



DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
504 SCOTT STREET
FORT DETRICK, MD 21702-5012

MCMR AAP-A

31 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procurement Advisory Notice (PAN) 06-01
Use Of Military Rank By Contractor Personnel

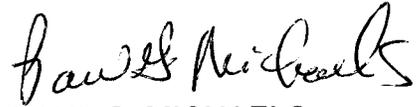
1. Contractor personnel performing under US Army Medical Research and Materiel Command (USAMRMC) contracts shall refrain from using their retired or reserve component military rank or title in communicating with, or on behalf of, the USAMRMC in their contractor capacity.
2. While these individuals are entitled to use their rank or title in their personal capacity, the use of rank by contractors in their contractor capacity can blur the distinction between the Government and contractor workforce. The use of military rank or title by contractor personnel can also create situations where Government personnel feel awkwardly outranked by contractors who are working in a mission support or advisory capacity.
3. The Headquarters Department of Army continually reinforces the need for contractor personnel to avoid the use of previously held military rank or title.
4. The US Army Medical Research Acquisition Activity has updated its local clause number 52.037-4000 entitled Contractor Identification to incorporate language directing contractor personnel to refrain from using their military rank or title in all communications associated with USAMRMC contracts under which they provide services. This clause shall be incorporated as a contract term in all applicable future awarded contracts. The full text of the clause follows:

CONTRACTOR IDENTIFICATION (DEC 2005) (USAMRAA)

When contractor personnel perform the services required in this contract on a Government installation they are required to possess and wear an identification badge that displays his or her name and the name of the company. The contractor shall ensure that contractor personnel identify themselves as contractors when attending meetings, answering Government telephones, providing any type of written correspondence, or working in situations where their actions could be construed as official Government acts.

While performing in a contractor capacity, contractor personnel shall refrain from using their retired or reserve component military rank or title in all written or verbal communications.

5. Point of Contact. Raegon B. Clutz, Chief, Policy and Quality Assurance Branch, USAMRAA, raegon.clutz@amedd.army.mil (301) 619-2395.



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