

**TITLE: CIB 98-14 Change in Required Application Form for USPSCs**

**May 26,1998**

**MEMORANDUM TO ALL CONTRACTING OFFICERS AND NEGOTIATORS**

FROM: M/OP, Marcus L. Stevenson, Procurement Executive

SUBJECT: Change in Required Application Form for USPSCs

**CONTRACT INFORMATION BULLETIN 98 - 14**

The purpose of this CIB is to allow the use of the OF-612 as well as the SF-171 when applying for a personal services contract with a United States citizen or United States Resident Alien. This change is effective immediately notwithstanding AIDAR Appendix D references and requirements for the SF-171.

The requirement that the SF-171 be completed by applicants for personal services contracts with United States citizens or resident aliens was a direct result of a finding by the Inspector General's Office in a 1985 audit and their subsequent recommendation. The audit finding detailed serious abuses of personal services contract applicants inflating their past salary histories many times to negotiate a higher salary with the Agency.

Consequently, in order to bring the finding and recommendation to closure, OP proposed the use of the SF-171 since it contained a penalty clause under which, by signing the form, an applicant would be liable for intentional misrepresentation of past salaries.

When the Office of Personnel Management (OPM) announced that it would no longer require the use of the SF-171 for applying for direct-hire positions, it did give each Federal agency the option of developing its own form or continuing to use the SF-171. Because of this option, the agreement between the Office of Procurement and the Inspector General's Office, and the lack of an appropriate substitute form which had an adequate penalty clause, the Agency continued to require the use of the SF-171 for USPSCs.

While early versions of the OF-612, as well as other available forms, were reviewed and considered as potential substitutes for the SF-171, we were concerned that none of the forms contained an appropriate penalty clause that would protect the Agency as well as satisfy the Inspector General's concerns.

Over the last two years, a number of Agency Bureaus and Missions, as well as individuals, have requested consideration for replacing the SF-171 with the current OF-612. As a result of these requests, the Office of Procurement has reconsidered and reevaluated the forms and believes that the current OF-612 provides adequate protection for the Agency to meet the concerns of the Inspector General. The appropriate changes to the AIDAR shall be made in a forthcoming revision. Until such time as the changes can be made, references to the SF-171, in the AIDAR and previous CIBs and other applicable documents, shall be read as OF-612 or SF-171.

Questions regarding this CIB may be directed to M/OP/P.