



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

May 16, 2006

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES

FROM:

Robert A. Burton *Robert A. Burton*
Associate Administrator

SUBJECT:

Request Contracting Information on Contractors Operating in Iraq

The purpose of this memorandum is to request contracting information on contractors operating in Iraq. The military services and federal agencies are being asked to assist the U.S. Army Central Command (CENTCOM) and Multi-National Force-Iraq (MNF-I) in responding to a MNF-I request for information on contractors in Iraq. The attached spreadsheet format is provided with examples and also with accompanying instructions.

Please ensure your agency responds to this inquiry by completing the spreadsheet by June 1, 2006, and submitting the information to the points of contact listed in the instructions. If your response is negative, please indicate that as well. If additional time is needed, or if you have any questions, please contact Mr. Lee Thompson, Assistant Deputy Assistant Secretary of the Army – Policy and Procurement- Iraq at (703) 696-1676 or lee.thompson@hqda.army.mil, prior to the suspense date.

Attachments

[Instructions](#)
[Spreadsheet](#)

Instructions

The enclosed RFI has been released to the service components by CENTCOM to ascertain a full accounting of contractors “who reside or otherwise are “permanently” stationed in Iraq” and on which Camp / Forward Operating Base (FOB) they reside. An accounting is being conducted based on contracts originating from contracting offices in Iraq (e.g. Joint Contracting Command, Corps of Engineers – Gulf Region Division, etc) however, the Multi-National Force-Iraq (MNFI) has requested that CENTCOM go out to the Services Defense Agencies requesting from contractors a count of their contract employees working or residing at locations within Iraq.

Contractor Employees are defined as US Nationals, Third Country Nationals working on DOD Contracts in Iraq, and local Iraqi Nationals who receive logistics support (e.g. mess, billeting, medical, PX) working under a DOD contract in Iraq. (This includes task orders written by DOD contracting offices against other agency contracts.)

Complete the attached spreadsheet for the contractor personnel within Iraq as defined above and submit to the POC, COL Ted Harrison, 703 696-5174, theodore.harrison@hqda.army.mil or Karen Maskew, 703 696-1675, karen.maskew@hqda.army.mil.

Units or agencies that are operating as a classified intelligence gathering or combat organization are not exempt from providing the information requested herein. Classify input as appropriate. Classified submissions up to SECRET may be sent via SIPR to theodore.harrison@hqda-s.army.mil. Do not report Iraqi detainees.

Columns A thru E. The contract number, company name, contracting agency and POC information are critical as this information will allow us the ability to resolve conflicting issues and assure data fidelity.

Column E. Indicate the Contracting Officer or contract POC include phone number and email address.

Column G. Indicate the major categories of logistics support required to be provided to the contractor as specified in the contract.

Column H. Indicate the customer organization and, if known, the organization being supported in Iraq.

Column I. Indicate the in-country COR and either phone number or email address.

Column J: Indicate the number of in-country personnel for this contract. Of those in-country employees, indicate by category how many of that number are US, TCN and Local Iraqi employees.

Column K. Indicate the location of employees (e.g. Camp or FOB where they work).

Column L. Indicate the categories of contractor employees at each Camp / FOB. There may be multiple entries under a particular contract. Where contract employees are associated with more than one contract they should be allocated to the largest dollar value contract so that they are not double counted.

Column M. Indicate the number of employees in each category that carry a weapon either in the performance of their contract (security etc.) or for personal protection.