



DEPARTMENT OF THE ARMY  
ACQUISITION SUPPORT CENTER  
9900 BELVOIR ROAD, BUILDING 201, SUITE 101  
FORT BELVOIR, VIRGINIA 22060-5567

MAR 15 2006

SFAE-HR

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Implementation of Army Policy for Civilian Hiring and Initiation/  
Continuation of Contracts for Service Personnel

1. Reference memorandum, Secretary of the Army, 23 February 2006, subject: Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel (Enclosure 1).
2. This memorandum establishes initial responsibilities, documentation requirements and procedures to implement policy on processing civilian personnel recruitment and contract labor service support actions within the U.S. Army Acquisition Support Center (ASC). The referenced policy became effective 23 February 2006.
3. This policy applies to all ASC civilian personnel recruitment and contract service actions. The approving official for ASC actions is the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)). There is no delegation authority below the ASA(ALT).
4. All ASC requirements will be approved in advance, in writing, by the ASA(ALT). The hiring or services procurement process will not begin until approval is granted through the use of the enclosed forms, *Request for Civilian Hire Approval* (Enclosure 2) or *Request for Services Contract Approval* (Enclosure 3). These forms will be used for requesting approval of all civilian personnel recruitment actions and for requesting approval of all new contracts for services or to exercise options on existing contracts for services.
5. Procedures for requesting approval for civilian personnel recruitment:
  - a. All PEO/Direct-Reporting PM-approved requests for civilian recruitment actions for current and projected vacancies, whether the intent is to hire internally or externally, and including positions funded by another agency (e.g., reimbursable), will be forwarded to HQ ASC for ASA(ALT) approval using the form at enclosure 2. Any recruitment action submitted to a Civilian Personnel Operations Center (CPOC) prior to 23 February 2006 may continue to be processed without ASA(ALT) approval. Any

Request for Personnel Action (RPA) submitted to the CPOC on or after 23 February 2006 will need the required justification form.

b. Requests for civilian hire will be consolidated weekly by each Program Executive Office (PEO) and Direct-Reporting Program Management Office (PM), and forwarded electronically (e-mail) to HQ ASC, to both Mr. Reid Williamson, [j.reid.williamson@us.army.mil](mailto:j.reid.williamson@us.army.mil), and Ms. Gareth McKimmie, [garet.mckimmie@us.army.mil](mailto:garet.mckimmie@us.army.mil). Submit your requests no later than close of business every Monday beginning with the initial submission due on 20 March 2006.

c. Disapprovals made by the PEO/Direct-Reporting PM must also be documented and maintained at the PEO/Direct-Reporting PM using the *Request for Civilian Hire Approval* form. Proposed recruitment decisions which are disapproved at your level, and are so documented, will count in the overall tally for the ASA(ALT), along with disapprovals made by the ASA(ALT). The total number of disapprovals will count for the ASA(ALT) against the number of approvals, since the SecArmy goal is to reduce overall costs in this area. A decision by you not to recruit for a vacant position will not require justification, but it will be documented on the *Request for Civilian Hire Approval* form. This form remains at the local level permanently; only the monthly number of disapprovals needs to be reported to ASC.

d. Submit via e-mail a monthly consolidated report, tracking PEO/Direct-Reporting PM-approved approvals and disapprovals using the spreadsheet at enclosure 4. This is due to HQ ASC not later than the 28<sup>th</sup> of each month.

e. HQ ASC will review your *Request for Civilian Hire Approval* forms for compliance with Secretary of the Army (SecArmy) guidance. HQ ASC will then forward your request forms to the Chief of Staff, ASA(ALT), for decision by the ASA(ALT). The form, annotated with the ASA(ALT)'s decision, will be returned to you as soon as possible.

6. Procedures for requesting approval for HQ ASC and PEO/Direct-Reporting PM Contract Services:

a. All new PEO/Direct-Reporting PM-approved requests for services contracts and exercise of options on existing contracts for services must be justified and approved by the ASA(ALT) in writing prior to execution of any service requirement. There will be no exceptions.

b. The *Request for Services Contract Approval* form will be consolidated weekly by each PEO and Direct-Reporting PM, and forwarded electronically (e-mail) to HQ ASC, Ms. Thomasine Coleman, e-mail: thomasine.coleman@us.army.mil. Submit your requests **no later** than close of business every Monday beginning with the initial submission due on 20 March 2006.

c. The justification provided on the form must be sufficient to allow the ASA(ALT) to make a determination that the request for a services contract represents a sound business decision and should be approved.

d. Disapprovals made by the PEO/Direct-Reporting PM must also be documented and maintained at the PEO/Direct-Reporting PM using the *Request for Services Contract Approval* form. Proposed contracting decisions which are disapproved at your level, and are so documented, will count in the overall tally for the ASA(ALT), along with disapprovals made by the ASA(ALT). The total number of disapprovals will count for the ASA(ALT) against the number of approvals, since the SecArmy goal is to reduce overall costs in this area. A decision by you not to award a specific contract will not require justification, but it will be documented on the *Request for Services Contract Approval* form. This form remains at the local level permanently; only the monthly number of disapprovals needs to be reported to ASC.

e. Submit via e-mail a monthly consolidated report, tracking PEO/Direct-Reporting PM-approved approvals and disapprovals, using the spreadsheet at enclosure 5. This is due to HQ ASC not later than the 28th of each month.

7. The PEOs/Direct-Reporting PMs will inform their Acquisition Centers and customers that any requirement for contracts to procure services or exercise of an option to an existing contract will not be accepted without the appropriate approval document. Solicitations released prior to 23 February 2006 are exempt from the approval requirement.

8. The Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C)) in coordination with the ASA(ALT) and the Assistant Secretary of the Army (Manpower and Reserve Affairs) ((ASA(M&RA))) will develop and implement a management control for accountability on Government Purchase Cards purchases of \$2,500 or less, no later than 15 March 2006. Upon receipt of this information additional guidance will be provided.

9. Provide the names of your points of contact for civilian hiring actions and for service contracting actions for this requirement to our HQ ASC points of contact (POCs), identified below.

10. My POCs for civilian hire requests are Mr. Reid Williamson, (703) 805-1019, DSN 655-1019, or e-mail: j.reid.williamson@us.army.mil; and Ms. Garet McKimmie, (703) 805-1015, DSN 655-1015, or e-mail: garet.mckimmie@us.army.mil. The POC for contract services is Ms. Thomasine Coleman, (703) 805-1229, DSN 655-1229, or e-mail: thomasine.coleman@us.army.mil.



CRAIG A. SPISAK  
Director

Enclosures

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