



1. PURPOSE

This document provides SPAWAR policy on the acquisition of services which are not already covered under the DoD/DoN 5000 series documents.

A Certification of Non-Personal Services is used to ensure contracts do not involve unauthorized personal services.

Related guidance is available under [CMPG 1.2.9.2.2 Work Statement](#).

2. POLICY

2.1 Certification of Non-Personal Services

All new PRs for services (including SeaPort-E task orders) are required to be accompanied by a Certification of Non-Personal Services ([DFARS 237.503](#) and [PGI 237.503](#)). Personal Services are also discussed at [FAR 37.104](#) and [DFARS 237.104](#).

2.2 SOW/PWS

Statements of work or performance work statements must clearly distinguish between Government employees and contractor employees.

3. RESPONSIBILITIES

3.1 Program Office/Requestor

- Ensures that requirements for service contracts are vetted and approved as a safeguard to prevent contracts from being awarded or administered in a manner that constitutes an unauthorized personal services contract.
- Ensures that procedures are adopted to prevent contracts from being awarded or administered as unauthorized personal services contracts

3.2 Contracting Officer

- Checks the PR for services to ensure it contains the Certification of Non-Personal Services. If Certification is missing; the Contracting Officer requests it from the Program Office/Requestor.
- Includes Certification in the contract file.

4. PROCEDURE

1. **Program Office/Requestor** completes [Request for Services Contract Approval \(Certification and Worksheet\)](#); obtains appropriate signature, and includes it in the PR.
2. **Contracting Officer** ensures Certification is included for applicable PRs.
3. **Contracting Officer** includes Certification in contract file.

Please note: The BCM format also has a Personal/Non-Personal Services Determination that must be completed by the negotiator. Information from the Certification can be used to answer the BCM compliance item.

5. APPROVALS

The Request for Services Contract Approval requires a signature at the PM or DPM level (or SSC equivalent: Project Manager, Project Lead, or Technical Lead).

6. TOOLBOX

1. [Request for Services Contract Approval \(Certification and Worksheet\)](#) – May 2011



- 2.  [SSC PAC Non-Personal Services Certification](#) – Nov 2010
- 3. [DoD Guidebook for the Acquisition of Services](#) - Jul 2011

7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
August 2014	Content taken from Acquisition of Services SCPPM to create this more focused Certification of Non-Personal Services SCPPM.
April 2014	Last Acquisition of Services version created in old format. Last change under this topic was not noted.