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Huntsville Center

# Bulletin

## **Reminder ...**

*Organization Day picnic is June 8 at Hudson Recreation Area on Redstone Arsenal.*

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## CSR opportunity for Huntsville, Headquarters to synchronize



Photo by James Campbell

**Personnel fill the commander's conference room for the Command Strategic Review.**

**By Debra Valine  
Public Affairs Office**

For two days in April, Huntsville Center hosted a leadership team from Headquarters, U.S. Army Corps of Engineers, for a Command Strategic Review.

Maj. Gen. Merdith “Bo” Temple, acting USACE commander, and senior executive service members Ms. Karen Durham-Aguilera, Mr. Bob Slockbower, Mr. James Dalton and Mr. Wes Miller along with other members of the HQ staff

engaged in conversation about actions related to each of the three goals Huntsville Center supports.

The CSR also presented an opportunity for Center employees to say farewell to Temple, who is planning to retire from the U.S. Army in mid-June. Col. Nello Tortora, Huntsville Center commander, presented Temple with a proclamation from Huntsville Mayor Tommy Battle and a “key” to the Huntsville Center.

The Huntsville Center had three objectives for the

CSR:

■ Demonstrate the strategic alignment between the USACE Campaign Plan and Huntsville Center's Implementation Plan.

■ Share experiences and lessons learned that are applicable across the USACE enterprise. This included acquisition related experience as well as the success of several centers of expertise.

■ Continue the dialog with HQ USACE on Huntsville Center's capabilities and skill

**See CSR on page 5**

# Commander's thoughts

**T**eam,  
I want to start with one last thank you to everyone, especially Rick Suever, Matt Knox and Martha Cook, for all the hard work that went into the Command Strategic Review.

We came away from that two-day meeting with HQ leadership with actions that will help Huntsville Center more closely align with HQ USACE as we continue on our road to great. We are on the right track.

Maj. Gen. Merdith "Bo" Temple, the acting Chief of Engineers and USACE commander, is planning to retire in June.

While he was here for the CSR, we had a farewell reception for him in the cafeteria. He was presented a "key" to Huntsville Center and a proclamation from Huntsville Mayor Tommy Battle honoring his service. I know he appreciated the opportunity to say good-bye to folks he's known during his career with the Corps.

In April we also had a chance to meet the incoming deputy director for the National Contracting Organization, Col. (P) James E. Simpson. We provided him with a quick overview of the Center's capabilities and where we are on current acquisitions.

As we head into May, we'll be continuing efforts on our \$7 billion energy MATOC. We solicited comments on the draft request for proposal in March, and we've been working through those comments.

We expect to issue the final RFP by the end of the third quarter.

Also on the horizon is Huntsville Center's migration to the new Website platform. This migration has been a long time coming. We actually got started on this when Lt. Gen. Robert L. Van Antwerp first became the USACE commander. The new look of the Website will conform to USACE branding and present a consistent look across 58 USACE Websites. This will not happen smoothly if the preparation is not accomplished. All web pages must be reviewed and outdated or unnecessary information removed.

Scott Farrow in Public Affairs has the lead on the web migration. He will be working with identified content providers in each directorate and separate offices to ensure we are ready for our migration in June.

May is Asian Pacific American Heritage Month. We will be having an observance in our cafeteria May 9 beginning at 10 a.m. The 2012 national theme is: "Striving for Excellence in Leadership, Diversity and Inclusion." The keynote speaker is Ms. Seunghee Lee. Lee is the Chief Safety Officer, Safety and Mission Assurance Directorate, Space Launch System Program Integration Engineer, at NASA's Marshall Space Flight Center, Huntsville, Ala.

The Huntsville Activities Association is busy planning our annual Engineer Day picnic, now scheduled for June 8 at



**Col. Nello L. Tortora**

Carroll D. Hudson Recreation Area at Redstone Arsenal.

A related effort is the Engineer Day Awards. The request for nominations went out in early April. Thank you to those who nominated their deserving employees. Those awards will be presented at the picnic.

It seems like we're well into summer already because of the warm weather we've had all year, but it's still spring.

