Acquisition Today!

Regional Roundup

The Army Contracting Agency Northern Region Newsletter

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Director's Corner

Joann Langston, SES
Director, ACA NR

For more about this, please click here

Joann Langston, Director ACA NR

Across the Region

We presented training to ourselves and our customers:

COR Training: With shrinking resources (both financial and human), it has become more and more difficult for organizations to get training for their current and potential CORs. To try and address some of the training concerns, in 2004 ACA NR Business Systems Division started offering "refresher training". This evolved into the Defense Acquisition University (DAU) online course, CLC 106, COR with a Mission Focus. To read more, click **here**

ARCC - **Ray Blauvelt** conducted monthly GPC training of Fort Dix, 15 Mar 06 to 26 students.

Fort Drum Support Division provided supplemental training to those Cardholders who have call authority over $2,500 against established BPAs. The Cardholders' respective Billing Officials and Alternate Billing Officials also attended this mandatory training.

NRCC: Charlie Division provided on-site customer PRWeb training during the month of April for: Fort Monroe, Fort Eustis, Fort Lee, and Fort Leavenworth.

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Our personnel attended training:

Aberdeen Proving Grounds -**Dennis Bolen** attended CON 353, Advanced Business Solutions for Mission Support. All supervisors received acquisition career management outreach training from our

supporting Acquisition Career Management Office on 28 Mar 06. **Martha Mitchem** completed OLE in Kansas City, Missouri and also received her Level II Certification in Facilities Engineering. **Kari Schoerner** completed LOG 101-Acq Log Fundamental-ALMC and has received her Level I Certification in Program Management.

***ARCC*: David Hess** attended CON 210 Contract Law from 13 March 2006 through 17 March 2006. **LTC Dan Perrotta** completed the "on-line" portion of LEAD and the resident phase 27-31 March. **Robert Roybal**, Contract Specialist, completed CON 210. **Sue Steiert**-S, Contract Administrator attended Business Intelligence System training at Fort Lee, VA the week of 27 Mar 06. ARCC Contracting Branch Contract Specialists **Teresa Hillegas** and **Torrence Trappier** attended a CPOC-sponsored VTT on an *Overview of the A-76 Process* on 9 Mar 06. The ARCC Contracts Branch initiated bringing the VTT to Fort Dix and opened attendance to the ARCC and ARCC Fort Dix DOC staff. ARCC Contract Branch C, **Annemarie Walsh** and Contract Specialist **Torrence Trappier** also attended *Contractor in the Workplace* Training presented by ARCC Deputy Director, **Pamela Lutz** on 1 March 2006 to personnel assigned as QAR's and QAE's on Fort Dix.

***North Little Rock Satellite Office:* Jennifer Wincler** completed CON 202 on 10 Mar 06. **Nancy Sykes** was accepted into the CON Level II Pilot Program. Her first class CON 214 was completed on line on 24 Mar 06. She attended CON 215 in Huntsville, AL from 28 Mar – 6 Apr 06.

***West Coast Contracting Office*: Sherry Eldridge** successfully completed CON 353 and is in the process of submitting the required paperwork for Level III Certification

Seattle Satellite Office reports that all personnel began PD2 Increment 2 DVD-based training and will continue to train as time permits. The team continues to provide instruction to the newest member of their team-**Dean Hayes.**

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Dugway Proving Ground - **Chris Appell** attended CON 210 in Los Angeles. He agreed with others who have taken the course that it is one of the best available.

Fort Drum- CCO TRAINING/CERTIFICATION – Seven of the 9 CCOs assigned to have achieved Level II certification; the remaining two are on track to become Level II certified in FY 06. All of the CCOs follow a structured training plan and are fully involved in OJT rotational assignments within the DOC. New interns are currently in the process of completing their training in the Support Division to include procurement policies and procedures, overview of acquisition processes, socio-economic programs, Acquiline, SPS, Government purchase card, Field

Ordering Officers, FAR/DFARS/AFARS/ACA Acquisition Instruction, and unauthorized commitments, and other various procurement topics. Their next training rotation will be in the Purchasing Division. Defense Acquisition University training by DOC employees included: Performance Based Services Acquisition, CLC013 (**Denise Thompson, Mark, Jean Marie Marriam**), Contracting for the Rest of Us, CLM011 (**Joshua Kauffman, Tom Youngs, Rebecca Ruff**), Mission Strategy Execution, CON 111 (**Rebecca Ruff**), Mission Support Planning, CON 110 (**Rebecca Ruff**), DoD Government Purchase Card (**Rebecca Ruff, Tom, Joshua Kauffman, John Stinson**.). Other procurement training included: Action Officer Development **(Tom Youngs)**, Ethics Training On Line (**Rebecca Ruff**), COR Mentor Program (**Stephanie Nickolan-Barron**)

Fort Eustis employees completed their training to obtain acquisition certifications as follows**: Marilyn Johnson** - Level III, Sharon **Hilliard**- Level II, **Tara Benton**- Level III, and **Carla Howard** for Level II, Certifications submitted on 1 Feb 06. These employees completed their training and are preparing to submit for certification: **Tom Wilson** - Level III, **Tina Gillespie-Lucas** - Level III, **Pat Niles** - Level III, **Penny Epps** - Level III, and **Charmaine Demercado** - Level III.

Fort Lewis- The installation DPW hosted a PBSA course during March. One employee from the DOC office participated in that course. **Pam Munoz** has completed SBLM at Fort Belvoir and returned to work on 10 April.

NRCC: - **Marie O'Donnell** recently completed Contract Law (CON 210), at Rock Island, IL. Marie has one elective remaining to complete requirements for Level II certification. **Viola Owens** attended Contract Pricing (CON 204) at Rock Island, IL. She is scheduled to attend Contract Law CON (210) which will complete her mandatory training requirements for Level II certification. Coordinated and executed Performance Based Service Contracting training for the installation. Contractor BRTRC presented the 2.5-day long class for 30-individuals assigned to both the Army War College and IMA, Garrison. Everyone expressed extreme satisfaction with the training presented and gave the highest positive rating available on the final class critique. **Melinda Simmons-Healy** attended the ACA NR-sponsored overview of Lean Six Sigma as did the Acting Director and Division Chiefs from Alpha and Bravo.

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In addition to training, our personnel also attended conferences:

CDCC: Five contract specialists attended testing of new FPDS web site in Fairfax, VA.

Fort Drum - DOC personnel participated in the Small Business Development Center's workshop, "Selling to the Government: A Day for Opportunities" held at Jefferson Community College in Watertown, NY on 29 Mar. **Bruce Ferguson** presented an overview of ACA, **Fort Drum DOC**, which included ACA goals, contract technique considerations, contract award statistics, and success in Government contracting. **Carol Romeo** & **Annie Semo** gave a presentation on finding ***Fort Drum*** opportunities, which included information on local and regional procuring offices, plus a look at DOC's website. **Cindy Gillette**, **Charlie Taylor**, **John Stinson**, & **Tom Youngs** (our DA Intern) also attended and held one-on-one networking sessions with interested contractors/vendors. It was a very successful and rewarding event. **Carol Romeo** is scheduled to attend SBA's Matchmaker/Expo event in Buffalo, NY on 10 May. She will be involved in face-to-face meetings with small businesses.

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From our Customers

ACA NR- Our own **Debbie Ramirez**, ***ACA NR LNO*** for TRADOC and NERO, was quoted in an on-line article concerning the recent AUSA Conference. The article (What Soldiers, Civilians Say about AUSA, 02/01/2006) discusses the reaction of attendees to the Annual Meeting:

> "The ability to interact with men and women she had worked with in the past, and share their experiences was an attraction for **Deborah Ramirez**, a Department of the Army civilian who works with Army Contracting Agency at Fort Monroe, Va. "It's an opportunity to learn about what's going with the Army at large, the different activities, the installation management, as well as the strategic outlook."

Unusual Things We Purchased

Fort Drum - Purchasing Division procured a 200' to 1" three dimensional terrain model of the Fort Drum Cantonment area to include the Wheeler Sack Airfield. The model will have over 2,000 buildings and will be used to simulate various Force Protection scenarios. The procurement was made using a combined

synopsis/solicitation requiring potential vendors to supply a 12”x12” sample model for evaluation by the requiring activity. The purchase order was awarded to Gamla Model Makers of Feasterville, PA in the amount of $60,000.

Congratulations to our award winners

National Contract Management Association (NCMA) is proud to name **Michelle M. Currier**, one of the 2005 recipients of the Charles A. Dana Distinguished Service Award. To read more, click here.

Fort Lewis- **Gary Whitehead**, Procurement Analyst, was selected as Region X’s Small Business Champion of the Year for his work with small business firms when he was in the Commercial Items Division.

***Fort Drum*- Solomon Jantzi** and **Martha Locy** were awarded Civilians of 4th Quarter FY 05. **Solomon Jantzi** is commended for his exceptional performance as a Contract Specialist during the period 1 Jul 05 through 30 Sep 05. During this period, **Mr. Jantzi** distinguished himself as an outstanding Contract Specialist by demonstrating an ability to balance his current demanding contract administration and procurement workload while negotiating and preparing approximately 36 Job Order Contract task orders involving modularity projects amounting to $21M for fiscal year end execution if funding became available. **Mr. Jantzi’s** hard work, organizational skills, and procurement proficiency are admirable and result directly in successful contract support to our units and activities.

