

**LOI FOR CONTINGENCY CONTRACTING WORKSHOP
FORT HOOD, TEXAS
7 – 9 AUGUST 2001**

GENERAL: III Corps and Fort Hood Contracting Command (CCMD) will host the FY01 FORSCOM Contingency Contracting Workshop 7 – 9 August 2001, at the Phantom Warrior Center (PWC, Building 194), Fort Hood Texas. This workshop will concentrate on the sharing of lessons learned from FY01 deployments and exercises, updating attendees on doctrine, and other Services' contracting operations. Attendees should come to this workshop prepared to share good ideas and learn from each other. Uniform for this workshop will be BDU or Class B.

INVITATIONS: Invitations will be sent by 6 June 2001 and RSVP's for personnel attending are needed by 13 July 2001. RSVP to Ms. Linda Howe at e-mail: Linda.Howe@hood.army.mil or Commercial Phone: (254) 287-0038, DSN prefix 737.

FORT HOOD AND LOCAL AREA: Fort Hood has nine major gymnasiums on post equipped with hi-tech machines to free weights, basketball courts and swimming pools with designated lap lanes. Fort Hood has one 27 hole Golfing facility and group tee times for 9 August will be reserved in advance. Additionally, Fort Hood and Killeen have several movie theaters, malls, restaurants and its own military resort, Belton Lake Outdoor Recreation Area (BLORA), which has water recreation and equipment rentals available.

PRESENTATIONS: All participating organizations invited each have forty-five minutes scheduled for their presentation. Presenters should cover the following during their hour:

Very Brief Overview of Organization and Personnel
Missions and Exercises Supported in FY 01

After Action Comments from FY 01 Missions and Exercises (Contracting)

A Review of Known FY 02 Missions and Exercises Which Your Organization will Support

All presenters are strongly encouraged to review the AAR comments from the last conference for suggestions at improving presentation quality. An overwhelming majority of comments indicated a desire for more focus on techniques and technologies, presented by those "who've been there" rather than "state of the command" briefings presented by one who has never deployed. The AAR can be found at: <http://www.forscom.army.mil/contract/WebDocs/CKO/Misc/fy00ckoworkshop.doc>

Presenters and organizations are to provide a copy of all presentations and FY 01 deployments and exercise After Action Reviews (AARs) to the III Corps Contracting Command POC, MAJ Westergren, 254-287-5018 (DSN 737-5018), Brad.Westergren@hood.army.mil, by 1 August 2001. Briefings will be made available to all on website <http://www.forscom.army.mil/contract> and on CDROM as requested.

Audio-Video support will be computer projection using Windows and Microsoft Power Point. For ease of computer projection viewing, recommend light colored text on dark background. An overhead projector and

TV with VCR will also be available for personnel needing this support. Those requiring additional audio-visual support must contact MAJ Westergren by 13 July 2001 to guarantee availability.

FUNDING AND ORDERS: FORSCOM will fund the following to attend this workshop:

- Fort Campbell, one person
- Fort Eustis, one person
- Fort Dix, one person + one rental vehicle
- Fort Drum, one person
- Fort Irwin, one person + one rental vehicle
- Fort Stewart, one person
- Fort Bragg, two personnel + one rental vehicle
- Fort Lewis, two personnel + one rental vehicle
- Fort McPherson, two personnel + one rental vehicle
- For Huachuca, one person
- Acquisition Management Branch, two personnel + one rental vehicle

Personnel authorized rental cars should rent a full size vehicle to assist with transportation of attendees without vehicles.

For personnel being funded by FORSCOM, submit draft requests for orders to LTC Cobb (DSN: 367-5510, FAX: 367-6247) NLT 13 Jul 2001. These orders will be centrally processed at Ft. McPherson and faxed back to the requestor. Travel reservations will be done through the attendee's local transportation office. Additional attendees will be funded by the installation/organization. Any additional rental cars will be funded by the using organization/installation.

TRAVEL: Attendees should make their reservations to fly into Killeen Airport (ILE), Killeen, Texas. Those requiring taxi service should consider either Yellow Cab, 699-2227, or Kelly Cab, 699-8294. The designated travel days for the conference are 6 and 10 August 2001.

BILLETING: III Corps has reserved seventy-five rooms for conference attendees at Ware Hall on Fort Hood (15 Distinguished Visitor Quarters, O-6/GS-15 and above, and 60 VOQ rooms). Personnel staying at Ware Hall must contact the central reservation desk, (254) 532-8233, by 13 July to retain an individual room. Individuals should state that they are part of the FORSCOM Contingency Contracting Officer Conference.

LOCATION OF WORKSHOP ON FORT HOOD: The workshop will be held at the newly renovated Phantom Warrior Center (PWC), Building 194.

