



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND**  
**810 SCHREIDER STREET**  
**FORT DETRICK, MARYLAND 21702-5000**

MCMR-AAZ-A

01 DEC 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of Fiscal Year 2016 (FY16) Year-End Cut-Off for Acquisition Support

1. The following guidance is provided to assist with FY16 year-end cut-off of acquisition support for the US Army Medical Research and Materiel Command (USAMRMC). These cut-off dates reflect the **minimum** time needed to ensure FY16 awards and FY17 first quarter requirements are met.

2. The need for acquisition planning and requirements development within the USAMRMC is critical to ensure your acquisition requirements are executed in a timely manner. Complying with the established cut-off dates contained herein is essential for all requiring activities. Unexpected requirements and modification requests that materialize during the year-end surge must follow the process set forth in paragraph 6 of this memorandum prior to submitting the Purchase Request (PR) to the US Army Medical Research Acquisition Activity (USAMRAA). Proper advance planning and coordination with your USAMRAA Branch Chiefs will keep these unexpected requirements to a minimum.

3. Please review your award requirements now to determine FY16 and early FY17 needs. Immediate action should be taken to submit a complete requirements package before the specified cut-off date. Provide the appropriate USAMRAA Branch Chief with as much lead time as possible, but not less than the cut-off dates outlined in the enclosure.

4. Acquisition priorities for the fiscal year are as follows:

a. Requirements using expiring funds (FY14 Procurement funds, FY15 Research, Development, Test and Evaluation (RDT&E) funds and FY16 Operations and Maintenance funds).

b. Requirements generated from urgent and compelling needs.

c. Services requiring an October – November 2016 start date.

d. All other funded requirements.

e. There is no statutory requirement to award FY16 RDT&E funds by 30 September 2016. However, it is my intent to obligate FY16 RDT&E funds by the end of the fiscal year to the maximum extent possible. The USAMRAA will make every effort to assist funding managers in meeting their objective.

5. It is critical that **complete** requirements packages be submitted in a timely manner. Not only do incomplete or late submissions carry the risk of not being awarded by 30 September 2016,

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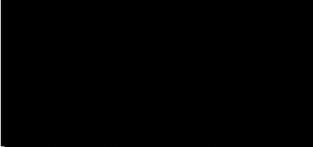
they create a negative impact on USAMRMC's entire acquisition posture and the supporting activities involved.

6. All requests for late submission of requirements packages must be submitted in writing and signed by the USAMRMC Subordinate Unit or Research Area Directorate's Commander/ Director. The written request shall provide a brief description of the requirement, the dollar value, the circumstances surrounding the late submission, the reason why it could not have been submitted prior to the cut-off date, and the reason why it must be awarded by 30 September 2016. The USAMRAA Chief of Operations will notify the requestor as to USAMRAA's ability to process the requirement prior to the end of the fiscal year.

7. Procurement requests with non-expiring funds for work required after 30 November 2016, should not be submitted to USAMRAA until 1 October 2016, unless otherwise notified by USAMRAA. Should an earlier submission be desired, prior coordination with the USAMRAA Chief of Operations is requested. If accepted, these PRs will be prioritized based on remaining workload involving expiring funds and/or instructions from the USAMRMC Commander, Deputy Commander, or Chief of Staff.

8. The USAMRAA staff stands ready to support. They will do their best to obligate your funds by year-end, but they must have your support and assistance. If you have any questions about this schedule, please contact your USAMRAA Branch Chief or Ms. Laurie Hovermale, Chief of Business Operations, at 301-619-2180, DSN 343-2180, or [laurie.e.hovermale.civ@mail.mil](mailto:laurie.e.hovermale.civ@mail.mil).

Encl



BRIAN C. LEIN  
Major General, US Army  
Commanding General

Signed copy on file

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USAMRAA External Customers

**CUT-OFF DATES FOR SUBMISSION OF END OF  
FY16 REQUIREMENTS**

Complete requirements packages received by the appropriate cut-off date below will have a target award date of not later than 30 September 2016. Acceptability of a requirements package will be determined by the Contracting Officer/Grants Officer.

**Open Market**

\$250M and greater	1 December 2015
\$12.5M to \$250M Request for Proposal (RFP) (materiel & services)	1 February 2016
\$6.5M to \$12.5M RFP (non-commercial materiel & services)	1 March 2016
\$3M to \$6.5M (materiel & services requirements)	1 April 2016
Up to \$3M (materiel & services requirements)	1 May 2016

**Modifications for De-obligations**

1 May 2016

**Sole Source Requirement (materiel & services requirements)**

\$12.5M and greater	1 April 2016
\$6.5 to \$12.5M	1 May 2016

**Awards awarded against a Program Announcement or  
Broad Agency Announcement**

1 June 2016

**Orders Placed Against Indefinite Delivery Indefinite Quantity Contracts,  
General Services Administration Awards, or Master Contracts**

Over \$12.5M	1 May 2016
Under \$12.5M	1 June 2016

**Purchase Orders to be placed prior to 30 September 2016 under  
Simplified Acquisition Procedure Requirements**

Under \$150,000 (materiel & services)	1 July 2016
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**Modifications**

Priced modifications (including LOE)	1 July 2016
Incremental funding	1 August 2016

**Exercise Options as Written**

1 August 2016

Actions for exercising an Option should be submitted at least 60 days prior to expiration of the contract, but not later than 1 August 2016.