



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33rd Street
MIAMI, FL 33172-1217

SC-COS

15 February 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 12-12 , Contractor Change of Status

1. This policy supercedes Policy Memorandum 03-10, dated 13 January 2010 and applies to all HQ USSOUTHCOM.
2. The purpose of this memorandum is to provide the procedures for changing employment status of contractors working at USSOUTHCOM.
3. When a contractor's status changes for any reason, the contractor must notify the Contracting Officer of the change and the affected contract number. Contracting Officers are the only personnel authorized to modify a contract.
4. Contracting Officers or Contracting Officer Representatives (COR) will provide the Contracting Center of Excellence (CCE) documentation outlining the beginning, addition, change or termination of employment status for all contractor's seeking access to USSOUTHCOM, as soon as possible but no less than 15 days prior. At a minimum, documentation will include Contracting Officer name, COR, contract number, prime and any sub contracted company names, employee name, social security number, date of birth, email address and effective start and end dates. Upon documentation receipt, the CCE will then update contractor status in the USSOUTHCOM Enterprise Management System (SCEMS), Contractor Verification System (CVS) (if applicable), and the CCE Contract Management System.
5. In the absence of a notice by a Contracting Officer, and in the event a former contractor is being hired by USSOUTHCOM as a civilian employee, documentation from the USSOUTHCOM, J1, Human Resources section will suffice as proof of a change in status.
6. Point of contact for this action is the Contracting Center of Excellence (CCE) at ombcce@hq.southcom.mil or 305-437-3679.

FOR THE COMMANDER

//DIGITALLY SIGNED//
J.G. AYALA
Major General, U.S. Marine Corp
Chief of Staff

Distribution:

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