PERSONNEL FILE UPDATE: A representative from DA Assignments will be attending this workshop. Personnel wishing a copy of their microfiche and, or a review of their file should contact Major Jeff Gabbert (gabbertj@hoffman.army.mil) or Major Neil Thurgood (thurgool@hoffman.army.mil), NLT 13 Jul 2001.

REGISTRATION FEE: The cost (registration fee) of the conference will be indicated in the invitation and is anticipated to be \$24 per individual. **If you have this cost stated on your orders as a registration fee, it is a reimbursable expense.** The registration personnel will issue a receipt for this fee upon collection.

COMMUNICATIONS/COMPUTER/COPIER SUPPORT WHILE AT THE WORKSHOP:

DSN phones, computers and copiers are available at the Contracting Command Offices in Building 1001. Personnel should inform their organization personnel that they could be reached by message by calling (254) 287-0038 during business hours. Messages will be distributed before breaks.

SOCIAL EVENTS: A Texas BBQ Lunch (working lunch) is being catered for the first day, 7 August 2001 at the Conference location. Cost for this lunch will be indicated in the invitation and collected at the time of registration.

The Conference will host an optional dinner at the Taiwan Dragon in Killeen from 1800 to 2000 hrs on 8 August 2001. All Conference attendees are invited and encouraged to attend. Dress is casual and the cost is ala carte.

The Conference will host a golf outing at the Clear Creek Facility on 9 August. Cost for this event will be indicated in the invitation.

POCs: The workshop POCs, current, as of 22 February 2001 (and future):

Funding/orders:	LTC Cobb, DSN: 367-5510
Administration:	MAJ Westergren, 254-287-5018 (CPT Bailey, 254-287-5815)
Audio-Visual Support:	Mr. Leonard Mettlach, 254-287-5456
Transportation:	SSG Epps, 254-287-6495
Facilities:	SFC Borders, 254-287-
Catering:	SFC Borders
Golf Tourney:	MAJ Westergren
Billeting:	CPT Bailey
Invitations & RSVP's:	Ms. Linda Howe, 254-287-0038
Registration:	CPT Bailey
Presentations & AARs:	MAJ Westergren

DSN Prefix for 287- numbers is 737-

/signed/

ROBERT KENDRICK III
LTC, MP
COMMANDING

Attachments:
Agenda

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FY 01 CCO CONFERENCE
Arrival and First Day

Monday, 6 August

1500-1800	Registration	Ware Hall	CPT Bailey
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Tuesday, 7 August

0700-0830	Registration	PWC*	CPT Bailey
0830-0840	Introductions & III Corps and Fort Hood Welcome		CCMD Cdr & GC
0840-0900	Admin Remarks		LTC Cobb
0900-0930	Opening Remarks		COL Guta
0930-0945	Break		
0945-0950	Introduction of Keynote Speaker		CCMD Cdr
0950-1100	Keynote Speaker, Commander DCM Dallas		COL Thomas
1100-1255	Texas BBQ Lunch (on site) Break-out Sessions (working lunch) Lions: PARC, LTC Cobb, Corps & Division Leads, 7 th Trans & Signal Cmd Tigers: Chief Mosby, SGM, All NCOs Bears: Officers; Focus: New CKOs		SFC Borders
1255-1300	Introduction of FORSCOM DCSLOG		LTC Cobb
1300-1415	FORSCOM DCSLOG		MG Juskowiak
1415-1430	Break		
1430-1515	Projected FORSCOM FY 02 Missions		LTC Cobb
1515-1630	Military Acquisition Management Brief		PERSCOM

* PWC, Phantom Warrior Center

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FY 01 CCO CONFERENCE
Second Day

Wednesday, 8 August

PWC*

0800-0845	USACCE		
0845-0930	Air Force		
0930-1000	Group Photo & Break		
1000-1045	XVIII ABN Corps		
1045-1130	JAG		
1130-1300	Lunch		
1300-1345	Navy		
1345-1430	ARCENT		
1430-1445	Break		
1445-1530	Finance		
1530-1615	III Corps		
1800-2000	Evening Social (Optional)	Taiwan Dragon	SFC Borders

* PWC, Phantom Warrior Center

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FY 01 CCO CONFERENCE
Third Day and Return

Thursday, 9 August

0800-0845	I Corps	PWC*
0845-0930	Marines	
0930-0945	Break	
0945-1030	7 th Trans	
1030-1115	USA Pacific Command	
1115-1130	Award Presentation	COL Guta
1130-1145	Closing Remarks	CCMD Cdr
1145-1300	Lunch	
1300-	Break-out Session/Mentoring	Courses at Clear Creek

* PWC, Phantom Warrior Center

Friday, 10 August

Departure