



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

27 JUN 2014

27 Jun 2014

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for Review and Certification of the Army Fiscal Year 2013 Inventory of Contracts for Services (ICS)

1. References:

- a. Title 10, United States Code, Sections 2330a and 235.
- b. Fiscal Year 2012 (FY12) National Defense Authorization Act (NDAA), public law (P.L.) 112-81, subsection (c)(2) of section 808 as modified by section 802 of the FY14 NDAA, P.L. 113-66.
- c. Memorandum, Under Secretary of Defense (Personnel and Readiness) (P&R)) and Under Secretary of Defense (Acquisition, Technology and Logistics) (USD (AT&L)), 18 March 2014, Subject: Guidance for the Submission and Review of the FY 2013 Inventory of Contracts for Services.
- d. Memorandum, Assistant Secretary of Defense (Readiness and Force Management), 30 May 2014, Subject: Reductions in Funding for Contracts for Performance of Closely Associated with Inherently Governmental Functions and Staff Augmentation Contracts.

2. The Army is required (reference c) to certify that contracts and activities in the inventory of contracts for services have been reviewed. We rely on your Command level certifications to meet this requirement. Therefore, you should review contracts and activities in the inventory (in compliance with reference (c)) and provide GO/SES level certifications on behalf of the Commanders by 22 August 2014. Your certifications will be reported to the SECARMY to substantiate his certification memorandum that must be submitted to the USD (P&R) by 1 October 2014.

3. The certification statement should include the following:

"I certify that the contract service data in the PDC is complete and accurately records the budget in terms of funding source (OCO and base) and manpower mix criteria for the contracted functions. I certify that appropriate corrective actions have been taken regarding contracts for performance of inherently governmental functions and unauthorized personal services. In addition, I certify that funding of contracts for closely associated with inherently governmental functions and staff augmentation contracts has been reduced by at least ten percent in both Fiscal Years 2012 (FY 12) and 2013 (FY 13) and reductions not implemented in FY12 and FY13 will be implemented in FY 14."

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4. Section 802 of the FY14 NDAA directed that "If the reductions required by subsection (c)(2) for fiscal years 2012 and 2013 are not implemented, the amounts remaining for those reductions in fiscal years 2012 and 2013 shall be implemented in fiscal year 2014." Actions and supporting data showing the required 10% funding reductions in each of FY12 and FY13 (including carryover reductions in FY14) for both contracted closely associated with inherently governmental functions and staff augmentation contracts shall be submitted as part of the certification letter required by reference (c).
5. Your certification statement should include the attached template at enclosure that summarizes your data as reported in the PDC (one template for direct-funded and separate templates for Army and non-Army reimbursable funded). The summary report substantiates your certification. New PDC entries that have not had their manpower mix criteria reviewed by my office should be reported in the template as pending review. It is important to ensure PDC entries are linked to contract task order numbers in the Contract Manpower Reporting Application. This linkage is used to separate new contracts from continuing contracts for services.
6. The referenced policies and statutes can be found on our policy website at www.asamra.army.mil/scra. My points of contact for this action are Dr. John Anderson (703) 693-2119, john.c.anderson.civ@mail.mil; Ms. Eileen Ginsburg (703) 693-2109, eileen.g.ginsburg.civ@mail.mil; and Mr. Paul Rupprecht (703) 693-2123, paul.s.rupprecht.civ@mail.mil.

Enclosures


GWENDOLYN R. DEFILIPPI
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(Force Management, Manpower and
Resources)

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