



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
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WASHINGTON DC 20350-1000

NOV 27 2007

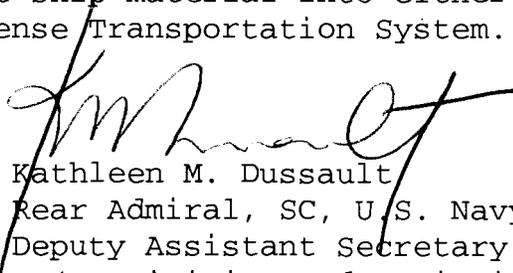
MEMORANDUM FOR DISTRIBUTION

Subj: IRAQ/AFGHANISTAN THEATER BUSINESS CLEARANCE

Encl: (1) DDPAP memo dated November 16, 2007

By enclosure (1), the Director of Defense Procurement and Acquisition Policy (DDPAP) provided additional guidance on obtaining Theater Business Clearance (TBC) from the Joint Contracting Command-Iraq/Afghanistan (JCC-I/A). DDPAP directs contracting officers to use the attached TBC Request/Review checklist for all TBC requests to the JCC-I/A. In addition, attached for reference is the Contracting Officer's Guide to Special Contract Requirements for Iraq/Afghanistan Theater Business Clearance. Upon contract award of the TBC approved contract, contracting officers are directed to complete and submit a TBC Post-Award spreadsheet to the JCC-I/A. A checklist is provided to ensure that all mandatory requirements are included.

Finally, enclosure (1) clarifies earlier guidance regarding commodity contracts by stating that TBC is not required for commodity contracts that ship material into either Iraq or Afghanistan via the Defense Transportation System.


Kathleen M. Dussault
Rear Admiral, SC, U.S. Navy
Deputy Assistant Secretary of the Navy
(Acquisition and Logistics Management)

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NOV 16 2007

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT)
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(ACQUISITION AND LOGISTICS MANAGEMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Iraq/Afghanistan Theater Business Clearance (TBC)

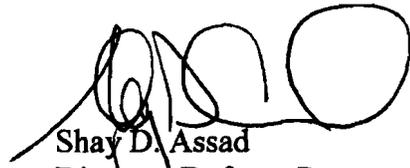
This memorandum updates my November 5, 2007, memorandum, same subject. Contracting Officers shall use the attached "TBC Request/Review" checklist for all TBC requests to the Joint Contracting Command-Iraq/Afghanistan (JCC-I/A) (atch 1). Attached for reference is the Contracting Officer's Guide to Special Contract Requirements for Iraq/Afghanistan Theater Business Clearance (atch 2). Upon contract award of TBC approved contracts, contracting officers shall fill-in the "TBC Post-Award" spreadsheet and submit to the JCC-I/A (atch 3).

For Iraq requirements, e-mail to: JCCI_PARC-I@pco-iraq.net; for Afghanistan requirements, e-mail to: BGRMPARC-A@swa.army.mil. If the proposed contract will contain requirements for both countries, send the form to both addresses and the JCC-I/A will accomplish in-country coordination and provide a single response. Contracting officers are reminded they must attach statements of work and terms and conditions with their submission. Do not send other documents, such as Contract Data Requirements Lists.

The TBC Request/Review will be revision-controlled by CENTCOM, and all changes to the form will be promulgated by my office. Attachment 4 contains a checklist to be used by contracting officers to ensure all above requirements are met. Attachments listed above may be found at www.centcom.mil/sites/contracts.

ENCLOSURE()

Regardless of class of commodity (Class 1 through 9), JCC-I/A TBC contract review is not required for those commodity contracts that ship material into either theater via the Defense Transportation System from non-Iraq or non-Afghanistan embarkation locations. JCC-I/A TBC contract review is required for all other contracts unless JCC-I/A has delegated TBC review to the command writing the contract.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Shay D. Assad
Director Defense Procurement
and Acquisition Policy

