



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUN 13 2013

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Theater Business Clearance Update for the USCENTCOM Area of Responsibility

References: (a) Theater Business Clearance Update for the USCENTCOM Area of
Responsibility, February 26, 2013

This memorandum is notification of a change to the Theater Business Clearance (TBC) process applicable to Department of Defense (DoD) contracts with performance in Afghanistan valued in excess of \$30,000 or with performance greater than 30 days. Specifically, the revised process requires:

1. The identification of an in-country sponsor organization;
2. The identification of the requirements owner;
3. The identification of an in-country Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR) or a Government Technical Product Representative (GTPR);
4. Pre-coordination of the requested contractor footprint – personnel, equipment, material and location; and,
5. Pre-coordination and approval of associated Government Furnished Life Support (GFLS) requirements as a part of the TBC Request to the CENTCOM-Joint Theater Support Contracting Command (C-JTSCC).

United States Forces Afghanistan (USFOR-A) has established guidance effective for all acquisitions that have not received TBC approval prior to May 12, 2013 and for all contracts awarded after May 20, 2013, which requires the designation of an in-country sponsor organization for all requirements performed in the Afghanistan Theater of Operations. USFOR-A has also directed that all contracts with performance in Afghanistan include an in-theater COR/COTR/GTPR in order to monitor contractor performance, facilitate changes in theater-provided GFLS, and act as a liaison with theater Battle Space Owners and the Operational Contract Support Drawdown Cell (OCSDC). To ensure TBC efforts address drawdown equities, the Director, OCSDC under USFOR-A has been assigned a key role, in coordination with Commander, Joint Theater Support Contracting Commander, in the approval of TBC requests.

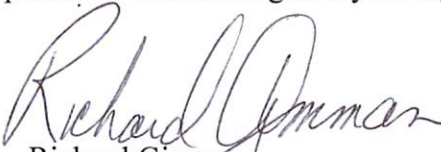
The guidance is detailed in C-JTSCC HCA Bulletin 13-04 (attached) and is intended to enhance oversight and coordination and ensure the withdrawal of contractor personnel and equipment is properly integrated into and synchronized with military planning. This requirement, including associated forms¹, will be incorporated into the next update of the Afghanistan TBC Guide.

This change also formalizes the process for DoD requiring activities to pre-arrange life support with the appropriate in-theater official, and provide the official's name as part of TBC Request. As a reminder, item (8) on the checklist in the DFARS PGI 225.7401(a)(vi), requires contracting officers verify that the requiring activity has considered the availability of logistical and other Government-furnished support and equipment for contractor personnel when building requirements package. For Afghanistan, specifically, this includes, but is not limited to: billeting and DFAC access; intra-theater transportation; medical support; morale, welfare, and recreation support; postal support; force protection support; organizational clothing and personal protective gear (e.g., body armor and gas masks); contractor force caps; and, limitations on non-tactical vehicles. The most recent update of DoD Instruction 3020.41, Operational Contract Support, Enclosure 2, paragraph 3.g. provides the latest overarching DoD Policy in this area. When such government furnished support and equipment is made available, the contracting officer should seek adequate consideration per Federal Acquisition Regulation Subpart 45.3, "Authorizing the Use and Rental of Government Property."

All other requirements set forth in reference (a) remain in effect.

For status updates on Afghanistan TBC guidance and questions related to the status of TBC requests for specific solicitations and contracts, please contact Elizabeth Cochenour, C-JTSCC TBC Program Manager, DSN: 318-449-8295 or via email at elizabeth.cochenour@afghan.swa.army.mil or the organizational mailbox at CJOA-LifeSupport.Request.ORG@afghan.swa.army.mil

I ask that you forward this memo to your contracting activities immediately and require them to verify compliance with the updated contract coordination requirements no later than July 15, 2013. Please report your component's completion of this tasking to my POC, Mr. Bill Reich, 571-256-7009, William.Reich@osd.mil.


Richard Ginman
Director, Defense Procurement
and Acquisition Policy

Attachments:
As stated

Cc:
USCENTCOM J4

¹ The attached HCA Bulletin 13-04, Enclosure 1, "Government Furnished Life Support Validation (GFLSV) Request and Approval Form" contains a checkbox for "Laundry" services. This Government Furnished Support must be manually entered into the "Remarks" section of the SPOT LOA, if authorized.

