



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

SAMR-FM

14 AUG 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for Fiscal Year 2012 Inventory of Contracts for Services (ICS)

1. References:

a. Title 10, United States Code, Sections 2330a and 235.

b. Memorandum, Under Secretary of Defense (Personnel and Readiness) (P&R)) and Under Secretary of Defense (Acquisition, Technology and Logistics) (USD (AT&L)), 4 February 2013, Subject: Guidance for the Submission and Review of the FY 2012 Inventory of Contracts for Services.

c. Memorandum, Deputy Assistant Secretary of the Army (Force Management, Manpower and Resources), Director, Army Budget Office and Deputy Assistant Secretary of the Army (Procurement), 17 April 2013, Subject: Guidance of Services Contract Spending Reductions.

2. Over the past year, Commands improved greatly their Panel for Documenting Contractors (PDC) projections. Thank you for the work invested to this point.

3. The Army is required (reference b) to certify that contracts and activities in the inventory of contracts for services have been reviewed. We rely on you to help with this requirement. Therefore, Commands should review contracts and activities in the inventory in compliance with reference b and have a GO/SES submit by 16 September 2013, a certification statement on behalf of the Commander. These certifications on behalf of your Commanders will be reported to the Secretary of the Army to substantiate his certification memorandum to DoD. The 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. In addition, I certify that I have taken appropriate corrective action regarding inherently governmental, unauthorized personal services, and reduced closely associated with inherently governmental functions by at least ten percent of funded levels as reported in the PDC for Fiscal Year 2013.

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4. 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 a separate template for reimbursable). 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.

5. The above-referenced policies and statutes can be found on our policy website at [www.asamra.army.mil/scra](http://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](mailto:john.c.anderson.civ@mail.mil); Ms. Eileen Ginsburg (703) 693-2109, [eileen.g.ginsburg.civ@mail.mil](mailto:eileen.g.ginsburg.civ@mail.mil); and Mr. Paul Rupprecht (703) 693-2123, [paul.s.rupprecht.civ@mail.mil](mailto:paul.s.rupprecht.civ@mail.mil).

Enclosure



GWENDOLYN R. DEFILIPPI

Deputy Assistant Secretary of the Army  
(Force Management, Manpower and  
Resources)

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army  
Commander

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

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U.S. Army Europe

U.S. Army Central

U.S. Army North

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U.S. Army Test and Evaluation Command

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**DISTRIBUTION: (CONT)**

**U.S. Army Installation Management Command  
Superintendent, United States Military Academy  
Director, U.S. Army Acquisition Support Center**

**CF:**

**U.S. Army Accessions Command  
U.S. Army Cyber Command  
Director of Business Transformation  
Director, Army National Guard**

Requiring Activity: [Command Name]

MMC Code	Direct Funded Contract Services Review Findings	Continue Contract		Modify Contract		In-source		Divest		Total
		CFTE	\$\$\$	CFTE	\$\$\$	CFTE	\$\$\$	CFTE	\$\$\$	
E	Inherently Governmental	-	\$	-	\$	-	\$	-	\$	\$
H-3	Critical Function	-	\$	-	\$	-	\$	-	\$	\$
H	Closely Associated w/IG	-	\$	-	\$	-	\$	-	\$	\$
H-2	Unauthorized Personal Services	-	\$	-	\$	-	\$	-	\$	\$
X-4	Authorized Personal Service	-	\$	-	\$	-	\$	-	\$	\$
X	Commercial	-	\$	-	\$	-	\$	-	\$	\$
	Review Pending*									
<b>Direct Total</b>		-	\$	-	\$	-	\$	-	\$	\$

MMC Code	Reimbursable Contract Services Review Findings	Continue Contract		Modify Contract		In-source		Divest		Total
		CFTE	\$\$\$	CFTE	\$\$\$	CFTE	\$\$\$	CFTE	\$\$\$	
E	Inherently Governmental	-	\$	-	\$	-	\$	-	\$	\$
H-3	Critical Function	-	\$	-	\$	-	\$	-	\$	\$
H	Closely Associated w/IG	-	\$	-	\$	-	\$	-	\$	\$
H-2	Unauthorized Personal Services	-	\$	-	\$	-	\$	-	\$	\$
X-4	Authorized Personal Service	-	\$	-	\$	-	\$	-	\$	\$
X	Commercial	-	\$	-	\$	-	\$	-	\$	\$
	Review Pending*									
<b>Reimbursable Total</b>		-	\$	-	\$	-	\$	-	\$	\$

\* No actions to contract for services can be taken until contract service function review is complete.