Attachments:
As stated

Theater Business Clearance Request/Review

11	F	Armed Personnel – Incident Reports (5 Nov 07)		AJ 25.1	SO W			A	A	Insert in all solicitations and contracts when arming of contractors is contemplated in Iraq.	
12	F	Fitness for Duty and Limits on Medical / Dental Care in Iraq/Afghanistan(5 Nov 07)		AJ 25.2	SO W	A		R	R	Insert in all contracts with performance in Iraq or Afghanistan	
13	F	Quarterly Contractor Census Reporting.(12 Nov 07)		AJ 25.4	SO W			R	R	Insert in all contracts with performance in Iraq or Afghanistan	
14	F	"Iraqi First" Socioeconomic Program(5 Nov 07)		AJ 26.5	SO W	A		R	R	Insert in all solicitations and contracts except when host nation participation is not in the best interests of the government.	Provide supporting documentation for decision to not allow Host Nation Participation
15	F	Arming Requirements and Procedures for Private Security Contracts, Personal Security Detail Contracts and Requests for Personal Protection (5 Nov 07)		AJ 52.6	SO W	A		A	A	Insert in all solicitations and contracts when arming of contractors is contemplated in Iraq or Afghanistan.	
16	F	Contractor Support of USAID Community Stabilization Program for Hiring Iraq Apprentices(5 Nov 07)		AJ 52.12	SO W				A	Insert in construction contracts in Iraq when 26.5 is also included	
		Other Considerations As Required, use this space									

**Contracting Officer's Guide
to
Special Contract Requirements
for
Iraq/Afghanistan Theater Business Clearance
12 Nov 07**



Part I - JCC-I/A Acquisition Instruction (AI) Mandatory Language

Part II – Guide to Iraq/Afghanistan Implementation of DFARS 252.225-7040

**Part III - DFARS Deviation 2007-O0010: Contractor Personnel in U.S. Central
Command Area of Responsibility**

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

PART I
JCC-I/A Acquisition Instruction (AI) Mandatory Language

The JCC-I/A Acquisition Instruction is a compilation of evolving theater policy and JCC-I/A policy responsive to the changing battle space situation. All contracting officers must insert the mandatory language as required by the prescription. Contracting officers must always check the CENTCOM Contracting website <http://www.centcom.mil/sites/contracts/default.aspx> for the most up-to-date mandatory language before developing a solicitation.

Special Contract Requirements

AI 52.7 Contract Delivery Requirements. (Iraq) Insert the following mandatory language in all contracts, orders or blanket purchase agreement call orders with delivery to Iraq. This provides necessary information for the contractor, contract administrator and COR to understand and execute the delivery requirements; improve tracking, inspection and acceptance; and make final disposition of contract deliverables. The following language shall be placed in the Pricing Schedule, **Section B**, directly following the final CLIN for ease of access by receiving personnel.

Contract Delivery Requirements (5 Nov 07)

- a. **REQUIRED DELIVERY DATE:** _____
 - b. **LOCATION FOR CONTRACTOR DELIVERY:** _____
 - c. **POINT-OF-CONTACT RESPONSIBLE FOR INSPECTION & ACCEPTANCE (DD 250)**
Name: _____
Phone No.: _____ E-Mail: _____
 - d. **FINAL DELIVERY DESTINATION:** _____
 - e. **POINT-OF-CONTACT AT FINAL DESTINATION:**
Name: _____
Phone No.: _____ E-Mail: _____
 - f. **REQUIRING ACTIVITY:** _____
- (End)

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

AI 52.8 Mandatory Shipping Instructions – Iraq. Insert the following mandatory language in **Section E** in solicitations where shipment of supplies or materials will be tracked or otherwise supported by the Logistics Operations of the US Army Corps of Engineers, Gulf Region Division.

Mandatory Shipping Directions (5 Nov 07)

GRD Logistics:

GRD Logistics is required to track reconstruction equipment, materials and goods coming into Iraq under the Re-building Iraq effort. This equipment is purchased by the US Government (usually by MNSTC-I, or GRD), and is designed to help rebuild the country of Iraq. This tracking and inherent accountability process will assist in assuring that all equipment materials and goods are able to cross the borders and move to final destination with minimal delay and at reduced risk. However, in order to accomplish this mission, maximum cooperation is necessary. Prompt notification and compliance with our information requirements will assist in providing advance notice to the point of entry of all inbound shipments. This process affords coordination in the movement of all convoys which will enable improved monitoring and de-conflicted convoy schedule. Prompt notification also improves security coordination through the operations center.

