



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY MISSION AND INSTALLATION CONTRACTING COMMAND
MISSION CONTRACTING OFFICE-FORT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NC 28310-5000

CCMI-CBR-BR

18 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure MCO-FB 12-04-01 Purchase Request and Commitment Returned Without Action Process

1. Purpose. To establish a Purchase Request and Commitment (PR&C) Returned Without Action (RWOA) Standard Operating Procedure (SOP).
2. Applicability. This SOP applies to all Mission Contracting Office-Fort Bragg (MCO-FB) contract actions.
3. Effective Date. Instructions contained in this SOP are effective immediately.
4. Implementation. The following actions must be taken before returning a PR&C without action.
 - a. Contract Specialist. Informs the client of PR&C packet deficiencies via phone and email using Point of Contacts (POCs) listed on the PR&C. In the email include what is missing in the packet and your intended actions on the fourth business day. Allow three business days for response. Note: an "out of office" reply indicating a short absence is considered a response and requires a second communication attempt upon clients return to office. On the fourth business day, provide the PR&C and indication of your contact attempts to your contracting officer. Indicate "Attempt One Failed" as the PR&C status in the Workload Tracking System (WTS).
 - b. Contracting Officer. Informs the client's supervisor or PR&C approval authority of PR&C packet deficiencies via phone and email using POCs on the PR&C. Courtesy copy the Contract Acquisition Support Office (CASO) United States Army Reserve Command (USARC) and Contract Support Element (CSE) United States Army Forces Command (FORSCOM) as applicable. In the email include what is missing in the packet and your intended actions on the fourth business day. Allow three business days for response. If no response is received by the fourth business day, provide the PR&C and indication of your contact attempts to your branch chief who will contact the Resource Manager (RM) in regards to returning the PR&C without action. Indicate "Attempt Two Failed" as the PR&C status in the WTS.
 - c. Branch Chief. Informs interested personnel one level above the client's supervisor or PR&C approval authority and the appropriate resource manager of PR&C packet deficiencies via phone and email using POCs on the PR&C. Courtesy copy the CASO (USARC) and CSE (FORSCOM) as applicable. Use both email and phone. In the email include what is missing in

CCMI-CBR-BR

SUBJECT: Standard Operating Procedure MCO-FB 11-04-01 Purchase Request and
Commitment Returned Without Action Process

the packet and your intended actions on the fourth business day. Allow three business days for response. If no response is received by the fourth business day, request the appropriate RM to acknowledge that the PR&C will be returned without action via email. Cancel the PR&C in the PD2 system as appropriate after receiving acknowledgement from the RM. Indicate "Attempt Three Failed" as the PR&C status in the WTS.

5. POC for this matter is the MCO-FB Business Operations Branch Chief, Ms. Anne Talbot 910-907-3080.



DENNIS M. MCGOWAN
LTC, IN
Commanding/Director

DISTRIBUTION:
MCO-FB