



DEPARTMENT OF THE ARMY  
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND  
504 SCOTT STREET  
FORT DETRICK MD 21702-5012

MCMR-AAZ-A

24 MAY 2010

MEMORANDUM FOR SEE DISTRIBUTION

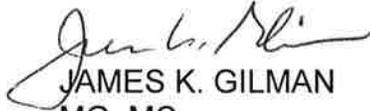
SUBJECT: Fiscal Year 2010 (FY 10) Year End Cut-Off for Contracting Services

1. Contracting priorities for the remainder of the fiscal year are as follows:
  - a. Requirements using non-Research, Development, Test, and Evaluation (RDT&E) funds expiring on 30 September 2010 and FY 09 RDT&E funds.
  - b. Requirements generated from urgent and compelling needs.
  - c. Services requiring a 1 October 2010 start date.
  - d. All other requirements funded or unfunded.
2. There is no statutory requirement to award FY 10 RDT&E funds by 30 September 2010. However, it is my intent that 95 percent of FY 10 RDT&E funds be obligated by the end of the fiscal year. The US Army Medical Research Acquisition Activity (USAMRAA) will make every effort to assist funding managers in meeting this objective.
3. During a time when there is high workload and our contracting team has human resource constraints, it is critical that requirements be submitted in a timely manner. Not only do late submissions carry the risk of not being awarded by 30 September 2010, they create a negative impact on the entire contracting posture and the supporting activities involved.
4. In order for the USAMRAA staff to meet contracting requirements, it is imperative that all units submit all Purchase Requests (PRs) with expiring funds to USAMRAA no later than **Thursday, 15 July 2010**. If there are any remaining PRs with expiring funds after 15 July 2010, a written request must be coordinated through your activity's assigned USAMRAA Customer Service Center Chief or through your assigned USAMRAA Account Manager in order to properly account for the action. In the written request, provide a brief description of the requirement, the circumstances surrounding the late submission, and the reason why it must be awarded by 30 September 2010. Include the PR number wherever possible. The USAMRAA will provide notification of acceptance and if applicable, a reason for non-acceptance in cases where a contract cannot be awarded before the funds will expire. All non-acceptance notifications will also be reported to the USAMRMC Deputy Commander and Chief of Staff.

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5. The USAMRAA staff stands ready to support you. They will do their best to obligate your actions by year-end, but they must have your support and assistance. If you have any questions about this schedule, please contact your Account Manager or LTC Monte Kapec at 301-619-9796 or lamont.kapec@us.army.mil.



JAMES K. GILMAN

MG, MC

Commanding General

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