Martha Locy is commended for her exceptional performance as an Administrative Support Assistant during the period 1 Jul 05 through 30 Sep 05. During this period of time, Mrs. Locy performed her duties in an outstanding manner during a time of high personnel turnover and funding constraints within the DOC. Her efforts processing and coordinating the timely recruitment, fill and training actions associated with two new supervisors and five new employees, was admirable and greatly minimized the normal operational impacts resulting from personnel turnover and hiring lag. **Sherry Breton**, **JeanMarie Marriam**, and **Denise Thompson** all received awards for their can-do attitudes, for all their hard work in helping the Fort Drum Purchasing Division successfully close out FY05, and for keeping the new Purchasing Division supervisor’s head above water. They are always going above and beyond what was required of them without any prompting. **Jean Marie Marriam** and **Paula Doran**, are being

recognized during the installation's Civilian of the Quarter program. **Ms. Marriam** for her hard work and "can do" attitude handling some unique and technical items for our Division; and **Ms. Doran** for her efforts assisting customers in the PWS development for new service contracts.

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***Fort Lewis*- GOVERNMENT EXECUTIVE MAGAZINE** prominently featured in a JWOD advertisement **Jim Edwards** at **DOC Fort Lewis**, as the winner of the 2004 JWOD award.

***NRCC* - Robert Winne**, who was deployed to the United States Army Corp of Engineers (USACE) Louisiana Recovery Field Office (LARFO), received the Commander's Award for Civilian Service for his skillful integration of three important construction contracts from the EOC Manager, **Michael Lowe**.

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Welcome!

New faces abound throughout the Region

ARCC: - A warm welcome to **Melanie Kiel** who began work at **Fort McCoy** on 19 March as a Contract Specialist in the Contract Administration Division.

Fort Drum DOC hailed several new interns. Ms. **Rebecca Ruff**, Mr. **Joshua Kaufmann**, the youngest civilian employee at Fort Drum, NY and Mr. **Thomas Youngs**. These interns are eager to launch their acquisition career, bring a fresh outlook to the DOC, and wasted no time in entering into OJT rotational assignments as well as completing several on-line DAU courses. The following also joined our team as local intern Contract Specialists: **Marie McGuire**, **Diane Covell**, **Leslie Deysenroth**, **Kathleen Harner**, and **Daniel Rowley**. These interns are eager to launch their acquisition career, bring a fresh outlook to the DOC, and wasted no time in entering into OJT rotational assignments as well as completing several on-line DAU courses.

Fort Leavenworth: **Jennifer Jordan** has reported for duty and is presently going through the phase-in/training process. Jen is a Contract Specialist, currently assigned to the Supply & Services Division.

Fort Riley - Procurement Technician **Carla Horsager** reported from Irwin Army Community Hospital, 3 Apr 06.

NRCC: We welcome **Kim Bush** who reported 2 April 06.

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People of Note

Congratulations on these Promotions:

Fort Drum - **Mr. John Honey** was promoted to a Team Leader position (services contracts). Mr. Honey has been a Contract Specialist with the Fort Drum DOC for 14 years and his promotion is well-earned and deserved. **Denise Thompson** received her SAT Contracting Officer warrant in Mar 06. **Joshua Kaufmann**, had the honor of being recognized as Fort Drum's youngest employee at the unveiling of Fort Drum's 9/11 monument on 9 Sep. Joshua presented the monument with **MG Benjamin Freakley**, 10th Mountain Division and Installation Commander, and **Mike Plummer**, President of 10th Mountain Division Chapter of the Association of the U.S. Army.

Fort McCoy: - Congratulations to several Contract Specialists on recent selections for promotion. **Mary Purpose** was promoted in the Contracting Division, **Janell Bush** was promoted to in the

Contract Administration Division, and **Gwen Duncan** was promoted in the Contracting Division.

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***Fort Eustis DOC* - Terry Hyatt-Amabile, Director of Contracting** congratulates and applauds **Linda Brown** for completing her Master's Degree in Acquisition Management. Ms. Brown diligently pursued her degree after hours and on her own time. Way to go Linda!!!

***NRCC* - Camilla Tramuel**, Charlie Division received a Certificate in Management from University of Virginia's Darden Executive Business School in April, 2006. This certificate is received after successful completion of four UVA Executive Courses.

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Farewell and Best Wishes

Other Employee Notes:

Fort Drum– A farewell luncheon was held for **Roberta Meyers** who took a position with the Plans, Analysis & Integration Office at Fort Drum. **Ms. Meyers** came on board at the **Fort Drum DOC** as a DA Intern and commenced working as a Contract Specialist in Aug 87. **Ms. Meyers** will be missed and we wish her the best in her new career field.

Remember...

Please remember our colleagues who are overseas. During this time of military actions and increased OPTEMPO around the world, remember our fellow military and civilian contracting and contingency

contracting people- from all of the military services and civilian agencies- currently serving in Afghanistan, Iraq, and other overseas locations.

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Doug Packard, *ACA NR*, has been in Iraq since April 2005.

Tina Ellis from ***Fort Dix DOC*** is still deployed in Iraq for the last seven months and works at the Contracting Office at Camp Tallil.

Becky Rittenhouse, ***Fort Riley***, and **Anne Tucker**, ***Fort Carson*,** are deploying to support the Army Corps of Engineers recovery efforts from Hurricane Katrina.

Fort Lewis DOC - **Major Ken Cummings** has been informed that he has been tasked by HRC to go to Iraq. Departure date is mid May.

DEPLOYED CCOs –

Fort Drum- Deployed Contingency Contracting Officers: **MAJ Patrick "Smitty" Smith** and **MAJ Dennis "Menace" McGowen** report that they have been deployed to OIF. **MAJ McGowan** has reported that the RCCs lack skill in construction contracting and encourages all to provide some teaming in that arena. Additionally, **MAJ McGowan** also observed that knowing the various "colors" of money is very key. **MAJ McGowen** also reports that he was recently selected to be one of two team leaders of a five man joint contingency contracting team in Camp Victory, Iraq. He states that he is looking forward to returning home (**Fort Drum**) in mid July. (see pictures below)

MAJ Smith

MAJ Dooley

MAJ McGowan

Other recently deployed Contingency Contracting Officers who have been working side-by-side with us for the past year include **MAJ Michael "Scooter" Scuteri**, **SFC John Hamilton**, **MAJ Patrick**

Maloney, **MAJ Hakeem Muhammad**, **SFC Twillie "Twin" Curry**, and **MAJ John "Cliff" Calhoun**. We know they will do well and wish for their safe return.

MAJ Matthew "Rusty" Dooley returned from Iraq at the end of January 06. He is now stationed at ***Fort Drum.***

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View From The Trenches

Sean Broadway, Contract Specialist from the ***Ft. Eustis DOC*** went to Alabama to help with Hurricane Katrina cleanup. To read about his experience, click here.

Robert Winne, *NRCC,* was deployed to help with Hurricane Katrina cleanup as well. To read about his experience rebuilding a University in Baton Rouge, click here.

Strange But True Tales In Contracting

Bryan Samson
Director of Contracting
Aberdeen Proving Grounds

Bryan Sampson tells two amusing stories about everyday life in contracting. To read more, click here.

Happenings

Interns Growing Workforce Replacements

The government is growing their own Contract Specialists via the intern program as our interns grow future workforce replacements. To read more, click here.

Job Fair- Kit Lindfors, ***ACA NR*** Human Resources Specialist and **Terry Hyatt-Amabile**, ***DOC Director, Fort Eustis*** attended a Job Fair at Christopher Newport University in conjunction with the NCMA. The job fair was well attended by students. Terry and Kit spoke to over 50 students and collected 32 resumes of promising students that will graduate in May 06. Information was shared with the students on how too go into the system and find the advertised job announcement for Fort Eustis DOC. The ***Fort Eustis DOC*** has received the Federal Career Intern Program referral list. There are

22 well qualified applicants. The FCIP list does not expire and can be used indefinitely. Five ACA NR DOCs use this recruiting tool. One DOC Director has said that this program will ensure that 1102s are available to replace of retirement-aged work force.

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Environmental Management – "A Step by Step Team Effort"

Fort Eustis plays a vital role in keeping Fort Eustis and Story greener and cleaner. Terry Hyatt-Amabile tells about how contracting is involved. To read more, click here.

Fort Eustis- **Terry Hyatt-Amabile** has volunteered to chair the committee for the Hampton Roads Chapter, NCMA golf tournament to be held at Fort Eustis, 10 May. This tournament will include government and industry professionals from the Hampton Roads area and proceeds will go to the HR Chapter, NCMA Scholarship Fund.

Latest on Service Contracts Approvals

It all started with the ACA HQ SecArmy Memo on Civilian Hiring & Initiation/Continuation of Contracts for Service Personnel. We have compiled the latest guidance from our major customers. To read more, click here.

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ACA NR Website Update

Joseph J. McGrenra, CFCM
Procurement Analyst
ACA NR Business Systems Division

For what's new on our website, click here.

Space Mission Brings Comet Dust to Earth-NASA's Stardust sample return capsule successfully returned to Earth in the desert salt flats of the U.S. Air Force Utah Test and Training Range located at ***Dugway Proving Grounds***. While most of the support was provided by others, you can read more about this fascinating mission by clicking here.

The Vice President drops in on Fort Riley and creates quite a challenge for David Wild and his team.

Easter weekend proved to be very busy for Fort Riley. On Thursday morning, David Wild learned that the Vice President of The United States was making a visit there on Monday morning!

