MEMORANDUM FOR DISTRIBUTION

SUBJECT: Guidance Clarifying the Procedures for Contracting Outside the Government During the Civilian Workforce Hiring Freeze


- The contract was awarded prior to January 23, 2017;
- The Request For Proposal (RFP) was issued prior to January 23, 2017 AND the RFP has not been amended after January 23, 2017 to increase the scope; or,
- The contract action is a routine administrative action, e.g., incremental funding.

After January 23, 2017, procurement actions for contracts or task orders outside the Government for purposes of circumventing the intent of the Presidential Memorandum are not permitted. For example, agencies shall not acquire by contract or task order with a commercial vendor, services that are substantially similar to those that would have been provided by a Federal civilian in a vacancy covered by the Presidential Memorandum. However, agencies are not restricted from continuing, modifying, or entering into service contracts for other purposes, consistent with law, regulation, and any applicable management direction.

For any action containing services for which an RFP was not issued prior January 23, 2017, the following statement, signed by the requirements activity, must be included in the package requesting any contracting action containing services:

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Any questions shall be submitted using RDAJ&As.fct@navy.mil.

Elliott B. Branch
DASN(AP)

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