DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Office Of The Assistant Secretary

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Contract Policy Memo 03-C-02

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Implementing the "Air Force Smallpox Vaccination Implementation Plan," January 2003, as it applies to "Essential DoD Contractor Services"

Under Secretary of Defense for Personnel and Readiness memo, dated 13 Dec 02, identifies that the SECDEF is implementing portions of the second stage of the DoD Smallpox Vaccination Implementation Plan to include contractor personnel performing mission essential (ME) services in U.S. Central Command's area of responsibility (AOR). Subsequently, the Air Force issued the "Air Force Smallpox Vaccination Implementation Plan," January 2003. Unlike other vaccination requirements placed on contractors, the implementation plan outlines that the smallpox vaccination and follow-on medical care for adverse reactions will be government furnished at this time.

To identify and include the smallpox vaccination requirement in contracts that require the continuation of "Essential DoD Contractor Services During Crises," and to implement the SECDEF's direction to provide government furnished vaccinations to ME contractor employees, Contracting Officers are directed to:

(1) Award/modify contracts that specify "Essential DoD Contractor Services During Crises," to include a clause requiring identification of ME contractor employees and the geographic area where they will perform, and

(2) Separately notify affected contractors that the second stage of the vaccination plan is being implemented for their ME contractor employees in CENTCOM and provide implementation instructions.

Guidance to assist Contracting Officers is located under "References" on the SAF/AQC homepage: http://www.safaq.hq.af.mil/contracting/. This guidance will include: instructions to contractors, information for Contracting Officers, a contract clause to be utilized, copies of DoD and Air Force memoranda, copies of internet links to related DOD Directive/Instructions and smallpox information, etc.

Additional guidance will be issued as it becomes available.

This policy memorandum will expire one year after publication or when incorporated into the Air Force Federal Acquisition Regulation Supplement, whichever is sooner.

My action officer for contracting issues is Lt Col Stephen Smith, SAF/AQCP, (703) 588-7058. Other POC's are: Lt Col Gwendolyn Hall, USAF/XONP, (703) 614-0402; Lt Col Kelly Woodward, USAF/SGZP, (202) 767-4268; Ms. Marcia Bachman, SAF/GCQ, (703) 697-3900; and Carol Thompson, SAF/MRM, (703) 693-9764.

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