

JUSMAGTHAI CONTRACTING SUPPORT

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Introduction

The JUSMAGTHAI Contracting Officer (CO) provides exercise related contracting support, planning, and guidance to deploying units to Thailand. Since there is only one Contracting Officer providing support for all operations, allow sufficient time for your questions and contracting support. The JUSMAGTHAI CO's contact information is:

HQ JUSMAGTHAI
Derrill D. Lowry
APO AP 96546-5000
011-66-2-287-1036 ext 142
Fax 011-66-2-286-9271
Email dlowry@jusmagthai.org

What is a Contracting Officer

The Contracting Officer and Ordering Agent are the only personnel authorized to obligate US Government funds. This is done by a written contractual document such as a Blanket Purchase Agreement (BPA), Purchase Order (PO) or Government Purchase Card (GPC). Actions by any person other than a Contracting Officer or Ordering Agent (*which causes a contractor to perform services or deliver supplies without a contractual document or is beyond the scope of an existing contract*), is an unauthorized commitment. Unauthorized commitments are taken seriously by DoD because they cause harm to the US Government, the vendor and the person committing the act. Unauthorized comments are referred to the SM's commander, the Chief of JUSMAGTHAI and the Staff Judge Advocate's Office for resolution. Bottom line, if you are not sure of a contracting process or need additional support, contact the Contracting Officer for assistance.

What the Contracting Officer Supports

There are a significant number of training exercises conducted in Thailand every year. Early and detailed coordination with the Contracting Officer will ensure units are clearly instructed as to what requirements can and cannot be supported. JUSMAGTHAI will assist as much as possible to ensure unit's receive first class contracting support. Large exercises such as Cobra Gold and Cope Tiger that require continuous contracting support must deploy with their own Contracting Officer. For these exercises the JUSMAGTHAI Contracting Officer will provide assistance to the deploying Contracting Officer for vendor sources in the local area. Some planning conferences can be supported but it is highly recommended that units contact the Contracting Officer before considering this option. **Advance coordination and**

planning is the deploying units' responsibility to ensure adequate logistical support.

How to get Contracting Support

Deploying units shall contact the Contracting Officer to schedule an appointment 30 days before the Initial Planning Conference (IPC) and Pre-deployment Site Survey (PDSS) to ensure the Contracting Officer is available. During the IPC and PDSS, units should discuss any special requirements and the Contracting Officer's ability to support their exercise.

Critical Steps Needed to Receive JUSMAGTHAI Contracting Support

1. *Make Early contact with the Contracting Officer:* It is imperative that units contact the Contracting Officer as early as possible to discuss contracting support and to receive a copy of the services and products provided by JUSMAGTHAI. The Contracting Officer's warrant is limited as to what support he can provide so early contact can mitigate potential problems for units. Units should provide the Contracting Officer with a detail list of anticipated requirements before arriving. Requirements will evolve but early identification will alert everyone to potential problem areas or requirements that require extensive lead-times. Any requirement under \$25K must be identified to the Contracting Officer **NLT 60 days prior** to exercise execution. In accordance with Federal Law, any requirement over \$25K must be identified to the Contracting Officer **NLT 90 days prior** to exercise execution. Failure to provide the anticipated requirements in the specified time will result in delayed or limited contracting support.
2. *Funding Authority:* Military Interdepartmental Purchase Request (MIPR), DD Form 448 must be received and accepted at JUSMAGTHAI before any contracting actions can be initiated. Units must provide a MIPR with sufficient funds to cover not only all expected costs but also unexpected contingencies and the Thai-Baht-US Dollar currency fluctuations. It is very important that units fully understand that no contracting support will be initiated until funding has been provided to JUSMAGTHAI. This is a critical step since some requirements may require a long lead time.
3. *Initial meeting with Contracting Officer:* Units must schedule a meeting with the Contracting Officer during the Initial Planning Conference or Pre-deployment Site Surveys to discuss any contract requirements for their units' mission or exercise. The meeting will be a review of requested support, status of ongoing contract actions, review of funding etc. The Contracting Officer is frequently deployed so schedule an appointment to ensure this critical meeting takes place as early as possible.
4. *Leadership Responsibility:* Unit leadership should be brief on Federal contracting procedures to prevent violations of Federal Law, i.e.: unauthorized commitments. It is the responsibility of each member to adhere to Federal Contracting Laws and the Contracting Officer's instructions. Unauthorized commitments are taken serious by DoD and requires extensive review by the SJA and the Chief of JUSMAGTHAI. If the unauthorized commitment cannot be adjudicated (ratified), then the member committing the offense will be held financially liable. Remember, if you need additional support that is not

5. Record Keeping: Good record keeping of all contracting support received ensures a smooth closeout/out-processing for payment of invoices. All units are required to maintain a ledger to track the amounts spent on their MIPRs. This is not the JUSMAGTHAI Resource Management and Contracting Division's responsibility.
6. Outprocessing/Closeout: Unit should schedule an appointment with the both the RM and CO to outprocess/closeout all MIPR support, contracting actions and MLSRs. Units will validate contractor invoices and address any funding issues at that time.

Funding Issues:

- Mutual Logistic Support Request (MLSR) and Military Departmental Purchase Request (MIPR) (DD Form 448) with sufficient funding to cover planned and contingency, and fluctuations in the local currency (Baht fluctuations). Contracting support cannot be provided without sufficient funding. All units are required to maintain a ledger to track the amounts spent on their MIPRs. This is not the JUSMAGTHAI Resource Management and Contracting Division's responsibility.

- **MIPRs and MLSR shall be forwarded to:**

HQ JUSMAGTHAI
Director Resource Management
APO AP 96456-5000
Tel: 011-66-2-287-1036 x141 FAX: 011-66-2-286-9271)
Email: apoints@jusmagthai.org; leena.th@jusmagthai.org;
dlowry@jusmagthai.org

- Contact MAJ Adam Points, Director of the Resource Management and Contracting Division at 011-66-2-287-1036 x141, or apoints@jusmagthai.org; for questions or additional support.

Aviation Fuel Issues:

Aviation Fuel support demands coordination prior to deployment! Coordinate requests for JP8 through the Defense Energy Support Center (DESC) in San Antonio Texas. Effective 1 Oct 2001, all fuel requirements must be coordinated through DESC at least 30 days in advance for proper funding allocation. The Point of Contact at DESC is:

Charles D. (Chuck) McWilliams - Retail Fuels Manager
DESC-RRF - Bldg 1621-K
2261 Hughes Ave STE 128
Lackland AFB TX 78236-9828
DSN 945-2455/Com 210-925-2455
FAX DSN 945-9520/Com 210-925-9520
EMAIL: cmcwilliams@desc.dla.mil

PTT is the primary vendor for exercise fuel requirements in Thailand. Units must understand that the Multi Service Card (MSC) is not universally accepted in Thailand. The MSC may be used in Utaphao, Korat, Chiang Mai, Udon Thani, and Phuket. The MSC is not accepted at Thai military air bases such as Takhli, and Koh Kathiem. Prior to deployment, the unit's logistics officer must coordinate all exercise fuel requirements with DESC to ensure payment authorization is approved off of their existing intra-plane contract. DFAS Columbus pays PTT directly via electronic funds transfer. **JUSMAGTHAI and the US Embassy no longer handle exercise fuel payments using MIPRs or any other funding documents. Remember, proper planning and coordination for fuel support is absolutely essential.**