



## United States Department of the Interior

NATIONAL BUSINESS CENTER

Sierra Vista Division

Fort Huachuca, AZ 85670



28 June 2010

Dear Valued Customers,

As we enter into the fourth quarter, the end of the current fiscal year is fast approaching.

To ensure that we can provide the services our customers require, we request that all new requirement packages utilizing funds needing to be obligated by 30 September 2010, be submitted to this office no later than 15 August 2010. We realize that this cutoff date may place some burden on you and we apologize for any inconvenience. However, it is absolutely necessary that we plan our work activities to ensure that we comply with acquisition rules and best meet your requirement needs by engaging in compliant, high quality, acquisition services.

We will continue to accept requirement packages as long as possible. However, any requirement packages submitted after 15 August 2010 will be considered on a case-by-case basis, without a guarantee that we will be able to assist you with your requirements.

Our first priority will be those packages submitted before 15 August 2010. Our goal is to provide service to you, our customer, in the best way possible. To ensure that you get the support you deserve, we must plan our workload accordingly. Because year end is the busiest time in a contracting office, planning becomes that much more important to us and more importantly, to you. The stipulated cutoff date is done to allow us this planning, and will help us ensure that all of our customer's needs are met with a quality product. Questions regarding this letter may be addressed to Brenda L. Campbell, Team Lead at 520-533-1452, or via email to [Brenda\\_L\\_Campbell@nbc.gov](mailto:Brenda_L_Campbell@nbc.gov).

Your understanding is greatly appreciated!

Sincerely,

Brenda L. Campbell  
Freedom Team Lead  
Acquisition Services Directorate