As we transition to summer weather, remember to stay hydrated while working or playing outside and keep other heat injury prevention measures in mind. Have fun, but stay safe!

As always, thank you for all you do to make Huntsville Center great.

## Hails and farewells

Hail: **Anthony Turner, Rhett Graves, Michael Jackson**, Engineering Directorate; **Robert Hess**, Chemical Demilitarization Directorate-Bluegrass, Ky.  
Farewell: **George Crittenden**, Center Contracting.



**US Army Corps of Engineers**

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## BULLETIN

Commander..... Col. Nello Tortora  
Chief, Public Affairs..... Debra Valine  
Editor..... William S. Farrow



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# The Bulletin asks:

What do you enjoy most about HNC Engineer Day Awards and picnic?



“I enjoy getting to meet the family members of our teammates and interacting with them. Even though we spend hours together, we normally only see pictures.”

**Robert Mackey**  
Installation Support and Program Management Directorate



“I like to see the recognition and awards portion of the program because I get to help my teammates celebrate their accomplishments. It’s like a big family getting together to see which members have excelled during the year. I also like that I get to meet new people and catch up on this with those I already know.”

**Pamela Draper**  
Ordnance and Explosives Directorate



“I’ve never been to one before, but am definitely looking forward to participating this year. I am interested in meeting new people. I’ve only been at the Center a little while and only know a limited amount of people. The picnic environment will give me a chance to meet people I don’t normally see on a day-to day-basis.”

**Michael D’Auben**  
Engineering Directorate



## Thrift Savings Plan to offer new Roth option

Service members and Defense Department civilian employees who are eligible for the Thrift Savings Plan will soon have a new Roth option for retirement savings under the program, defense finance officials announced recently. The change allows participants to contribute after-tax dollars to the federal government-sponsored retirement savings and investment plan. For more information go to: [www.dfas.mil](http://www.dfas.mil)

# Employee Spotlight: Jimmie Jackson

**By Jo Anita Miley  
Public Affairs Office**

**Where do you work and what is your job title?** Installation Support and Programs Management Directorate. I am a community planner.

**How long have you worked for the Corps?** About two years. Prior to this assignment, I was the installation master planner for Yuma Proving Ground, Ariz.

**In your own words, what is your job? What do you do?** As a member of the Center's Planning and Programming team, I am responsible for producing planning related products for customers around the globe.

My team produces specific types of planning. We produce products such as requirement analyses, planning charrettes, area development guides or plans, real property master plans and economic analysis.

More specifically, Requirement Analysis Studies provide the planning foundation for the Army's requirements and recommend programmatic actions necessary for requirements. They are used to evaluate mission strength, facility requirements and current facility assets, apply Army planning criteria, and provide programmatic level cost estimates and recommendations necessary to support Army missions.

In addition to the products listed above P&P also has the ability to correct Installation Real Property records to ensure the correct number



**Jackson**

of facilities are being built and demolished according to Army Guidelines.

**Review the Campaign Plan goals and objectives. Which one(s) apply to you?** Specifically, Goal 3, Objective 3a, which is to deliver innovative, resilient, sustainable solutions to the Armed Forces and the nation.

Our team is tasked to give planning and programming products that will meet the needs of entire communities.

Ultimately, we (P & P) become the vision for an installation. The fact that we lay out entire installations is a great responsibility for the Corps and Huntsville Center.

For me, providing optimum planning and programming products and keeping our customers happy

is very important to the Center and directly relates to our livelihood and future existence.

**How do you see your job making a difference and contributing to the Corps' success?** The process of planning, programming and validating projects before they make it to design and ultimately construction similar to what is done within P&P could save USACE and the Department of Defense millions of dollars annually.

By inserting P&P team members into projects when they are still conceptual ideas and undertaking this level of effort at the start of a project leads to a shorter execution schedules, reduced design and or construction cost, and fewer changer orders. Ultimately, the end result is a satisfied customer whose needs are met.

**What do you love about your job?** I love that what I do makes a great impact on an installation. The most enjoyable part of my job is seeing a product that my team produced actually being used by a customer to execute future construction efforts.

