



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-RM

19 MAR 2012

MEMORANDUM FOR USAG FHL and PRFTA Soldiers and Civilians

SUBJECT: FHL Policy #19, Services and Infrastructure Enterprise Contract Management Program (SIECMP)

1. References.

a. OPORD 12-081 HQ IMCOM 7 DEC 11, Optimization of Army Services Acquisition Forecasts and Reports Call Data (U)

b. IMCOM Services and Infrastructure Enterprise Contract Management Program Guidelines and Procedures, <https://www.us.army.mil/suite/page/604044>.

2. Purpose. United States Army Garrison (USAG) Ft. Hunter Liggett and Parks RFTA implementation of the SIECMP provides the garrison an opportunity to reduce our dependence on outsourcing, realize greater effectiveness, efficiencies, and cost savings and provide greater command visibility of contracting process. This policy provides guidance on the conduct of our SIECMP Quarterly Contract Review Board (SQCRB) and our monthly working level SIECMP meetings in addition to recurring program requirements.

3. Concept. Our SIECMP and SQCRB will make use of four program components:

a. A mature and comprehensive contract management database that provides total contract visibility.

b. A comprehensive training program for non-contracting professionals.

c. Establishment of a Contract Management Support Officer (CMSO) position.

d. A structured review and management process that will ensure visibility and management of contracts from requirements generation to when the contract is closed.

The SQCRB is the governance process that encompasses USAG's SIECMP. The SQCRB will examine service contracts with a focus on best sourcing solutions and ensuring we fully consider federal laws and regulations, inherently governmental functions, the practicality, costs, and associated manpower, personnel and timing challenges.

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4. **Review and reporting criteria.** Those contracts meeting the following review criteria will be reviewed:

- a. Contractual actions necessary to meet critical mission requirements.
- b. Contracts of a complex nature due to unique contract terms and conditions.
- c. Contract requirements deemed to be of special interest to the Regional Director, HQ IMCOM and HQDA.
- d. Requirements related to Army Force Generation (ARFORGEN).
- e. Contracts HQ IMCOM determines warrant a review.
- f. Contracts that the Senior Commanders have recommended warrant review.

4. **Focus areas.** Contract review will place emphasis on:

- a. Performance Work Statement
- b. Cost Management
- c. Alternative Sourcing Solutions
- d. Identifying challenges and areas of opportunities
- e. Budget Execution
- f. Ensuring monthly reviews are conducted
- g. Accomplishment of key decision points and milestones across the contracting continuum
- h. Transition management
- i. Training/Certification of CMSO/COR

5. **Garrison monthly reviews.** USAG will hold a monthly working level review. The format will be via Defense Connect Online (DCO) unless otherwise noted. Requirement Owners, CORs, RM analysts, functional SMEs will attend as required. Participants will:

- a. Establish a DCO account

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- b. Acquire the means to participate i.e. headset and microphone.
- c. Request the CMSO include them on the distribution list.

The CMSO is also the person to go to if you are encountering difficulty with DCO. These reviews will focus on the day to day transactions and other key management criteria pertaining to specific contracts. The CMSO will publish an annual contract review schedule.

6. Training Management. The CMSO will participate in recommended SIECMP training events. CMSO will ensure requirement owners, CORs, COTRs and other key players stay abreast of acquisition and contract management training opportunities and will track COR and COTR training status. A training status update will be presented at every SQCRB.

7. Composition. The USAG SQCRB consists of voting members chaired by the Garrison Commander and advisory and support staff. A simple majority vote shall be used for all SQCRB decisions, facilitated by the CMSO. Roll call will include:

- a. Voting Members: GC, CDR Parks RFTA, Deputy Garrison CDRs (FHL, Parks), Chief Plans, Analysis and Integration, Resource Manager (RMO), Installation Directors
- b. Advisors/Support Staff: CMSO, Installation Support Chiefs, Staff Judge Advocate, ACA/MICC Representative

8. Responsibilities. See Services and Infrastructure Enterprise Contract Management Program Guidelines and Procedures available on the RM/SIECMP SharePoint folder.

- a. Garrison Commander (FHL): Chairs the SQCRB and complies with ref. b para. 2-1, approves SCAs for FHL Garrison.
- b. Commander (Parks RFTA) approves SCAs for Parks RFTA.
- c. DGC: Staff supervisory authority for SQCRB and complies with ref. b para. 2-1.
- d. CMSO:
 - (1) Schedule and facilitate the SQCRB ICW Program and Budget Advisory Committee (PBAC).
 - (2) Coordinates with Region as necessary to support requirements.

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(3) Plans, manages and hosts the monthly SIECMP working level reviews. Working level reviews will be held the last Wednesday of every month via DCO unless coordinated otherwise.

e. Installation Directors/Requirement Owners: Installation Directors will prepare for and participate in all SQCRB deliberations and discussions. Installation Directors will prepare for and present information on contracting matters pertaining to their directorates IAW the published SQCRB agenda and comply with ref. b para. 2-1.

(1) Be responsible for requirements generation,

(2) Assist in the determination of sourcing strategies for their respective requirements.

(3) Prepare Performance Work Statements and procurement packages in support of requirements.

(4) Stay abreast of change in policy that affects their respective service programs.

(5) Actively participate in the garrison SIECMP review process.

f. Garrison Resource Management Office: RMO will assist the Garrison Commander and or Deputy Garrison Commander in developing a plan for continuing analysis of contracting projects and programs.

(1) Stay abreast of change in policy that affects service programs.

(2) Allocate funds in IAW resource priorities established by the Chair and voting members.

(3) Ensure SIECMP resourcing decisions are consistent with command priorities and strategic guidance.

(4) RM analysts will participate in Garrison's SIECMP monthly working level contract review. Provide recorder/admin support for SQCRB meetings.

g. CORs/COTRs: Are the key to stewardship of the governments resources and the backbone of SIECMP. As such they will contribute IAW this policy. They will adhere to timelines and suspense's posted on SharePoint folder:

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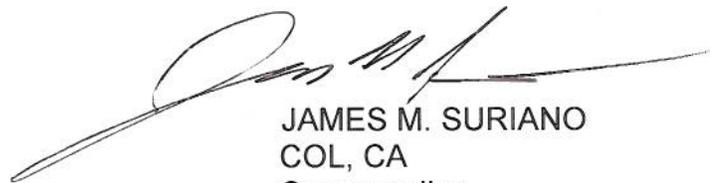
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[FORT HUNTER LIGGETT HOME](#) > [Resource Management Office \(RMO\)](#) > Contract Management Support Office

This folder will be maintained by CMSO and will include reporting requirements, information for CORs and tracking tools relevant to SIECMP data call requirements.

9. **Meetings.** SQCRB meetings will be held quarterly ICW scheduled working and senior Program and Budget Advisory Committee (PBAC). The CMSO will record minutes and maintain a permanent record.

10. **Proponent.** The RMO is the proponent for this policy. The point of contact is the Contract Management Support Officer (CMSO) at (831) 386-2701.

A handwritten signature in black ink, appearing to read 'James M. Suriano', with a long horizontal flourish extending to the right.

JAMES M. SURIANO
COL, CA
Commanding