf>. For information on the National Industrial Security Program Contract Classification System, see <https://www.dcsa.mil/is/nccs/>.

(1) KOs are responsible for incorporation of DD Form 254 in contracts, where applicable, to inform the contractor of the level of information they will be required to access, the level of security clearance the contractors will need, and how they will process, store, transmit, and destroy the classified information when the contract is complete. All classified material must be handled in accordance with the National Industrial Security Program Operating Manual (NISPOM)".

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(2) COR may be required, by appointment, to perform transmission of final and modified DD 254s by email to their respective Cognizant Security Office (CSO) located in Block 8, Part C, of the DD 254.

(3) For guidance on completing the DD 254, see "Instructions for Completion DD Form 254, DoD Contract Security Classification Specification" at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0254-Inst.pdf>. For information on the National Industrial Security Program Contract Classification System, see <https://www.dcsa.mil/is/nccs/>.

6. Acquisition Planning Process (APP)

a. For requirements at or above \$250,000, RAs shall submit such requirements in the AAP to the 411th CSB contracting counterparts either in hard copy or electronic form, the information on USFK Form 715-E. 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. Initial input to the Fiscal Year (FY) AAP will be due no later than 31 July. The initial AAP listing should include all known requirements for which the PRP submission date will be in that FY. Submission date refers to the date when a PRP is due at the 411th CSB and not the contract award date. Although changes to the AAP may be prompted by unforeseen circumstances (e.g., mission changes, funding constraints, etc.); such changes must be held to a minimum for the AAP to be effective. When changes are necessary, they are to be submitted to the 411th CSB as soon as they are known.

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 2 below to ensure that their requirements meet their intended contract award date (not contractor performance). The days in table 2 represent the estimated number of calendar days from an initial solicitation issued to award of the contract.

c. Actual acquisition times may vary depending on the type of purchase requirement, the nature or complexity of the requirement, and other factors peculiar to the requirement. Acquisition planning, contractor mobilization, Invited Contractor status, and phase-in/out periods should be considered in PLT and is not included in PALT estimates, which new contractors time to gain base access and prepare for contract performance. Service contracts normally require additional time for contractor mobilization. RAs shall include at least 30 calendar days for actions less than \$1,000,000 and 60 days for all others prior to actual contractor performance when conducting acquisition planning. Contracts intended for award to a US firm that involves the request for US Invited Contractor status in accordance with USFK Instruction

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d. 4901.01 will require additional time and shall include an additional 45 days for USFKI 4901.01 processing prior to contractor performance. The RA is responsible for coordinating contract requirements with 411th CSB to determine actual procurement lead times.

Table 2. 411th CSB Minimum Procurement Administrative Lead Times (PALT)

411th CSB Minimum PALT	
Type of Contract Action	Calendar Days
SERVICES	
Service Contract \$50M less than \$250M (including Full & Open Competition, GSA GWACs, FSS, Master BPA, Army CHESS, other Agency GWACs)	165
Service Contract \$1,000,000 less than \$50M (including Full & Open Competition, GSA GWACs, FSS, Master BPA, Army CHESS Task Order, other Agency GWACs)	90
Service Contract \$250,000, but less than \$1M (including Full & Open Competition, GSA GWACs, FSS, Master BPA, Army CHESS Task Order, other Agency GWACs)	45
Service Contract less than \$250,000 (including Full & Open Competition, GSA GWACs, FSS, Master BPA, Army CHESS Task Order, other Agency GWACs)	25
Service Task Order on 411th CSB contract (Requirements or IDIQ)	22
SUPPLY	
Supply Purchase \$1M but less than \$50M (including Full & Open Competition, GSA GWACs, FSS, Master BPA, Army CHESS, other Agency GWACs)	45
Supply Purchase \$250,000 less than \$1M (including Full & Open Competition, GSA GWACs, FSS, Master BPA, Army CHESS, other Agency GWACs)	30
Supply Purchase less than \$250,000 (including Full & Open Competition, GSA GWACs, FSS, Master BPA, Army CHESS, other Agency GWACs)	25
CONSTRUCTION	
Construction Multiple Award IDIQ General Task Order (Work plan) - all \$ values	60
Construction Multiple Award IDIQ General Task Order (Non-Work plan) - all \$ values	30
Construction IDIQ Task Order (all \$ values)	15

