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16 NOVEMBER 2022

APPENDIX 2 TO ANNEX W TO U.S. AFRICA COMMAND CAMPAIGN ORDER
(FY23-24)
CONTRACTOR MANAGEMENT PLAN (CMP)

References: See base Annex W

1. Purpose. Contractor management is the responsibility of the Combatant Command (CCMD), the Joint Force Command (JFC), Combat Support Agencies, supporting contracting organizations, and the requiring activities/organizations. This CMP provides CCMD guidance, policy, and tasks related to the U.S. Africa Command (USAFRICOM) area of responsibility (AOR) and any subsequently-established joint operating areas (JOAs); and the deployment preparation, in-theater management, government-furnished support, and redeployment of contractors. USAFRICOM and a JFC may impose additional policies and procedures. This CMP also addresses contractor management aspects for local national (LN) contractor employees who have a place of performance on a U.S. military facility or within the vicinity.

a. Due to historical precedent, this Annex presupposes operating in an outbreak infectious disease (OID) environment. If such conditions do not exist then the associated OID procedures do not apply.

b. Further, it presupposes the establishment of a JFC/JOA. If such designation does not exist then the associated JFC/JOA procedures do not apply.

2. General Instructions. USAFRICOM Subordinate Commands and Department of Defense (DoD) contracting organizations will adhere to laws, policies, and regulations pertaining to contractor management.

3. Applicability. This CMP is applicable to all DoD organizations operating in the AOR, Contractors Authorized to Accompany the Force (CAAF), and sections of the CMP are applicable to non-CAAF. Each operation can require its own CMP based on the unique circumstances of the operation (particularly location and concept of support). The CMP requires coordination among all staff, with emphasis on J1 (accountability), J3 (arming and force protection), J4 (movement and sustainment), J6 (communications), and J004 (the Command Surgeon for medical care).

4. Definitions.

a. Contractors Authorized to Accompany the Force (CAAF). Contractor employees and all tiers of subcontractor employees who are authorized to accompany the force in applicable contingency operations outside of the United States and have afforded such status through the issuance of a letter of authorization. The designation of whether a contractor is CAAF or not is made by the contracting officer.

b. External Support Contract. Contract awarded by contracting organizations whose contracting authority does not derive directly from the theater support contracting head(s) of a contracting activity or from systems support contracting authorities.

c. Letter of Authorization (LOA). A document issued by the procuring contracting officer or designee that authorizes contractor personnel authorized to accompany the force to travel to, from, and within an operational area and outlines authorized government support authorizations within the operational area, as agreed to under the terms and conditions of the contract.

d. Local National (LN). An individual who is a permanent resident of the nation in which the U.S. is conducting operations.

e. Systems Support Contract. A prearranged contract awarded by a Military Department or the United States Special Operations Command program management office that provides fielding, technical, and maintenance support for selected military weapon and other systems.

f. Theater Support Contract. A type of contract awarded by contingency contracting officers in the operational area serving under the direct contracting authority of the Service component, United States Special Operations Command, or designated joint head of a contracting activity for the operation.

g. Theater Business Clearance (TBC). An available CCMD policy to ensure visibility of and a level of control over systems support and external support contracts executing or delivering support to the designated operational area. DoD Contractor Personnel in the USAFRICOM AOR are regulated by the Defense Federal Acquisition Regulation Supplement (DFARS). TBC does not apply during phase 0 operations, but Theater Entry Requirements do.

5. Situation. See base Annex W.

6. Mission. See base Annex W.

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7. Execution. Contractor management is critical to mission accomplishment, managing risk, and providing efficient, effective, and cost effective contract support. The JFC/base operating support-integrator (BOS-I) shall develop a CMP for each respective location/area and ensure contractor management is planned for and executed at the highest possible standard. BOS-I responsibilities are derived from JP 4-0 Figure III-1 *Potential Common-User Logistics Areas and Sustainability* unless otherwise specified in orders. The USAFRICOM Poster Location Operation Order designates BOS-I for contingency locations, cooperative security locations, and forward operating sites.

a. Contractor Accountability.

(1) All U.S. citizen, TCN, and armed DoD contractors in the AOR shall be registered in the Synchronized Pre-deployment and Operational Tracker (SPOT). LN contractors shall be registered in aggregate IAW USAFRICOM policy. The contracting officer for all types of contracts and for all CAAF will oversee and provide instructions for SPOT roles and responsibilities. The contractor will have contracting officer-specified responsibilities for entering and maintaining information in SPOT. KOs or their representatives will monitor contractor compliance. The JFC/BOS-I operational contract support integration cell (OCSIC) should ensure regular reviews and analyses of SPOT information and data is conducted for proper compliance.

