

ANNEX C: Contractor Documentation

1. Contractor documentation is required to fulfill new statutory contractor reporting, review and planning requirements prescribed by 10 United States Code section 2330a(c) through (f) and SecArmy policy (reference f). In some cases, the results of this review process may mandate or permit the in-sourcing of certain contracted activities.

2. Approval of new contractor documentation requires justification and analysis in a concept plan to support:

- A. the mission authority for performing the work;
- B. the workload supporting the requirement based on Annex E;
- C. justification that the contract does not duplicate organic capabilities;
- D. identification of the function performed by Federal Supply Classification (FSC) code;
- E. identification of the OSD Function Code of the requiring activity supported by the contractor;
- F. identification of the Unit Identification Code of the requiring activity
- G. the Manpower Mix Criteria Code (MMC) validated on the PDC and based on an application of the Sec Army checklist for inherently governmental functions at <http://www.asamra.army.mil/insourcing>; and
- H. an economic analysis comparing the cost of in-house performance to contract performance as required by DepSecDef guidance for functions coded "X" (commercial functions that are not coded E (inherently governmental) or H (closely associated with inherently governmental or unauthorized personal services). See Annex D.

3. The Panel for Documentation of Contractors (PDC) has been established to document the results of the annual review of the Contract Manpower Report (CMR) prescribed by 10 United States Code section 2330a(c) through (f). See Annex G. No contractor documentation may proceed without a PDC determination approved by ASA M&RA.

4. Commands may nominate in-sourcing candidates based on PDC results using a schedule 8 format when directed for review by the PBAT and PEGs to ensure that a valid funding source exists before civilian authorizations are added. A concept plan, with an economic analysis is required if the PDC classifies a position nominated for conversion as code X. In-sourcing may be mandated by HQDA based on MMC coding or the results of a CME concept plan economic analysis. ASA M&RA will provide additional guidance on this process.