



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

CCEC-ACC-A

20 April 2021

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

SUBJECT: Guidance for all Contractor's Redeploying Out of the Combined Joint Operations Area - Afghanistan (CJOA-A) through the BAF Redeployment Theater Gateway in accordance with COMBAF Fragmentary Order 20-071 MOD 4

1. References: COMBAF Fragmentary Order 20-071 MOD 4 dated 16 April 2021
2. The purpose of this memorandum is to clarify for contracting activities supporting USFOR-A and Resolute Support operations on the procedures impacting contractors movement out of the CJOA-A. Contracting activities shall work with and through appropriate Requiring Activities to insure all Contractors understand completely the subject procedures in order to ensure there is no impact to redeployment operations in Afghanistan.
3. With Go to Zero (G2Z) operations now underway, accountability of contractors is ABSOLUTELY CRITICAL. Nobody wants to have a contractor left behind or be the company that is highlighted on 60 Minutes as the company that lost employees in Afghanistan.
4. In order to manage accountability of contractors, COMBAF has established a redeployment theater gateway cell to support all personnel arriving to BAF from outlying bases IAW COMRS guidance to redeploy everyone in a safe and controlled environment. All redeploying personnel whether Contracted employees, US Military, or DoD Civilians will be received at the PAX terminal and undergo standard in-processing procedures.
5. All contractors in the CJOA-A MUST have current and accurate data in the Synchronized Pre-deployment & Operational Tracker (SPOT) database within 24 hours of the redeployment or relocation of any contractor employee between installations.
6. All contractors operating in the CJOA-A who will transit through BAF are required to comply with all COMBAF policies and procedures, IAW DFARS 252.225-704 0; DFARS 252.225-7995 (Class Deviation 2017-00004), and DFARS 252.225- 7997 (Class Deviation 2013-00017).
7. All Contractors transiting through BAF will have a TWO (2) Checked Bag Limit (bags will not exceed 30 kgs/66 lbs) with ONE (1) Carry-on Bag limit (not to exceed 7 kgs/15

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lbs.). Additional bags should be shipped/mailed forward prior to closure of mail facilities at originating location.

8. All contractors traveling to BAF for onward movement out of the CJOA-A shall have purchased a DFS flight ticket. The DFS Flight ticket will serve as an alternate means of verification if the contractor cannot produce an AMR. As we begin to collapse the various outlying FOBs a reliable Communications Network may not be available so it is highly encouraged personnel contact DFS to arrange travel needs as soon as they receive notification to transit out of the CJOA-A..

9. All contractors operating in the CJOA-A are required to have a valid Letter of Authorization (LOA) on their person at all times, IAW DODI 3020.41, OSD SPOT Business Rules, and Joint Publication 1.0 Appendix G. LOAs shall be presented upon request by any U.S. Government personnel, acting in an official capacity. Failure to comply with the above requirement may result in a "Non-Compliance Report" (NCR) and negative past performance. Refusal/failure of any employee to produce an LOA upon request, may result in that individual being barred from the installation.

10. Contractor employees transiting BAF due to closures, enclaves, or optimization for redeployment:

a. Individuals will process through the PAX terminal cell. In processing will include but not be limited to the following steps:

- 1) Verify Manifest of the flight and Date/Time Stamp Master Tracker
- 2) JPRC Transient Badge
- 3) Verify COVID Test
- 4) Scan ID/LOA/CAC (ALL Contractors SHALL scan LOA – even if they also have a CAC)
- 5) Verify PAX have a follow on DFS or Gray Tail flight
- 6) Validate VISA Exit Stamp (For Contractors)
- 7) Check for Brass/Ammo

b. Upon completion, the Terminal Cell will transport personnel to the Infantry Barracks transient quarters by bus. Upon arrival at the Infantry Barracks, the Billeting Cell will in-process personnel to ensure accountability and assign each person a bed. In processing will include but not be limited to the following steps:

- 1) Accountability of all PAX on Manifest from Terminal Cell

- 2) Brief PAX on room assignments, DFAC, Times, etc.
- 3) Hold Daily accountability formations (ADMIN Time)
- 4) Conduct PCR Test by (IQURAS) for those that need (ADMIN Time)
- 5) Allow Contractors to get VISA Exit Stamps (ADMIN Time)
- 6) Allow Companies to collect PPE (e.g. vest/plates)
- 7) Provide Basic Life Support
- 8) Conduct Initial Manifest for flight (24 HRS prior to departure)
- 9) Coordinate with Terminal Cell for Bus/Box Truck for movement to PAX Terminal
- 10) Conduct a Final Manifest 6.5 HRS prior to Departure
- 11) Load PAX on Bus for Flight NLT 6HRS to Departure

c. Personnel who fail to sign-in, verify their badge status, and scan their LOA may be subject to barment from the installation.

d. Personnel who fail to sign-in, report to daily check- in's, or fail to adhere to the rules of the Gateway Operations are subject to missing their DFS flight at the individuals cost and at no cost to the Government.

e. On the individual contractors "Day of Departure", the Billeting Cell will conduct a Final Manifest and Load individual contractors on the Bus to transport them back to the PAX Terminal for their flight NLT 6HRS prior to "Wheels Up".

f. Once the Bus arrives at the PAX Terminal, the Terminal Cell will receive and conduct the following steps with the final manifested individual contractors:

- 1) Collect Badge/ID Card/CAC
- 2) Validate VISA Exit Stamp
- 3) Verify COVID Test
- 4) Validate Final Manifest
- 5) Ensure individual contractors go through Customs
- 6) Verify all individual contractors' board flight

11. Contractor employees transiting to BAF for a follow on assignment at BAF:

a. Contractors are required to have an authorized representative of their company

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(i.e. "In Country POC" listed on LOA) or Requiring Activity receive them at the PAX terminal.

b. Contractor employees must send a stay forward memo or receive approval prior to arriving at BAF.

c. Upon completion of processing through the terminal cell by signing-in, verifying their badge status, and scanning their LOA, their follow on assignment must be verified with the ASG Commander (or via the signed call forward memo).

d. Failure to complete these requirements prior to arrival at BAF will insure that the contractor is treated as a contractor transiting BAF due to closures, enclaves, or optimization for redeployment and will be subject to the steps in paragraph 4 above and transitioned out of the CJOA-A.

12. Contractors must update their employee's duty site location in SPOT no later than 24-hours post arrival at BAF, IAW DFARS 252.225-7040; DFARS 252.225-7995 (Class Deviation 2017-00004), and DFARS 252.225-7997 (Class Deviation 2013-00017).

13. Contracting Activities shall ensure widest dissemination to Contracting Officers' Representatives and/or Requiring Activities to ensure planning efforts for continued contracted support to the maximum extent practicable, pursuant to contract terms and conditions, under retrograde and optimization efforts.

14. All contractors Must follow by the Foreign Clearance Guide that can be found at the following website: <https://www.fcg.pentagon.mil/index.html?aspxerrorpath=/>

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

Enclosures:
DFS Booking Instructions

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CF:
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