To get started follow the following steps:

Step One:

Identify who the cargo is purchased for. If it is in support of Coalition Forces, it needs to go through the Military Transportation System (MTS). However, if it is purchased for the explicit purpose of re-building Iraq (i.e. MNSTC-I/GRD contracts), then proceed with the following steps:

Upon contract award the contractor is required to provide the necessary logistical information needed by GRD Logistics. This information can be provided and updated as necessary by going to the GRD website (http://www.rebuilding-iraq.net/portal/page?_pageid=95,1&_dad=portal&_schema=PORTAL) and selecting the Logistics tab. Should there be any problems with this process contact the Logistics Movement Coordination Center (LMCC) Watch Officer directly at the following e-mail address: pcolmcc@pco-iraq.net and the necessary assistance will be provided. The contractor will find three forms listed and available under the logistics heading (Logistics Information Requirements Form, Reconstruction Levy Exemption and Form, Cargo Placards). **Those forms should be individually completed and, with the exception of the cargo placard, sent electronically to the above mentioned e-mail address for the LMCC.** The first form submitted will be the Logistics Information Requirements Form. The Logistics Information Requirements Form should be completed upon award of contract and updated as necessary. All updates and changes to this form should be sent to the same e-mail address as the original form. Additional contact information is available on the website mentioned above. Always reference the contract number.

Step Two:

CPA 1-47 CUSTOMS LEVY EXEMPTION AND SHIPMENT REQUIREMENTS FOR RECONSTRUCTION PROJECTS UNDER PROJECT AND CONTRACTING OFFICE (PCO) Effective 15 April 2004 Tariff Regulations pursuant to CPA Orders #54, as amended by Order #70 (Orders #54 and #70 are posted on the website), require commercial importations into Iraq to pay a 5% levy except for food, books, medicine, medical equipment, clothes and oil.

Additional exemptions include NGO's, International Organizations, **Reconstruction Projects under GRD**, and single exempt donations. Items shipped under this contract are exempt from this "Levy" provided a completed Reconstruction Levy Exemption Form is attached and included with each invoice and packing slip.

The contractor is required to fill out the Reconstruction Levy Exemption Form and attach the duty free form to each shipment of goods under this contract that crosses

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

the border into Iraq in order to qualify for the exemption. The contractor must submit one copy of the completed duty free form and a copy of the first page of the primary contract, for customs verification, to the contracting officer and the GRD Logistics Office at pcocustoms@pco-iraq.net prior to shipment. Customs will send back a stamped copy that must accompany the cargo. It is the contractor's responsibility to include the stamped and approved Reconstruction Levy Exemption Form with each shipment to ensure cargo is not delayed at customs. The Contractor should ensure they indicate what the estimated time of arrival is at the point of entry.

Step Three:

The items being acquired are for Iraqi Reconstruction and as per the "Packing and Marking Instructions" of this contract, and shall be Packaged and Marked accordingly. Additionally, a Cargo Placard is available from the website at http://www.rebuilding-iraq.net/portal/page?_pageid=95,1&_dad=portal&_schema=PORTAL under the logistics tab located at the top of the page. There is a memorandum posted that explains how to complete the placards. Additionally, there are three placards that need to be utilized when shipping cargo into Iraq. The first placard is for shipments arriving into Baghdad International Airport (BIAP). The second is for shipments arriving into the Port of Umm Qasr. The third placard is for shipments arriving into Abu Ghuraib Warehouse via ground transportation.. The use of these placards will ensure they are properly identified as GRD shipments and will reduce risk of loss or pilferage. **Each shipment must have a cargo placard affixed to all sides of each container, pallet, or package.**

Final Guidance:

Summary of Contractor Requirements:

- 1) Logistics Information Requirements Form
- 2) Reconstruction Levy Exemption
- 3) Cargo Placards

It is the contractor's responsibility to provide all the requested information mentioned above including the use of the identified cargo placards in sufficient time to allow for required delivery. Failure to comply with these instructions may result in a delay of the goods and materials being shipped from arriving at their final destination. Delays resulting from failure to follow the above steps may be assigned as the contractor's responsibility.

(End)

**JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS**

AI 32.4 Payment by Electronic Funds Transfer (EFT) - Iraq. Insert the following mandatory language in contract **Section G**, Administration, in solicitations and contracts when FAR 53.232-33 or FAR 52.232-34 are not included.

Payment by Electronic Funds Transfer (EFT) (5 Nov 07)

(a) Method of payment.

(1) All payments by the US Government under this contract shall be made by electronic funds transfer (EFT). In the event the US Government is unable to release a payment by EFT, the government will authorize a cash or check payment in accordance with the Prompt Payment Act.

(b) Submission of Contractor's EFT information.

(1) The Contractor is required to provide the US Government with the information required to make payment by EFT by filling in the form provided. The Contractor shall return this information directly to the payment office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the paying office.