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TPI Signature: [Signature]



HEADQUARTERS
CENTCOM JOINT THEATER SUPPORT CONTRACTING COMMAND
CAMP PHOENIX, AFGHANISTAN
APO AE 09320



C-JTSCC/HCA

12 May 2013

MEMORANDUM FOR ALL DoD HEADS OF CONTRACTING ACTIVITIES

SUBJECT: HCA Bulletin 13-04 Sponsorship and Coordination of Government Furnished Life Support (GFLS) for Contractor Personnel Operating in the Combined Joint Operations Area – Afghanistan (CJOA-A)

1. This bulletin implements United States Forces-Afghanistan (USFOR-A) guidance revising the Theater Business Clearance (TBC) process for Department of Defense (DoD) contractors performing in Afghanistan. The revised procedures are intended to enhance oversight and coordination within DoD and ensure the withdrawal of contractor personnel and equipment is properly integrated into and synchronized with military planning.

2. OSD guidance requires contracts issued by DoD contracting offices outside of Afghanistan to be approved through the Theater Business Clearance process. This requirement is applicable to all contracts greater than \$30,000, and / or with a period of performance of 30 days or more. USFOR-A has issued guidance that requires all DoD contracts being performed in Afghanistan to have an in-country sponsor organization, an in-country Contracting Officer Representative (COR), Contracting Officer Technical Representative (COTR), and/or Government Technical Product Representative (GTPR), and detailed approval from a designated in-country representative for all Government Furnished Life Support (GFLS).

a. In-Country Sponsor.

i. All DoD contracts requiring contractor performance in Afghanistan require an in-country sponsor organization. The in-country sponsor organization should be the receiving organization for the contracted delivery, and be responsible for coordination with any CONUS requiring activities. The in-country sponsoring organization will be identified within the GFLS form as outlined in subparagraph c., and the TBC request, via the Joint Contingency Contracting System (JCCS).

ii. The in-country sponsor is responsible for validating contract performance in Afghanistan as required, and for coordinating between the requiring activity and the relevant Base Operations Support – Integrator (BOS-I)/Garrison Commander to identify and obtain approval to provide GFLS.

iii. The in-country sponsor will communicate changes in contractor living conditions, contractor facilities, and other material changes affecting GFLS, with the COR/COTR/GTPR.

iv. The in-country sponsor will provide an in-country COR/COTR/GTPR (subpara b., below) if the requiring activity is not able to provide one in-country.

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b. In-Country COR/COTR/GTPR.

i. USFOR-A requires all service, construction and research and development contracts with contractor personnel performing in Afghanistan to have an in-country COR/COTR/GTPR.

ii. Exceptions to the policy to provide an in-country COR/COTR/GTPR must be requested by a General Officer or SES in the requiring activity's chain of command and approved by the Head of Contracting Activity (HCA) (C-JTSCC Commander).

c. Life Support Coordination

i. Requiring activities/contracting offices must coordinate with the in-country sponsor to request and obtain written approval for GFLS from the Operational Contract Support Drawdown Cell (OCSDC) and the affected BOS-I/Garrison Commanders, using the enclosed Government Furnished Life Support Validation (GFLSV) form. If GFLS is required at more than one installation, requiring activities/contracting offices will complete and submit a GFLSV form for each location. Supplemental forms will identify the primary location of the contractor's personnel. GFLSV cannot be provided to any contractors without the written approval of the OCSDC and BOS-I/Garrison Commander. The procedures for submitting the forms are outlined in paragraph 2.c(iv), below.

ii. DoD HCAs are advised that the current levels and types of GFLS provided will be reduced to expeditionary standards during the drawdown of the Armed Forces from Afghanistan. For example, there may be changes in the type of government furnished meals (cold or MREs versus hot), billeting (tents/shared living spaces versus containerized housing units), laundry frequency, and access to non-tactical vehicles and/or fuel.

iii. Effective immediately, completed forms are mandatory for all new requests for Theater Business Clearance approval. Letters of Authorization (LOAs) for contractor personnel shall not be issued from SPOT without prior documented TBC approval.

iv. The attached GFLSV form is available on the CENTCOM Information Portal [https://www2.centcom.mil/sites/contracts/Pages/Theater-Business-Clearance-\(TBC\)-External.aspx](https://www2.centcom.mil/sites/contracts/Pages/Theater-Business-Clearance-(TBC)-External.aspx). The GFLSV form must be submitted with the TBC request prior to release of solicitation; if any changes in required support are identified between approval of the pre-solicitation GFLSV and award, activities must submit a new GFLSV form prior to award. Only the most current (approved) GFLSV form shall be attached with the TBC request. Activities should allow ten (10) days for GFLSV review and approval.

