

151-OCS-1005
Prepare a DA Form 3953, Purchase Request and Commitment
Status: Approved

Security Classification: U - Unclassified

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Gregg-Adams VA foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: In an Operational Environment (OE), the action officer is completing a requirements package. The action officer has the commanders guidance and the following documents; justification memo, legal review memo, market research with three separate quotes, and service contract specific documents including a Statement of Work (SOW), Independent Government Estimate (IGE), Quality Assurance Surveillance Plan (QASP), and Contracting Officers Representative (COR) nomination memorandum.

Note: The action officer should refer to local command policies for specific contract funding documentation requirements and funding approval procedures. This task should not be trained in MOPP 4.

Standards: The action officer prepares a DA Form 3953 Purchase Request and Commitment (PR&C) In Accordance With (IAW) DFAS-IN Manual 37-100, unit SOP, and local command policies. The action officer places the completed DA Form 3953 in the appropriate requirements package while utilizing the GO & NO-GO criteria. A GO is required on all performance measures.

NOTE: To access the DFAS-IN Manual 37-100 use the following link: <https://www.asafm.army.mil/DFAS-Guidance/DFAS-IN-Manual-37-100/> This site is CAC required and the user must use their email certificate when prompted for authentication certificate.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Completion of a DA Form 3953 is required for a unit's requirement package

DANGER

Soldiers must constantly be alert for and avoid situations that may result in injury or death. At the training site, leaders must establish and enforce safety procedures during training.

WARNING

First aid is the emergency care given to the sick, injured, or wounded before being treated by medical personnel. Refer to the unit Tactical Standard Operating Procedures (TSOP) and approved Army doctrine for first aid treatment procedures.

CAUTION

Soldiers must be alert to human error and know the capabilities and limitations of the equipment and vehicles they operate during training exercises. Following the proper safety procedures during training events preserve troop strength and eliminate personnel losses through carelessness and accidents.

Remarks: None

Notes: The term action officer refers to any individual member of a staff section (officer, warrant officer, or noncommissioned officer) who is responsible for performing the task action or generating the product required by the task in the absence of the principal staff officer.

DA FORM 3953 (PR&C) INSTRUCTIONS

PBO, Supply Section or RM inserts regulation or policy authorizing local purchase

Your RM

Unit DODAAC. Must be your DODACC.

PBO document number for all supply items.

RM document number for all services

Date prepared

Number of pages

The EXACT location where the item will be delivered or service performed.

Complete unit address to include APO and base camp for requesting unit

DATE item/service delivery is required

Supply	Service
<\$1M=30 days	<\$1M=45 days
>\$1M=45 days	>\$1M=60 days

Phone number for POC in block 10

Unit POC rank, name and e mail. THIS IS THE PERSON WHO KNOWS THE MOST ABOUT THE REQUIREMENT.

Unit price

Unit of issue EA, BX, PK, CN (each, box, package, carton ...)

The quantity required

Total price of requirement

Signature of approving officer

Complete signature block of approving officer.

Signature block of PBO or supply officer providing document number

*** Signature of supply officer**

*** Signature of initiating officer**

Last update: 12 Feb 2008

NOTES

1. Do not combine PBO items with non-PBO items on the same PR&C.
2. If funds are going toward an incrementally funded contract, put the contract number in Block 15.
3. If bulk funded, type "Bulk Funded" in block 15.
4. Provide three market research for the supply or service required.
5. The initiating individual, supply officer and approving official must be three different people.

DA Form 3953 Instructions p1
DA Form 3953 Instructions p1

DA FORM 3953 (PR&C) INSTRUCTIONS

PURCHASE REQUEST AND COMMITMENT

1. PURCHASER REQUESTING

2. REQUESTING

3. DATE

4. TO

5. FROM

6. FROM

7. PURCHASER

8. DESIRED

9. REQUIRED

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12. LOCAL PURCHASE AUTHORITY

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l. Block 13 - Requisitioning Discloses Non availability – Leave Blank.

m. Block 14 - Item. Indicate the items required by numbering each one separately.

n. Block 15 - Description of Supply or Services. Complete description of the item or service including stock number or item number.