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall provide the contract numbers to which it applies. The contractor will inform the contracting officer of previously awarded contracts for which the contractor requests EFT payment.

EFT-Capable Iraqi Banks

	HQ Phone	Web Site	email
Bank of Baghdad	Baghdad / Karada Kharge / District 902 (964) 1 717-4182 Street 6, near sports stadium, Erbil		
Byblos Bank	964.750.478.440	www.byblosbank.com.lb	
Commercial Bank of Iraq Credit Bank of Iraq	Baghdad / Al-wehda area / Kawla Bint Al-azwar Street 964-1-7196020 Baghdad / Tunis street / Distict 101 St. No. 23 / Building		
Dar As-Salaam Investment Bank Emerald Bank Investment Bank of Iraq	No.39/1 +964 66 2227557 (+964) 1 7180996		info@desiraq.com www.emeraldbank.net www.ibi-bankiraq.com
Iraqi Middle East Investment Bank Trade Bank of Iraq Warka Bank	Alhindia (+964 -1) 5433561/2/3 (964) 1 717-4182		tbiraq.com www.warka-bank.com

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

CONTRACT NUMBER:

EFT AMOUNT:

Beneficiary Name / Bank Account Holder Name

اسم المستفيد / اسم صاحب الحساب المصرفي

US Dollar Bank Account Number and Account Type (account number where payment is going)

رقم حساب البنك الذي سيستلم المبلغ بالدولار الأمريكي ونوع الحساب

ABA / Routing Number

اتحاد البنوك الأمريكية رقم البنك

Swift Code

رقم تعريف البنك

Name of Bank and Address (the bank where payment is going)

اسم وعنوان البنك الذي سيحول إليه المبلغ

Name of Company and Address (MUST match the address that the bank has as company address for bank account)

اسم الشركة وعنوانها (يجب ان يكون نفس العنوان الموجود في سجلات البنك)

IBAN Account Number (IBAN account number if applicable)

رقم حساب البنك العالمي

PRINT NAME:

الاسم :

AUTHORIZED SIGNATURE:

توقيع أتموكل :

(International Banks: Must have account number and swift code)

(US Banks: Must have account number and 9-digit routing number)

Form must be filled out completely.

البنوك العالمية: يجب ان يكون لديها رقم حساب ورقم تعريف البنك)

البنوك الأمريكية: يجب ان يكون لديها رقم حساب بالأصنافه الـ 9 ارقام)

يجب ملاً الاستمارة بشكل كامل

(End)

JCCI-PARC-I@pco-iraq.net

BGRMPARC-A@swa.army.mil

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

Iraq/Afghanistan Socioeconomic Programs

In keeping with the command policy of growing the economic capacity of Iraq and Afghanistan through developing host nation businesses, all contracting officers are to make every effort to seek out capable Iraqi / Afghan businesses and to develop education programs and business solutions that foster economic growth.

AI 26.4 Reporting Contractor Compliance with Support of Iraq Socioeconomic Program: Insert the following mandatory language in **Section G**, Contract Administration when AI 26.5 is required.

Iraqi Employment, Materials, & Subcontract Reporting (5 Nov 07)

The contractor shall report socio-economic status on monthly invoices. Fill in the following information on each invoice or as an attachment to the invoice.

Total Iraqi (Iraqi citizens or legal residents residing in Iraq) employed during the invoice month.

Total: _____

Iraqi Men: _____

Iraqi Females: _____

*(Gender breakdown is for statistical purposes only)

Total Non-Iraqi Employed*:

Total: _____

Male: _____

Female: _____

*(Gender breakdown is for statistical purposes only)

Names of Iraqi Subcontractors and Suppliers used during invoice period:

Itemization of Principal Materials / Services procured during the invoice period:

Value of Materials of Iraqi manufacture procured during the invoice period:

(End)

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

AI 25.3 Compliance with Law and Regulations. Insert the following special contract requirement to **Section H** of all contracts with performance in Iraq and Afghanistan.

Compliance with Laws and Regulations (5 Nov 07). The Contractor shall comply with, and shall ensure that its personnel and its subcontractors and subcontractor personnel at all tiers obey all existing and future U.S. and Host Nation laws, Federal or DoD regulations, and Central Command orders and directives applicable to personnel in Iraq and Afghanistan, including but not limited to USCENTCOM, Multi-National Force and Multi-National Corps fragmentary orders, instructions and directives.