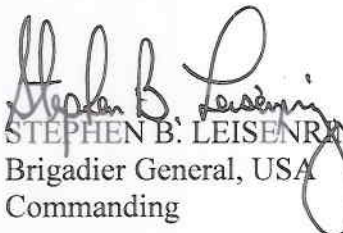
v. Completed GFLSV forms should be emailed to C-JTSCC Contract Support, Plans and Operations (C-SPO) and the OCSDC at CJOA-LifeSupport.Request.ORG@afghan.swa.army.mil for BOS-I review and concurrence. Pre-coordination between by the requiring activity, in-

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country sponsor and GFLS provider must occur prior to submission to the OCSDC. Questions on Forward Operating Base (FOB) locations/BOS-I points of contact and the coordination process should be directed to CJOA-LifeSupport.Request.ORG@afghan.swa.army.mil.

2. This policy is effective for all acquisitions that have not received Theater Business Clearance approval prior to the date of this HCA Bulletin, and for all contracts awarded after 20 May 2013. My point of contact is Elizabeth Cochenour, C-JTSCC TBC Program Manager, DSN: 318-449-8295 or via email at elizabeth.cochenour@afghan.swa.army.mil or the organizational mailbox at CJOA-LifeSupport.Request.ORG@afghan.swa.army.mil


STEPHEN B. LEISENRING
Brigadier General, USA
Commanding

Enclosure:

1. Government Furnished Life Support Validation (GFLSV) Form

Copy to:

USCENTCOM, CCJ4

USFOR-A

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ENCLOSURE 1

Government Furnished Life Support Validation (GFLSV) Request and Approval Form

The GFLSV form must be submitted prior to release of solicitation; if any changes in required support are identified between approval of the pre-solicitation GFLSV and award, activities must submit a new GFLSV form prior to award. Only the most current (approved) GFLSV form shall be attached with the TBC request. Activities should allow ten (10) days for GFLSV review and approval.

“Requiring Activities will use this form to request GFLS from the Operational Contract Support Drawdown Cell (OCSDC) and the Base Operations Support–Integrator (BOS-I) / Garrison Commander for employees of DoD contractors performing in Afghanistan. Individual forms are required if GFLS is requested from different installations. Contract offices and requiring activities will complete and submit the GFLS Form to the C-JTSCC Contract Support, Plans and Operations Office (C-SPO), and OCSDC via: CJOA-LifeSupport.Request.ORG@afghan.swa.army.mil for review and action. The contracting office and requiring activity will notify the OCSDC and BOS-I/Garrison Commander of any change to the number of supported contractor personnel within five (5) business days. The BOS-I/Garrison Commander will notify the contracting office / requiring activity of any changed conditions that affect the provision of GFLS.”

The requesting organization needs to ensure expected government provided life support is verified as available before contractor personnel arrive. The following is a summary of the type of support the Government may provide the contractor, on an “as-available” basis. As noted in the Government Furnished Contractor Support memorandum, the contractor should be notified that the levels and types of support may be lowered to expeditionary standards. Contracting Officers will check the boxes to identify the requested GFLS and then submit the form to the OCSDC and Base Operation Support-Integrator (BOS-I)/local Garrison Commander.

Primary Location: _____
Number of Supported personnel: _____
Length of stay: _____
(e.g., days/week (temp) or 6 months from XX date (Permanent))
Other locations requiring Transient support: _____

Support required at each location will require a separate GFLSV form

Location, Type (permanent/Transient) and # of personnel requiring support: _____

Duration or period of support required: _____
Contract Number/POC/E-mail: _____

U.S. Citizens

- | | | |
|---|---|--|
| <input type="checkbox"/> APO/FPO/MPO/DPO/Postal Services | <input type="checkbox"/> DFAC Access | <input type="checkbox"/> Mil Issue Equip |
| <input type="checkbox"/> Authorized Weapon | <input type="checkbox"/> Excess Baggage | <input type="checkbox"/> MILAIR |
| <input type="checkbox"/> Billeting (<i>Primary Duty Location</i>) | <input type="checkbox"/> Fuel Authorized | <input type="checkbox"/> MWR |
| <input type="checkbox"/> CAAF* | <input type="checkbox"/> Govt Furnished Meals | <input type="checkbox"/> Resuscitative Care |
| <input type="checkbox"/> Common Access Card (CAC) | <input type="checkbox"/> Military Banking | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Installation Access Badge | <input type="checkbox"/> Military Clothing | NA All |
| <input type="checkbox"/> Commissary | <input type="checkbox"/> Military Exchange | <input type="checkbox"/> None |
| NA Dependents Authorized | <input type="checkbox"/> Laundry | <input type="checkbox"/> Embassy Services
Kabul** |