It's a great feeling to actually walk into a facility or an area that you were responsible for planning.

My dream job will be to provide programming and planning for an entire installation from the ground up.

I also like that my job makes me think, there's always more than one way to get something done, and it's my job find out what works best for our customer.

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The **Employee Spotlight** is intended to let our Center employees shine for positively impacting our organization through mission achievements. Employees are nominated on a monthly basis and are featured monthly on the Huntsville Center Web site. If you'd like to nominate someone within your office for this recognition, please contact Jo Anita Miley, Public Affairs Office, at 256-895-1585, or e-mail: [JoAnita.Miley@usace.army.mil](mailto:JoAnita.Miley@usace.army.mil).

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sets to leverage our abilities to support the USACE enterprise.

“We were able to achieve our desired objectives although there was a lot of discussion specifically about our Lines of Effort and how they relate to the Campaign Plan,” said Rick Suever, chief of the Business Management Office.

“The CSR team consisted of the HQ people who most directly influence our success as an organization. We couldn’t have hand-picked a better team for these discussions.

“The primary message from the HQ team was that we need to communicate more – with HQ and with the other major subordinate commands,” Suever said.

“We need to continually communicate with HQ so that they can make informed decisions about enterprise workload and explain those decisions when necessary,” he said. “We need to communicate with the other MSCs so that they are aware of what we are doing, particularly when we are supporting a common customer, and to solicit their support when needed. This is particularly important with impending budgetary constraints.”

Since the last CSR in February 2010, Huntsville Center has demonstrated great examples of programs that support Goal 1, said Durham-Aguilera, director of Contingency Operations and Office of Homeland Security. Goal 1 actions support contingency operations. She said Huntsville has demonstrated progress through increased engagement, mission support and response, and customers. Huntsville’s Goal 1 actions show agency-wide impact, linkage to USACE strategic customers to include the State Department and Foreign Military Sales, and support to combatant commands, major subordinate commands and customers.

Goal 3 actions relate to delivering sustainable infrastructure. Slockbower, director of Military Programs, suggested Huntsville Center clearly align the 40+ programs to the enterprise customers served, and identify which programs are Huntsville Center led or Huntsville Center



Photo by James Campbell

**Maj. Gen. Merdith “Bo” Temple, the acting Chief of Engineers and USACE commander, addresses the audience during a farewell reception given in his honor in the Center’s cafeteria. Temple, who was here for the Command Strategic Review was presented a “key” to Huntsville Center and a proclamation from Huntsville Mayor Tommy Battle honoring his service. Temple retires this month.**

supported. He noted that Huntsville Center has a wide variety of centers of expertise and technical centers of expertise that provide value to the enterprise in knowledge and production capabilities.

Also in Goal 3 are actions related to innovative approaches to acquisitions. It was noted that developing a programmatic acquisition strategy would help shorten the current 12-18 months of acquisition planning. That timeline could possibly be reduced by placing a liaison officer at the Principal Assistant Responsible for Contracting, Winchester.

“This is really important to the enterprise,” said Dalton, chief of Engineering and Construction.

“I compliment HNC on leading the efforts on acquisition. That is definitely a good thing you are doing.”

An action in Goal 4 (identify, develop, maintain and strengthen technical competencies among the USACE work force) to develop a database of subject matter experts was seen as a good idea that could expand enterprise-wide. To do this, criteria needs to be developed and approved so that SMEs can be identified across

multiple Communities of Practice, both programmatically as well as functionally, Slockbower said. The mentoring these SMEs do day-to-day is particularly important to maintain technical competency and effective succession planning according to McNabb, deputy director of Human Resources.

There was also discussion about Huntsville Center’s ISO 9001 certification and quality system restructuring that focuses on end-to-end processes for the products and services provided to our customers.

“Huntsville Center is taking risk with their ISO certification to build a more effective QMS that is consistent with the USACE Quality and Performance framework,” Temple said.

Overall the HQ team seemed pleased with how Huntsville Center is approaching the Campaign Plan goals, but suggested establishing outcome based metrics and tying our lines of effort to the USACE Campaign Plan goals and objectives more directly.

