DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
504 SCOTT STREET
FORT DETRICK MD 21702-5014

MCMR-AAZ-A 29 June 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Year End Cut-Off

1. USAMRAA's priorities for the remainder of the fiscal year are as follows (in order):

   a. Requirements using non-RDTE funds expiring on 30 September 2009 and FY 08 RDTE funds.

   b. Requirements generated from urgent and compelling need.

   c. Services requiring a 1 October 2009 start date.

   d. All other requirements funded or unfunded.

NOTE: There is no statutory requirement to award FY 09 RDTE funds by 30 September 2009. However, there is a policy that requires that 95 percent of RDTE funds be obligated by the end of the FY of the appropriation. USAMRAA will make every effort to assist the funds managers in meeting that objective.

2. Many of the cut-off dates that would have allowed for the Procurement Administrative Lead Times (PALT) identified in USAMRMC Regulation 715-1 have passed, but requirements with expiring funds continue to be submitted. In order for the USAMRAA staff to meet requirements, it is imperative that every attempt be made to submit Purchase Requests (PRs) with expiring funds to USAMRAA by not later than **Wednesday, 15 July 2009**. If there are any remaining PRs that need to be submitted after that date, coordination must first take place in writing with your organization's assigned USAMRAA Customer Service Center (CSC) Chief or through your assigned USAMRAA Account Manager. In that written request, you will need to include a brief description of the requirement, the circumstances surrounding the late submission, and the reason why it must be awarded by 30 September. Include the PR number wherever possible. If USAMRAA will be able to meet your late requirement, the CSC Chief will notify USAMRAA's PR Central to accept the PR. After 15 July, PRs with expiring funds will not be accepted through PR Central unless such prior authorization has been received. These late PR requests will be reviewed on an individual basis, subject to USAMRAA's capacity to work them in the time remaining. Any such late PRs may be rejected by USAMRAA and carry a risk of not being completed before the end of the fiscal year.

3. The USAMRAA staff stands ready to support your requirements. We will do our best to obligate your actions by year-end, but we must have your support and consideration to make that happen. Please ensure this information is shared with all those within your organization who prepare, submit, or track purchase requests.

4. If you have any questions about this schedule, please contact your Account Manager or Ms. Jeannie Shinbur, USAMRAA Deputy Director, for guidance.

PAUL G. MICHAELS, eJD
Principal Assistant
Responsible for Contracting

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