

# USEUCOM Contractor Management Plan Highlights

## Applicability

This guidance, and DFARS 225.252-7040, applies to contracts and contractors supporting the U.S. amidst the ongoing Ukraine crisis. It also only applies to contracts and contractors operating in the USEUCOM AOR in the areas to the east of Sweden, Germany, Austria, and Italy. Contractors should work with their Contracting Officer to clarify any nuance.

**Note:** This guidance is a supplement to any International Agreements that may exist with specific nations. Coordinate with your Contracting Officer if you find the information below conflicts with standing International Agreements.

## Definitions

Contractors Authorized to Accompany the Force (CAAF) - CAAF consists of contractor employees specifically authorized through their contract to accompany the force, and who have protected legal status in accordance with (IAW) international conventions. CAAF are considered noncombatants but are entitled to prisoner of war status if detained.

CAAF generally include all U.S. citizen and third-country national (TCN) employees:

- (a) Who do not normally reside within the operational area;
- (b) Whose area of performance is in the direct vicinity of U.S. forces, and
- (c) Who routinely reside with U.S. forces (e.g., in non-permissive environments).

CAAF status shall be afforded via a letter of authorization (LOA) approved by the contracting officer.

Mission essential local national contractor employees that reside with USFORCES (i.e., translators, interpreters) may be designated as CAAF.

Non-CAAF - Personnel who are not designated as CAAF, such as LN employees, non-LN employees who are permanent residents in the operational area, TCNs not routinely residing with U.S. forces, or TCN expatriates who are permanent residents in the operational area who perform support functions away from the close proximity of, and do not reside with, U.S. forces. Government-furnished support to non-CAAF is typically limited to force protection, emergency medical care, and basic human needs (e.g., bottled water, latrine facilities, security, and food when necessary) when performing their jobs in the direct vicinity of U.S. forces.

Letter of Authorization (LOA) - A document issued by a procuring contracting officer or designee that authorizes contractor personnel to accompany the force to travel to, from, and within an operational area, and outlines Government-furnished support authorizations within the operational area, as agreed to under the terms and conditions of the contract. For more information, see section 225.74 of the Defense Federal Acquisition Regulation Supplement (DFARS).

## **Pre-Deployment Requirements**

CAAF already in-theater at the onset of a contingency operation or CCMD directed operation are exempt from pre-deployment requirements.

DoD will issue CAAF a DoD Uniformed Services Identification and Privilege Card, a Common Access Card with Geneva conventions identifier, or other appropriate DoD identity credentials.

Contractor companies are responsible for certifying to their government representative when all required deployment-processing actions are complete for each deploying employee or sub-contractor. Service components and Agencies will establish a process to waive deployment certification for durations less than 30-days.

## **Contractor Accountability**

Contract companies, contractors, DoD agencies, and Service components will use the Synchronized Predeployment & Operational Tracker-Enterprise Suite (SPOT-ES) as the means to account for contractors. This system will feed into Manpower accountability systems to assist accountability of the total force.

Contractor personnel on contracts designated as Mission-Essential (ME), and performing ME functions, shall be marked accordingly in SPOT-ES.

**Biometrics will be required by CAAF and non-CAAF for access at most locations.**

## **SPOT-ES LOA**

All CAAF will have a LOA generated from SPOT-ES that outlines key Contract POC data, authorized locations, and government furnished services (GFS). All CAAF within the prescribed areas will require immediate entry into SPOT-ES by the contractor and a LOA. The contractor is responsible for placing their personnel in SPOT-ES and the Contracting Officer approves the operational locations, CAAF status, and GFS. All LOAs have a bar code that can be scanned by multiple systems.

CAAF will carry their SPOT-ES generated LOA that outlines available authorized government services.

## **Transportation/Travel**

CAAF are authorized transportation support in most cases. Components may place additional restrictions on this category. All CAAF are required to have a Unit Line Number (ULN) generated by a Service Global Force Management (GFM) team regardless of mode source (POV, train, commercial air, MILAIR) to the destinations east of Sweden, Germany, Austria, and Italy. Service. Contractors should work with their Contracting Officer to obtain ULNs.

All CAAF are authorized MILAIR to, from, and inside of countries listed on their LOA. If MILAIR challenges exist, the Service component OCS Teams should work with component requiring activities for alternate solutions.

Contractor owned mission support equipment will be incorporated into military convoys or into air cargo movement processes.

CAAF will process through a designated deployment center or a government-authorized, contractor-operated deployment processing facility prior to deploying to the operational area.

Contractors will follow all theater entrance requirements outlined in the Foreign Clearance Guide (FCG).

CAAF should deploy with the military forces they support to the greatest extent possible.

### **Billeting**

CAAF are afforded billeting in this operation. If CAAF headcounts create a billeting problem in safe, rear areas, installation commanders can work with requiring activities and the Service component OCS Teams to push contractors onto the economy. CAAF already living on the economy should continue to do so unless there is a significant change to force protection conditions or an overall savings in resources by moving them on base. Commanders have an inherent right to make force protection decisions and may require CAAF to move onto military installations due to force protection concerns.

