



DEFENSE INFORMATION SYSTEMS AGENCY
DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION
2300 EAST DRIVE
SCOTT AIR FORCE BASE, ILLINOIS 62225-5406

IN REPLY
REFER TO: PL821

18 March 2013

TO ALL CONTRACTORS

Dear Sir/Ma'am,

The intent of this letter is to advise that the Federal Aviation Administration (FAA) will be changing agencies to support their procurement needs for telecommunication services and making arrangements to transition existing contracted services from the Defense Information Technology Contracting Organization (DITCO) to the General Services Administration (GSA). GSA will now support all of FAA's new telecommunication requirements, but this FAA Transition Project is expected to take a few years to complete. An estimated completion date has not been determined yet, and your company may have one or more accounts needing to be transitioned in the process. The process will start by the GSA contacting the telecommunications company about the circuits in need of transitioning. DITCO has executed the enclosed letter of agency with the GSA authorizing them to receive CSA Customer Service Records (CSRs) from all contractors involved in this transition project to include local service providers. GSA may request CSRs prior to any action. The GSA will submit circuit information to the FAA who will validate the circuits for transition and GSA will then issue individual orders to initiate the transition process on a circuit-by-circuit basis.

Upon completion of these steps, DITCO will be issuing disconnect orders that are administrative in nature in support of the FAA Transition Project. The disconnect orders will request that the contract (Communications Service Authorization (CSA))/account be discontinued, however, the services must remain in operation (no disruption in service) and the customer of record shall change from DITCO to the GSA. The purpose statement on the administrative disconnect orders from DITCO will always contain the following verbiage:

1. THIS IS FOR AN ADMINISTRATIVE DISCONNECT ONLY.
THIS ACTION IS A CHANGE IN CUSTOMER OF RECORD
AND TRANSFER OF BILLING FROM DITCO TO GSA.
NO ACTION SHOULD BE TAKEN TO ACTUALLY DISCONNECT
SERVICE. THE SERVICE MUST REMAIN IN OPERATION
AS THIS ACTION IS TAKEN TO CHANGE OWNERSHIP AND
RESPONSIBILITY OF BILLING.
NO IMPACT TO THE FAA CUSTOMER. THIS ACTION HAS
BEEN COORDINATED BETWEEN GSA AND THE CONTRACTOR
REPRESENTATIVE FOR THIS PROCESS.

2. THE CONTRACT/ACCOUNT TO BE REMOVED FROM DITCO AND CONTRACTOR SYSTEMS IS: *CSA*. NUMBER(S) TO BE RETAINED ARE: *CIRCUIT NUMBER*. THE GSA ORDER NUMBER TO GAIN THIS NUMBER(S) IS: *GSA TOPS ORDER NUMBER*. BOTH THE DITCO AND GSA ORDERS MUST BE WORKED TOGETHER USING THE SAME DATE AS COORDINATED WITH FAA/GSA/DITCO. BILLING TO STOP TO DITCO AND START WITH GSA. THE GSA CONTRACTOR POC IS: *NAME AND PHONE NUMBER OF POC*.
3. A NOTICE OF COMPLETION IS REQUIRED.

There will be two orders for the transition of each contract/account. GSA is expected to issue their TOPS order at least 45-60 days in advance of the anticipated service date. DITCO is also expected to issue an order at least 30 days in advance of the anticipated service date to administratively disconnect the CSA to coincide with GSA's order. The GSA order is identified by the TOPS Order Number referenced within the purpose statement on the order from DITCO. No action should be taken until both the DITCO and GSA orders have been received. Also, the requested service dates and circuit information on both orders should be identical. For instance, if the GSA TOPS Order should also have a service date of 15 June 2013 for phone line 123-456-7890, the DITCO order should also have a service date of 15 June 2013 for phone line 123-456-7890. On the date of transition, billing will stop with DITCO and will begin with GSA.

PLEASE NOTE: DITCO will be financially responsible for outstanding balances accrued against CSAs through the disconnect completion date and shall be paid by the Defense Finance and Accounting Services on DITCO's behalf.

PLEASE NOTE: Contractors can expect administrative disconnect orders to support transfer from DITCO to GSA in addition to actual disconnects where validation by the FAA results in no need for continued service. Specific wording in the order to the contractor will clarify as to whether it is related to transition or an actual disconnect.