(2) Following the procedures in paragraph (d) of DFARS 252.225-7980, the Contractor shall use the SPOT web-based system to enter and maintain data for all U.S. citizen/TCN contractor employees performing under this contract in the AOR. The Contractor shall provide, to the contracting officer on a monthly basis, the aggregate count of all LN contractor employees performing on service or construction contracts over the Simplified Acquisition Threshold and over 30 days duration. The contracting officer is required to enter the monthly aggregate count in SPOT not later than the 5th day of the month.

(3) Subcontracts. The contractor shall incorporate the substance of the SPOT deviation clause, including paragraph (g) in all subcontracts that require subcontractor personnel.

(4) The JFC/BOS-I and Components are responsible for reception, accountability, processing, and training of contractor personnel. Personnel accountability reports are part of the daily Situation Reports (SITREPs) and included with normal Joint Personnel Status (JPERSTAT) report inputs. JFC/BOS-I J-1 will ensure, to the maximum extent practical, that contractors utilize Joint Asset Movement Management System (JAMMS) to track movement of contractors, which updates the Total Operational Picture Support System (TOPSS). The JFC/BOS-I J-1 will use TOPSS to extract Contractor accountability data IOT consolidate into the JPERSTAT.

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b. Government Furnished Support (GFS). CAAF in a JOA would generally receive the GFS commensurate to that provided to U.S. military forces. However, such services may be cost reimbursable. LNs do not generally warrant government furnished services beyond reasonable physical security coverage when working on a U.S. facility or operating location. Letters of Authorization (LOAs) are issued to contractors during their pre-deployment and are similar to government travel orders. The company's SPOT administrator, a government authority (usually the COR), and the contracting officer coordinate to create the digitally-signed, downloadable LOA, according to the terms and conditions of the contract, in SPOT. Each LOA has a unique Joint Asset Movement Management System (JAMMS)-scannable bar code and QR code. Below are key areas to consider:

(1) Billeting. For CAAF personnel, billeting shall be considered in order to ensure force protection (FP), medical, and safety related issues are minimized. The requirement for billeting must be coordinated with the JFC/BOS-I staff section that has been delegated responsibility for the U.S. facility or operating location. In coordination with the JFC/BOS-I OCSIC, the contracting officer must authorize billeting on the LOA.

(2) Medical/Dental Care. Primary medical and/or dental care are normally not authorized for contractors who are U.S. citizens/TCNs. LNs are not authorized medical and/or dental care. Exceptions may be granted on a case-by-case basis provided it is annotated on the LOA. Primary care includes routine, non-emergent inpatient and outpatient services; non-emergency evacuation; pharmaceutical support; dental services and other medical support. Care does not include treatment for symptoms consistent with OID. Annex Q *Health Services* contains detailed information / guidance on medical care eligibility.

(3) Medical Costs. Routine, primary, and/or emergency medical and dental care provided to CAAF should be rendered on a reimbursable basis.

(4) Emergency Medical Care. Any contractor injured on base, in vicinity of U.S. troops, is authorized emergency care to save life, limb, or eyesight, but must reimburse the costs to the government. Provision of non-emergency care is not generally provided. Care does not include treatment for symptoms consistent with OID. The contractor will be stabilized, and then referred/evacuated to their health system. Annex Q contains detailed information/guidance on emergency medical care.

(5) DoD contractor personnel shall be referred to the local hospital for OID diagnosis, care and disposition, unless otherwise authorized.

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(6) Quarantine/Restriction of Movement. For CAAF whose contracts provide for return to the U.S., OID quarantine, isolation, or treatment services may be provided on a reimbursable basis. JFC/BOS-I shall implement continuous health monitoring procedures of DoD contractors departing or redeploying from the OID-affected countries.

(7) Evacuation.

(a) When requested, and upon approval of the Secretary of Defense or competent authority as delegated by the Secretary of Defense, the U.S. may provide emergency evacuation services of DoD CAAF contract personnel for OID and non-OID/no-medical-risk emergencies (i.e., preserve life, limb or eyesight), in coordination with JFC / BOS-I / U.S. Transportation Command / Theater Patient Movement Requirements Center-Europe and/or commercial carriers, as able and within contract requirements on a reimbursable basis via the most appropriate means of conveyance.

(b) Requests for emergency evacuation services of OID and non-OID/no-medical-risk emergencies (i.e., preserve life, limb or eyesight) of non-DoD U.S. Government (USG) employees, other U.S. citizens/TCNs will be considered through inter-agency executive secretary procedures, on a reimbursable and case-by-case basis (including requests for medical and/or air support).