To read more, click here.

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Legal Briefs

Roger Neds
Chief, General Counsel
ACA NRHQ

Using Nongovernmental Personnel on Source Evaluation Boards. It's True: Contractors May Participate in the Source Evaluation Process. To read Mr. Neds' insightful discussion, click here.

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On the Money

Bruce Trimble and Karen **Millward-Alston** from ACA HQ's conducted a site visit to ACA NR HQ on 14 March 2006. Topics of discussion included the resources constraints currently being experienced by the Region, staffing issues, and functions of the Resource Support Office.

DTS Update. For the latest DTS information, click here.

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Career Program and You

Linda Padgett
Procurement Analyst
ACA NR HQ

The DAU curriculum, Acquisition Corps Membership and DAWIA II Desk guide changes are outlined. For complete details, click here.

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It's a Paperless World

Diane Broadway
Paperless Acquisition Procurement Analyst
ACA NRHQ

So what's new in IT? A lot! Check it out here.

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Stardust Mission Returns to Earth

Space Mission Brings Comet Dust to Earth

See official NASA press release

This NASA TV image shows the Stardust sample return capsule in a temporary cleanroom at the Michael Army Air Field in Utah. It contains cometary and interstellar samples gathered by the Stardust spacecraft. The capsule's science canister is safely stowed inside a special aluminum carrying case awaiting transportation to the Johnson Space Center, Houston.

NASA's Stardust sample return capsule successfully returned to Earth on Jan. 15, 2006. The Stardust mission capsule returned safely to Earth carrying cometary and interstellar particles successfully touched down at 2:10 a.m. Pacific time (3:10 a.m. Mountain time) in the desert salt flats of the U.S. Air Force Utah Test and Training Range located at Dugway Proving Grounds.

Stardust is the first U.S. space mission dedicated solely to the exploration of a comet, and the first robotic mission designed to return extraterrestrial material from outside the orbit of the Moon. The primary goal of Stardust is to collect dust and carbon-based samples during its closest encounter with Comet Wild 2 - pronounced "Vilt 2" after the name of its Swiss discoverer. It traveled 2.88 billion miles during its seven-year round-trip odyssey. Scientists believe these precious samples will help provide answers to fundamental questions about comets and the origins of the solar system.

The U.S. Army's Dugway Proving Ground serves as the nation's chemical and biological defense proving ground. It is a large, remote, closed post on the high desert that employs about 1,200 military, government civilians and support contractors. Dugway's mission is to test U.S. and allied biological and chemical defense systems; perform nuclear-biological-chemical survivable testing of defense material; provide support to chemical and biological weapons conventions; and operate and maintain an installation to support test missions.

Dugway is supporting Stardust by providing facilities, logistical, weather and range expertise as well as security and support personnel. The majority of the events surrounding the Stardust return will occur at the facility's Ditto Test Area which approximately 19 kilometers (12 miles) from the installations main gate. Located in Ditto is the Michael Army Air Field, where the Stardust recovery helicopters will be based.

Dugway is located approximately 130 kilometers (about 80 miles) west-southwest of Salt Lake City, in the Great Salt Lake Desert in Tooele County, Utah. The Dugway Proving Ground covers 3,233 square kilometers (1,248 square miles) -- larger than the state of Rhode Island. Surrounded on three sides by mountain ranges, the proving ground's terrain includes mountains, valleys and a large, flat, sparsely vegetated area that extends westward into the southern reaches of expansive salt flats of the Great Salt Lake Desert.

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View from the Trenches

A Collaboration of Professionals: ACA & FET28

The Rebuilding of a University in the Aftermath of Hurricane Katrina

Robert Winne
Contracting Specialist
NRCC

Due to an improbable set of circumstances and uncanny timing, a most unusual and highly unlikely pairing of professionals accomplished the monumental task of building a temporary University campus in less than three months. On Aug 29, 2005, at 6:10 am, one of the most horrific natural disasters that the United States has ever encountered forever changed the landscape of Southern Louisiana and Mississippi. The aftermath of Hurricane Katrina left tens of thousands of people displaced or homeless and unknown numbers lost their lives. The remnants of the devastation still linger. Although this event has lost its appeal with the news media, the truth remains that this region will be rebuilding for many years to come.

To help, the United States Army Corps of Engineers (USACE), working under the direction of the Federal Emergency Management Agency (FEMA), were charged with the daunting task of removing debris and rebuilding the affected regions of Louisiana and Mississippi. Early on, it became apparent that the sheer magnitude of the devastation coupled with a severe shortage of contracting professionals (especially those with construction contracting experience), meant USACE would have to look to other Army agencies to supplement their contracting workforce.

The Army Contracting Agency Northern Region (ACANR) answered the call by providing contracting professionals to assist in the overall recovery effort. Robert Winne was among those selected and reported to the Baton Rouge (LA) Recovery Field Office (LA-RFO). Winne, who currently serves as the Chief of the Engineering and Construction Division, at the Fort Eustis Directorate of Contracting, was ultimately away from home for 90-days, missing Thanksgiving, Christmas, and New Years.

Also teaming with Winne at LA-RFO was the Facilities Engineering Team 28 (FET28) based at the Facilities Engineer Center-Southeast in Decatur, Georgia. This team brought with it Quality Assurance Inspection services. Led by Team Commander LTC Jerry Duncan and aided by a professional staff of non-commissioned officers, FET28 possessed in-depth construction experience, with their most recent experience coming while deployed to Iraq.

Immediately upon arriving in Baton Rouge, Winne and FET28 were handed a project that was considered one of the most important and sensitive projects that the Corps had been asked to execute since the Hurricane. The project called for a temporary campus to be built on a 10-acre plot of land, complete with all utilities, buildings, furnishings and infrastructure to support Southern University at New Orleans (SUNO). Because of Hurricane Katrina, all structures on the original campus of SUNO sustained severe water and wind damage. This compromised the integrity of all eleven buildings, cancelling the entire 2005 Fall semester. Prior to the Hurricane, SUNO was home to approximately 3,500 students and faculty. Southern University at New Orleans opened its doors in September 1959 as an extension of the Historically Black University, Southern University A&M in Baton Rouge, LA., Yet for

the first time in 46 years, this University, rich in tradition and culture, faced one of their biggest challenges to date.

SUNO administration officials strongly wanted classes to begin for the Spring 2006 session scheduled for mid-January. Since it was already mid-November and with no work begun, the task appeared to be virtually impossible to accomplish. Starting virtually from scratch, Winne and the FET developed a comprehensive procurement and construction strategy including a complete site infrastructure plan for all utilities (i.e., water, electrical, telephone, sewer, etc.), parking lots, access roads, modular buildings, Information Technology (IT) infrastructure, and classroom furnishings for each building.

Working directly with the New Orleans Small Business Administration (SBA) POC, Winne screened potential 8(a) contractors for the project's extremely aggressive completion schedule. Soon contracts were ready for the Site Work phase, for Modular Buildings providing classrooms, administrative offices, computer labs, a health clinic, a dining hall, and restrooms, contracts for furnishings, including desks, chairs, computers, blackboards, etc., and an IT contract providing for the new completely state-of-the-art campus with computer, voice, and data capabilities for all students and faculty of SUNO.

Also significant is that of the four primary contracts awarded, two (2) were awarded to 8(a) firms, one was awarded to a Small Business, and one was awarded to a Large Business. More importantly, all four contracts adhered to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which gives preference to organizations, firms, or individuals residing or doing business primarily in the area affected by a major disaster or emergency.

In the end, those 7-day work weeks and 12+ hour workdays by Winne, FET28, and the four Louisiana contractors, culminated with the February 13 ribbon-cutting ceremony when SUNO celebrated the beginning of their 2006 Spring academic semester at their new Campus.

Robert Winne, Contracting Specialist for the LARFO, receives the Commander's Award for Civilian Service for his skillful integration of three important construction contracts from the EOC Manager, Michael Lowe.

Figure 1
Robert Winne, Contracting Specialist for the LARFO, receives the Commander's Award for Civilian Service for his skillful integration of three important construction contracts from the EOC Manager, Michael Lowe.

MSG Dickenson and Robert Winne discuss an issue while on-site at SUN

The FET 28 and Robert Winne at the Louisiana Recovery Field Office (LA-RFO) in Baton Rouge LA.
(from l to r: MSG Tim Brown, LTC Jerry Duncan, Robert Winne, MSG Rick Dickenson, and SFC John Allen)

Robert stands in front of the construction site and the SUNO banner

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My Experience in Alabama

Sean Broadway
Contract Specialist
Ft. Eustis DOC

It started with an email from Major Shelton asking for volunteers to go help the Federal Emergency Management Agency (FEMA) with evacuees affected by Hurricane Katrina. Like many, I was moved by the terrible images of Katrina evacuees being stranded on house-tops and having houses land on top of their cars. I saw this as an opportunity to help, in some small way. I was also interested in the opportunity to have an adventure out of the office and get some experience "in the field." What I found was indeed a very enriching experience.

I arrived at Montgomery, Alabama to be detached to the FEMA Joint Field Office and work with the Quality Assurance Surveillance Plan Team (QASP) on 11 January 2006. I worked directly with the Contracting Officer Technical Representative (COTR) to ensure contractor compliance with Contracting Officer (KO) directions for the staging, installation, maintenance, and logistical support of temporary

housing for evacuees from Hurricane Katrina. As Technical Monitor, I was acting as the eyes and ears of the COTR.