Note: Include all requirements such as training, travel, maintenance service agreements, shipping and delivery. If over \$2,500 include three sources of supply. If sole source includes separate sole source documentation/Justification and Approval. Be sure to include the Federal Supply Code (FSC) found at <https://www.dla.mil/Working-With-DLA/Federal-and-International-Cataloging/H2/>.

o. Block 16 - Quantity. Number of units required.

p. Block 17 - Unit. Unit of issue.

q. Block 18A - Unit Price. Include unit price for each item listed in Block 14, including applicable currency. Use local currency when feasible.

Note: US dollars will be entered into the current approved contract writing software.

r. Block 18B - Total Cost. Include any shipping and delivery fees as part of the total cost for each item. Indicate in Block 15 that shipping and delivery fees are included in the total cost. Include a grand total for all line items at the bottom of the block.

s. Block 19 thru 22 - Accounting Classification - Amount - Typed Name & Title of Certifying Officer - Signature.

Note:

The appropriate resource management office should complete these blocks, certifying that funds are available (committed) for your requirement. The comptroller/Resource Manager will enter the accounting classification to be charged, the total amount of acquisition, the typed name and title of officer approving use of funds, date of signature, and signature of funds approving officer.

If applicable, indicate the foreign currency conversion rate and amount as converted into US dollars. If this is an end of Fiscal Year (FY) requisition, requiring next FY funding (availability is dependent upon approval of the Federal Appropriations Bill) the RM certifying officer may indicate funds are Subject to Availability of Funds (SAF). Include the Certifying Officer telephone number in Block 20.

t. Block 23 and 24 - Discount terms and Purchase Order Number. Leave these blank unless this is a modification to an existing purchase order/contract.

u. Block 25 - The following Items are Required Not Later than as Indicated in Block 9 for the Following Purpose. Specify use and purpose for requirement.

Note: This is a simple short justification of the uses of the item so that the contractor can better understand the need.

v. Block 26 - Delivery Requirements. Check appropriate box and fill in blank if required.

w. Blocks 27 thru 30 - Date Typed Name and Grade of Initiating Officer - Signature. In appropriate block, date, name, title, grade and signature of requesting officer.

x. Blocks 31 thru 33 - Date Typed Name and Grade of Supply Officer - Signature. In appropriate block enter date, name, title, grade, and signature of responsible supply officer.

y. Blocks 34 thru 36 - Date -Typed Name and Grade of Approving Officer or Designee - Signature. In appropriate block enter date, name, title, grade, and signature of approving officer or designee.

2. Review the DA Form 3953 prior to submission

a. All required signature blocks are signed

b. Point of Contact (POC) Telephone Numbers and Email addresses

c. Correct Funding Code or Cite

d. Correct Requisition Number

3. Place the completed DA Form 3953 in the appropriate requirements package

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Evaluation Guidance: Score the Soldier GO if he/she passes all performance measures. Score the Soldier NO-GO if Soldier fails any performance measure. If the Soldier scores NO-GO, show the Soldier why he/she failed and show the Soldier how to perform the

measure correctly.

Evaluation Preparation: Evaluation Preparation: Brief the Soldier. Explain expectations to the Soldier by reviewing task standards. Stress to the Soldier the importance of observing all cautions and warnings to avoid injury to personnel and, if applicable, damage to equipment.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared a DA Form 3953			
2. Reviewed the DA Form 3953 prior to submission			
3. Placed the completed DA Form 3953 in the appropriate requirements package			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	AFARS	Army Federal Acquisition Regulation Supplement	Yes	No	
	AR 725-50	REQUISITION, RECEIPT, AND ISSUE SYSTEM	Yes	No	
	ATP 4-10	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR OPERATIONAL CONTRACT SUPPORT (MCRP 4-11H, NTPP 4-09.1, AFMAN 10-409-O)	Yes	No	
	DFAR	Defense Federal Acquisition Regulation	Yes	No	
	DFAS-IN MANUAL 37-100-16	Financial Management: The Army Management Structure for Fiscal Year 2016	Yes	Yes	
	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No	
	FAR	Federal Acquisition Regulation	Yes	No	
1.	AFARS	Army Federal Acquisition Regulation Supplement	Yes	No	
1.	AR 725-50	REQUISITION, RECEIPT, AND ISSUE SYSTEM	Yes	No	
1.	DFAR	Defense Federal Acquisition Regulation	Yes	No	
1.	DFAS-IN MANUAL 37-100-16	Financial Management: The Army Management Structure for Fiscal Year 2016	Yes	Yes	
1.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No	
1.	FAR	Federal Acquisition Regulation	Yes	No	
2.	AR 725-50	REQUISITION, RECEIPT, AND ISSUE SYSTEM	Yes	Yes	
2.	DFAS-IN MANUAL 37-100-16	Financial Management: The Army Management Structure for Fiscal Year 2016	Yes	No	
2.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No	
3.	ATP 4-10	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR OPERATIONAL CONTRACT SUPPORT (MCRP 4-11H, NTPP 4-09.1, AFMAN 10-409-O)	Yes	Yes	

