



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

12 MAY 1998

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/PK

SUBJECT: Personal Services Contracts

1. New procedures for obtaining manpower support have been implemented by WR-ALC/CC memorandum, Manpower Support Contracts, 5 May 98. Manpower support contracts can be categorized as either "personal services" or "nonpersonal services." A personal services contract is defined in FAR 37.101 as a contract which, by its express terms or as administered, makes the contractor personnel appear to be government employees. FAR 37.104 provides policy controlling the use of personal services contracts and states that agencies shall not award personal services contracts unless specifically authorized by statute. The contracts we award are nonpersonal services; therefore, the personnel rendering the services are not subject to the supervision and control prevailing between the government and its employees. Request you remind all personnel of the policy guidance on "personal services" contracts.

2. In the recent past, we have not done a good job in defining specific tasks in which the contractor was to perform, nor did we define a clear exit criteria which announced completion of the task. As a result, many of our existing contracts give the appearance of bordering on a personal services contract. This issue takes on greater importance as we contemplate writing contracts with individuals.

3. Future requirements for manpower support services must include a clearly defined scope of work; an exit criteria which defines when the task is complete; a clearly defined deliverable product such as a study, report, etc.; and a quality assurance surveillance plan that includes who, how, and when surveillance will be performed. It is imperative your personnel keep in mind the policy guidance regarding personal services contracts as we begin to contract directly with individuals as discussed in WR-ALC/CC's memo.

4. Should there be any questions, contact Linda Fountain, WR-ALC/PKPB, 69003.

A handwritten signature in black ink, appearing to read "David D. Burton".

DAVID D. BURTON, SES
Director
Directorate of Contracting

99-1G, FAR 37