About 3-5 days out of each week I visited the many evacuee housing areas all around the state. Those included interim housing facilities, places where evacuees could obtain temporary shelter for up to 180 days, such as the Birmingham Interim Housing Facility (BIHF); the many State Parks at which FEMA Travel Trailers (TT) are leased; and the TT and Manufactured Home staging and logistical support areas at Selma, AL and Summerdale, AL. (For a visual of a Manufactured Home, think of your high school kid's portable classroom, but longer and better furnished.)

I also worked with the QASP to better the system by which FEMA ensures that service calls on TT are completed in a timely manner, with professionalism, and that they completely address the reported problem. I provided direct support to the COTR, providing the primary source of scrutiny for the contractor-submitted invoices. This involved everything from basic auditing, recordkeeping, tabulations, and task order invoice processing.

This TDY was especially educational about contingency contracting operations and fundamental project management. [If I ever wanted to use parts of the FAR that no one else gets to use, contingency contracting would be my area of choice.] My involvement has been quite enriching from the standpoint of a DOD contract specialist. In the relatively short period of time that I was there, I learned a lot about the communication necessary between contractors and KOs, COTRs and KOs, and the importance of timely intervention by a COTR on behalf of the KO (i.e. preventing unauthorized commitments, reporting higher than normal subcontractor costs).

During my 25 February 2006 flight home I reflected upon my FEMA deployment. I came to two broad conclusions. First, this TDY has taught me to become very meticulous in record keeping of contracting events. Many substantial problems were prevented there by timely, accurate recordkeeping. That principle is something that will always apply to any contracting field, especially the ACA Northern Region. Second, this deployment was a wonderful opportunity to serve my fellow men. I have been part of an organization that helps people made destitute overnight by acts of nature to obtain shelter, food, and other necessities in their hour of need. Nothing about this trip could be as rewarding as serving others, especially the personal experiences wrought in the field where I was able to take care of the evacuees' needs.

With all that I learned and experienced, it was an immensely rewarding experience that I shall long remember.

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Interns Growing Workforce Replacements

Figure 2
Avery Faith Wood

Linda Padgett
Procurement Analyst
ACA NR

The government is growing their own Contract Specialists via the intern program as our interns grow future workforce replacements. **Wolf Jouett** graduated intern from ***Fort Lewis*** just became a father to Corvin James Jouett on 16 April 2006 and **Kimberly Mae Wood**, graduated intern from ***Fort Carson***, gave birth to Avery Faith Wood on January 11 2006.

This may be the solution to all the hysteria regarding our aging profession. In fact, if we get them sworn in right away, it would really reduce the average age of our workforce.

Figure 3
Wolf and baby Corbin James Jouett

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ACA NR HQ Web-Site

Joseph J. McGrenra, CFCM
Procurement Analyst,
ACA NR Business Systems Division

How many of you have recently visited the ACA NR's HQ Web-Site? If not, you may wish to check it out (Note: It's located at http://www.aca-nrhq.army.mil/ . The material posted is constantly being monitored, updated, and supplemented in order to make it current and useful for our customers.

One of the most frequent questions from first time visitors relates to the difference between the "Reference Library" and the "Toolbox". The "Reference Library" section contains Government, DOD, Army, ACA and ACA NR guides, policies, and procedures related to acquisition. The "Toolbox" contains interactive tools that users can download and use to assist them in the procurement process. Examples include a Contingency Contracting Toolkit, an Independent Government Cost Estimate format, and a Non-Standard Clause Review Form. To explain a bit further, the Independent Government Cost Estimate format provides customers an interactive and practical way to develop an Independent Government Cost Estimate. The contracting office can just email this tool to their customers, and following the interactive directions, the user comes away with not only an understanding of the process plus some help in finding the data needed. This tool provides many users with sufficient help to create the IGCE without further assistance.

Some recent additions to the web-site include the addition of a section on "Lean Six Sigma", the posting of Northern Region's "Contracting Policy Letters", and posting of the Army Source Selection Guide. Please take a few minutes to check out ACA NR's HQ Web-Site and email any comments and/or suggestions to acanrwebmaster@monroe.army.mil.

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ACA HQ SecArmy Memo

ACA Guidance in accordance with SecArmy Policy for Civilian Hiring & Initiation/Continuation of Contracts for Service Personnel, dtd 2 Feb 06. To read more, click here

- HQDA Principals and Senior Commanders at Army Commands, Army Service Component Commands and Direct Reporting Unit levels responsible for approving all civilian hiring actions and all new/continuing service contract actions.

TRADOC Guidance iaw CG Memo Army Policy for Civ Hiring, dtd 23 Mar 06

- TRADOC Major Subordinate Commanders delegated authority to approve/disapprove initiation of civilian hiring actions and Contracted Advisory and Assistance Services (CAAS).

- TRADOC Deputy Commanding General/Chief of Staff delegated authority to approve initiation of civilian hiring actions and Contracted Advisory and Assistance Services (CAAS) within HQ TRADOC and Special Activities
- TRADOC Program Integration Offices, TRADOC System Managers, and Battle Labs responsible for sending actions thru mission DRM

AMC Guidance – AMC Memo dated 29 Mar 06 "AMC Implementation of Army Policy for Initiation/Continuation of Requirement for Contractor-Provided and Support Services"

- Service requirements from Army customers outside of AMC are to be processed for approval by each respective responsible organization (e.g., the Assistant Secretary of the Army, Acquisition, Logistics and Technology ASA (ALT) for the Program Mangers and Program Executive Officers). This approval requirement is not applicable to service requirements received from outside of the Army (e.g. the other Military Departments or Federal Agencies).
- MSC Commander, AMC EDCG or DCG, AMC CG are responsible for approving all new contract service support requirements and the exercise of options on existing contracts for services iaw approvals threshold as follows:
- MSC Contract Service Requirements – less than $50 Million – approving authority is MSC commander; $50M- $1 Billion – approving authority is AMC EDCG or DCG; and greater than $1 Billion – approving authority is AMC CG.
- AMC EDCG or DCG responsible for approving HQ AMC Contract Service Requirements.
- Approval authority responsible for civilian personnel hiring actions within AMC is Major Subordinate Commanders and responsible approval authority for Headquarters is Deputy Commanding General (DCG) or Executive Deputy Commanding General (EDCG).
- AMC requirements that come into ACA contracting offices are required to have an AMC contracting signature on them.

IMA Guidance – Implementing Procedures For IMA Compliance with Secretary of the Army Policy for Initiation/Continuation of Contracts for Service Personnel

- HQ services contract approval POC notifies region requiring activity of approval/disapproval via email.
- For Emergency Approvals of Service Contracts, approval may be granted orally. Contact the IMA Chief of Staff to obtain oral authorization. As soon as practical after obtaining oral approval, the standard approval request documentation shall be completed and be submitted in accordance with established procedures. The documentation shall reflect the date when such oral authorization occurred and the justification.

ACA Policy Memo - Clarification On ACA Policy Memo P0013: Civilian Hiring and Initiation/Continuation Of Contracts For Service Personnel:

- Reference DA ASA ALT MEMO dated 6 Mar 06 – The responsible approving authority for ACA actions is the Assistant Secretary of the Army, Acquisition, Logistics and Technology (ASA (ALT).

FORSCOM Guidance – CG Memo dtd 15 Mar 06

- Responsible approval authority for all civilian hiring actions and each initiation or continuation of contracts for service personnel will be approved by the FORSCOM Commanding General in advance.

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Paperless Acquisition

Diane Broadway
Paperless Acquisition Procurement Analyst
ACA NRHQ

So, what's new in the world of IT? You ask quite innocently. Well, right now, as the SAs are reading this, every SA across ACA NR is screaming a cry of anguish!!

Here's a listing, just to make sure everyone is "in the know"…

PD2
All ACA NR sites have upgraded to PD2 Increment 2. Everyone is dealing with a slightly new vocabulary – Adapter replaced SPSI; EDI is not really EDI, but has to be manually manipulated (but the issue ***is*** being worked); training is only available by way of several DVDs that were made available to your SAs (stay tuned – we should have three more training courses available soon – Report Writing, Database Administration, and Sys Admin)

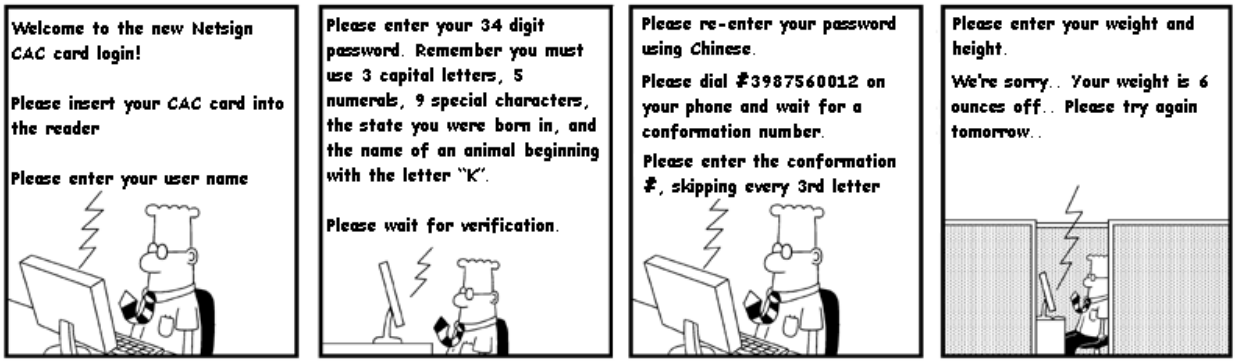
FPDS-NG
The good news is no more DD350s. The bad news is no more DD350s. Some have begun to generate CARs to report their contracting actions. Several bugs (large reptilian variety) still need to work through, but those who have been using NG for awhile now report that it is robust and easy to learn and utilize. A caution that I feel compelled to issue would be to ensure you input accurate data, cuz whatever is submitted or finalized will follow for the life of the contract. And people are watching and making decisions based on what is submitted to FPDS-NG. Just be aware – Data and details do matter! Pay attention!