BPA CALL ORDERS (SERVICE OR SUPPLY) on existing BPAs		15
LOGISTICS COST SHARING (LCS) Funded Requirements (Services, Supply, and Construction)		See Note* below
MODIFICATION		
MODIFICATIONS TO EXISTING CONTRACTS – SERVICES, SUPPLY AND CONSTRUCTION		
OPTION EXERCISE – SERVICE AND CONSTRUCTION –any dollar amount (see note)		300
Administrative and Funding (incremental funding or funding of an action awarded Subject to the Availability of Funds)		15
New Work and Supplemental Agreement		45
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.

Note:* An additional 30-40 days lead time is required to all LCS funded contracts for ROK MND approval

APPENDIX A TO ENCLOSURE B
SAMPLE DETAILED INDEPENDENT GOVERNMENT 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 marketplace.

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 B TO ENCLOSURE B
PURCHASE REQUESTS PACKAGES (PRP) CHECKLISTS

7. 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 \$2,000,000 including inspection and design).

c. If no fund cites, 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 .

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 (PIEE).

- ___ 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 (if applicable)
- ___ 15. Statement of urgency if past cut-off date or if urgent requirement.
- ___ 16. Facilities Engineering Work Request (FEWR), required for any improvement to U.S. controlled real property.
- ___ 17. Anti-Terrorism/Operations Security Review Cover Sheet.
- ___ 18. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$250,000).
- ___ 19. Market research documentation.
- ___ 20. Service Contract Approval Form (SCA).
- ___ 22. Contract Quality Assurance Surveillance Plan (QASP).

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

8. 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 Interagency Agreement FS Form 7600B 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 Interagency Agreement FS Form 7600Bs).
 - e. Correct local purchase authority cited (do not cite USFK Instruction 7510.01).
 - f. For information resources, purchase request document signed by FKJ6 only.
 - g. Correct dollar/won conversion rate used.
- ___ 4. Performance Work Statement
- ___ 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 PIEE
- ___ 9. Contract Quality Assurance Surveillance Plan (QASP).
- ___ 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 (if applicable).

- ___13. Justification if US Invited Contractor or stateside service source requested (USFKI 4901.01).
- ___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 FAR Part 7.
- ___23. LCS Funds Program inclusion and funds consistent with current program policies.

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

9. 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 GFEBS.
 - a. Correct year and type funds being used (including Interagency Agreement FS Form 7600B funds).
 - b. If no fund cites, state that the funds are programmed for next FY.
 - c. Certifying officer's signature card on file with CSB (except Interagency Agreement FS Form 7600Bs).
 - d. Correct local purchase authority cited (do not cite USFK Instruction 7510.01).
 - 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 value at or below \$10,000. 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: _____

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APPENDIX C TO ENCLOSURE B
REQUEST FOR PURCHASE

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).

2. US AIR FORCE

A Request for Purchase, AF Form 9 will be prepared for US Air Force requirements using DEAMS procedures. DAFI 63-138 Acquisition of Services governs manpower management for contract services. All AF Forms 9 for services must be coordinate with the servicing manpower management office and accompanied by the Requirement Review and Documentation, Chapter 3 of DAFI 63-138.

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. 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.

4. Fiscal Service (FS) Form 7600B U.S. Government Order

a. FS Form 7600B was designed by the Department of the Treasury's Bureau of the Fiscal Services as an agreement between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. The data fields of this form are compatible with the data requirements of the Department of the Treasury's Government Invoicing (G-Invoicing) system.

b. The standard Interagency Agreement containing two Fiscal Service (FS) Forms: FS Form 7600A, General Terms and Conditions (GT&C) and FS Form 7600B, Order Form. Treasury has mandated the use of these two forms to ensure the proper recording and reporting on intragovernmental buy/sell transactions, and to eliminate the Federal-wide reporting deficiencies impacting the Financial Report of the U.S. Government.

c. FS Form 7600A includes provisions and information that will apply for all orders placed under the umbrella agreement. The requesting scope of work on the FS Form 7600A should cover relatively broad categories of goods or services when feasible. It does not place an order and does not obligate funds.

