



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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SEP 30 2011

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/Contract Administration Delegation (TBC/CAD)
Update

- References:
- (a) Theater Business Clearance/Contract Administration Delegation (TBC/CAD) Compliance, June 29, 2010
 - (b) Theater Business Clearance/Contract Administration Delegation (TBC/CAD) Update, Oct 13, 2010 (Integration of SPOT and TBC)
 - (c) Theater Business Clearance/Contract Administration Delegation (TBC/CAD) Update, Oct 13, 2010 (Expands TBC/CAD coverage for US CENTCOM AOR)
 - (d) COMISAF's Counterinsurgency (COIN) Contracting Guidance, Sep 08, 2010
 - (e) Strategic and Operational Planning for Operational Contract Support (OCS) and Workforce Mix, Jan 24, 2011
 - (f) Deployment of the Department of Defense (DoD) Contracting Officer Representative Tracking Tool (CORT Tool), Mar 21, 2011
 - (g) Class Deviation – Removal of Exception to Wide Area Workflow (WAWF) for Foreign Vendors, May 6, 2011

In an effort to enable theater visibility and battle space awareness articulated by references (d) and (e), all Continental United States (CONUS) awarded contracts to be performed in theater will use the DoD Contracting Officer Representative Tracking Tool (CORT Tool) in accordance with (IAW) reference (f) and shall also be incorporated into the TBC/CAD Checklist for compliance tracking, prior to the contract award.

TBC/CAD is also modified to include the requirements invoked by the reference (g) Class Deviation, which removes the exception at DFARS 232.7002(a)(2) for all contracts awarded to foreign vendors for work performed outside the United States. Receipt and acceptance must be accomplished within WAWF for all vendors registered in Central Contractor Registry (CCR), unless another exception applies (e.g., contracts awarded by deployed

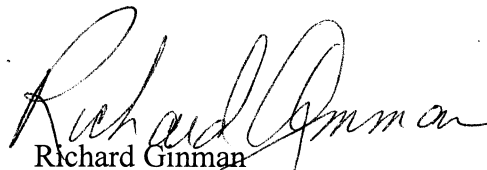
contracting officers in the course of military operations). Except as provided in DFARS 232.7002(a)(1) or (a)(3) through (7), the following Defense Federal Acquisition Regulation Supplement (DFARS) Clause is required in all service and supply contracts issued for in theater support: 252.232-7003 Electronic Submission of Payment Request and Receiving Reports (MAR 2008). This clause will be added to the TBC/CAD Checklist and will be cause for rejection of TBC if not appropriately incorporated into the pending contract.

Contracting personnel are reminded that all contracts are to be posted to Electronic Document Access (EDA) in both Portable Document Format and data IAW DFARS Procedures, Guidance, and Information (PGI) 204.201. A benefit of posting to EDA was realized with the deployment of WAWF release 5.1 in July 2011, which greatly expanded the use of EDA to pre-populate all the required contract data in WAWF thus reducing workload and improving accuracy. Defense Procurement and Acquisition Policy (DPAP) uses the EDA scorecard to track all contracts posted to EDA and Federal Procurement Data System – Next Generation (FPDS-NG), ensuring timely and accurate reporting of contracts. The use of the scorecard allows DPAP to determine contracts issued, but not posted in EDA thus identifying those not taking full advantage of the new capabilities.

TBC continues to be of operational importance, as it helps create a common operating picture of contracted support in theater; ensures solicitations and contracts contain appropriate local clauses and provisions; and assures contractor personnel life support requirements are addressed and coordinated prior to their arrival in theater. The associated CAD process ensures coordination of contract administration support in theater prior to contract award.

As reference (c) states, “Contracts subject to TBC are those: (1) valued at >\$30K for Iraq or Afghanistan or valued at >\$1M, awarded to non-Host Nation firms for Kuwait or Pakistan that require delivery of material to Iraq, Afghanistan, Kuwait, or Pakistan, under FOB Destination terms using commercial transportation outside the Defense Transportation System, (2) service or construction contracts with place of performance in Iraq, Afghanistan, Kuwait, or Pakistan, or (3) that authorize contractor personnel, including subcontractors at all tiers, to carry weapons in Iraq, Afghanistan, Kuwait, or Pakistan, for both existing and newly awarded contracts, regardless of contract end date.”

All other requirements in references (a), (b) and (c) remain in effect. My POC for all TBC overarching policy is Mr. Bill Reich, 703-699-3726, William.Reich@osd.mil. My POC for WAWF is Mr Dave Guinasso, 703-588-0754, David.Guinasso@osd.mil. My POC for EDA is Bruce Propert, 703-588-0830, Bruce.Propert@osd.mil. My POC for CORT Tool is Mae Bartley, 703-588-0832, Mae.Bartley@osd.mil. The Defense Finance and Accounting Service POC is David Wills, 571-372-7152, David.Wills@dfas.mil.


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