

PERSONAL VERSUS NONPERSONAL SERVICES

The following descriptive information is to be provided by the individual initiating the procurement request for services, and will be used by the Contracting Officer in making a determination as to whether the services are personal or nonpersonal in nature.

1. Will work be performed on site at NRL?	Yes	No	
2. Is the Government furnishing the principal tools and equipment necessary for contract performance? If yes, describe furnished items.	Yes	No	
3. Is the need for this type of service reasonably expected to last beyond 1 year?	Yes	No	
4. Will the Government reserve the right to assign tasks to and prepare work schedules for the contractor employees during the performance of the contract? (NOTE: This does not preclude inclusion in the contract, at its inception, of work schedules for the contractor, or the establishment of a time of performance for orders issued under a requirements or other indefinite delivery-type contract.)	Yes	No	If yes, explain.
5. Will the Government exercise relatively continuous supervision and control over the contractor personnel performing the contract?	Yes	No	If yes, explain.
6. Can NRL obtain civil servants to perform the services?	Yes	No	If yes, explain.
7. Will the services be directly fulfilling part of the assigned function or mission of NRL?	Yes	No	If yes, explain.
(Continuation page may be added for further explanations.)			

SIGNATURE (Initiator)	CODE	DATE
Pursuant to FAR 37.103 and on the basis of information contained above and a review of the referenced Procurement Request, it is my determination that the services to be procured are nonpersonal.		
SIGNATURE (Procuring Contracting Officer)	DATE	