“HNC is truly a USACE strategic asset,” Temple said.

“The HQ needs to clarify what this means and provide guidance, not only for HNC but for all of USACE.”

# Senate confirms Bostick as new chief

The Senate confirmed pending military nominations in the Army, Navy, Air Force, and Marine Corps, April 26 including the nomination of Lt. Gen. Thomas P. Bostick to be chief of engineers and commanding general of the Army Corps of Engineers.

Bostick previously served as the Army's 45th deputy chief of staff, G-1, responsible for developing, managing, and executing manpower and personnel plans, programs and policies for the total Army.

Bostick has also served as commanding general, U.S. Army Recruiting Command.

He also has served in a variety of command and staff assignments, both in the Continental U.S. and overseas. He was the assistant division commander-maneuver, and then assistant division commander-support of the 1st Cavalry



**Lt. Gen. Thomas Bostick**

Division. He deployed with the division in support of Operation Iraqi Freedom before commanding the Army Corps of Engineers Gulf Region Division, where he was responsible for more than \$18 billion

in reconstruction in Iraq.

Bostick served as an assistant professor of mechanical engineering at West Point and was a White House Fellow, serving as a special assistant to the Secretary of Veterans Affairs.

He also served as executive officer to the Chief of Engineers; executive officer to the Army Chief of Staff; and deputy director of Operations for the National Military Command Center, J-3, the Joint Staff, in the Pentagon from May 2001 to August 2002, including the events of September 11 and initiation of operations in Afghanistan.

Bostick is a 1978 graduate of the U.S. Military Academy and holds master's degrees in both Civil Engineering and Mechanical Engineering from Stanford University.

He is a Licensed Professional Engineer in Virginia and is a graduate of the U.S. Army War College.

## Former Huntsville Division chief of engineering passes

Former chief of the Huntsville Division's Mechanical/Electrical Branch passed away March 28 at a local hospital.

Walter Peterson served as chief of the Mechanical/Electrical Branch in the early 1980s and later as chief of Engineering Division.

In 1980, Peterson was the acting chief of the Engineering Division, which included Project Management Branch, Facilities Development Branch, Mechanical/Electrical Branch, Specifications Branch and Engineer Support Branch.

By 1981, he was the chief of the Engineering Division.

Peterson retired from the Corps of Engineers in 1985 with 39 years of service. He was recognized as a distinguished civilian employee in 1987. Peterson was a native of San Fernando, Calif., and a resident of Madison County for more than 44 years.

He was also a Navy veteran having served during World War II aboard the USS Lunga Point in the Pacific Theater.



**Walter Peterson**



Courtesy photo

### Recognized

**Felicia McBride, Huntsville Center Contracting Directorate, receives an award for 14 years of service as a consultant for the Alabama A&M University's Youth Motivational Task Force. The annual conference helps students become aware of the variety of careers available in the private and public sectors.**

# Popular lake visitor center gets remake

By James Campbell  
Public Affairs Office

Huntsville Center is widely known for its military programs, but one team here just finished a project that will impact the public in one of the most popular tourist areas of the U.S.

The Facility Repair and Renewal program managed the \$10 million renovation of the Dewey Short Visitor Center on Table Rock Lake near Branson, Mo.

Since Huntsville Center maintains multiple-award, task-order contract vehicles for programs like FRR, the U.S. Army Corps of Engineers Little Rock District was able to call on the Center to award and help execute the project quickly to meet the requirements of the American Recovery and Reinvestment Act of 2009 that provided funding, said Virgil Green, FRR project manager.

The project couldn't have been done without Huntsville Center, said Shirley Boldon-Bruce, visitor center project manager, Little Rock District.

Even with an accelerated schedule, patches of rough weather and nine contract modifications, the Dewey Short Visitor Center was ready for its April 27 grand opening ceremony.

"Everyone was really flexible, and we could always get a person on the line (at Huntsville Center) and get results," Boldon-Bruce said. In terms of design, the district said they wanted the right capacity, environmental responsibility and a certain wow-factor, due to the prominent location on the lakeshore and the number of expected visitors.



