



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

APR 21 2015

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
COMMANDERS OF THE COMBATANT COMMANDS  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Establishment of the Department of Defense Procurement Forecast

In accordance with title 15, U.S.C., section 637(a)(12)(C), the Department of Defense (DoD) is required to prepare and furnish a forecast of expected contract opportunities to the Small Business Administration and DoD Director of the Office of Small Business Programs (OSBP). Establishing a comprehensive DoD long-range acquisition forecast (LRAF) will foster communication between the Department and industry and increase competition. The LRAF will promote industry planning by providing advanced knowledge of DoD requirements and assist DoD Components with acquisition planning and locating additional sources of supply.

In order to establish the DoD LRAF, each DoD Component shall participate in the forecasting process. I request that each Component Acquisition Executive appoint a forecasting point of contact (POC) from the program management or contracting functional area, as appropriate, at the O-6/GS-15 rank or grade. This POC will be responsible for facilitating the completion of the Component LRAF. To ensure current and accurate data, the completion of the forecast will involve a joint effort from multiple functional areas. The initial submission date for the Component LRAF is June 30, 2015. This forecast will be updated periodically to maintain the most current information. All details of the forecasting process are provided in Attachment 1.

Your cooperation in this effort is critical to standardizing and streamlining the forecasting process within the Department. For questions regarding the forecast template and tools, please contact Ms. Danielle Shaw, DoD OSBP, at [katherine.d.shaw4.civ@mail.mil](mailto:katherine.d.shaw4.civ@mail.mil) or 571-372-6305; or Ms. Sheila Harris, Defense Procurement and Acquisition Policy, at [sheila.y.harris.civ@mail.mil](mailto:sheila.y.harris.civ@mail.mil) or 703-614-1333.

Frank Kendall

Attachment:  
As stated.

# Department of Defense Long-Range Acquisition Forecast Instructions and Ground Rules

## **Forecast General Information:**

The purpose is to provide a comprehensive and consolidated long range acquisition forecast (LRAF). The Department of Defense (DoD) Office of Small Business Programs (OSBP) will facilitate the consolidation of a final list of opportunities provided by all DoD Components in accordance with the process outlined below. Initial forecast information must be submitted by using the required template. A forecast input system is currently in development and will be used for future forecast inputs/updates. Once development is complete, components may either input/update their forecast directly in the system, or may provide inputs/updates by system to system connection (if a service or organization has created their own). The LRAF should document unclassified requirements that your organization is planning to award over the next three fiscal years, regardless of acquisition strategy or business type. Exclusion of items below \$5 million is recommended; however, items below this threshold may be included if required by your DoD Component.

## **Forecast Publication:**

Forecasts will be compiled by DoD OSBP. An edited version that does not include procurement sensitive or proprietary information will be placed on the DoD OSBP website under the “for Small Businesses” section (a link will be provided to all forecast point of contacts (POCs)). DoD OSBP will also provide all forecast POCs with a link to the compiled forecast for internal access only. The compiled DoD list should not be posted externally and should be used for internal planning purposes only. Individual DoD Components are encouraged to include their forecast list or links to the public forecast on their respective websites as well. Please ensure that all guidelines for publication as listed in FAR 5.404 are addressed. Each release must be coordinated in advance, as appropriate, with personnel who oversee small business public information and public relations.

## **Template Instructions/Elements and Forecasting Actions:**

All initial forecast information must be submitted using the template available at <http://www.acq.osd.mil/osbp/gov/index.shtml> and provided to the OSBP POC at [osd.pentagon.ousd-atl.mbx.small-business-pmg@mail.mil](mailto:osd.pentagon.ousd-atl.mbx.small-business-pmg@mail.mil) not later than June 30, 2015.

Update the forecast a minimum of annually and submit to the listed POC below no later than June 30 each year. The elements in this template were developed and reviewed by the DoD Procurement Forecasting Working Group, comprising members of various DoD Components, and are more specifically defined in the template instructions below.

To ensure consistency, DO NOT MODIFY the structure or format of this template in any way. The template is divided into sections of information that best describe the elements required for the long-range acquisition forecast. The sections are Agency Identification Information, Requirement Description, Point of Contact, Other Acquisition Information, and Administrative Information.

The OSBP POC for the forecast is Ms. Danielle Shaw at 571-372-6305 or [katherine.d.shaw4.civ@mail.mil](mailto:katherine.d.shaw4.civ@mail.mil).