MAR 22 2016

MCMR-AAP-A

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Procurement Advisory Notice (PAN) 16-01, Telecommuting for Federal Contractors

1. <u>PURPOSE</u>. The purpose of this memorandum is to establish guidelines regarding telework of Government contractor employees and telecommuting.

2. <u>REFERENCES</u>.

   a. 41 United States Code 3306(f).

   b. Federal Acquisition Regulation (FAR) 7.108, Additional Requirements for Telecommuting.

   c. FAR 11.002, Describing Agency Needs.

   d. FAR 13.106-2 Evaluation of Quotations or Offers

3. <u>POLICY</u>.

   a. MRMC shall generally, <u>not</u> discourage a contractor from allowing its employees to telework in the performance of Government contracts.

   b. Requiring activities shall not include in a solicitation a requirement that <u>prohibits</u> an offeror from permitting its employees to telecommute unless the Contracting Officer (KO) first determines that the requirements of the agency, including security requirements, cannot be met if telecommuting is permitted.

   c. The KO shall document the determination in writing for prohibiting telecommuting and specify the prohibition in the solicitation. Additionally, the KO shall address the evaluation procedures of the solicitation as it relates to this subject.
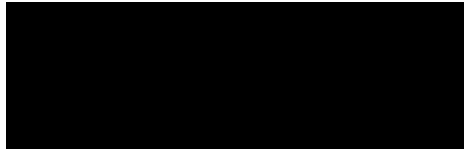
---

*This USAMRMC PAN replaces USAMRMC PAN 06-02, Telecommuting for Federal Contractors, 30 January 2006.

MCMR-AAP-A
SUBJECT: Procurement Advisory Notice (PAN) 16-01, Telecommuting for Federal
Contractors

d. When telecommuting is not prohibited, the Government shall not unfavorably
evaluate an offer because it includes telecommuting, unless the KO previously
determined in writing that the requirements of the agency, including security
requirements, would be adversely impacted if telecommuting is permitted.

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

BRIAN E. MARTIN
Director

Signature on file.

2