



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33RD STREET
DORAL, FL 33172-1212

REPLY TO
ATTENTION OF

SCJ8

16 July 2013

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS
AND ACQUISITION, TECHNOLOGY AND LOGISTICS

SUBJECT: Review of FY 2012 Inventory of Contracts for Services (ICS)

1. References:

- a. USD (P&R/AT&L) Memorandum, 4 February 2013
- b. 10 U.S.C. § 2330(a) subsection e: Procurement of Contract Services

2. USSOUTHCOM completed its FY2012 ICS. The enclosed ICS includes data collected on 167 service contracts that meet the required threshold. Criteria established for reviewing the submissions for the ICS for Fiscal Year 2012 is in accordance with references (a) and (b).

3. Data population. USSOUTHCOM J8, Acquisition Support Center (ASC) populated the ICS through three primary sources.

a. Federal Procurement Data System-Next Generation (FPDS-NG). FPDS-NG is a system of record that agencies use to report contract actions. The inventory includes information derived from FPDS-NG's FY2012 Department of Defense Service Contract Inventory report.

b. USSOUTHCOM's Enterprise Management System (SCEMS). The ASC uses SCEMS to manage all service contracts processed and all contractors at USSOUTHCOM. The ASC uses SCEMS to ensure:

- (1) Registration of all contractors working at HQ USSOUTHCOM.
- (2) All service contracts are active and have a valid period of performance
- (3) Association of all contractors present for duty to an active contract.

c. Acquisition Support Center's Contract Management System (CMS). This is an internal database ASC developed to assist in managing the requirements generated by USSOUTHCOM.

4. ASC will track new awards as registered in the CMS database with assistance through FPDS-NG and SCEMS. USSOUTHCOM also uses the Department of the Army Service Contract Approval process to track service contracts awarded.

5. Point of contact is Ms. Debbie Lampe, Chief, Acquisition Support Center, (305) 437-3679.

Encls:
Inventory of Contracts for Services for FY12

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