



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

SEP 18 2009

MEMORANDUM FOR USD(AT&L) DIRECT REPORTS

SUBJECT: Pilot Program for Contracting Support for Acquisition, Technology and Logistics (AT&L) Offices

Since May 2004, OSD components have depended on a variety of other DoD offices and external agencies for contracting support. While this was done to provide flexibility to the DoD Components in the National Capitol Region, the resultant approach to contracting support slowed our ability to deliver best value business solutions for our mission needs.

Effective immediately, I am establishing a pilot program and assigning responsibility for AT&L's contracting support services to Washington Headquarters Services (WHS). WHS is well positioned to provide AT&L with dedicated contracting support. Alignment to a single contracting office will enhance our ability to deliver best value business solutions efficiently and effectively. It will result in a more disciplined and focused contracting process that will facilitate strategic sourcing, enhance portfolio transparency, improve acquisition planning, and enhance competition while strengthening and improving the contract management and oversight process. I have asked WHS to prepare to assume full responsibility for OSD contracting support over the next few years.

The Director, Acquisition Resources and Analysis (ARA), will continue as the administrative focal point for defining the requirements for AT&L contracts and will work with the Director, Defense Procurement and Acquisition Policy, and WHS to define mutual responsibilities, expectations, processes, and staffing requirements. WHS will assist each AT&L office to plan an orderly migration of its contracting portfolio. Migration plans shall consider migrating requirements at logical contract break points (e.g., at the completion of all contract option periods) to maximize program continuity. WHS support will be reimbursed until WHS is resourced for this new mission through existing budget processes. Contract services and migration efforts will begin immediately.

Thank you in advance for your support of this pilot program. My point of contact is Ms. Susan Hildner at 703-697-0895.

A handwritten signature in black ink, appearing to read "Ashton B. Carter".

Ashton B. Carter

cc:  
Director, WHS