Courtesy photo

The Dewey Short Visitor Center on Table Rock Lake near Branson, Mo.

"We wanted the visitor center to look like a building growing out of the bluff – showing that man and nature are connected," Boldon-Bruce said. "When visitors turn off the highway and see it, it's breathtaking. Once inside, almost anywhere you are, there's a view of nature."

The inside of the building is open to natural surroundings with large windows, natural light and educational exhibits describing the lake, local wildlife and water safety.

"The exhibits are really one of a kind – you're not likely to see any like these in other Corps projects," said Green.

"We estimate 500,000 visitors a year for the first few years," Boldon-Bruce said.

The 15,000 sq ft facility is managed by Ozarks Rivers Heritage Foundation, under a lease, and among the many amenities are a 90 – seat theater and an educational area with a multi-purpose room and wet lab. The foundation also

provided funding to the district through cost-sharing to fund some of the interior design.

The visitor center was also designed and built to be certified under the Leadership in Energy and Environmental Design Gold standards, said Green. Even the elevators use 80 percent less energy than traditional designs.

The prime contractor, Lime Energy Services Company of Aiea, Hawaii, emphasized sustainability, native landscapes and minimum site maintenance management in the design.

Table Rock Lake is a 43,000 – acre impoundment created by Table Rock dam, constructed from 1954-1958 along the White River. The lake is near Branson, Mo., and its recreational opportunities draw tourists to the Ozarks region of southwestern Missouri and northwestern Arkansas. The visitor center namesake is U.S. Rep. Dewey Jackson Short, a 12-term Missouri Congressman first elected in 1929.

# Local students search for ‘anomalies’ as part of Earth Day activities

By Jo Anita Miley  
Public Affairs Office

Earth Day presented the perfect opportunity to show more than 275 fifth-grade students from Madison City elementary schools how the Huntsville Center helps clean up the environment by identifying and removing potentially dangerous “anomalies.”

The anomalies simulated unexploded ordnance.

At the Path to Nature on Redstone Arsenal April 19, the students looked for the anomalies in specially prepared lanes using Schonstedts – highly sensitive metal detectors.

Bruce Railey, an environmental engineer in the Center’s Engineering Directorate, guided the students through the 20-minute geophysical exercise that showed students how the Center cleans up the environment.

Other Earth Day team members included Michelle Maxson and Kacey Tyra, Engineering Directorate, Atidya Williams, Business Management Office, and James Campbell and Kristina Gilliam, Public Affairs Office.

Betina Johnson, chief of Huntsville’s Environmental Protection and Utility Branch, along with community leaders Col. John Hamilton, Redstone Garrison commander; Dr. Dee Fowler, superintendent of the Madison City School System; and area mayors Tommy Battle and Tom Finley planted a native tree at the Mississippian-Era Mud Hut to kick off the day’s activities. Hamilton also acknowledged Huntsville Center’s work on Redstone Arsenal during the opening ceremony.

As each group of students arrived at the Huntsville Center activity area, they learned to Recognize, Retreat and Report anything that could possibly be



Photos by James Campbell



See **EARTH DAY** on page 9



# EARTH DAY

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unexploded ordnance.

Students then walked through areas designated as “unsafe” and asked to use metal detectors to discover hidden anomalies.

The Huntsville Center employees monitored the lanes and assisted the students as they walked through the exercise. There was a questions and answer period at the end of the exercise where some students received prizes (key chains, magnets, beach balls) for identifying the most anomalies in the area.

Railey and Maxson told the students about how Corps employees work hard to find earth friendly solutions when working on projects and gave them environmentally friendly ideas to help keep Earth clean.

Center volunteers said the Earth Day event was a great way to introduce earth conservation awareness to young children.

“We had a great time today. We got a chance to interact with the kids and leave them with some valuable information that will help them to become better stewards of our natural resources,” Maxson said.

“Our aim was give them an idea of how we (Corps) clean up the environment, and show them how they can apply themselves much in the same way on their level. Hopefully, they will put this information to good use.”