d. FS Form 7600B is the order document for specific goods or services. When the systems capability become available to accept the FS Form 7600B within DoD Ordering Systems or ERPs, the Form 7600B must discretely define the goods or services for each order. The RA's funds are obligated when the order is placed. Each order requires a separate 7600B, which must be filled out completely even if some of the information is identical to information in a previous order. A new 7600A is not needed each time a new order is placed, provided the previously signed 7600A is still in effect and its terms and conditions are still applicable. Under the Department's clearance process for reimbursable agreements, separate clearance is required for each new order, and for each amendment or modification to previously cleared 7600A or 7600B (unless a waiver applies). Customers must complete all required fields on the FS Form 7600B before the form may be processed. FS Form 7600B Instructions can be reviewed at https://dodiac.dtic.mil/wp-content/uploads/2019/10/19-10_FS-Form-7600B_DTIC-Instructions-Guidance.pdf.

e. Accordingly, all DoD Components must use the latest published versions of FS Forms 7600A/B when completing a non-Economy Act order and these must comply with the Federal Intragovernmental Data Standards when using the Treasury's G-Invoicing system, DoD Ordering systems, Enterprise Resource Planning (ERP) systems, or when completing the FS Forms 7600A/B manually. Until DoD Ordering Systems and ERP

systems can process the FS Form 7600B, DoD trading partners should continue to accept the current order forms (e.g., DD Form 448, Military Interdepartmental Purchase Request (MIPR)). Individual orders must be placed against an FS Form 7600A. In instances where G-Invoicing is not available, DoD Components must use hardcopies of FS Forms 7600A/B. For the use of FS Form 7600A/B instruction and procedures, contact the USFK J8 Resource Management team at indopacom.humphreys.usfk.list.j8-all@army.mil.

5. Commercial Products/Services

All purchases for products 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 marketplace.

(b) Of a type customarily available in the commercial marketplace 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 products or services are available to meet the Government's needs or could be modified to meet the Government's needs.

6. 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.

e. Online Tool for Creating a Performance Work Statement (PWS). This following website can be used to develop and create a PWS (CAC required):
<https://spcs3.kc.army.mil/asaalt/procurement/SitePages/NewTemplates.aspx>

APPENDIX D TO ENCLOSURE B
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.

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ENCLOSURE C
SPECIAL CATEGORIES OF CONTRACTING

10. Purchase of Reproduction Services, Printing and Binding

All printing and binding requirements will be done by the Defense Logistics Agency (DLA) Document Services using the GPC or FS Form 7600B (Interagency Agreement) is available electronically at: https://dodiac.dtic.mil/wp-content/uploads/2019/10/19-10_FS-Form-7600B_DTIC-Instructions-Guidance.pdf

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

11. Purchase of Information Technology (IT)

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

(1) Information Technology (IT) purchases must be submitted through the Information Technology Approval System (ITAS). (AFARS 5139.101-90). The ITAS approval and supporting documentation shall be part of the requirement package submitted to the KO and shall also be part of the resulting solicitation and contract file documentation. Army's CHES program under the Program Executive Office Enterprise Information Systems is the mandatory source for the purchase of commercial IT hardware and software and services that must satisfy purchasers requirements by utilizing the CHES contracts first, regardless of dollar value or financial appropriation.

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(2) ITAS Approval / ITAS Waiver: IAW the guidance from HQDA G6/ITAS Team Chief as of 14 January 2025, ITAS approval and waiver applies to all customers including non-Army, no exception for the USFK. The Army is the Combatant Command Support Agent (CCSA) for USFK and establishes the administrative processes that all customers should follow the guidance and submit their requirements in ITAS. Accordingly, all requiring activities at USFK shall submit IT procurement requests in ITAS and shall approve ITAS procurement request that are estimated at \$500, or more including requests for waivers and exceptions to Army IT procurement policy. USFK needs to follow the guidance regarding procurement of standard configuration desktop/notebook computers and tablets. If they have a requirement to buy non-standard configuration devices, they need to fill out the standard configuration Exception to Policy (ETP) memo format (which requires a Two-Star signature (or Civilian equivalent) and attach it to the associated ITAS request).

b. 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.

