DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
SOUTHERN REGION CONTRACTING CENTER-WEST
2107 17TH STREET BLDG 4197
FORT SAM HOUSTON TX 78234-5015

SFCA-SR-CC-W

30 March 2006

MEMORANDUM FOR Requiring Activities Supported by the Southern Region Contracting Center –West (SRCC-W)

SUBJECT: Implementation of Secretary of the Army Policy, Subject: Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Personnel Services, dated 23 Feb 2006

1. In light of the Secretary of the Army's policy, various MACOMs have established implementing internal organizational guidance for compliance. Understanding the potential mission impact on the Fort Sam Houston installation organizations and activities serviced by SRCC-W, my local policy is that SRCC-W will continue to accept and process ALL purchase requests received up to the point of award. However, we cannot award a contract requirement or modify/continue an existing contract that is identified in the Secretary of the Army policy until the requiring activity provides the SRCC-W Contracting Officer properly completed approval documentation in accordance with the Secretary of the Army Policy, as implemented by the respective MACOM.

2. My efforts of accepting and processing requirements received up to the point of award are an attempt to afford the requiring activities time to work the approval processes through their respective hierarchy while SRCC-W personnel continue the procurement process. It is further my sincere desire that our working the processes simultaneously, both MACOM approval and procurement, we can mitigate the potentially adverse impact on mission accomplishment, effectuate the procurements, and remain compliant.

3. If you have questions, please feel free to contact Ms. Deanna Ochoa, Ms. Peggy Corcoran, or the undersigned at 210-221-5083, 210-221-4122, or 210-221-5930, respectively.

Sincerely,

VICTOR B. HOWARD
Director, Southern Region Contracting
Center - West

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