



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
FORT SILL, OKLAHOMA 73503

REPLY TO  
ATTENTION OF

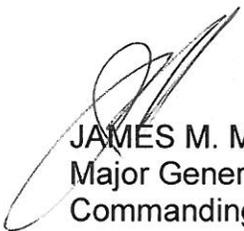
IMSI-PW

4 May 2012

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Review of Contracts Prior to Committing Government Owned Space,  
CG Policy Memo 12-16.

1. Reference AR 405-70, Utilization of Real Property and PAM 420-10, Space Management Guide.
2. All contracts involving commitment of Installation space (land or facilities), utilities or services to contractor support personnel regardless of proponent of contract, FORSCOM, TRADOC, MEDDAC, IMCOM, etc will be reviewed by the Directorate of Public Works (DPW), Master Planning Division and approved by Garrison Command prior to contract advertisement and actual contractor assignment/usage (after award). Agencies or units requesting to provide space, utilities or services to contractor personnel will submit FS Form 934 (Space Management) to the DPW for validation and approval of actual requirements prior to advertisement of the contract.
3. Modifications to current contracts with contractor support that increase the number of contract personnel to occupy Government Owned space must be reviewed and approved by the above process.
4. This CG Policy Memorandum supersedes CG Policy Memorandum, IMWE-SIL-PW, 26 August 2009, subject: Review of Contracts Prior to Committing Government Owned Space, CG Policy Memo 09-14.
5. The point of contact for this policy is DPW, Facility Manager, 442-2670 or 917-1612.

  
JAMES M. MCDONALD  
Major General, USA  
Commanding

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