12. 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 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 3 summarizes the Contracting Offices in the ROK, and their area of responsibility.

Table 3. Contracting Offices in the ROK

Contracting Office	Area of Responsibility
USACE Far East District (FED) Contracting	Military Construction and Architect and Engineer contracts
Defense Health Agency (DHA)	Medical mission requirements
Army non-appropriated funds (NAF) Contracting Activity	NAF funded requirements
Defense Logistics Agency (DLA) Korea	Administer a Prime Vendor contract for commodity purchases
411th CSB	Installation support related requirements for all DoD components in the ROK.

Where a requirement obviously falls in the lane of one of the other 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. In the ROK, ACC supports DHA's non-medical contracting, through the 411th CSB, and DHA provides contracting for direct health care providers (personal

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services). NAF Contracting authority is described in AR-215-4. All other DoD components or non-DoD agencies must create and maintain a MOU/MOA with the 411th CSB to execute contracts.

(2) 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 being 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) Provide certifying funds of the proper type and amount are available for the requirement.

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(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) Approval to Use a Non-DoD Contract, as required (see *Note 1*).

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

Note 1. (Approval to Use a Non-DoD Contract, in excess of the SAT) The Army has established specific policy for reviewing and approving the use of non-DOD contract vehicles for amounts greater than the simplified acquisition threshold. In accordance with DFARS 237.170-2(b) Approval Requirements, 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 KO 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 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: <https://www.acq.osd.mil/asda/dpc/cp/index.html>

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c. Invited U.S. Contractors: The US-ROK 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 USFKI 4901.01 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.

13. 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.

ENCLOSURE D
CONTRACT MANAGEMENT

14. 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). "Government Property" means all property owned or leased by the Government. Government property includes both GFP, Government-Furnished Material (GFM), and CAP. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property, software, or incidental property. GFP is in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. GFP also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

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. KOs 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 KO with the documentation clearly substantiating its decision. The Requiring Activity is also responsible for providing the KO with the initial GFP listing(s) in the PDF fillable format required by DFARS PGI 245.103-72. When GFP is anticipated, create the GFP attachment in the GFP module of the PIEE at <https://piee.eb.mil/piee-landing> to

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- (1) Specify the required GFP data elements; and
- (2) Identify GFP serially managed items, GFP non-serially managed items, and GFP items that may be requisitioned from the DoD supply system by the contractor; and
- (3) Accomplish the electronic transmission of the GFP attachment to the contract in the Electronic Data Access application in the PIEE.

For more information on the GFP attachments, see
<https://dodprocurementtoolbox.com/site-pages/gfp-attachments>

d. Property that the Contractor will be authorized to purchase from DoD supply sources in accordance with FAR 52.251-1 (if applicable). The KO 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).

15. 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. The QASP is a government document that specifies how the COR will verify and document that the government is receiving quality of services called for under the contract and pays only for the acceptable level of services resulting in the successful accomplishment of their desired outcomes. QASP is not sheared with the Contractor.

b. The QASP identifies what is going to be inspected, the inspection process, and who will do the inspecting. The results of those inspections will then be used to document contractor performance. The COR is responsible for technical administration of the contract and will assure proper Government surveillance of the contractor's performance. The COR will keep all quality assurance records in the Surveillance and Performance Monitoring (SPM) module of PIEE. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. The QASP specifies in writing how the Government COR will:

- (1) Conduct assessment of Contractor performance to identified Performance Objectives and all other requirements

- (2) Document that assessment
- (3) Request corrective action for noncompliance
- (4) Accept compliant services and/or products

The QASP is based on the premise that the Contractor, and not the Government, is responsible for management and quality control actions to meet the terms of the contract.

The QASP verifies that the contractor's Quality Control is effective and should never put the Government in a position of performing inspections for the Contractor.

Development of the QASP should be after the development of the Acquisition Strategy Plan (ASP), Performance Requirements Summary (PRS) and in conjunction with the Performance Work Statement (PWS).

16. PIEE Electronic Document Access (EDA)

a. The JAM and SPM modules of PEE is a web-based application, within the Wide Area Workflow Business Suite, designed to track COR and COR related actions within the DoD. The JAM and SPM modules allows the nomination, appointment, revocation, and termination of an individual as a COR against a DoD contract, or a contract or order issued on 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 PEE identified below in table 5. In addition, more information can be obtained about COR responsibilities in paragraph 2-2b of Enclosure A.