TSS Reach
By now the leadership across NR has experienced the wonderfulness of webcam technology. It is not without its worts, yet properly configured and utilized, it can be a viable alternative to spending money we don't have for training our workforce and our CORs. We were able to train 91 CORs in April by making use of this leading edge technology. Utilizing the capability of the internet and our networks, we are able to make "just in time training" available to a broader audience or targeting a few students who have expressed a need for specific training and/or assistance. Figuring out how to maintain connectivity to keep everyone online and playing with the various microphone and speaker settings to minimize the echo experience have presented challenges for which there appear to be no easy solutions. But the issues are being worked…

WAWF
Wide Area Workflow, that oft delayed, never liked program is about to become a reality. Hot off the presses, a draft schedule for Army implementation of WAWF has been disseminated by DFAS, acting at the behest of DA. It appears that WAWF will be fast tracked throughout Army and will be implemented geographically, by installation, across MACOMs. ACA NR Group Administrators (GAMs) will all be scrambling to keep up with all the changes and implementation guidance. Particularly cumbersome will be the issue of ensuring our PD2 databases contain only active (valid) DoDAACs to facilitate processing any requirements specifying WAWF procedures. Some MACOMs are a bit further along than others may be in validating their DoDAACs. Regardless, they all share one commonality - They are all our customers, and ACA NR will continue to provide optimum support to those at the tip of the spear.

As you prepare to enter 4th Quarter, step back, take a deep breath, and plunge forward, secure in the knowledge that, no matter what is thrown at you, we at ACA NR stand ready to assist and support you any way we can. Until next time, make it a great day and be safe!

One final parting reminder – you probably need to figure out a way to trigger your memory so you don't leave your CAC stuck in your PC each evening… And a bit of levity for your enjoyment and amusement….



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CAREER PROGRAM AND YOU

Linda Padgett
Procurement Analyst
ACA NR HQ

FY07 Changed DAU Curriculum

Upon announcement of changes to the DAU curriculum that will take affect 1 Oct 2006 many questions began pouring in from concerned Directors of Contracting. Your questions were presented to ACA and the following response was recently noted in the ACA Intern Newsflash, Issue XIII, dated 5 Apr 2006.

"**FY07 DAU Curriculum Effects on Certification**

The proposed revision to the Contracting Level II core curriculum (effective October 2006) has raised concerns as it pertains to the workforce members who have completed or will complete Contracting Level II courses at the end of FY06. Several questions have been raised such as, "What happens if the workforce member does not complete all Level II courses by the end of FY06?" or "What is the impact of completing all Level II courses but the workforce member will not have the two years of contracting experience after the FY07 curriculum becomes effective?"

The Contracting Career Program (CP14) Office is aware of the situation and has communicated these concerns to the Director, Defense Procurement and Acquisition Policy (DPAP). A memo will be forthcoming addressing the changes in the Contracting Level II curriculum and will provide a transition matrix and predecessor course list. It is my understanding that there will not be a one-for-one conversion; however, the Level II Conversion Matrix concept will identify where learning objectives of the current curriculum are in context of the competencies and learning objectives of the new curriculum. This will ensure that the majority of individuals will not have to re-start their Level II training. . . ."

If you are working toward your certification under the current training requirements you are encouraged to make every effort to complete the training prior to the end of FY 06.

ACA NR continues to encourage workforce members who meet all of the DAWIA certification criteria under the FY06 training requirements to request certification immediately. If you fail to do so this FY you will be required to meet the FY07 requirements after the FY07 curriculum comes into effect.

DAWIA II Desk Guide, DoD Directive, and DoD Instruction 5000.66

The DAWIA II Desk Guide was developed to assist in understanding and executing the DoD AT&L Education Training and Career Development Program as changed under DAWIA II. The guide complements DoD Directive 5000.52 and DoD Instructions 5000.66. All of these documents can be accessed at website http://asc.army.mil/info/dawia/default.cfm. The desk guide will help answer questions about the new Key Leadership Positions, designating acquisition positions, as well as provide information about certification, qualification, and tenure requirements.
Recommend you take a look at "What's New or Different?" for the summary of each of the changes for:

- Single Defense Acquisition Corps
- Integrated Management Structure
- Designation of and Criteria for Critical Acquisition Positions (CAPs)
- Key Leadership Position
- CAP and KLP Tenure Agreement

- AT&L Career Field Certification Timeframe
- Reduction in Waiver Forms
- Continuous Learning

24 Month Grace Period. There has been some discussion on the extension from 18 months to 24 months of the grace period allowed for an AT&L workforce member to become certified at the level required for his/her position. The grace period has been around since the inception of DAWIA and was never a factor for the tenured contracting workforce. However, it was a problem for new entrants who were restricted to 18 months to become certified. The new entrants and interns could not become certified until they met the required 24 months contracting experience. The grace period was simply changed to be in-line with the certification criteria.

Acquisition Corps Membership. The Desk Guide sets forth the changes to Acquisition Corps membership which accommodates an agreement by all services to implement the program in the same way. The change caused some confusion in that it appears to only require Level II for GS13s. You must keep in mind that this is the requirement for Acquisition Corps membership and is the requirement that will accommodate all services. It is not the level of certification required for the position.

DoD does not assign a particular certification level to a position; however the Desk Guide continues to identify typical levels with typical grades. Section 5.C. lays out the levels as we have implemented since late 1993. They are:

For Civilian Positions:

For all position except those positions in the Purchasing Position Category:

- GS-5 through 8 (and equivalent) typically require Level I certification
- GS-9 through 12 (and equivalent) typically requires Level II certification.
- GS-13 and above (and equivalent) typically require Level III certification.

For positions in the Purchasing Position Category:

- GS-5 (and equivalent) typically require Level I certification.
- GS-6 through 8 (and equivalent) typically requires Level II certification.
- GS-9 (and equivalent) typically requires Level III certification.

Note: Once details of the National Security Personnel System pay band structure are known, a new crosswalk for civilian positions will be added to this section.

Particular attention should be placed on selection of the certification requirements when originating recruitment actions. If a qualified GS12 is selected for the position they must have been certified at Level II, but they have the 24 month grace period to become certified at Level III. In other words, Level III is required for the position, but is not required to qualify for selection for the GS13 vacancy.

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COR Training

Joseph J. McGrenra, CFCM
Procurement Analyst
ACA HQ NR

As we all know a Contracting Officer's Representative (COR) is the individual designated by the Contracting Officer (KO) to act as his/her representative to assist in managing the contract. With shrinking resources (both financial and human), it has become more and more difficult for organizations to get their current and potential CORs into the required training. To try and address some of the training concerns, in 2004 the Business Systems Division of ACA NR started offering some "refresher training". With the continued increase in demand for such training ACA NR did a complete redesign of the course in the summer of 2005. Subsequent to testing our redesigned course, ACA NR was asked by Defense Acquisition University (DAU) to help them with reviewing, finalizing, and beta testing an on-line COR Training Course in the fall of 2005.

DAU approved this on-line course in early 2006, and ACA NR again partnered with DAU to present the first classroom session based on the DAU on-line course, which was conducted by Professor Lyle Eesley at the Fort Eustis Education Center on 24-26 January 2006 with 20 attendees. The response was extremely positive, and when the decision was made to conduct a second classroom session, it was decided to try to make it available to a larger population. This second session was also held at the Fort Eustis Education Center on 11-12 April 2006, but this time utilizing TSS Reach Technology it was mad available to close to 100 attendees (24 attendees in the classroom and attendees at Carlisle Barracks, Fort Carson, Fort Dix, Fort Eustis, Fort Lee, Fort Riley, and West Point).

Do you have customers that are in need of COR Training? Go to https://learn.dau.mil/html/clc/Clc.jsp?cl= If you scroll about a 1/5 of the way down, you will find CLC 106, COR with a Mission Focus. Click on the Course Number, and it'll get you started. This on-line course provides an overview of the acquisition process, teaming, ethics and integrity, authorities, contract classification, contract types, proper file documentation, performance assessment methods, remedies for poor performance, invoice requirements, contract modifications, and contract management. Those completing the course will receive a certificate of completion good for continuous learning points and will be exposed to the basic skill set needed to be a Contracting Officer's Representative (COR).

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Environmental Management – "A Step by Step Team Effort"

Terry Hyatt-Amabile
Director of Contracting
Fort Eustis, VA

The ACA, Northern Region Contracting Center (NRCC), Fort Eustis, VA plays a vital role in the combined Fort Eustis and Fort Story Environmental Management program. The Director of Contracting (DOC), Fort Eustis serves as a member of the Installation's Environmental Quality Control Committee (EQCC) which was established to support the Commanding General and Garrison Commander's environmental policy. Among other things, this policy mandates that:

- the installations identify potential sources of pollution and meet or exceed Army goals for prevention of pollution,
- assess the effects on the environment of activities, projects, training exercises, product and services before implementation,
- set objectives and targets to minimize adverse environmental impacts,
- implement and monitor programs to achieve objectives and targets in our environmental management system,
- conserve and preserve natural and cultural resources so they will be available for present and future generations to use,
- restore previously contaminated sites as quickly as funds become available, and promote continual improvement in our environmental management system.