(c) Unless specified elsewhere, contractor companies are responsible for all other support required for their personnel engaged in the AOR. Reimbursement is the responsibility of the contractor, the employee or their health insurance provider.

(8) Mortuary Affairs. CAAF and non-CAAF personnel who die while in the support of U.S. Forces are covered under the DoD mortuary affairs program IAW DoD Directive 1300.22 (dated 30 October 2015). Transportation of human remains to the U.S. for contractors who are U.S. citizens on DoD aircraft is authorized only if documented in the LOA. Non-U.S. citizen fatalities are the responsibility of the country of origin unless authorized by the Combatant Commander. Commanders will ensure that contractor casualty notification and assistance procedures are established that parallel those established for military personnel, as far as legally permissible. Annex D *Logistics* (Mortuary Affairs) contains further information/guidance.

(9) Subsistence. Subsistence of contractors is generally the responsibility of contractors unless otherwise authorized in the LOA. If subsistence is provided by the USG, cost reimbursement should be considered by the contracting officer in coordination with the JFC/BOS-I.

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(10) Personnel Recovery. IAW DoD Directive 3002.01E, DoD CAAF as identified in DoD Instruction 3020.41 are referred to as “DoD personnel” and can expect to be supported by USAFRICOM Personnel Recovery.

(11) Signal Support. CAAF may be provided some level of signal support as it relates to performing required support and morale, welfare, and recreation purposes.

(12) ID Cards. If required by the operation, contractors should receive their Common Access Card (CAC) prior to deployment. Contractors authorized to live or work on a base will apply at that base for an access card.

(13) Other Government Furnished Support. Other areas of support in the AOR such as Exchange privileges, Morale, Welfare, and Recreation facilities, religious support, laundry, and mail support may be provided to CAAF when it is negotiated in the contract and included in the LOA.

(14) Clothing and Personal Protective Equipment (PPE). All CAAF will deploy with PPE requirements based on OID and FP risk levels. All contractor personnel shall possess PPE in accordance with the projected risk levels.

c. Equipment Requirements. Any material and equipment provided by the USG to contractor personnel in order to fulfill the terms of any contract will be signed and accounted for properly and in accordance with the contract.

d. Force Protection (FP). Commanders will provide force protection to both CAAF and Non-CAAF personnel consistent with 32 Code of Federal Regulations (CFR) Part 158, and threat conditions.

(1) The JFC Commander has tactical control for FP in the JOA. Tactical control for FP enables the JFC Commander to order implementation of FP measures and change, modify, prescribe, and enforce FP of DoD contractors – unless specific language is referenced in the contract or LOA for contractors who are U.S. citizens/TCNs.

(2) The USAFRICOM J-3 will develop FP policy on non-host nation (HN) contractors deploying to the JOA.

(3) Vendor Threat Mitigation (VTM). USAFRICOM Instruction (ACI) 3203.15 *Force Protection Screening and Vetting for U.S. Installations in the AFRICOM AOR* establishes policy regarding locally-employed persons (LEPs) accessing U.S. installations, facilities, or controlled areas. It directs that AFRICOM Components will: create and publish policies and procedures for FP screening and vetting, and provide the policies and procedures to USAFRICOM J34 and J2X for review; monitor and inspect FP screening and vetting

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operations to ensure minimum standards are met; provide training to personnel assigned with FP screening and vetting responsibilities; acquire and maintain biometric collection devices and document and media exploitation kits including software licenses and connectivity that are coordinated with the USAFRICOM Identity Program Manager; acquire DNA buccal swab kits and provide to FP screening and vetting teams; provide facilities for FP screening and vetting operations; provide guard force support during FP screening and vetting operations; and provide linguist support for all required languages during FP screening and vetting operations. Further, ACI 3203.15 *Identity Activities Program* establishes policy, guidance, standards, and responsibilities in support of DoD and U.S. law enforcement operations within the AOR.

e. Discipline and Laws Applicable to Contractors. Contractors who are U.S. citizens/TCNs, are subject to JFC/BOS-I policies, procedures, and regulations. See base order (Legal).

(1) Applicability of U.S. Law. CAAF and non-CAAF personnel serving with or accompanying U.S. Forces may be subject to U.S. laws and USG regulations. Contractor personnel fulfilling contracts with the U.S. armed forces may be subject to prosecution under federal law, including, but not limited to, the Military Extraterritorial Jurisdiction Act (MEJA), which extends U.S. federal criminal jurisdiction to certain DOD contractor personnel for offenses committed outside U.S. territory. Additionally, contractor personnel serving with or accompanying Armed Forces overseas may be subject to prosecution under the Uniform Code of Military Justice (UCMJ).

