



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

AUG 23 2016

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: DPAP Contracting Senior Leader Meeting

You are cordially invited to the DPAP Contracting Senior Leader Meeting on Tuesday, January 17, 2017 at the Pentagon Library and Conference Center (Room B6). The purpose of the yearly meeting is to review in person the pressing requirements of the contracting profession, inform on senior leadership priorities, and assist the components with issues. The session will start at 7:45 am and will end no later than 5:00 pm. A draft agenda will be distributed in the near future for your feedback and recommendations.

Please provide the name of your component POC to my Action Officer, Mr. Robert Jarrett at 703-695-7145 or [Robert.r.jarrett4.civ@mail.mil](mailto:Robert.r.jarrett4.civ@mail.mil). Your POC will assist in determining your attendees, feedback on agenda, and parking for this space constrained meeting.

Claire M. Grady  
Director, Defense Procurement  
and Acquisition Policy