



DEPARTMENT OF THE ARMY
ARMY CONTRACTING COMMAND-AFGHANISTAN
BAGRAM AIRFIELD, AFGHANISTAN
APO, AE 09354

CCEC-ACC-A

23 November 2020

MEMORANDUM FOR Contracting Activities Awarding or Administering Contracts In Support of United States Forces – Afghanistan (USFOR-A)

SUBJECT: Current Resolute Support Call Forward Memo process for Contractor movement in the Combined Joint Operations Area - Afghanistan (CJOA-A).

1. References:

- a. HQ RS FRAGO 316-04 - 2020 Amendment 04, 10 November 2020
- b. DFARS 252.225-7995 "Contractor Personnel Performing in the United States Central Command Area of Responsibility" (Deviation 2017-O0004)
- c. DoD Business Rules for the Synchronized Predeployment and Operational Tracker (SPOT), 25 Sep 2019

2. The COVID-19 outbreak requires the Resolute Support Mission (RSM) to take decisive action to protect the mission and its personnel. The RS response to COVID-19 continues to evolve since the worldwide pandemic began. Commander, Headquarters Resolute Support, has published guidance in response to challenges created by the virus, to include enhanced CJOA-A entry procedures, which include requirements for quarantine, testing, and screening for COVID symptoms. The purpose of this memorandum is to inform contracting activities supporting USFOR-A operations of these enhanced theater entry procedures impacting contractor travel into the CJOA-A. Contracting activities shall inform appropriate Requiring Activities and Contractors of this process in order to ensure there are no delays in travel and subsequent support of operations in the CJOA-A.

3. Pursuant to HQ RS FRAGO 316-04, As part of the COVID-19 risk mitigation procedures, contractor employees shall not enter the CJOA-A without a Call Forward Memo signed by the Receiving Base Commander and approved by the USFOR-A Chief of Staff. Call Forward Memos can be obtained by following the process below:

a. Step 1. The Contracting Officer's Representative or Requiring Activity shall ensure requests are current and consistent with current base closure plans, and request approval for contractor entry into the CJOA-A by completing a Call Forward Memo (see enclosure). Any requirement to send contractor employees to multiple bases within the CJOA-A will require a separate Call Forward Memo for each base.

b. Step 2. The Requiring Activity must electronically send the Call Forward Memo in PDF format to the Operational Contract Support Integration Cell (OCSIC) via the following email distribution box: centcom.bagram.usfor-a-ocs.mbx.ocsic@mail.mil. The OCSIC will staff Call Forward Memos to confirm Receiving Base Commander Approval, and confirm USFOR-A Chief of Staff approval. This step is completed when the Requiring Activity receives the signed Call Forward Memo from the OCSIC to be distributed to the contractors. Routing should take no more than eight (8) days after receipt.

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4. Timelines outlined in HQ RS FRAGO 316.04 are as follows:
 - a. Contractors attending a CONUS Replacement Center (CRC) will receive a Call Forward Memo valid for seventy-five (75) days after date of USFOR-A Chief of Staff Approval.
 - b. Contractors using rest and recovery (R&R) or leave periods will not receive a call forward memo prior to departing. The contractor shall ensure the status of any employee leaving the CJOA-A is properly listed in SPOT as "R&R" with an effective date of their departure. Failure to do so may result in the delay of processing pending or in-progress Call Forward Memos and non-compliance ratings in CPARS. (Reference b-c). The Requiring Activity shall request a Call Forward Memo prior to the Contractor initiating an employee's return travel. The call forward memo will be valid for thirty (30) days after the date of USFOR-A Chief of Staff Approval.

5. POC is the USFOR-A Operational Contract Support Integration Cell (OCSIC) at: centcom.bagram.usfor-a-ocs.mbx.ocsic@mail.mil.

Encls
Call Forward Memo Template

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