(2) Applicability of International Laws, Local Laws, and HN Agreements. CAAF and non-CAAF personnel may also be subject to local laws if specified in the status of forces agreement (SOFA). Verify discipline and applicable laws with the office of legal counsel and SOFA.

f. CAAF Deployment, Training, Theater Entrance Requirements, In-Theater Management, and Redeployment.

(1) Country Entry Requirements. Theater clearance is required for CAAF into the AOR. Theater and country clearance information may be obtained from the DoD Foreign Clearance Guide at <https://www.fcg.pentagon.mil> and <https://www.fcg.pentagon.smil.mil>. USAFRICOM theater clearance information may be found on the USAFRICOM website at <http://www.africom.mil/staff-resources/travel-to-africa>. Submit theater clearance requests via the Aircraft and Personnel Automated Clearance System (APACS) at NIPRNET <https://apacs.milcloud.mil/apacs>. NIPRNET is the default submission mode. SIPRNET submissions (<https://apacs.milcloud.smil.mil/apacs>) will only be used for classified travel. Contractors should adapt the APACS mandatory statements IAW the contract (see para d

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above). In most cases this will mean contractors will indicate FP responsibility rests with the company and the travel reviewer/approver listed is from the sending company.

(2) Medical, Dental, Physical, and Psychological Requirements.

Contractor parent companies shall ensure personnel deploying to the AOR are medically and psychologically fit for deployment. Fitness specifically includes the ability to accomplish the tasks and duties unique to a particular operation, and the ability to tolerate the environmental and operational conditions of the AOR. CAAF who are deemed medically unqualified at any period during the deployment process or who require extensive preventive dental care are not authorized to deploy. The contractor's own physician shall complete medical and dental requirements prior to deployment, unless otherwise specified within the contract.

(3) Deployment & Training. External and system support contractors may be required to process through a formally designated group or individual joint or Military Department deployment center IAW Service (or other) directives. CAAF shall complete all required pre-deployment and post-deployment training IAW JFC policies. Individual contractor personnel are responsible for preparing and completing personal legal affairs (including powers of attorney, wills, trusts, estate plans, etc.) before deployment. Generally, contractor personnel will not be entitled to military legal assistance either with personal legal affairs, in-theater or at deployment centers.

(4) In-Theater Management. CAAF will follow all Theater rules pertaining to management, accountability and appropriate business rules. Contracting Officers and Contracting Officer Representative shall validate personnel in SPOT.

(5) Redeployment. Contractors will redeploy in the same fashion that they deployed. All CAAF contract companies are required to submit a redeployment assessment of their personnel to the contracting officer within 30 days when the individuals redeploy, and remove them from SPOT.

g. Weapons and Arming of Contractors. Contractor personnel in the AOR are not authorized to possess or carry personally owned firearms or ammunition or be armed except as specifically approved by the CCMD. When requests are approved, the requiring activity shall ensure weapons familiarization, qualification, and training in Rules for the Use of Force are completed. Employment of private security contractors (PSCs) is governed by 32 CFR Part 159.

(1) Weapon authorization is indicated on the contractor's LOA based on contractual terms and conditions. Having the authorization does not mean the

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contractor is armed. Use of weapons MUST be coordinated with the host nation via the CCMD.

(2) Individual contractors MUST request arming and MUST complete all training and CCMD and host nation requirements. The contractor company endorses the arming request and the CCMD is the final approving authority. Armed individual contractors normally are limited to unique cases with off-base place of performance and limited force protection.

h. Contractor Personnel for Private Security Services. If consistent with applicable U.S., local, and international laws, and relevant SOFAs with HN or other international agreements and when approved by the CCMD, a defense contractor may be authorized to provide private security services for other than inherently governmental functions. Commanders will establish procedures for incident reporting, use of and accountability for equipment, rules for the use of force, approval for movements through operational areas, and the process for administrative action or the removal, as appropriate, of PSCs and PSC personnel.

(1) PSCs are deliberately integrated into operational planning by the J3, which sets rules for the use of force (RUF) and equipment, training, and reporting requirements.

(2) Contracts for private security services shall contain provisions informing the contractor of any known or potentially hazardous situations. Contingency contractor personnel providing private security services and who exceed the limits imposed by applicable law may be subject to prosecution.

(3) The CCMD staff shall review requests for permission to arm PSC personnel on a case-by-case basis to ensure there is a legal, operational, and contractual basis for approval.

8. Administration and Logistics. See base Annex W.

9. Command, Control and Contracting Authority. See base Annex W.