



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SC-COS

13 January 2010

POLICY MEMORANDUM 03-10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contractor Change of Status

1. The purpose of this memorandum is to provide the procedures for changing employment status of contractors working at USSOUTHCOM.
2. When a contractor's status changes for any reason, the contractor must notify the Contracting Officer of the change and the affected contract number. Contracting Officers are the only personnel authorized to modify a contract.
3. Contracting Officers will provide the Contracting Center of Excellence (CCE) documentation outlining the beginning, addition, change or termination of employment status for all contractor's seeking access to USSOUTHCOM, as soon as possible but no less than 15 days prior. At a minimum, documentation will include Contracting Officer name, contract number, prime and any sub contracted company names, employee name, social security number, and effective start and end dates. Upon documentation receipt, the CCE will then update contractor status in the USSOUTHCOM Enterprise Management System (SCEMS), DEERS (if applicable), and the CCE Contract Management System.
4. In the absence of a notice by a Contracting Officer, and in the event a former contractor is being hired by USSOUTHCOM as a civilian employee, documentation from the USSOUTHCOM, Resources and Assessments, Human Resources section will suffice as proof of a change in status.
5. Point of contact for this action is the Contracting Center of Excellence (CCE) at ombcce@hq.southcom.mil or 305-437-3679.

FOR THE COMMANDER

A handwritten signature in black ink, appearing to read "D. C. Garza".

DAVID C. GARZA
Brigadier General, U.S. Marine Corp
Chief of Staff

Distribution:
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