TADSS :

TADSS ID	Title	Product Type
GTA 90-01-016	The Deployed Contracting Officer's Representative (COR) Smartcard	GTA

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training

resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. NOTE: It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.

All operations must conform to the Army Environmental Program, , ATP 3-134.5 (Environmental Considerations {MCRP} in Military Operations), AR 200-1 (Environmental Protection and Enhancement), local, state, and federal environmental policies, the Clean Air Act (CAA), CAA amendments, National Ambient Air-Quality Standards (NAAQS), as well as OSHA Hazard Communication Standard for Industry, 29 CFR, part 1910.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine. Be aware of the following:

a. At the training site, leaders must establish training safety overview procedures. Safety procedures should emphasize the adherence to standards, consideration of environmental factors (for example, wet bulb), risk assessment, and factors contributing to and aiding in the prevention of accidents. Responsible individuals must know how to balance the risks against the training requirements and monitor conditions for safety and health hazards (to eliminate or control them). Leaders must ensure the welfare of their Soldiers in all situations.

b. Leaders must establish a buddy system for safety measures. Soldiers should maintain a safety watch on each other, with emphasis on individual safety training, and first aid responsibilities. All unsafe conditions and unsafe acts must be recognized and reported. Soldiers must be alert to human error and know the capabilities and limitations of the equipment and vehicles they use. Following the proper safety procedures preserves troop strength by preventing personnel losses through accidents.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
151-OCS-1004	Prepare an Independent Government Estimate (IGE)	151 - Combined Arms Support (Individual)	Approved
151-OCS-0003	Prepare a Quality Assurance Surveillance Plan (QASP)	151 - Combined Arms Support (Individual)	Approved
151-OCS-0006	Develop a Contract Statement of Requirements (CSOR)	151 - Combined Arms Support (Individual)	Approved
151-OCS-1002	Perform Market Research	151 - Combined Arms Support (Individual)	Approved
151-OCS-0001	Prepare a Performance Work Statement	151 - Combined Arms Support (Individual)	Approved
151-OCS-0010	Prepare an Operational Contract Support (OCS) Estimate	151 - Combined Arms Support (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
151-OCS-0013	Prepare a Requirements Package	151 - Combined Arms Support (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
K24521	Know contracting support to operational planning.
113-K-10280	Knowledge of Contracting Officer (CO), Contracting Officer Representative (COR) duties
907-LOGCP-C11-K161	Understand building and construction costs at the full career development level.
K22467	Knowledge of the Army Contracting Organization
K22466	Knowledge of Contingency Contracting tools
K22441	Knowledge of reason for competition in contracting
K25747	Discuss contracting Support to Operational Planning
K22208	Knowledge of contingency contracting and LOGCAP operations
K22593	Knowledge of Contracting Methods
K24519	Know contracting procedures

Skills :

Skill ID	Skill Name
S2747	Ability to identify basic aspects of the Contingency Contracting Environment
S2587	Ability to identify reason for competition in contracting
S2613	Ability to identify the Army Contracting Organization

S2739	Ability to identify Contracting Methods
S1887	Ability to implement contingency contracting and LOGCAP operations
S2612	Ability to utilize Contingency Contracting tools
S2615	Ability to identify Joint & Multinational contracting

ICTL Data : None