



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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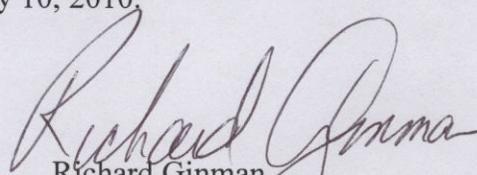
MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY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

SUBJECT: Contractor Reporting of Full-Time Equivalents in Service Contracts

The Secretaries of the Army, Navy, and Air Force and the Directors of the Defense Agencies and Field Activities were requested to develop plans for reporting contractor full-time equivalents (FTE) in accordance with Section 8108(c) of the Department of Defense and Full Year Continuing Appropriations Act, 2011 (Public Law 112-10). Plans were to be submitted to the Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) for coordination before submission to Congress. All plans should be submitted to OUSD(P&R), but not sent to Congress directly. The USD(P&R) and the USD(AT&L) will submit a single Department-wide plan and will attach the individual component plans marked "for information purposes only".

No Military Department, Defense Agency or Field Activity is to modify existing contracts/task orders to require contractors to report FTEs nor require such reporting in new contracts/task orders. The Army will continue its current process using the Contractor Manpower Reporting Application (CMRA). The Department will initiate public rule-making procedures to determine the appropriate path forward.

In the short term the Department will continue to respond to the reporting requirements of 10 U.S.C 2330a in the same manner as for FY 2009 and 2010, i.e. the Army will continue to use its existing database and the remainder of the Department will use the algorithm prescribed by the USD(AT&L) in his memorandum of May 10, 2010.


Richard Ginman
Director, Defense Procurement
and Acquisition Policy