Table 4. 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 ACQ 0030 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

Note:

1. CLC 106 – must be updated every three (3) years.
2. CLC 222 – must be updated every three (3) years.
3. ACQ 0030 – 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 every three (3) years.
7. DoD Instruction 5000.72, “DoD Standard for Contracting Officer’s Representative Certification”.
8. Combatting Trafficking in Person (CTIP) Awareness Training – must be updated every three (3) years.
9. *The CLM 039 course is only required if there will be a significant GFP/GFE request/requirement.

b. 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.

c. 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 KO to the ethics counselor for final review and certification. The KO 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.

17. 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 KOs 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 KO.
- 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.

Enclosure D

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 KOs. KOs may contact the 411th CSB Compliance and Policy Branch Chief for more information.

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.

ENCLOSURE E
LIST OF CHANGES

Summary of Changes. This revision includes the following changes:

1. Enclosure A: Responsibilities.

a. Adds para 2.a (1) RA's Acquisition Strategy/Planning Review Board facilitation and a brief to the 411th CSB SCO for all requirements with total cost of \$50M or above.

b. Updates para 2.a (2) to ensure PRP submission time and PALT definition.

c. Updates para 2.a (3) to remove USFK Reg 715-4 reference and adds the sentence on failure to submit PRP before the cutoff date.

d. Updates para 2.a (5) to revise the thresholds.

e. Adds para 2.a (9) on ensuring and justifying use of LPTA source selection process.

f. Adds para 2.a (10) on obtaining ITAS approval submission requirement for IT procurement.

g. Updates para 2.a (14) on COR nomination requirement in PIEE JAM.

h. Adds COR training requirement from 411th CSB in para 2.a (15).

i. Removes NATO/coalition partners right after ROK in para 2.b.

j. Adds para 2.c. (6) on conducting all COR tasks in the COR designation letter.

k. Updates COR's MSR, CSR submissions into SPM module in para 2.c.(7).

l. Updates the term CCR (Corrective Action Request) from NCR (Non-conformance Report) in para 2.c.(9).

m. Updates para 2.c. (11) on COR's Documenting Performance.

n. Updates para 2.d. on COR's Surveillance Document File in the SPM module.

Enclosure E

- o.
- p. Updates para 2.f. on COR Guidebook and the website link.
- q. Adds para 3.d. on PALT definition.
- r. Adds para 3.e. on conducting SRB/CRB.
- s. Adds para 3.f. on COR appointment in the JAM of PIEE system.
- t. Adds the term “by Quality Assurance Specialist (QAS)” on COR training in para 3.g.
- u. Adds para 3.j. on COR’s record validation in SPM of PIEE.

2. Enclosure B: Policies and Procedures.

- a. Updates Table 1. on Purchase Requirements Package (PRP) Documents for ITAS Approval/Waiver, Determination of No Inherently Governmental Functions, COR nominated in PIEE System, and Justification of GFP/GFM.
- b. Updates para 2.a. to incorporate PRP submission guidance.
- c. Updates para 2.b. to incorporate SAF requirement.
- d. Updates para 2.c. to change OPA funds threshold.
- e. Adds detailed instruction in para 2.d. on how Army clients to submit Purchase Request (PR) through VCE-PCF.
- f. Updates para 2.g. on LCS Program Procurements guidance and procedure.
- g. Adds para 2.i.(8) on conducting market research techniques.
- h. Updates para 2.s. to provide guidance for SCA requirement including Non-Army Organizations and LCS funded Services Contracts.
- i. Updates para 2.s.(3) on RSCA exception items.
- j. Updates para 2.s.(4) on clarification of RSCA requirement including Option periods exercise.

k. Adds DAF-funded requirements instruction IAW DAFI 63-138 in para 2.s.(6). Air Force Process.

l. Updates the AT/OPSEC Desk Reference website link in para 2.t.(1) and para 2.t.(4).

m. Updates para 2.v. on Contract Security Classification Specification (DD Form 254) guidance including National Industrial Security Program Contract Classification System (NISCPCCS) informational website.

n. Updates para 3.a. on Acquisition Planning Process (APP) for PRP submission.

o. Updates the table number to table 2 in para 3.b.

p. Updates para 3.c. on actual acquisition time IAW PALT requirement.

q. Updates Table 2. 411th CSB Minimum PALT in Type of Contract Action and Calendar Days under para 3.b.

