



DA Form 3953 - Purchase Requirements When Purchasing Services

Just the Facts
92-004-0195

SERVICES

- ◆ Services
- ◆ Contract
- ◆ Purchase

This fact sheet provides general information for purchasing services.

Background Information

Department of Army (DA) Form 3953, Purchase Request and Commitment, is a document used by the Army to order supplies/services. It is the first step in the procurement process and provides a means for review/approval before actual purchases are made.

The services contract encompasses a broad spectrum of work. A services contract directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than furnish an end item of supply.

A services contract may be either a nonpersonal or personal contract (Note: Personal services contracts are discouraged and, with few exceptions, prohibited). In general, personal services are those performed by Government employees. Nonpersonal services are those provided by personnel not subject to supervision or Government control (i.e., an employee-employer relationship).

A services contract may also cover those efforts performed by either professional or nonprofessional personnel whether on an individual or an organizational basis. Some examples of services contracts are advisory and assistance or consulting services, sampling analysis, research and development, and routine administrative services.

Unless otherwise dictated by statute, services contracts must be awarded through open competition. Since all purchase requests should have at

least two suggested sources, a justification for sole source must accompany any request that limits competition to only one supplier/vendor. Justifications for actions less than \$25,000 are generally a paragraph or two, but a justification and approval document for actions greater than \$25,000 is a more formal document and is several pages long.

Submission Guidelines

Routine requests (Priority 13): Submit an original DA Form 3953 with two carbon copies. Place carbons between the copies.

High priority requests (Priority 03 or 06): Submit an original DA Form 3953 with two carbon copies and a justification for the priority. Priority 03 or 06 is limited to true emergencies. An example of an emergency would be: "The task required an onsite survey for a chemical spill. Upon uncrating our equipment, we discovered it was damaged beyond repair. Due to the cost of the equipment, we purchased only one item. We need replacement equipment immediately."

The division chief and director must sign a priority justification or impact statement. Delegation of signature authority below these levels is prohibited. The DA Form 3953 with the priority justification is then hand-carried to the Logistics Division.

Logistics Division
U. S. Army Center for Health Promotion and Preventive Medicine (Provisional)
Aberdeen Proving Ground, MD 21010-5422
DSN 584-2630 or Commercial 410-671-2630
email: mchbcl@aeha1.apgea.army.mil

Purchase requests for services should include the following types of documentation/information:

- ◆ DA Form 3953.
- ◆ Detailed Statement of Work which includes, but is not limited to, contract terms, delivery point or place of service inspection and acceptance point, security/safety requirements, hazardous items identification (state whether or not hazardous items will result from or be part of the work), identification of any Government-furnished property and any data requirements (state whether or not data will be delivered under the contract, and, if so, attach a completed DD Form 1423, Contract Data Requirements List, and attendant Data Item Description). (See DOD 5010.12-L if data is technical.)
- ◆ The name of the contracting officer's representative (COR), his/her business address and telephone number, the COR nomination letter certified by the COR's supervisor, and a copy of the COR's training certificate.
- ◆ An Independent Government Estimate (IGE).
- ◆ Suggested Sources and, if applicable, supporting data for sources obtained through other than full and open competition.
- ◆ Market Survey or Waiver of Market Survey.
- ◆ Determination of Contract Consulting Services (CCS) applicability using Army Regulation (AR) 5-14. If CCS, submit an improved Management Decision Document (refer to AR 5-14 and the definitions in AR 37-100-94, 2500 Series - Element of Resource); if not CCS, indicate on the DA Form 3953 that the action is exempt and the reason for the exemption. This determination is required for all service efforts regardless of the dollar amount. All efforts which are CCS must be approved by the Commander (the last quarter of the fiscal year) or his delegated approving official (the first three quarters of the fiscal year).
- ◆ Evaluation Criteria (if the action is to be negotiated).
- ◆ Surveillance Plan (if applicable, is required for all time and materials service efforts).
- ◆ Justification/Impact Statement for Priority 03/06.

Please Note: Failure to provide the appropriate information/documentation may delay your request. If you have any questions, please call 671-2144 (Maintenance Services) or 671-4081 (Procurement Analyst/CCS Coordinator).

REFERENCES:

1. DOD 5010.12-L - Acquisition Management System and Data Requirements Control List, 1 April 1994. (This document is available in the Directorate of Contracting, USAAPGSA, Building 314, Room 113, APG, MD, 278-7462.)
2. AR 5-14 - Management of Contracted Advisory and Assistance Services, January 1993.
3. AR 37-100-94 - The Army Management Structure (AMS) Fiscal Year 1994, July 1993.
4. U.S. Army Center for Health Promotion and Preventive Medicine (Provisional) Pamphlet for Logistical Support (currently under development).