The EQCC meets quarterly via virtual/web-based sessions and semi-annually for Senior Leadership briefings. The EQCC established process action teams to address environmental programs and compliance in four major areas: Infrastructure, Land Management & Training Support, Procurement and Quality of Life. The success of EQCC is dependent on the success of each process action team. The NRCC was selected to lead the process action team known as the "Procurement Team." Terry Hyatt-Amabile serves as the Team Leader and other members of the NRCC staff include Lance Beuschel, Melinda Simmons-Healy, Monica White, Robert Winne and Christine Pallazza. The team also consists of individuals representing various Garrison Directorates such as the Directorate of Public Works (DPW), Directorate of Information Management (DOIM), Directorate of Logistics (DOL), etc.

The EQCC established a goal for the Procurement team to develop a comprehensive system to procure sustainable goods and services in order to achieve a zero waste disposed by 2029. To reach our goal, the team identified two main objectives:

- Objective One – Develop and implement comprehensive plan on solid waste elimination and reduction.
- Objective Two – Develop and implement a sustainable procurement system.

The team collectively establishes measurable actions and targets for reach objective. The team then works closely with respective Directorate's to ensure action are planned or taken to meet target timelines. The EQCC and Senior Leadership are briefed on the team's progress in meeting the two objectives to include all established actions and targets.

For the first two quarters of FY06, the Procurement team was very successful in identifying and/or meeting several actions to support both objectives. The team worked with DPW to revise their Environmental Management Handbook. This handbook has an affirmative procurement chapter that will define affirmative procurement, include a discussion on "Green Procurement" program, identify EPA list of products called comprehensive procurement guidelines (CPG), identify environmentally preferred products (EPP). Other actions being worked include training government and contractor staff on the Installations green procurement program, establish criteria for recycled content products and EPP to incorporate into applicable contracts, establish metrics for green procurement programs, and diversion of construction and demolition (C&D) waste from landfill disposal.

The Environmental Management program is a step-by-step team effort. To have a successful environmental program, each Commander and Director at the Installation must to take ownership of the program. Installation staff, to include their respective supporting Contracting Center or Office, must walk the line in dealing with environmental issues. If all players are part of the process, they will be part of the solution.

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On the Money

Jean Melson
Budget Analyst
ACA NRHQ

The latest Defense Travel System (DTS) Travel Tutor newsletter is now available at http://www.dtstravelcenter.dod.mil/Training/Docs/TTutor/Travel_Tutor_0406.pdf. There is a lot of good information on DTS in this newsletter. The sections that you don't need are "DTS Tier III Help Desk and "For CTOs

Note that the recent Defense Travel System (DTS) Monroe upgrade includes a constructed travel sheet that must be included on orders that do not use airline reservations or government vehicles. TRADOC is working on a policy for Ft Monroe that will exclude the need for constructed travel when going to places like Northern Virginia. Along with the policy will be information on how to complete the worksheet and how approving officials review this form.

At the end of the newsletter are training updates that provide demonstrations for authorizations, vouchers, local vouchers and route & review (for approvers and reviewers) at the following website: www.dtstravelcenter.dod.mil/training/docs/authdemo/mainmenu_041306.htm. The demonstrations have voice action or are interactive in nature.

Cancellation procedures are at this website:
http://www.dtstravelcenter.dod.mil/Training/Docs/TriAOCancellationProcedures_030106.doc

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NCMA Names Dana Award Winners

NCMA is proud to name **Michelle M. Currier** one of the 2005 recipients of the Charles A. Dana Distinguished Service Award. The award, which is the second-highest honor bestowed by NCMA, recognizes extended and distinguished service to the association. Created by the Board of Directors in 1984, the award was funded by Raytheon to honor the memory of Charles A. Dana, an employee who was frequently cited for his integrity and fairness as a negotiator.

Currier, who boasts 25 years' experience in all government acquisition phases, is a member of the Norfolk, Virginia-Area Chapter.

Having held multiple leadership positions at the local, regional, and national levels, Currier has served as membership chair, vice president for programs and education, executive vice president, and president of the Norfolk Chapter. At the local level, she personally recruited more than 300 new members, chaired Acquisition Day I, II, III, and IV for the Tidewater, Virginia-area, and created a network of ties to other professions.

At the regional level, Currier exceeded all goals for Fellows recruitment, created the database for regional speakers, and recruited every nonmember attendee at the 1995 East Coast Conference. She also served as Fellows chair, the West Coast Conference membership chair, and membership chair, just to name a few of her many accomplishments.

At the national level, Currier accepted a three-year commitment as president. While serving in that position, she, among other achievements, made financial command and control over all revenue-generating activities the responsibility of the executive director, expanded Contract Management magazine to include more pages and color, and reconciled and distributed all backlogged payments to chapters for NES and chapter rebates.

Joseph J. McGrenra, president of the Norfolk Chapter, nominated Currier for the award.

"Michelle's dedication to NCMA is unmatched by any other member that I have met," he wrote. "Her leadership and mentoring abilities helped position NCMA to meet current and future challenges, and she continues to serve the association (serving as vice president of programs for the Norfolk, Virginia-Area Chapter for the 2005-2006 program year)."

Excerpted article from the NCMA website. The entire article is available online at http://www.ncmahq.org/publications/NCMA%20News/Jan%2006/dana_award.asp.

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THE VICE PRESIDENT COMES TO FORT RILEY

David Wild
Director of Contracting
Fort Riley, KS.

Easter weekend provided to be very busy for the Fort Riley Directorate of Contracting (DOC). The Director of Contracting, David Wild was called into the 24th ID Chief of Staff's office on the Thursday afternoon before Easter and introduced to three members of the White House advance party. The Vice President of The United States was making a visit to Fort Riley on Monday morning!

"I immediately recognized these guys (the White House advance party) do this all the time," said Wild. With a vendor list and sufficient funding, his office got to work.

"Between our own market research and the White House vendor list, I was amazed how quickly things took shape. Before going home Thursday night we had the concept sketched out and oral price quotes from key vendors," added Wild.

The Fort Riley contracting mission included: bleachers, sound system, lights, banners, golf carts, refrigerator van, ice, water, band, disc jockey, ramps, tents, flags, portajohns, hand wash stations and other Government Purchase Card actions. Contractors/vendors and government personnel mobilized in a beehive of activity on Monday morning, 17 Apr 2006. At that point, the site was handed over to the Secret Service turnkey, ready to go, at 8:00 am Tuesday morning. A crowd of 10,000 soldiers and civilians started arriving at 10:00 am.

What was his biggest challenge? The unique banners bordering the bleachers. The vendor, located in San Jose, CA received the design by email late Friday night (after 11:00 pm). Saturday morning, one of the White House advance representatives informed the DOC that the shipment had been sent- due to arrive that morning- and that the vendor was closed for the Easter weekend and would reopen on Wednesday morning.

Without courier tracking information to go by, it was a matter of hoping the banners would arrive by Monday morning. Phone calls to the vendor went unanswered.

According to Wild, "I arrived back at the office at 1:00 pm (on Saturday) and was sitting in my pickup looking for a Provost Marshal phone number hoping to have a guard made available to await the packages when an MP approached my vehicle. He wanted to know who I was."

"Hey, I've got a couple packages for you," came the MP's reply upon learning of the DOCs name. He had signed for the banners at 12:55 PM; just five minutes earlier. That's only 14 hours from order, production and shipment from San Jose to Kansas!
Later, Wild learned that the vendor's production crew working through the night in California included the mother of a soldier stationed at Fort Riley. They wanted to ensure the Fort Riley visit by the Vice President was a success.

The Fort Riley DOC gives special credit to Julie Bowell, Contracting Officer and her team of Specialists; Keith Schwanke, Adam Sunstrom, Don Peters, and Gary Parker.

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Strange But True Tales In Contracting

Bryan Sampson
Director of Contracting
Aberdeen Proving Grounds

Occasionally, we have to remember that the world we live in as government contracting professionals is slightly different from the world "outside the gates." We must try to keep that in mind when dealing with our external customers and contractors.

Just to make a point of that, the following incidents are true and actually happened at the Aberdeen Proving Grounds Directorate of Contracting (APG DOC) office in the recent past. Underlying the humor is a lesson-learned for helping us do our jobs better.

Welcome to Government Contracting

A local small business owner was interested in bidding on a barracks cleaning requirement. The prospective contractor was new to Government contracting and had contacted the responsible Purchasing Agent with many, many process questions throughout the solicitation period.

After the award decision was made, the contractor e-mailed the Purchasing Agent to determine who had won and at what price. The Purchasing Agent's response led the prospective contractor to immediately contact some very senior leaders in the Army contracting chain of command. The contractor alleged a conflict of interest and unethical practices on the part of the APG DOC Purchasing Agent and, as a first-time offeror, wanted to know if what she experienced was what she could expect in the future.

The problem? The contractor claimed that when she contacted the Purchasing Agent to see who had won the contract, the response was, "my own business". The startled contractor concluded that just did not seem right to her. The contractor sent an e-mail forward that clearly expressed her concern that Army contracting employees in charge of specific procurements were awarding contracts to companies they owned on the side.