Contractor employees performing in the USCENTCOM Area of Operations are under the jurisdiction of the Uniform Code of Military Justice (UCMJ). Under the UCMJ, U.S. commanders may discipline contractor employees for criminal offenses. Contractors shall advise the Contracting Officer if they suspect an employee has committed an offense. Contractors shall not permit an employee suspected of a serious offense or violating the Rules for the Use of Force to depart Iraq or Afghanistan without approval from the senior U.S. commander in the country.

(End)

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

AI 26.6 Afghanistan “Afghan First” Program Implementation. Insert the following mandatory language to **Section K, Representations and Certifications**, of solicitations for services and construction contracts to be performed in Afghanistan.

Projected Afghan and Third Country National (TCN) Employment (5 Nov 07)

The vendor/offeror is required to identify, as outlined below, the total projected number of Afghans and TCNs that will be directly employed in the performance of this contract. Employment is the total number of Afghan or TCN persons expected to be on the payroll (contractors and subcontractors at all tiers) employed full or part time receiving pay during the life of the contract. Third Country Nationals (TCNs) are defined as individuals who are citizens of a country other than Afghanistan or a Coalition country.

Is your company an Afghan-owned Company: Yes ___ No ___. If yes, the % of Afghan ownership is: _____

Total Employed by your Company :

Total Afghan citizens Employed by your Company:

Total Foreign citizens Employed by your Company :

Value of Subcontracts for this Contract:

Value of Subcontracts for this Contract to Afghan-owned Companies:

Value of Subcontracts for this Contract to Foreign-owned Companies:

Number of Afghanistan citizens to receive training under this Contract:

(End)

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

AI 22.1 Prohibition Against Human Trafficking, Inhumane Living Conditions, and Withholding of Employee Passports: Insert the following mandatory language in the **Statement of Work** for all contracts with performance in Iraq and Afghanistan.

Prohibition Against Human Trafficking, Inhumane Living Conditions, and Withholding of Employee Passports (5 Nov 07): All contractors (“contractors” herein below includes subcontractors at all tiers) are reminded of the prohibition contained in Title 18, United States Code, Section 1592, against knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or other immigration document, or any other actual or purported government identification document, of another person, to prevent or restrict or to attempt to prevent or restrict, without lawful authority, the person’s liberty to move or travel, in order to maintain the labor or services of that person, when the person is or has been a victim of a severe form of trafficking in persons.

Contractors are also required to comply with the following provisions:

- 1) Contractors shall only hold employee passports and other identification documents discussed above for the shortest period of time reasonable for administrative processing purposes.
- 2) Contractors shall provide all employees with a signed copy of their employment contract, in English as well as the employee’s native language that defines the terms of their employment/compensation.
- 3) Contractors shall not utilize unlicensed recruiting firms, or firms that charge illegal recruiting fees.
- 4) Contractors shall be required to provide adequate living conditions (sanitation, health, safety, living space) for their employees. Fifty square feet (50 sf) is the minimum acceptable square footage of personal living space per employee. Upon contractor’s written request, contracting officers may grant a waiver in writing in cases where the existing square footage is within 20% of the minimum, and the overall conditions are determined by the contracting officer to be acceptable. A copy of the waiver approval shall be maintained at the respective life support area.
- 5) Contractors shall incorporate checks of life support areas to ensure compliance with the requirements of this Trafficking in Persons Prohibition into their Quality Control program, which will be reviewed within the Government’s Quality Assurance process.
- 6) Contractors shall comply with international laws regarding transit/exit/entry procedures, and the requirements for work visas. Contractors shall follow all Host Country entry and exit requirements.

Contractors have an affirmative duty to advise the Contracting Officer if they learn of their employees violating the human trafficking and inhumane living conditions provisions contained herein. Contractors are advised that contracting officers and/or their representatives will conduct random checks to ensure contractors and subcontractors at all tiers are adhering to the law on human trafficking, humane living conditions and withholding of passports.

The contractor agrees to incorporate the substance of this clause, including this paragraph, in all subcontracts under his contract.

(End)

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

AI 23.1 Reporting a Kidnapping Kidnapping reporting is required in all contracts performed in Iraq. Add the requirement to the **Statement of Work**. Reformat as necessary.

