



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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IN REPLY REFER TO:
1040
G-1 CPPM
20 NOV 2012

POLICY LETTER 10-12

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: CONTRACTORS IN THE WORKPLACE AT I MARINE EXPEDITIONARY
FORCE (I MEF)

Ref: (a) DoDI 1100.22
(b) 5 USC 3109

1. Situation. To set policy for contractors at I MEF under the guidance contained in references (a) and (b).

2. Mission. To ensure that all I MEF military and civilian personnel have a clear understanding of the appropriate responsibilities and the restrictions placed on contractors working at I MEF.

3. Execution

a. Due to the current status of the available military personnel at I MEF, there is a need for contractors. Contractors have a tremendous amount of expertise and knowledge, but contractors cannot solve all of our needs. Contractors may not perform Inherently Governmental Functions per reference (a). The Government needs to maintain certain expertise and we must not place all responsibilities with contractors. The following guidance is provided to assist with ensuring the correct responsibilities are assigned to contractors:

(1) Contracted personnel performing work within I MEF are employed by a parent company that provides services obtained through a government contract vehicle.

(2) Contract employees are legally prohibited from representing the government or performing inherently governmental work.

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(3) Contracted employees (contractors) shall not task government civilian employees or uniformed military personnel. Methods of tasking include releasing route sheets, email, Automated Message Handling System (AMHS) messages, leading Operational Planning Teams (OPTs) and other actions that could be reasonably interpreted as contractors exercising supervisory authority over government employees.

(4) Products developed by contractors shall be in the form of analytical products and answers to requests for information requested by government employees, and shall fall within the scope of work identified in the current contract statement of work.

(5) I MEF and Major Subordinate Command (MSC) staff principles utilizing the services of contracted employees shall familiarize themselves with the current contract statement of work to ensure appropriate tasks and products are delivered.

(6) Contractors shall not be allowed access to information that could potentially provide a competitive advantage to their employer in future contract negotiations.

b. In addition, contractors must not be treated like government employees. The following guidelines are provided with regard to avoiding personal services contracts covered in Reference (b).

(1) Do not direct step-by-step; contract should describe tasks.

(2) Do not supervise performance.

(3) Do not talk in terms of "hire" or "fire".

(4) Do not "approve" leave.

(4) Do not discipline.

(5) Do not include Contractor employees in your training classes (unless the training is unique to the Government and is provided for in the contract; always seek advice of Counsel).

(6) Only the Contracting Officer (or the Contracting Officer's Representative (COR) when acting under specific direction or authority delegated from the Contracting Officer) can direct performance and address Contractor's performance concerns.

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4. Administration and Logistics

a. This Policy Letter is applicable to all contractors who are assigned to I MEF Command Element (CE) and MSCs and work in I MEF/MSC spaces.

b. This Policy Letter will be enforced until superseded.

5. Command and Signal

a. The Assistant Chief of Staff (AC/S) G-1, I Marine Expeditionary Force is the Program Owner for Civilian Personnel Programs for I MEF and the MSCs.

b. The I MEF AC/S G-1 can be reached at (760)763-2557.



R. F. CASTELLVI
Chief of Staff

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