



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
504 SCOTT STREET
FORT DETRICK MD 21702-5012

MCMR-AAA

27 MAR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of Fiscal Year 2012 (FY 12) Year-End Cut-Off for Acquisition Services

1. The following guidance is provided to assist with FY 12 year-end cut-off Acquisition services for the U.S. Army Medical Research and Materiel Command (USAMRMC). These cut-off dates are the minimum time needed to ensure FY 12 contract awards and FY 13 first quarter starts.
2. The need for acquisition planning and requirements development within the USAMRMC is critical to ensure your acquisition requirements are executed in a timely manner. Complying with the established cut-off dates contained herein is essential for all requiring activities. Unexpected requirements and modification requests that materialize during the year-end surge will be approved by the U.S. Army Medical Research Acquisition Activity (USAMRAA) on a case-by-case basis. Proper planning and coordination with your contracting officer will keep these to a minimum.
3. Please review your contract requirements and determine FY 12 and early FY 13 needs. Immediate action should be taken to submit a complete requirements package before the specified cut-off date. Provide the USAMRAA Contracting Officer with as much lead time as possible but not less than that outlined below.
4. Contracting priorities for the fiscal year are as follows:
 - a. Requirements using expiring funds (FY10 Procurement funds, FY11 Research, Development, Test and Evaluation (RDT&E) funds and FY12 Operations & Maintenance funds).
 - b. Requirements generated from urgent and compelling needs.
 - c. Services requiring an October 2012 start date.
 - d. All other funded requirements.
 - e. There is no statutory requirement to award FY 12 RDT&E funds by 30 September 2012. However, it is my intent that 90 percent of FY 12 RDT&E funds be obligated by

MCMR-AAA

SUBJECT: Notification of Fiscal Year 2012 (FY 12) Year-End Cut-Off for Acquisition Services

the end of the fiscal year. The USAMRAA will make every effort to assist funding managers in meeting this objective.

CUT-OFF DATES FOR SUBMISSION OF END OF FISCAL YEAR 2012 REQUIREMENTS

FY 12 Open Market

All requirements over \$150,000 (supplies, equipment, services) 30 April 2012

FY 12 Purchase Orders to be placed prior to 30 September 2012 under Simplified Acquisition Procedure Requirements

All requirements under \$150,000 (supplies, equipment, services) 1 July 2012

FY 12 Orders Placed Against IDIQ Contracts, GSA, or Master Contracts all requirements over \$5M.

1 June 2012

FY 12 Orders Placed Against IDIQ Contracts, GSA, or Master Contracts all requirements under \$5M

1 July 2012

FY 11 RDT&E Expiring Funds

1 June 2012

FY 12 Modifications

Request for priced modifications (including de-obligations) 1 August 2012

5. During a time when there is a high workload, it is critical that requirements be submitted in a timely manner. Not only do late submissions carry the risk of not being awarded by 30 September 2012, they create a negative impact on the entire acquisition posture and the supporting activities involved.

6. In order for the USAMRAA staff to meet contracting requirements, it is imperative that all units submit all Purchase Requests (PRs) with expiring funds, to include all required documentation, to USAMRAA no later than the dates provided above. All requests for late submission must originate from the Laboratory Commander/Director to the USAMRMC Deputy Commander and Chief of Staff. In the written request, the Laboratory Commander/Director shall provide a brief description of the requirement, the circumstances surrounding the late submission, the reason why it could not have been submitted prior to the cut-off date, and the reason why it must be awarded by 30 September 2012. Include a PR number wherever possible. After evaluating the package, the USAMRMC Deputy Commander or Chief of Staff will forward the PR and

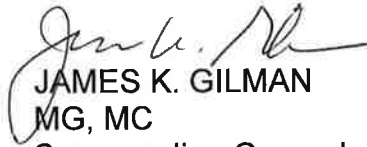
MCMR-AAA

SUBJECT: Notification of Fiscal Year 2012 (FY 12) Year-End Cut-Off for Acquisition Services

supporting documentation to USAMRAA for consideration. USAMRAA will notify the USAMRMC Deputy Commander, Chief of Staff, and Laboratory Commander as to the ability to perform the requirement.

7. PRs with non-expiring funds for work required after first quarter FY 13 will be accepted at USAMRAA from 1 July through 15 August 2012, and prioritized based on remaining workload involving expiring dollars and/or instructions from the USAMRMC Deputy Commander and Chief of Staff. No PRs will be accepted after 15 August 2012 unless formally approved by the USAMRMC Deputy Commander or Chief of Staff.

8. The USAMRAA staff stands ready to support you. They will do their best to obligate your funds by year-end, but they must have your support and assistance. If you have any questions about this schedule, please contact your Contracting/Grants Officer or Brian Martin at 301-619-8808 or Brian.Martin10@us.army.mil.



JAMES K. GILMAN
MG, MC
Commanding General

DISTRIBUTION:

A