



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
2050 WORTH ROAD  
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO  
ATTENTION OF

MCAA

23 MAR 2009

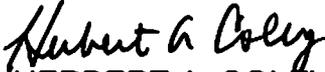
MEMORANDUM FOR Commanders, MEDCOM Major Subordinate Commands (Less MRMC and CHPPM)

SUBJECT: Acquisition Planning for Fiscal Year 2009 and Year-End Cutoff Dates

1. Enclosed is the year-end Annual Acquisition Planning Guidance with respective cutoff dates for MEDCOM Health Care Acquisition Activity. These cutoff dates are the minimum time needed to ensure FY09 contract awards and FY10 1st quarter starts.
2. The need for acquisition planning and requirements development within the MEDCOM is critical to ensure your contracting requirements are executed in a timely manner. Complying with the established cutoff dates contained herein is essential for all requiring activities. Unexpected requirements and modification requests that materialize during the year-end surge will be approved by your servicing contracting office on a case-by-case basis. Proper planning and coordination with your servicing contracting office will keep these to a minimum.
3. A listing of recurring and expiring contracts will be sent to their respective customers no later than 3 April 2009. Please review your contract requirements and determine FY09 and early FY10 needs as soon as practicable. Immediate action should be taken to submit a complete requirement package before the cutoff specified date. Provide your servicing contracting officer with as much lead time as possible but not less than outlined in the enclosure.
4. Customers are encouraged to coordinate with their servicing contracting office to determine if they have capacity to receive repositioned requirements.
5. My point of contact is LTC Scott Svabek, Commander/PARC, MEDCOM Health Care Acquisition Activity, DSN 417-3298, commercial 210-221-3298, email: [Scott.Svabek@amedd.army.mil](mailto:Scott.Svabek@amedd.army.mil).

FOR THE COMMANDER:

Encl  
as

  
HERBERT A. COLEY  
Chief of Staff

**CUTOFF DATES FOR SUBMISSION OF END OF FISCAL YEAR 2009  
REQUIREMENTS**

<b>TYPE OF REQUIREMENT</b>	<b>2009 CUTOFF DATE</b>
<b>FY09 Purchase Orders to be Placed Prior to 30 Sep 09 under Simplified Acquisition Procedure Requirements</b>	
Medical Equipment/Supplies/Services < \$100K	01 Sep 09
Medical Equipment/Supplies/Services \$100K<\$5.5M	01 Jul 09
<b>FY09 Emergency Requirements</b>	
06 priority GO/SES approved	25 Sep 09
03 priority Life & Death	30 Sep 09
<b>FY09 Open Market</b>	
Supplies, Equipment & Services (all requirements) >\$5.5M	31 Mar 09
New Contracts \$100,000 <\$5.5M	01 Jun 09
New Contracts <\$100,000	01 Jul 09
<b>FY09 Request for Modifications (including de-obligations)</b>	10 Aug 09
<b>FY10 – With a 1 Oct 09 Start Date (Subject to Availability of Funds)</b>	
New Requirements > \$5.5M	31 Mar 09
New Requirements < \$5.5M	01 Jul 09
Follow on Task Orders/Delivery Orders (TO/DO)	01 May 09
Request for Exercise of Options	01 Jun 09