



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUL 27 2012

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Theater Business Clearance/Contract Administration Delegation Update -
Integration of TBC with the Joint Contingency Contracting System Platform

Reference: (a) Theater Business Clearance/Contract Administration Delegation (TBC/CAD)
Update, December 16, 2011
(b) Theater Business Clearance/Contract Administration Delegation (TBC/CAD)
Update, October 13, 2010

This memo sets forth an immediate requirement for DoD Contracting Officers to use the JCCS Platform's TBC Module to submit TBC requests for proposed contract efforts in the designated TBC countries: Afghanistan, Iraq, Kuwait and Pakistan (see reference (a)), and announces online and webinar training.

The aggressive rollout of this platform is imperative to provide visibility and control of the flow of contracted support into theater, especially in Afghanistan. To assist this rollout, training support efforts are planned to introduce the TBC module and to reiterate TBC policy and procedures. TBC/CAD:

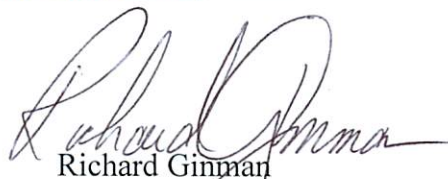
- Helps create a common operating picture of contracted support in theater;
- Ensures solicitations and contracts contain appropriate local clauses and provisions;
- Assures contractor personnel life support requirements are addressed and coordinated prior to their arrival in theater; and,
- Ensures coordination of contract administration support in theater prior to contract award.

Access to JCCS and the associated TBC module requires creation of a JCCS Account. JCCS can be accessed from <https://www.jccs.gov>. Training on the TBC/CAD process and on using the JCCS Platform's new TBC Module will be offered to DoD Contracting Personnel via webinars based on the attached schedule, which also contains additional information and

guidance regarding these webinars. Contracting Officers are requested to review slides available at <http://www.acq.osd.mil/dpap/pacc/cc/index.html> (see Hot Topics) and apply for a JCCS account, prior to attending the webinar. TBC training modules for the Contracting Function, TBC Manager, and TBC Agent roles can be accessed 24/7 via the TBC Training Link located on the JCCS Training website at <https://www.jccs.gov/OLVR>. Additionally, TBC Job Aids have been developed to support users' daily business operations and can be found on the same JCCS TBC Training Link. If you have any additional TBC application questions, concerns, or issues, please contact the TBC Help Desk at jccs.support@dla.mil.

As noted in reference (b), TBC approval is required before initiating Letters of Authorization in SPOT for contractor personnel that will deploy into theater. The JCCS digitized TBC module streamlines the process, provides an electronic interface between JCCS and SPOT, enhances electronic storage, reporting and notifications, and generates machine generated standard TBC approval numbers. Moreover, it provides a standardized web-based TBC tool that all Combatant Commands can use to manage future TBC requirements.

Please forward this memo to your contracting activities immediately and have them report their compliance with the requirement to use the TBC Module by August 31, 2012. Please report back to me on your component's completion of this tasking via my POC Mr. Bill Reich, William.Reich@osd.mil, 571-256-7009. For questions on the status of TBC requests on specific solicitations and contracts, please contact the USCENTCOM Joint Theater Support Contracting Command TBC Program Manager, Mr. Harvey VonHollen, Harvey.m.vonhollen.civ@mail.mil, 210-221-1190, DSN 471-1190. For questions on JCCS technical support, contact the JCCS CONUS HelpDesk: jccs.support@dla.mil, DSN: 312-372-3596/3593. The JCCS Program Manager is Ms. Martina Johnson, martina.johnson@dla.mil, comm: 571-372-3588, DSN: 312-372-3588.


Richard Ginman
Director, Defense Procurement
and Acquisition Policy

Attachments:

1. Webinar Schedule
2. Webinar Schedule Form

TBC Webinar Schedule

	DATE	Time	DCO Weblink	Conf Line Phone Number	Access Code
1	1-Aug	0900-1100	https://connect.dco.dod.mil/r66476408	866-628-8620	527941
2		1300-1500	https://connect.dco.dod.mil/r94269187	866-628-8620	527941
3	3-Aug	0900-1100	https://connect.dco.dod.mil/r38518345	866-628-8620	527941
4		1300-1500	https://connect.dco.dod.mil/r51984959	866-628-8620	527941
5	6-Aug	0900-1100	https://connect.dco.dod.mil/r45999093	866-628-8620	527941
6		1300-1500	https://connect.dco.dod.mil/r38553150	866-628-8620	527941
7	8-Aug	0900-1100	https://connect.dco.dod.mil/r43118805	866-628-8620	527941
8		1300-1500	https://connect.dco.dod.mil/r43299289	866-628-8620	527941
9	9-Aug	0900-1100	https://connect.dco.dod.mil/r16126106	866-628-8620	527941
10		1300-1500	https://connect.dco.dod.mil/r58061300	866-628-8620	527941
11	13-Aug	0900-1100	https://connect.dco.dod.mil/r43224083	866-628-8620	527941
12		1300-1500	https://connect.dco.dod.mil/r38008294	866-628-8620	527941
13	15-Aug	0900-1100	https://connect.dco.dod.mil/r76072635	866-628-8620	527941
14		1300-1500	https://connect.dco.dod.mil/r80003028	866-628-8620	527941
15	17-Aug	0900-1100	https://connect.dco.dod.mil/r58945655	866-628-8620	527941
16		1300-1500	https://connect.dco.dod.mil/r14359730	866-628-8620	527941
17	20-Aug	0900-1100	https://connect.dco.dod.mil/r12899584	866-628-8620	527941
18		1300-1500	https://connect.dco.dod.mil/r39984225	866-628-8620	527941
19	22-Aug	0900-1100	https://connect.dco.dod.mil/r66422602	866-628-8620	527941
20		1300-1500	https://connect.dco.dod.mil/r79043398	866-628-8620	527941
21	24-Aug	0900-1100	https://connect.dco.dod.mil/r90614089	866-628-8620	527941
22		1300-1500	https://connect.dco.dod.mil/r77583252	866-628-8620	527941
23	27-Aug	0900-1100	https://connect.dco.dod.mil/r17561517	866-628-8620	527941
24		1300-1500	https://connect.dco.dod.mil/r86749367	866-628-8620	527941
25	29-Aug	0900-1100	https://connect.dco.dod.mil/r14771704	866-628-8620	527941
26		1300-1500	https://connect.dco.dod.mil/r38907918	866-628-8620	527941
27	31-Aug	0900-1100	https://connect.dco.dod.mil/r36658159	866-628-8620	527941
28		1300-1500	https://connect.dco.dod.mil/r21902417	866-628-8620	527941

Request each agency/command identify primary points of contact, their phone numbers, and email addresses. This information, along with a list of attendee information on the TBC/JCCS Webinar Training form, is to be provided to the TBC Program Manager at Harvey.m.vonhollen.civ@mail.mil two business days prior to the webinar. (Please submit on attached TBC/JCCS webinar form). Audio will be conducted via phoneline and not DCO. Additionally, this information will be emailed to Agency/Command POCs for further dissemination. The first hour of the training will be devoted to the TBC Policy Update and refresher. The second hour is for the JCCS TBC Module Discussion. Scheduled webinars for which 6 or less attendees are scheduled to attend will be cancelled and the proposed attendees requested to move to another session via their agency/command primary POCs.