3. Appendix B to Enclosure B. Purchase Requests Packages (PRP) Checklists

a. Adds para 19. Market Research Documentation, para 20. Service Contract Approval Form (SCA), and para 22. QASP in para 1. Construction Contract Checklist.

b. Updates FS Form 7600B (Interagency Agreement) from MIPR in para 2. Service Contract Checklist, sub-para 3.a.&d.

c. Updates FS Form 7600B (Interagency Agreement) from MIPR in para 3. Supply Contract Checklist, sub-para 3.a.&c.

18.4. Appendix C to Enclosure B. Request for Purchase.

a. Updates para 2. on AF Form 9 preparation IAW DAFI 63-138 using DEAMS procedures.

b. Adds para 4. on using Fiscal Service (FS) Form 7600A/7600B U.S. Government Order (G-Invoicing).

5. Enclosure C: Special Categories of Contracting.

a. Removes DD Form 448 (MIPR) and adds FS Form 7600B (Interagency Agreement) in para 1.

b. Incorporates AFARS 5139.101-90 reference in para 2.a.(1) CHESS.

c. Updates para 2. Purchase of IT (CHESS/ITAS Approval/Waiver requirement).

d. Updates para 3.c.(1) to change table number to Table 3 Contracting Offices in the ROK and replaces HCAA (MEDCOM Health Care Acquisition Activity) to DHA (Defense Health Agency). Adds DLA (Defense Logistics Agency) Korea. Deletes a MOU between MEDCOM and ACC, clarifies DHA's non-medical contracting, and non-DoD agencies contracts through the 411th CSB.

e. Updates the USFKI 4901.01 number from USFK Regulation 700-19 in para 2.e. Invited U.S. Contractors.

4. Enclosure D: Contract Management.

a. Updates para 1.a. on GFP/GFE definition.

b. Updates GFP module of the PIEE information in para 1.c.

c. Updates para 2. QASP requirement to provide guidance and procedures.

d. Updates para 3. PIEE EDA (Electronic Document Access) for COR's actions through JAM and SPM module of PIEE.

5. Glossary

a. Adds terms DoD Component, PALT (Procurement Administrative Lead Time), and Trading Partner in para 2. Terms.

b. Removes GPC Section.

ENCLOSURE F
REFERENCES

- a. ADA 31 U.S.C. §1301(a), 1517, Anti-Deficiency Act.
- b. AFR 700-3, Information Systems Requirements Processing.
- c. AR 70-13, Management and Oversight of Service Acquisitions.
- d. AR 215-4, Non-Appropriated Fund Contracting.
- e. AR 380-5, Department of the Army Information Security Program.
- f. AR 715-30, Secure Environment Contracting (U).
- g. Army Federal Acquisition Regulation Supplement (AFARS).
- h. Defense Federal Acquisition Regulation Supplement (DFARS).
- i. DOD 5500.7-R, Joint Ethics Regulation.
- j. DODI 5000.72, DoD Standard for Contracting Officer's Representative Certification.
- k. Federal Acquisition Regulation (FAR).
- l. ATP 4-92 (FM 4-92), Contracting Support to Unified Land Operations.
- m. Department of Defense COR HANDBOOK.
- n. USFKI 4901.01, The Invited Contractors and Technical Representative Program.
- o. AFMAN 23-110, Basic USAF Supply Manual.
- p. Army Source Selection Guide.
- q. Competition in Contracting Act.
- r. DOD Index of Specifications and Standards.
- s. U.S. Air Force Federal Acquisition Regulation Supplement

