



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

July 30, 2007

MEMORANDUM FOR THE CHIEF ACQUISITION OFFICERS

FROM: Paul A. Denett
Administrator

SUBJECT: Supplemental Emergency Contracting Cadre

Emergency contracting continues to be a top priority for the Office of Federal Procurement Policy (OFPP) and the numerous agencies responsible for emergency response and recovery. OFPP recently published an Emergency Acquisitions Guide and the Federal Acquisition Regulation now has a chapter that identifies the many acquisition flexibilities that support emergency contracting. The Chief Acquisition Officers Council (CAOC) established the Emergency Response and Recovery Working Group to coordinate the efforts of various agencies responsible for emergency contracting. The Department of Homeland Security (DHS) is significantly increasing its acquisition workforce, and the General Services Administration (GSA) continues to make more contracts available to support emergency response and recovery efforts. Additionally, many agencies have established and trained cadres of employees who could mobilize to support their agency's increased efforts during an emergency.

However, to ensure that additional human resources are available to the government-wide contracting community during an emergency, our supplemental cadre of highly-skilled acquisition professionals must be replenished and increased. This supplemental cadre will be available to support any agency needing additional contracting personnel to support an emergency response and recovery effort. I ask each Chief Acquisition Officer to encourage their agency's contracting professionals, GS-1102s or others performing similar functions, to join this supplemental cadre and increase the number of contracting professionals that will assist DHS and other agencies in responding to national emergencies and disasters.

Deployment is voluntary, subject to supervisory approval, and generally limited to a maximum of 30 days. Cadre members will benefit from emergency contracting training and from the experience of contributing to the national interest during an emergency. Many federal employees who volunteered to support the hurricane Katrina recovery efforts found the experience rewarding and continue to be a valuable resource to their agencies.

OFPP, in consultation with the CAOC, has developed certification requirements for Emergency Response and Recovery Contracting, which will be required for all cadre members within twelve months of joining. The certification will generally include the following requirements, and detailed information on certification will be available shortly at www.fai.gov:

- Federal Acquisition Certification in Contracting or Defense Acquisition Workforce Improvement Act certification;
- Completion of twelve hours of online coursework developed by the Federal Emergency Management Agency; and
- Completion of a Federal Acquisition Institute (FAI) sponsored Emergency Response classroom course.

FAI will provide training registration information to cadre members, and additional information on emergency response contracting is available on the Defense Acquisition University's community of practice: <https://acc.dau.mil/emergencyresponse>. Additionally, DHS and GSA are planning a paper-based simulation exercise in early fall to orient supplemental cadre volunteers to emergency contracting.

Your attention to this important request is appreciated. We need more volunteers and we will not get them without your personal involvement and encouragement. Please complete and return the attached spreadsheet by August 15, 2007 to contractingcadre@dhs.gov. If you have any questions, please call Molly Parker at DHS on (202) 447-5248 or Ed Loeb at GSA on (202) 501-0650.

Attachment

cc: Senior Procurement Executives
Director, Federal Acquisition Institute
President, Defense Acquisition University
Associate Director, Management Services Division, Office of Personnel Management