A short investigation proved that there was no wrong-doing nor improper action on our part. The Purchasing Agent had indeed stated that the award went to "my own business". Being very busy and wishing to provide the requested information quickly, the Purchasing Agent sent a very short e-mail response that stated the name of the successful company and the price; "My own business, $313.50 per unit".

It turns out that the name of the firm receiving the award was in fact a properly registered company out of California named…"My Own Business".

Colder Than "ICE"

It is not unusual to see disgruntled contractors register their discontent through submission of negative Interactive Customer Evaluation (ICE) comments. Recently, a suspected unhappy contractor went one better. We hope this doesn't happen to you.

Relying on desktop computers to perform our very public contracting activities exposes us to some risk. In the age of computer hackers, spam, and pop-ups, we become vulnerable when we are on the net or posting information to public websites. Organizational or individual contact information is readily available to the world for purposes good, or bad.

Picture this. A possible unhappy contractor wrestles with how to get even for a perceived wrong they suffered. The goal is to inflict maximum inconvenience on the offending contracting office or contracting employee. A touch of originality and a method to cover one's tracks are necessary parts of the plan. The weapon of choice? The Internet.

A used car ad is posted to a number of popular car sale websites. The ad lists an unbelievably low price. Interested buyers are told to call a local phone number for more information. Who really get those calls? It actually is the office phone number of the APG DOC employee.

It seems everyone wants a good deal and knows they have to hurry to make the phone call in order to get this car. In fact the APG DOC received 75 calls per day. That's 75 calls disrupting the employee from doing business. That's the constant ringing of the telephone interrupting the conduct of business for everyone sharing an office with the employee possessing the popular phone number?

Coordination with the DOIM and installation law enforcement personnel led to the bogus car ad being removed from websites and the calls diminishing.

Still, is this a sign of things to come? Be prepared to place a voicemail message on your phone that simply states, "The car has been sold".

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Using Nongovernmental Personnel on Source Evaluation Boards

Roger Neds
Chief, General Counsel
ACA NR HQ

1. Introduction.

The proverb "Don't let the fox guard the henhouse" can be traced back to 1589 and is similar to the much earlier Latin saying "Ovem lupo commitere," which warns not "to set a wolf to guard sheep."[1] In both cases, the message is the same – "Don't assign a job to someone who will then be in a position to exploit it for his own ends."[2] That warning is the cornerstone of procurement integrity, and it is one of the principal reasons why contracting officers (KOs) should approach the prospect of contractors on a Source Evaluation Board (SEB)[3] with great caution.

There are times, however, when a procurement will require the use of nongovernmental personnel on the SEB. Therefore, in an effort to assist KOs in navigating these potentially perilous waters, this paper will discuss the authority for using contractors on SEBs, and it will set forth a six-step process for KOs to follow when dealing with this issue.

2. It's True: Contractors May Participate in the Source Evaluation Process.

At the most fundamental level, the determination as to whether a contractor may perform a particular function depends on whether that function is inherently governmental in nature. According to FAR 7.503(d)(14), "participating as technical advisors to a source selection board or participating as voting or nonvoting members of a source evaluation board" are not generally considered to be inherently governmental functions.[4] While this provision opens the door for contractors to perform those identified functions, the door is actually open wider than it might at first appear.

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[1] GREGORY TITELMAN, RANDOM HOUSE DICTIONARY OF POPULAR PROVERBS AND SAYINGS (1996).

[2] *Id.*

[3] Throughout this paper, I use Source Evaluation Board (SEB) interchangeably with the more common terms Source Selection Evaluation Board (SSEB) and Technical Evaluation Board (TEB). For the purpose of this analysis, they are interchangeable so long as the boards are only advisory in nature and do not render final decisions. The reasons for this distinction are discussed *infra*.

[4] While FAR 7.503(d) states that these functions are generally not considered to be inherently governmental, it warns that they "may approach being in that category because of the nature of the function, the manner in which the contractor performs the contract, or the manner in which the Government administers the contractor performance." Because of this risk, the regulations impose two additional requirements. First, AFARS 5107.503(e) states that "requiring officials must provide the contracting officer a written determination that none of the functions required are inherently governmental" prior to issuance of the solicitation. Second, DFARS 207.503(S-70) states:

The language in the FAR 7.503 is drawn from OBM Circular A-76. In drafting the OMB Circular, the Office of Federal Procurement Policy treated "source selection boards" as if they were decision-making boards.[5] In the normal course of Government procurements, however, the boards typically involved in the acquisition process do not make procurement decisions. Rather, these boards, referred to as Source Evaluation Boards (SEBs), Technical Evaluation Boards (TEBs), or Source Selection Evaluation Boards (SSEBs), are only advisory boards. It is the Source Selection Authority (SSA), who makes the procurement decision. Consequently, contractors may actually serve as technical advisors to, or as voting or nonvoting members on, these boards without running afoul of the inherently governmental function rule, so long as the boards are only advisory in nature. The key is that contractors may not render final decisions.[6]

3. **In Six-Steps: Using Contractors in the Source Evaluation Process Without Endangering the Procurement.**

The mere fact that advising or serving on a SEB is not an inherently governmental function does not mean that KOs should or may automatically allow contractors to serve in those capacities. There are judgment, regulatory, and ethical hurdles that the KO must first clear. The following six steps are an attempt to provide KOs with a process for dealing with those issues.

a. Question Whether the Procurement Truly Requires Contractor Support.

When approaching the issue of contractors on a SEB, the first and most important question a KO should ask is whether the SEB truly needs contractor assistance. The Government is full of highly skilled, intelligent, and knowledgeable personnel. If Government employees possess the requisite expertise to serve as SEB members, then the KO should utilize them. Indeed, as I will discuss below, regulation requires the utilization of Government personnel before contractor personnel. In short, it simply makes sense. One should not invite a potential fox into the henhouse if it is not necessary.

b. Follow the Law of the Land: Abide by the Regulatory Requirements and Secure the Proper Approvals.

The law and regulation in this area is fairly explicit. To begin with, a KO cannot obtain a contractor's services for an SEB through a generic support contract. Rather, the contractor must

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(1) In accordance with 10 U.S.C. 2383, the head of an agency may enter into a contract for performance of the acquisition functions closely associated with inherently governmental functions that are listed at FAR 7.503(d) only if—

(i) The contracting officer determines that appropriate military or civilian DoD personnel—

(A) Cannot reasonably be made available to perform the functions;
(B) Will supervise contractor performance of the contract; and
(C) Will perform all inherently governmental functions associated with the functions to be performed under the contract; and

(ii) The contracting officer ensures that the agency addresses any potential organizational conflict of interest of the contractor in the performance of the functions under the contract (see FAR Subpart 9.5).

(2) See related information at PGI 207.503 (S-70).

With regard to DFARS 207.503, as it applies to nongovernmental personnel on SEBs, a KO will satisfy the regulation's requirements through the process of securing the PARC's written determination, as required by FAR 37.203, FAR 37.204, & AFARS 5137.204, and by adhering to the OCI guidance set forth in this paper's six-step process. Nevertheless, this subpart reinforces the importance of KO supervision in this area, and while there is no independent written determination associated with DFARS 207.503, KOs should pay heed to its requirements and reference the DFARS subpart in the PARC's written determination.

[5] Peter Butt, Department of the Navy, Memorandum: *Use of Contractor Personnel on Technical Evaluation Panels*, Nov. 20, 1997, *at* 4, *available at* http://www.spawar.navy.mil/counsel/docs/oo3memo1.pdf.

[6] *See* Kimberly Carroll, Department of the Army, Information Paper: *Contractors in the Government Workplace*, Sep. 12, 2005, *attached to* Claude M. Bolton, Jr., Department of the Army Memorandum for Distribution: *Contractors in the Government Workplace*, Dec. 12, 2005.

perform these services pursuant to a properly awarded Contract Advisory and Assistance Services (CAAS) contract.[7] Moreover, the regulation imposes additional requirements when the CAAS contract is for source selection support.

Before an agency can use contractors on a SEB, FAR 37.203, FAR 37.204, and AFARS 5137.204 require the Principal Assistant for Contracting (PARC) to render a written determination. In this determination, the PARC must first find that sufficient personnel with the required training and capabilities are not available within the agency to perform the evaluation or analysis of proposals submitted for the acquisition.[8] Second, the PARC must:

> (1) Determine which Federal agencies may have personnel with the required training and capabilities; and
>
> (2) Consider the administrative cost and time associated with conducting the search, the dollar value of the procurement, other costs, such as travel costs involved in the use of such personnel, and the needs of the Federal agencies to make management decisions on the best use of available personnel in performing the agency's mission.

Finally, if the PARC, after reasonable attempts to obtain personnel with the required training and capabilities, is unable to identify such personnel, then she may approve the use of paid contractors for the evaluation or analysis of proposals.[9]

In practice, the requiring activity with the assistance of the KO conducts the required analysis and prepares the determination, which is then forwarded to the PARC, through the Director of Contractor, with request for approval. In terms of overseeing this entire process, FAR 37.205 places the burden squarely on the shoulders of the KO. It plainly states:

> The contracting officer shall ensure that the determination required in accordance with the guidelines at 37.204 has been made prior to issuing a solicitation.

