



DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
504 SCOTT STREET
FORT DETRICK MD 21702-5014

DEC 11 2015

MCMR-AAP-A

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Procurement Advisory Notice (PAN) 16-02, Government Provided Contractor Training.

1. PURPOSE. To address situations in which MRMC may provide, pay for or allow-at Government time and expense- Contractor training.

2. POLICY.

a. As a general rule, contractors are required to have the skills necessary to perform their duties as required by the Government contract. When a contract is awarded it is expected the contractor is providing the right mix of skills and labor to perform as identified in the solicitation, contractor proposal and subsequent contract award.

b. Government contractors may be authorized by the US Army Medical Research and Materiel Command, Commanding General to attend mission specific non-technical training such as: morale, security, safety, sexual harassment, etc.

3. CHANGES IN TECHNICAL REQUIREMENTS.

a. If during the course of a contract, the technical environment changes to a condition where those who are performing the mission, to include Government employees and Contractors, must become immediately proficient in order to meet mission needs and was not a situation identified at the onset of the contract award; the Government may provide training and/or absorb the cost of the Contractor training or modify the award to pay for the contractor cost of the training, if the Government is unable to provide the training or absorb the cost.

b. If such a situation arises, the Contracting Officer (KO) must immediately be notified. The Contracting Officer Representative (COR) does not have the authority to grant or approve Government provided/paid training, nor require the Contractor to pursue additional training requirements.

*This USAMRMC PAN replaces USAMRMC PAN 06-04, Government-Provided Contractor Training, 19 December 2005.

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c. The COR will notify the KO and provide in detail (and in writing) the additional training/skills or subsequent skill set mix, requirements and provide a Independent Government Cost Estimate for any additional costs.

d. Only the KO can authorize and negotiate additional training requirements with the Contractor.

4. PROPONENT. The proponent for this notice is the Chief, Procurement Policy, Mrs. Carla Diamond, 301-619-2395.

//The original signature is on file//
BRIAN E. MARTIN
Director

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