

TMA Procedures, Guidance, and Information

PGI 11.106--Purchase descriptions for service contracts

11.106 Purchase descriptions for service contracts.

(b) Contracting Officers shall ensure that purchase descriptions included in solicitations and contracts for service contracts contain the language herein that addresses contractor identification issues.

(1) As prescribed: use the following language in Part I - The Schedule, Section C - Description/specifications/statement of work.

C XX Proper Identification of Contractor Personnel

C.XX.1. Contractors, including subcontractors at all tiers, shall provide for a clear distinction from Government personnel. Contractor employees shall not act, advertise, or presume to be Government employees, agents, or representatives. Contractor employees are required to appropriately identify themselves as contractor employees at all times, including in telephone conversations, formal and informal written correspondence, paper and electronic; and in any other situation where their actions could be construed as acts of Government officials unless, in the judgment of the Government, no harm can come from failing to identify themselves. Contractor employees shall be introduced as contractor personnel and display distinguishing visible identification at all times whether in conversations, meetings, and other forms of communication with Government personnel.

C.XX.2. Contractor personnel, while performing in a contractor capacity, shall refrain from using their retired or reserve component military rank or title in written or verbal communications associated with the contracts for which they provide services.

C.XX.3. The Contractor shall incorporate the substance of this requirement in all subcontracts awarded under this contract.

(End of requirements language)