**Top left: Michelle Maxson, Geotechnical Branch, instructs children on locating anomalies with a metal detector. Left: Children view and discuss items from area forests with members of the Mountain Lakes Chapter, Alabama Division of the Society of American Foresters. Top right: Bruce Railey, International Operations, guides students through the 20-minute geophysical exercise. Right: A rescued groundhog clings to the shoulder of a volunteer from North Alabama Wildlife Rehabilitators.**



# Spicer named Consulting Fellow

**M**onty Spicer, an industrial property management specialist with Huntsville Center's Contracting Directorate, was recently named as a Consulting Fellow by the National Property Management Association.

The recognition is the highest recognition bestowed on its members by the NPMA which has served the interests of property professionals for more than 40 years and is the only association exclusively offering educational programs, training and certification in the field of asset property management.

According to Carl Iannacone, NPMA president,

Consulting Fellows are expected to have made significant and continuous contributions to the field of asset property management. The recognition is designed to provide NPMA with a core group of experts to mentor the next generation of managers and provide leadership in the asset property management field.

"The NPMA is the only association offering educational programs, training and certification in the field of asset property management. NPMA's mission is to promote education, standards of excellence and best practices to advance the profession," Iannacone said.

## FOCI: adding an acronym to your lexicon

**By James Campbell  
Public Affairs Office**

**A**bbreviations and acronyms are a permanent part of our workforce culture. We may not always like having to decipher unfamiliar letters or form them into awkward sentences, but understanding Defense Department shorthand can be vital.

FOCI is one important acronym to remember, said Lori Byrd, Center chief of Security and Law Enforcement.

Foreign ownership, control or influence, or FOCI, is U.S. government terminology used to characterize and mitigate associated risks for companies whenever a foreign interest has the power to decide matters affecting management or operations in a way that may result in unauthorized access to classified information or may adversely affect the performance of classified contracts, according to Defense Security Service policy. FOCI characterization of a company also includes scrutiny of the power or authority that is direct or indirect, exercised or not, and even whether exercisable or not.

Understanding FOCI can be complicated. A FOCI determination for dealing with classified information or access is made in higher levels of command, and it is all about mitigating risk for both classified and unclassified work, Byrd said.

"FOCI mitigation establishes

oversight standards to monitor the volume and context of interactions between foreign owners and cleared companies to mitigate any potential control or influence exerted over the execution of classified contracts by foreign owner," said Benjamin Richardson, chief of FOCI Division, Industrial Policy and Programs, Defense Security Service.

"We just need to make sure we understand what to do when working with a company that is operating under a cleared FOCI determination," Byrd said.

A notional example involves some cartoon characters: Pepé Le Pew owns an environmental services company in France and buys controlling interest in a similar company called Acme Inc., in the U.S., owned by the Road Runner and other shareholders. This transaction is monitored by the U.S. government because the Road Runner's company has DoD and Department of Energy contracts.

Aspects of the deal between the two owners are evaluated by the U.S. government, and if measures are put in place to mitigate risks of dealing with a foreign interest, a favorable FOCI determination is made.

However, Acme now has new FOCI procedures to follow with the U.S. government to ensure they keep their favorable ruling.

The Center may also have a new reporting requirement to Corps Headquarters every time a representative of Acme comes to visit.

Additionally, if all of the work and access from the notional Acme Inc. was of an unclassified nature, the local command can approve visits by those contractors, as long as the unclassified determinations are noted in accordance with existing policy, Byrd said. These decisions are made in consultation with General Counsel and Security and Law Enforcement staff, often assisted by USACE Headquarters staff.

"At our level, we're not making FOCI determination decisions on classified work," Byrd said.

The weakest link in the FOCI process to mitigate risk can be lack of appropriate reporting from the bottom up, Byrd explained. Keeping track of FOCI company activity as it relates to the unit is the only way we can ensure things are handled at the appropriate level.

"Even if a FOCI company is doing unclassified work, any of their employees who visit our facilities have to be reported to Security in advance and cleared to enter the building," Byrd said.

