



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

FEB 26 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 DEFENSE FIELD ACTIVITIES

SUBJECT: Update to Procurement Internal Controls for Business Systems

The Director, Defense Procurement and Acquisition Policy (DPAP) and Deputy Chief Financial Officer (DCFO) are leading efforts to improve system interoperability and promote a data-centric Procure to Pay (P2P) environment. To further these goals, this memorandum updates a set of internal controls for systems performing P2P functions. This new set of controls expands upon the 25 May 2011 memorandum, "Internal Controls for Procurement Systems" ([www.acq.osd.mil/dpap/policy/policyvault/USA003224-09-DPAP.pdf](http://www.acq.osd.mil/dpap/policy/policyvault/USA003224-09-DPAP.pdf)) and is available at [http://www.acq.osd.mil/dpap/pdi/p2p/docs/internal\\_Controls\\_for\\_Procurement\\_Systems\\_v1.1.docx](http://www.acq.osd.mil/dpap/pdi/p2p/docs/internal_Controls_for_Procurement_Systems_v1.1.docx).

These controls are established to ensure that organizations planning for and implementing procurement systems comply with policy requirements, including the imperative to share procurement data electronically, in standard formats, across Federal and Defense systems. These rules were established in policy documents, including the Federal Acquisition Regulation, Defense Federal Acquisition Supplement, and Financial Management Regulation. The source of the internal control policy is cited on each control. DPAP and DCFO plan to publish updates to these internal controls as new rules are established through policy issuance.

Direct questions regarding this information to Mr. Bruce Propert at [david.b.propert2.civ@mail.mil](mailto:david.b.propert2.civ@mail.mil) or 703-697-4384.

  
for Claire M. Grady  
Director, Defense Procurement  
and Acquisition Policy

cc:  
DIRECTOR (COMPTROLLER)