### **Arming of Contractors**

Contractors shall only carry arms if all requirements outlined in references d. and e. are met. CDR USEUCOM is the approval authority for all Private Security Contractors (PSCs) and Arming of Contractors. Unless providing support under a private security contract, contractors will not be armed. If a unit/requiring activity has a valid reason (e.g., force protection) for requesting an exception to policy, the request should be processed IAW reference d.

### **Common Access Card (CAC)/ID Card**

All CAAF must have a valid United States DOD/Uniformed Services Geneva Conventions Identification Card, with their identification number annotated on the back

of the card. The ID card should identify privileges authorized IAW the SPOT LOA (e.g. commissary, MWR).

### **Dining Facility (DFAC)**

CAAF are authorized DFAC privileges for this operation unless the specific location is incapable of providing support. Government furnished meals are also authorized for CAAF unless the specific location is incapable of providing meals. Specific locations may furnish meals at a cost per meal if a system is established to do so.

### **Other Entitlement to Services**

CAAF are also afforded the following services:

- Excess baggage commensurate with Government civilians in deployments,
- Military banking
- Commissary
- Postal Services
- Military Exchange
- Morale, Welfare, and Recreation (MWR)
- Religious Services (May also be provided to non-CAAF if capacity exists)

### **Military Clothing**

Contractor personnel will not wear military clothing unless specifically authorized by USEUCOM J34 Force Protection. This prohibition does not extend to military issued equipment (PPE, OCIE). If authorized to wear military clothing, contractor personnel must wear distinctive patches, armbands, nametags, or headgear, in order to be distinguishable from military personnel, and carry written authorization with them at all times.

### **Military Issue Equipment**

CAAF shall be issued appropriate military CBRNE PPE, OCIE, and ballistic protection to prior to deployment. CAAF already in theater will coordinate issue with their CORs.

### **Medical, Dental, and Evacuation Concerns**

In general, the DoD will only provide resuscitative care, stabilization, hospitalization at military medical treatment facilities (MTFs), and assistance with patient movements in emergencies where loss of life, limb, or eyesight could occur.

CAAF are authorized emergency care (life, limb, and eyesight). Medical Activities will retain a copy of all treatment records to facilitate reimbursement. Patient movement will

occur in accordance with established theater policies, and in line with the provisions of the individual's employment contract.

CAAF and non-CAAF that are injured while in the vicinity, or in support, of U.S. forces will receive medical care required to save life, limb, and eyesight. These emergency interventions include emergency medical treatment, advanced trauma management, and lifesaving surgery to enable the patient to tolerate evacuation to the next level of care. Non-CAAF will be transitioned to contractor company control at the first available level of care.

Any routine medical and dental costs, as well as associated costs to transport CAAF and non-CAAF, will be rendered on a reimbursable basis provided the USG has the capacity to support. Routine care must be authorized on the LOA before care is provided. Normally, local national and TCN expatriates who are permanent residents in the operational area are not entitled to medical care.

Primary care includes routine, non-emergent inpatient and outpatient services; non-emergency evacuation; pharmaceutical support; and dental services and other medical support determined appropriate by the command surgeon given existing capabilities. CAAF in the same location as that provided to U.S. forces. Reimbursement requirements, if appropriate, will be IAW the terms of the contract. Non-CAAF are not authorized primary care.

CAAF should deploy with 90 days of medication and have a plan of action to receive additional refills in a deployed environment. CAAF must maintain a copy of their medical prescription(s) as they transit to, and throughout Europe.

Deploying CAAF will be provided immunizations not readily available to the public if required, examples include Small Pox and Anthrax. Contract employees must abide by National requirements for COVID-19. These requirements may include immunization, testing, and/or proof of recovery. Reference the Foreign clearance guide and country page for additional details.

Deploying CAAF will not have deployment limiting conditions. Contractors should reference DODI 6490.07, Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees, Enclosure 3, Medical Conditions Usually Precluding Contingency Deployment, 5 February 2010.

Contractors are not afforded redeployment screening by the DoD.

USEUCOM current FHP information and contact information is located on NIPRNET at <https://intelshare.intelink.gov/sites/eucom/SpecialStaff/ECSG/Pages/Force-Health-Protection-Branch.aspx>.

Follow all applicable DoD and HN COVID-19 guidance and the latest DoD FHP guidance updates at <https://www.defense.gov/Spotlights/Coronavirus-DOD-Response/Latest-DOD-Guidance/>

## **Force Protection**

Contractors are subject to local installation, or site, force protection measures. The Department of Defense is required to account for contract employees in developing, providing, and implementing Force Protection measures.

### **Training Requirements**

All CAAF must complete training requirements through Service training venues.

- (1) Anti-Terrorism Level I
- (2) Law of Armed Conflict
- (3) Geneva Convention
- (4) Operational Security (OPSEC) Level 1
- (5) Cultural Awareness
- (6) CBRNE gear training (if issued)