



ACQUISITION
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON DC 20301-3000

JAN - 6 2009

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DIRECTOR FOR LOGISTICS, J-4, THE JOINT STAFF
ASSISTANT DEPUTY UNDER SECRETARY OF DEFENSE
(PROGRAM SUPPORT)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND LOGISTICS MANAGEMENT),
ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTOR, BUSINESS TRANSFORMATION AGENCY
DIRECTOR, DEFENSE CONTRACT MANAGEMENT
AGENCY
DIRECTOR, DEFENSE LOGISTICS AGENCY
(ATTN: DIRECTOR, ACQUISITION MANAGEMENT)
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY

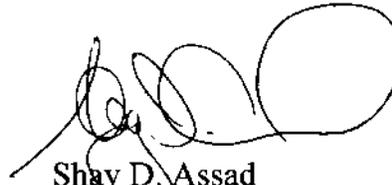
SUBJECT: Standardized Contingency Contracting After Action Report Review

The Joint Contingency Contracting Community of Practice (JCC CoP) was established to facilitate collaboration and sharing of learning and job support assets which will result in improved efficiencies and support. The Joint Contingency Contracting Community of Practice – <https://acc.dau.mil/contingency> serves as a repository for policy and guidance information, pre-deployment information, tools, after action reports, and connects the contingency contracting community to leverage expertise and experience.

My goal is to improve the process for capturing the experiences and lessons learned from our deployed contingency contracting members. My tool to make this a reality is the Standardized Contingency Contracting After Action Report (AAR). The Standardized Contingency Contracting AAR seeks to strike the right balance between what information contracting senior leaders need to improve contingency contracting operations balanced with the appropriate amount of honest/insightful Contingency Contracting Officer (CCO) feedback. Features of the Standardized Contingency Contracting AAR include general and specific deployment phase information as well as lessons learned and best practices. I have partnered with the Business Transformation Agency to in turn host the Standardized Contingency Contracting AAR.

Please provide your comments to the standardized CCO after action report draft utilizing the accompanying comment matrix no later than January 23, 2009.

My point of contact to provide your comments to is Lt Col Samuel Harbin (703) 699-3725 or Samuel.Harbin@osd.mil.

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a large, stylized flourish extending to the right.

Shay D. Assad
Director, Defense Procurement

Attachment:
As stated