Conference calls will be held with the FAA, GSA, DITCO, and contractor during the transition process to ensure open communication, as well as prompt resolution to any issues or concerns that any party may have. These calls will start before any administrative orders are sent to a particular contractor.

DITCO looks forward to working with all parties to ensure a smooth transition. For further questions on this transition project, please contact the DITCO Transition Project Manager, Mr. James Clatterbuck, 618-229-9245 or james.r.clatterbuck.civ@mail.mil.

Sincerely,



TERRY L. GREEN
Chief, Individual Circuits and National
Security Branch

Enclosure a/s
GSA Ltr of Agency

Cc:

General Services Administration
Attn: Charles M. Martin, Sr., PMP
Deputy Regional Director
Federal Acquisition Service General Services Administration
77th Forsyth Street
Atlanta, GA 30303

Federal Aviation Administration
Attn: Andrew Kerrigan
Telecommunications Specialist, FAA Transition Project Lead
Program and Policy Management Team, AJM-3111
800 Independence Avenue, SW 502
Washington DC, 20591



DEFENSE INFORMATION SYSTEMS AGENCY
DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION
2300 EAST DRIVE
SCOTT AIR FORCE BASE, ILLINOIS 62225-5406

IN REPLY
REFER TO: FAA SECTON (PL8214)

6 July 2012

GENERAL SERVICES ADMINISTRATION
ATTN: MS. GLENDA TYSE
NETWORK SERVICES DIVISION
SERVICE DELIVERY BRANCH B
FEDERAL ACQUISITION SERVICE (4QTCB)
6773 MIRAMAR PARKWAY
MIRAMAR, FL 33023-4874

SUBJECT: LETTER OF AGENCY

Ref a: Contract CSA Number: _____

Ref b: Circuit Number: _____

Dear Ms. Tyse:

This letter grants limited permission to the General Services Administration (GSA) to request and obtain information from the telecommunications provider to verify service pertaining to the above-referenced telecommunication service account (i.e. Contract Communications Service Authorization (CSA) Number/Circuit Number) managed by the Defense Information Technology Contracting Organization (DITCO), Scott Field Office. A complete list of CSA's and associated telecommunication providers has been provided to the FAA under separate cover for further distribution to the GSA. This letter is in support of the Federal Aviation Administration (FAA) Transition Project. GSA is required to immediately notify DITCO in writing to the following address when any communication is generated by GSA to the telecommunication provider of the above-referenced CSA occurs.

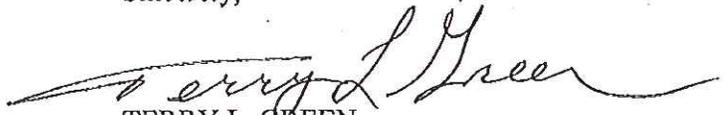
DISA/DITCO/PL8214/FAA Section
Attn: Ms. Cynthia Monical
2300 East Drive
Scott AFB, IL 62225-5406
cynthia.m.monical.civ@mail.mil

This permission is limited to telecommunication services in support of the FAA. The information that may be obtained includes, but is not limited to: type of services currently provided, inventory and complete addresses of customer locations from which referenced

CSA/Circuits terminate. All information obtained through any exchange between GSA and the telecommunications provider from this request must be maintained as confidential and, with the exception of the FAA, neither party may disclose such information for any purposes and/or to fourth parties.

DITCO reserves the right to revoke this permission at any time and will provide written notice of such revocation to GSA to be effective upon receipt. This limited permission shall remain in effect for one year from the date of this letter. If there are any questions, please contact Ms. Cynthia Monical at (618) 229-9419.

Sincerely,



TERRY L. GREEN
Contracting Officer

Cc:
General Services Administration
Attn: Bridget Williams, PMP
Branch Chief
Federal Acquisition Service
77th Forsyth Street
Atlanta, GA 30303

Federal Aviation Administration
Attn: Deborah (Debbie) Sturdivant
Telecommunications Specialist, FAA Transition Project Lead
Program and Policy Management Team, AJM-3111
Atlanta Large TRACON
784 S. Highway 74
Peachtree City, GA 30269