To Report a Kidnapping (5 Nov 07) Contract manager will notify the JCCI/A Duty Officer at phone number 914-822-1419 when an employee kidnapping occurs:

Report the following information:

Name of person reporting: _____

Phone: _____

E-mail: _____

- **Who was kidnapped?**
 - Name
 - Age
 - Nationality and country of residence
- **When** did the incident occur?
- **Where** did it happen?
- **How** was the person kidnapped?

(End)

JOINT CONTRACTING COMMAND – IRAQ/AFGHANISTAN (JCC-I/A)
SPECIAL CONTRACT REQUIREMENTS

AI 25.1 Armed Personnel – Incident Reports: Insert the following mandatory language in the **Statement of Work** of all solicitations and contracts when arming of contractors is contemplated in Iraq.

Armed Personnel – Incident Reports (5 Nov 07): All Contractors in the Multi-National Forces-Iraq (MNF-I) theater of operations shall comply with and shall ensure that their personnel supporting MNF-I forces are familiar with and comply with all applicable orders, directives, and instructions issued by the MNF-I Commander relating to force protection and safety.

Contractors shall provide an initial report of all weapons firing incidents to the Reconstruction Operations Center (ROC) as soon as practical based upon the situation and shall submit a written report to a ROC within 48 hours. The initial report will include the name of the company, where the incident occurred, time when the incident occurred, a brief description of the events leading up to the incident, and a point of contact for the company. A follow-up, comprehensive written report of events surrounding the firing of weapons will be provided to the ROC within 96 hours. Reports shall be submitted to the ROC, Operations Section (or as otherwise directed): roc.ops@aegisiraq.com, DSN 318-239-4301, VOIP 703-544-1370, MCI 914-822-5302, IRENA 07902-7762300, Thurman 8821621157354, and IMMersed 870764061257.

Contractors will also provide first aid and request MEDEVAC of injured persons, and remain available for Coalition response forces based upon the situation. In the event contractor personnel are detained by US or Coalition Forces, prolonged detention due to lack of proper identification can be alleviated by contractor personnel possessing on their person information that includes the Contractor's name, the contract number, a POC in the Contractor management, and the phone number of the ROC.

(End)

Iraq/Afghanistan Theater Business Clearance Checklist

(Copies of the below documents may be found at www.centcom.mil/sites/contracts)

_____ **Read the Contracting Officer's Guide to Special Contract Requirements for Iraq/Afghanistan Theater Business Clearance**

_____ **Read and submit the Theater Business Clearance Request/Review Checklist to*:**

_____ For Iraq requirements, e-mail to: JCCI_PARC-I@pco-iraq.net;

_____ For Afghanistan requirements, e-mail to: BGRMPARC-A@swa.army.mil.

_____ If the proposed contract will contain requirements for both countries, send the form to both addresses and the JCC-I/A will accomplish in-country coordination and provide a single response

_____ Ensure submission of Statement of Work and Terms and Conditions

_____ **Respond to comments from JCC-I/A if required. File final approval in contract file.**

_____ **Submit Theater Business Clearance Award Notification spreadsheet upon contract award, to*:**

_____ For Iraq requirements, e-mail to: JCCI_PARC-I@pco-iraq.net;

_____ For Afghanistan requirements, e-mail to: BGRMPARC-A@swa.army.mil.

_____ If the proposed contract will contain requirements for both countries, send the form to both addresses and the JCC-I/A will accomplish in-country coordination and provide a single response

_____ **Iraq File Transfer Instructions for Large Files**

For Iraq Files larger than 10M follow these steps:

- 1) Copy the file (right click, copy)
- 2) Open this site: <ftp://ftp.pco-iraq.net/>
- 3) Right click on DROP BOX TWBCI
- 4) Copy

This will paste the file into the folder. You will not receive any message confirming that this has worked. Please send a notification email to JCCI_PARC-I@pco-iraq.net informing them you have dropped something in the box.

* IN THE EMAIL SUBJECT LINE, TYPE THE FOLLOWING INFORMATION:

<u>REQUESTING CMD</u>	<u>SERVICE</u>	<u>TITLE</u>	<u>PIIN</u>	<u>CO-NAME</u>	<u>AWARDDATE</u>	<u>ACTION**</u>
CECOM	Army	FMS-Radios	DoDAAC-08-XXXXX	Farmer	31 Mar 08	TBC
AFMC	USAF	Cessnas	DoDAAC-08-YYYYY	Baker	10 Nov 07	Award Notice

** Select either TBC or Award Notice. This is used to sort emails.