As a result, the KO must remain an active participant in the preparation of the determination, both guiding and supporting the requiring activity in the analysis and writing process.

c. <u>Insure that the Contractor Has a Nondisclosure Agreement and an Organizational Conflict of Interest Mitigation Plan.</u>

Before issuing the solicitation and beyond receiving PARC approval, the KO also needs to verify that the contractor's service on the SEB will not create an immediate Organizational Conflict of Interest (OCI).[10] At this stage in the process, the KO should insure that the contract under which the contract advisor is performing contains the basic OCI vaccinations. First, the contract should contain an OCI clause.[11] Second, it should prohibit the contractor from competing for any solicitations for which it acts, advises, or serves on the SEB. Third, the contract should require a nondisclosure agreement between the contractor personnel and the Government that will, at a minimum, protect both the source selection and any proprietary information to which the contractor may become privy. Fourth, the contract should require and incorporate an OCI mitigation plan from the contractor. In general, the OCI mitigation plan should contain the following elements: (1) firewalls providing for the organizational, physical, and electronic separation of supporting contractor personnel from the rest of

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[7] Butt, *supra* note 5, at 4.

[8] FAR 37.204(a).

[9] FAR 37.204(d).

[10] FAR 9.5 discusses organizational conflicts of interest. Specifically, *see* FAR 9.505-3, which states:

> Contracts for the evaluation of offers for products or services shall not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests.

[11] *See* FAR 9.507-2.

the company; (2) a continuous education program; (3) independent nondisclosure agreements; (4) document control; and (5) recurring internal audits and reviews.[12]

d. Warn Potential Offerors of the Contractor's Role in the Procurement.

In order to promote transparency, when the KO issues the solicitation, it should provide notice to prospective offerors. This notice should identify the support contractors and identify the manner in which they will be used. It should also provide the offeror an opportunity to object to the release of its proposal information. If an offeror objects to the release of its proposal information to any nongovernmental advisor, the KO should make a determination as to whether the nongovernmental advisor shall be permitted to participate in the SEB and inform the objecting offeror of the final determination. Here is an example such a solicitation provision:

> (1) Offerors are advised that employees of the firms identified below may serve as technical advisors or Source Evaluation Board members in the source selection process. These individuals will be authorized access to only those portions of the proposal data and discussions that are necessary to enable them to perform their respective duties. Such firms are expressly prohibited from competing on the subject acquisition and from making the procurement award decision.
>
> Name and Address of Firm #1
> Name and Address of Firm #2
>
> (2) In accomplishing their duties related to the source selection process, the aforementioned firms may require access to proprietary information contained in the offerors' proposals. Therefore, pursuant to FAR 9.505-4, these firms shall execute an agreement with each requesting offeror that states that they will (a) protect the offerors' information from unauthorized use or disclosure for as long as it remains proprietary and (b) refrain from using the information for any purpose other than that for which it was furnished. The decision as to whether to pursue such an agreement is up to the individual offeror; however, to expedite the evaluation process, an offeror pursuing such an agreement, must contact the above companies to effect execution of such an agreement, and it must be in place prior to the submission of proposals. Further, a copy of any such agreement shall be submitted with the offeror's proposal.
>
> (3) If an offeror objects to the use of the employees of the aforementioned firms, then the offeror shall bring its concerns and the reasons for them to the attention of the Contracting Officer prior to the submission of proposals.
>
> (4) If an offeror has any business or financial relationship to one of the aforementioned firms, the offeror shall disclose that relationship to the Contracting Officer in writing prior to the submission of proposals and shall also submit a copy of that disclosure along with its proposal.

e. Implement SEB Specific OCI Mitigation Measures.

While nondisclosure agreements and OCI mitigation plans may resolve an "unfair access to information" OCI, they are virtually irrelevant to an "impaired objectivity" OCI.[13] An impaired objectivity OCI occurs when a firm's work under one government contract could entail its evaluating itself or a related entity, like a competitor, either through an assessment of performance under another contract or an evaluation of proposals.[14] In these cases, the concern is that the firm's ability to render impartial advice to the government could be undermined by the relationship with the entity whose work product is being evaluated.[15]

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[12] *See generally LEADS Corp.*, B-292465, Sep. 26, 2003, 2003 CPD ¶ 197 at 8.

[13] *Id.* at 12.

[14] FAR 9.505-3.

[15] *LEADS, Corp.*, *supra* note 12, at 11.

In order to protect the procurement using contractors on the SEB, a KO should brief the board members, to include the contractors, on their responsibilities and then screen them for impaired objectivity. With regard to the briefing, the KO should specifically lay out the rules, processes, and procedures that the members should utilize in their evaluations. The KO, or the procurement attorney supporting the KO, should also discuss in detail the ethical and legal responsibilities that apply to the board members, paying special attention to the requirements of the Procurement Integrity Act (41 U.S.C. 423).

After the answering any questions that the briefing may have generated, the KO should screen the members for possible disqualifying conflicts. Initially, the KO should solicit an Office of Government Ethics (OGE) Form 450 from each board member.[16] Then, the KO should provide the SEB members with a list of the offerors and subcontractors and ask the members to complete an SEB certification. All contracting offices should possess templates for such a certification, but in general, the certification does two things. First, it asks the member to disclose "any direct or indirect financial or other beneficial interest" that may exist between "himself, his spouse, his dependent children, or any other member of his household" and "any of the offerors, their proposed subcontractors, or the employees of the aforementioned firms." Second, it reiterates all of the member's ethical and legal responsibilities and asks the member to certify that he understands and will observe them.[17] Once the OGE 450s and certifications are completed, then the KO, along with the supporting attorney, should screen them for conflicts and take appropriate action if it is necessary.

Finally, the KO should continue to screen the SEB's deliberations and work product during the course of the evaluation to insure that they are meaningful, consistent with the evaluation criteria, and unbiased. By implementing that last safeguard, in addition to those discussed above, the KO will help to secure the integrity of the evaluation.

f. Document the File.

The GAO has repeatedly stated, "While we consider the entire record, including the parties' later explanations and arguments, we accord greater weight to contemporaneous evaluation and source selection material than to arguments and documentation prepared in response to protest

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[16] OGE Form 450 is normally only used to capture the financial interests of federal government employees, but it is a useful form to capture potentially disqualifying financial interests for any board member.

[17] The Procurement Integrity Act (41 U.S.C. 423(d)) prohibits Government officials, serving on a source selection evaluation board for a contract in excess of $10M, from receiving compensation from the awardee for a period of one year. The Act does not extend this same ban to contractors serving on a source selection evaluation boards. This omission by the Act means that a contractor, serving on a SEB for a contract in excess of $10M, could go to work for and receive compensation from the awardee of the contract immediately after serving on the board. Such a result could create an appearance of impropriety. Therefore, the KO may consider independently placing a similar restraint on nongovernmental personnel serving on SEBs. Ideally, such a restraint should be placed a support contractor's contract at the time of award. Alternatively, a KO may consider placing such a restraint in the support contractor's SEB certification. An example of a provision used in a contractor's SEB certification follows:

> 6. I agree to accept and abide by a one-year compensation ban from any contractor selected for award under solicitation _____.
>
> a. Under the prohibition in paragraph six, I may not accept compensation from an awardee as an employee, officer, director, or a consultant of the contractor within a period of one year after the Technical Evaluation Board issues its final consensus report.
>
> b. Nothing in paragraph six may be construed to prohibit me from accepting compensation from any division or affiliate of a contractor that does not produce the same or similar products or services as the entity of the contractor that received award under solicitation _____.
>
> c. If I knowingly accept compensation in violation of the prohibition in paragraph six, I acknowledge and agree that such a breach of this agreement, in addition to any penalty prescribed by law or other remedy, constitutes sufficient grounds for my suspension or debarment from federal contracting, under the procedures set forth in the Federal Acquisition Regulation.

contentions."[18] As a result, it is imperative for the KO to create a contemporaneous record that captures the process the KO implemented in evaluating and approving contractors to support the SEB. This record should also state the basis for any decisions made during that process.

It only takes a stamp and a semi-coherent argument for a disgruntled contractor to file a protest and delay a procurement for up to one-hundred days. To not create a protest winning record after going through the effort of implementing the previous five steps to this process is equivalent to hitting a game-winning homerun in the bottom of the ninth inning and forgetting to touch home plate after rounding the bases. In short, KOs must document the file.

4. **Conclusion.**

While allowing non-governmental personnel to participate on SEBs may be akin to letting a fox into the henhouse, regulation allows it. The key is to evaluate the procurement carefully and to apply the six-step process. This process asks a KO to:

(1) Decide if the Procurement Really Requires Contractor Support on the SEB;
(2) Follow the Regulation and Get the PARC's Written Approval;
(3) Insure that the Contractor has a Nondisclosure Agreement and OCI Mitigation Plan;
(4) Warn Potential Offerors of the Contractor's Role in the Procurement;
(5) Implement SEB Specific OCI Mitigation Measures; and
(6) Document the File.

If a KO follows this process, then the procurement will benefit from the expertise the contractor can bring to the SEB without sacrificing the integrity of the evaluation process. Finally, as always, if you need any assistance during any step in the process, the legal office is here to help.

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[18] *Remington Arms Company, Inc.*, B-297374, B-297374.2, Jan. 12, 2006, 2006 U.S. Comp. Gen. LEXIS 29, at 20, *citing* Northeast MEP Servs., Inc., B-285963.5 et al., Jan. 5, 2001, 2001 CPD P 28 at 7; Boeing Sikorsky Aircraft Support, B-277263.2, B-277263.3, Sept. 29, 1997, 97-2 CPD P 91 at 15.