



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HI-ZA

1 8 JUL 2012

MEMORANDUM FOR All Military Personnel and Department of Defense Civilian Employees within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-32, Identification of Contract Employees

1. References.

- a. Federal Acquisition Regulation (FAR) 37.114(c), Special Acquisition Requirements.
- b. United States Army Acquisition Corps, Army Contracting Agency (ACA) Guide, Contractors in the Workplace, 11 Mar 08.

2. Purpose. This memorandum establishes policy for identification of contractors. References 1a and 1b recognize that contractors and government employees are working toward common goals but also recognize that there is a need for clear distinctions for supervisors and government employees to understand their individual role and that of a contract employee in the workplace. The ACA guide recommends clearly identifying contractors in the workplace to ensure that anyone interacting with a contractor employee recognizes that they are not interacting with a government employee.

3. Applicability. This policy applies to all Soldiers, Civilians, Family members, contractors, and other personnel who work on, reside on, or visit any US Army installations, facilities, or work sites in Hawaii.

4. The requiring activity will ensure inclusion of the requirements in 5 a – d below, as appropriate, in the Performance Work Statement (PWS), Statement of Work (SOW) or Statement of Objectives (SOO) of any contract in which contractor personnel will attend meetings, use Government telephone and email, or participate in other activities where the contractor's status is not obvious.

5. Identification of Contractor Employees.

- a. The contractor shall provide each employee with identification (ID) badge made of nonmetallic material, easily readable and including employee's name, contractor's name, functional area of assignment, and recent color photograph of the employee.

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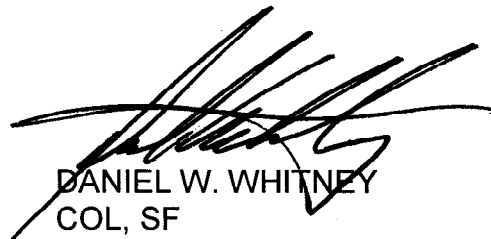
b. Display of ID Badges: Contractor personnel shall wear the ID badge at all times when performing work under this contract at a Government site, including while attending Government meetings and conferences that may take place outside the Government facility. Unless otherwise specified in the contract, each contractor employee shall wear the ID badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit such placement.

c. Answering Telephones. Contractor personnel shall identify themselves as a contractor employee when answering Government telephones.

d. Utilizing Electronic Mail. When prime contractor or subcontractor personnel send e-mail messages as a part of contract performance (or otherwise relating to contract matters), each sender shall include his/her name (both first and last names), e-mail address and the name of the individual's employer.

6. This policy supersedes Policy Memorandum USAG-HI-32, SAB, dated 22 Jan 08, and remains in effect until cancelled or superseded in writing.

7. The point of contact for this memorandum is the Internal Review and Audit Compliance Office, at 655-0796.



DANIEL W. WHITNEY
COL, SF
Commanding

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