"This is similar to other security practices for us—like securing badges, registering visitors and being aware," she said.

# New guidance outlines procedure for Independent Government Estimates

**By Gussie Hendrix  
Contracting Directorate**

In early January, the director of the National Contracting Organization published Procurement Instruction Letter 2012-03 to provide standard operating guidance for U.S. Army Corps of Engineers contracting officers and project team members regarding the development and use of Independent Government Estimates.

An IGE is the formal, approved estimate prepared to support a contract, task order award or modification. The IGE shall be used in conjunction with other techniques and tools identified in FAR 15.404, Proposal Analysis, to ensure the final agreed price is fair and reasonable.

This PIL is applicable USACE-wide and requires IGEs for all contractual actions over the simplified acquisition threshold, currently \$150,000, and for all unilateral contractual actions regardless of value.

IGEs must be prepared independently of contractor proposals and before proposals are received. In accordance with the new guidance, the Project Management Plan must identify the organization responsible for preparation and review of the IGE. There must be a separate preparer, reviewer and approver for each IGE.

The IGE preparer is a competent individual employed by the government who is responsible for preparation of the estimate.

An IGE reviewer is a competent individual employed by the government, one management level above or organizationally independent of the preparer. And finally, the IGE approver is a person who is competent in judging the validity of an IGE and shall not be the procurement contracting officer or administrative contracting officer.

Contracting officers shall not accept an IGE if it is missing certain key requirements such as a narrative description for development of rates, price or costs; identification of

reference materials; three separate signatures from the preparer, reviewer and approver; among others.

All IGEs must be approved by an authorized approving official as designated in the Huntsville Center approval matrix; a copy of the approval matrix is located on the Business Oversight Branch SharePoint site. The below is a link to the site: <https://kme.usace.army.mil/CoPs/Contracting/Procurement%20Instruction%20Letters%20PILs%20%20Active/Forms/Alltems.aspx>

The BOB will provide training on PIL 2012-03 in the coming month. All IGEs are procurement sensitive documents and shall be marked as "For Official Use Only." For sealed bid procurements, the FOUO marking shall be removed upon opening of bids, IAW DFARS PGI 236.203(2)(ii).

For more information, the point of contact for the new IGE PIL is Mona Neal, at 256-895-1226.



Courtesy photo

## Keynote speaker

Huntsville Center's Asian American/Pacific American Islander Heritage observance is 10 a.m., May 9 in the Center cafeteria. The 2012 national theme is "Striving for Excellence in Leadership, Diversity and Inclusion." Keynote speaker for Asian Pacific American Month is Seunghee Lee, Chief Safety Officer, Safety & Mission Assurance Directorate, Space Launch System Program Integration Engineer, NASA, Marshall Space Flight Center.

## Ethics Corner

# Can I Write a letter of appreciation to a government contractor employee?

By Margaret Simmons  
Office of Counsel

According to Department of Defense Manual 1400.25 subchapter 415, it is policy to not recognize private citizens or private entities that have a commercial or profit making relationship with the department.

However, if the contribution is substantially beyond that specified or implied in the terms of the contract establishing the relationship, or the recognition is in the public interest, a letter of appreciation is acceptable.

If the individual contractor personnel have performed exceptionally well or made a contribution that significantly exceeds the terms of the contract, the government may acknowledge that contribution by a letter to the individual's company.

This letter of appreciation must be coordinated with the contracting officer who will send it to the contractor

(not the contractor employee). The government contractor will then present it to the employee.

The contracting officer must ensure that the letter of appreciation does not conflict with any Contract Performance Assessment Review information and the recognition cited does not exceed the scope of the contract.

This letter must be reviewed by the ethics counselor prior to sending out to ensure the language does not improperly imply endorsement of the contractor.

The content of the letter can only make simple factual statements such as the contractors work satisfied the government's requirements.

Discussing the quality of a particular contractor's performance or statements commending the performance of a contractor or contractors are **not** permissible.

If you have any questions, call me at (256) 895-1101 or send me an e-mail.

DEPARTMENT OF THE ARMY  
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