- t. AF Form 9, Request for Purchase.
- u. AF Form 85, Controlled Substance Inventory Adjustment Voucher.
- v. AF Form 332, Base Civil Engineer Work Request.
- w. DA Form 4283, Facility Engineer Work Request.
- x. DA Form 4610-R, Equipment Changes in MTOE/TDA.
- y. DD Form 250, Materiel Inspection and Receiving Report.
- z. DD Form 254, Contract Security Classification Specification.
- aa. DD Form 577, Appointment/Termination Record - Authorized Signature.
- bb. DD Form 1155, Order for Supplies or Services.
- cc. DD Form 1348-1A, Issue Release/Receipt Document.
- dd. DD Form 1391, FY___ Military Construction Project Data.
- ee. USFK Form 715-E, Advanced Acquisition Plan Submission Form

GLOSSARY

Abbreviations

AAC	Address Activity Code
AIAOS	Acting in the Absence of the Senior Contracting Official
AAP	Advance Acquisition Plan
AAPP	Advance Acquisition Planning Program
ACOR	Alternate Contracting Officer's Representative
ACC	Army Contracting Command
ACS	Assistant Chief of Staff
AFARS	Army Federal Acquisition Regulation Supplement
AP	Acquisition Plan
AT/OPSEC	Antiterrorism–Operations Security
CAR	Corrective Action Request
CCC	Command COR Coordinator
CDR	Contract Deficiency Report
CFE	Contractor Furnished Equipment
CFM	Contractor Furnished Material
CONUS	Continental United States
COR	Contracting Officer's Representative
CPARS	Contractor Performance Assessment Reporting System
CPAC	Civilian Personnel Advisory Center
CSB	Contracting Support Brigade
CSM	Customer Service Module
DAF	Department of the Air Force (DAF)
DAFI	Department of the Air Force Instruction
DEAMS	Defense Enterprise Accounting and Management System
DEROS	Date Eligible for Return from Overseas
DFARS	Defense Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DOC	Director of Contracting

DOD	Department of Defense
DODI	Department of Defense Instruction
EDA	Electronic Document Access
FAR	Federal Acquisition Regulation
FEWR	Facilities Engineering Work Request
FPDS	Federal Procurement Data System
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
IGE	Independent Government Estimate
JAM	Joint Appointment Module
KO	Contracting Officer
LCS	Logistics Cost Sharing
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NDC	Non-Disclosure Certification
MSR	Monthly Status Report
NLT	Not Later Than
NSN	National Stock Number
OO	Ordering Officer
PA	Property Administrator
PALT	Procurement Administrative Lead Time
PAR	Performance Assessment Report
PCF	Paperless Contract Files

PDREP	Product Data Reporting and Evaluation Program
PIEE	Procurement Integrated Enterprise Environment
PMP	Property Management Plan
PMSA	Property Management System Analysis (PMSA)
POC	Point of Contact
PPI	Past Performance Information
PR	Purchase Request
PRP	Purchase Request Package
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
RA	Requiring Activity
RAA	Requirements Approval Authority
RD	Requirement Document
ROD	Report of Discrepancy
SAM	System for Award Management
SAT	Simplified Acquisition Threshold
SCA	Service Contract Approval
SCO	Senior Contracting Official
SOW	Statement of Work
SOFA	Status of Forces Agreement
SPM	Surveillance and Performance Monitoring
SSA	Source Selection Authority
SSO	Source Selection Organization
SSP	Source Selection Plan
USAF	United States Air Force
USFK	United States Forces Korea
VAT	Value Added Tax (Exempt from payment under SOFA)
VCE	Virtual Contract Enterprise
WAWF	Wide Area Workflow

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 Senior Contracting Official 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.

DoD Component. The Office of Secretary of Defense, a Military Department, a Defense Agency, a DoD Field Activity, or any other organizational entity of the Department of Defense that is authorized to award or administer grants, cooperative agreements, or other non-procurement transactions.

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.

Procurement Administrative Lead Time (PALT). The time between the date on which an initial solicitation for a contract or order is issued by a federal department or agency and the date of the award of the contract or order. Solicitation is issued only after all requirements documents have been submitted by the requiring activity. PALT data will be collected from the VCE-PCF Acquisition Milestones, utilizing the “Issue Solicitation/Proposal Request” and “Award Signed” milestone “actual” dates.

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.

Trading Partner. As related to interagency agreements, the requesting or servicing agency/bureau. Trading partner is the term used with G-Invoicing and will be adopted for manual processing of interagency agreements as well.

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