Third-Country National (TCN) Employees

- | | | |
|---|---|---|
| <input type="checkbox"/> N/A | <input type="checkbox"/> DFAC Access | <input type="checkbox"/> Mil Issue Equip |
| <input type="checkbox"/> Authorized Weapon | <input type="checkbox"/> Excess Baggage | <input type="checkbox"/> MILAIR |
| <input type="checkbox"/> Billeting (<i>Primary Duty Location</i>) | <input type="checkbox"/> Fuel Authorized | <input type="checkbox"/> MWR |
| <input type="checkbox"/> CAAF* | <input type="checkbox"/> Govt Furnished Meals | <input type="checkbox"/> Resuscitative Care |
| <input type="checkbox"/> Common Access Card (CAC) | <input type="checkbox"/> Military Banking | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Installation Access Badge | <input type="checkbox"/> Military Clothing | NA All |
| <input type="checkbox"/> Commissary | <input type="checkbox"/> Military Exchange | <input type="checkbox"/> None |
| NA Dependents Authorized | <input type="checkbox"/> Laundry | |

Local National (LN) Employees

- | | | |
|---|---|---|
| <input type="checkbox"/> N/A | <input type="checkbox"/> DFAC Access | <input type="checkbox"/> Mil Issue Equip |
| <input type="checkbox"/> Authorized Weapon | <input type="checkbox"/> Excess Baggage | <input type="checkbox"/> MILAIR |
| <input type="checkbox"/> Billeting (<i>Primary Duty Location</i>) | <input type="checkbox"/> Fuel Authorized | <input type="checkbox"/> MWR |
| <input type="checkbox"/> CAAF* | <input type="checkbox"/> Govt Furnished Meals | <input type="checkbox"/> Resuscitative Care |
| <input type="checkbox"/> Common Access Card (CAC) | <input type="checkbox"/> Military Banking | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Installation Access Badge | <input type="checkbox"/> Military Clothing | NA All |
| <input type="checkbox"/> Commissary | <input type="checkbox"/> Military Exchange | <input type="checkbox"/> None |
| NA Dependents Authorized | <input type="checkbox"/> Laundry | |

* CAAF means Contractors Authorized to Accompany Forces.

** US Embassy Services Kabul: The type and amount of support that the U.S. Embassy Mission in Kabul, Afghanistan, provides to contractors, if any, must be coordinated in advance between the U.S. Mission and the contracting agency in accordance with Department of State Foreign Affairs Handbook, 2-FAH-2. Contractors are not authorized to deploy personnel requiring US Mission support prior to receiving clearance from the contracting officer.

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Requiring Activity POC:

Name: _____
Title: _____
Email: _____
Phone: _____
Location: _____
Unit: _____

CJOA-A Sponsoring Organization POC:

Name: _____
Rotation Date: _____
Title: _____
Email: _____
Phone: _____
Location: _____
Unit: _____

CJOA-A Contracting Officer's Representative:

Name: _____
Rotation Date: _____
Title: _____
Email: _____
Phone: _____
Location: _____
Unit: _____

CJOA-A BOS I/Garrison Commander:

Name: _____
Rotation Date: _____
Title: _____
Email: _____
Phone: _____
Location: _____
Unit: _____

CJOA-A OCSDC Representative:

Name: _____
Rotation Date: _____
Title: _____
Email: _____
Phone: _____
Location: _____
Unit: _____

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The requested Government Furnished Life Support is:

- Approved - Government Furnished Contractor Support Available
- Partially Approved (Lined out items lined are disapproved)
- Disapproved

Comments (if Non-concur): _____

Date: _____

Undersigned agree to coordinate any changes to the number of deployed contractor personnel or available support in the CJOA-A. Questions may be addressed to undersigned

BOS-I/Garrison Commander Signature

OCSDC Signature

Requester/Requiring Activity Signature