

Subpart 5637.1 - SERVICE CONTRACTS GENERAL

Parent topic: [Part 5637 - SERVICE CONTRACTING](#)

5637.102 Policy.

(Revised August 2016)

(a) See [5609.901](#) for Guidance on Contractors in the Federal Workplace.

(b) Acquisition of Services shall be in accordance with DoD Instruction 5000.74. The Senior Services Manager (SSM) for USSOCOM has delegated the decision authority for Service Category V acquisitions (estimated total value of the SAT or more but less than \$10M) to the Component and Theater Special Operations Command (TSOC) level, unless otherwise directed. Components and TSOC contracting offices shall ensure requiring activities obtain service acquisition approval IAW local procedures. The contract file shall contain the approved acquisition strategy.

(1) To ensure effective management, planning, and execution of services acquisitions at the Component/TSOC level, SOF AT&L-KM will pull quarterly reports for submission to PEO-SV. As part of the oversight in services acquisitions for USSOCOM, the SSM or designee may participate in milestone decision briefs, execution reviews, and/or Procurement Management Reviews.

5637.103-90 Contracting Officer Responsibility.

(Revised August 2016)

See [FAR 37.103\(e\)](#) for reporting requirements.

5637.104 Personal Service Contracts.

(b)(1) If a request for approval of a personal service contract is submitted in accordance with [DFARS 237.104\(b\)\(i\)](#), the following additional information shall be furnished:

(a) The requiring activity's initial request signed by the Requiring Activity Official (RAO);

(b) A determination and findings (D&F);

(c) A review sheet coordinated in accordance with [Attachment 5601-1](#);

(d) Documentation of Contracting Officer coordination; and

(e) A narrative requesting the approval authority signs the required D&F.

5637.110 Solicitation Provisions and Contract Clauses.

(Revised August 2017)

(a) *(Removed August 2017).*

(b) When a service contract Statement of Work (SOW) contains key personnel, contracting officers may insert a clause substantially the same as 5652.237-9001, Key Personnel Requirements.

5637.170 Approval of contracts and task orders for services.

(Revised April 2015)

See **DCG** for service requirement (SR) approval and reporting policy and responsibilities.

5637.170-2 Approval Requirements.

(Revised October 2015)

Contracts or task orders valued at or below \$93 million that are not performance-based must be approved by an HCD or FCO Chief. For acquisitions exceeding \$93 million, obtain the approval of the senior procurement executive.