



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

OCT - 2 2003

DPAP/P

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/ACQ
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS (DLA)
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, ARMY CONTRACTING AGENCY

SUBJECT: Contracting For Services

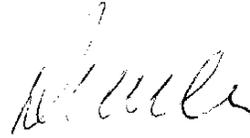
In order to address issues revealed during a Department of Defense Inspector General review of your organizations on "Contracts for Professional, Administrative, and Management Support Services," please take the the following actions:

- (1) Report to me by December 31, 2003, on your efforts to establish centers of excellence for service contracting, how the centers are used, and the experience gained at the centers.
- (2) Review your acquisition organizations' practices to ensure that:
 - a. contracting officers appoint all representatives in writing in accordance with DFARS 201.602-2(5). Such written appointments should include a description of the authority, duties and limitations of the representative.
 - b. all contracting officer representatives are appropriately trained to perform their duties in accordance with DFARS 201.602-2(2).
 - c. the appropriate contract type is used when acquiring services based on the criteria specified in FAR Part 16 and DFARS Part 216.

Please furnish the outcome of these actions by March 31, 2004.



If you have any questions on this matter, please contact Mr. William C. Timperley at william.timperley@osd.mil, telephone 703-697-8336.

A handwritten signature in black ink, appearing to read "Deidre Lee". The signature is written in a cursive style with a large initial "D".

Deidre Lee
Director, Defense Procurement and
Acquisition Policy