



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

DEC 4 2013

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: Data Call for AbilityOne Contract Management Support

OUSD (AT&L)/Defense Procurement and Acquisition Policy (DPAP) received \$12 million in appropriations for the sustainment of the AbilityOne teams currently performing in the Contract Management Support (CMS) Program for contract closeout services on 20 DPAP-funded pilot task orders, and to expand the established pilots for support to close out cost-type contracts.

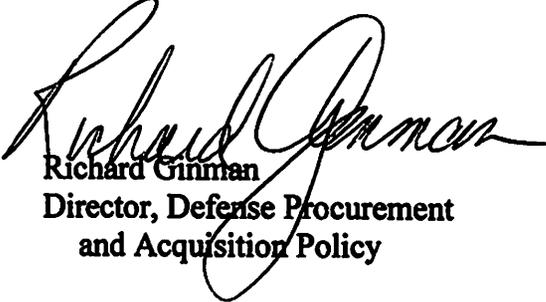
DPAP is working with Washington Headquarters Service (WHS) to obligate the funding for the stated purpose, however, we need to know who currently has the demand for contract closeout services support and is interested in participating by sending contract files (electronic or hard copy) to the AbilityOne teams. New task orders will be issued by WHS, on behalf of the DoD customer, against the existing Army AbilityOne Program CMS Indefinite Delivery/Indefinite Quantity (IDIQ).

Please identify your express interest and provide the information/data described below in order for DPAP to develop a firm execution plan for the funding.

- 1) Identify the contracting office location (requiring office).
- 2) Indicate if your Component is interested in providing fixed-price and/or cost-type contracts for closeout services.
- 3) Requirement estimates; provide the number of contracts available for closeout by contract type and the estimated contracts available for closeout in FY14 and in FY15.
- 4) Indicate if your contracts are digitally available or will need to be boxed and shipped.
- 5) Are digital imaging (scanning) services required?
- 6) Are document destruction services required?
- 7) Is there a requirement for an AbilityOne employee to assist with on-site inventory and boxing?

- 8) State on-site/off-site preference (note that the majority of the existing contractor teams are off-site).
- 9) Identify and provide contact information for the Contracting Officer Representative (COR) who will work with DPAP, WHS, and the prime contractor; CORs should be identified at the Command/MAJCOM/SYSCOM or equivalent level.
- 10) Identify the IT systems used to complete contract closeout.
- 11) Are you able to provide Common Access Cards and applicable system access as required?

Please provide the requested data by January 3, 2014, to Ms. Susan Pollack at susan.w.pollack.civ@mail.mil. Questions can be directed to Ms. Pollack at 703-697-8336, or the e-mail address above. Additional information on the IDIQ and the procedures are attached. Your participation in this initiative will have a direct and positive result of creating job opportunities for wounded veterans, and for individuals who are blind or who have other significant disabilities.



Richard Ginman
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

December 4, 2013

Background: The AbilityOne Contract Management Support (CMS) Program was established under Indefinite Delivery/Indefinite Quantity (IDIQ) contract, W9124D-10-D-0021, awarded by the Army for DoD-wide use on June 29, 2010. CMS was concurrently added to the AbilityOne Program Procurement List, requiring all DoD Components to utilize the Army IDIQ when outsourcing for non-inherently governmental contract close out support. The CMS Program creates career oriented, upwardly mobile employment for people who are blind or who have other severe disabilities, and for wounded veterans. The contract fulfills a critical need for the Department by reducing the contract closeout administrative workload and allowing the contracting workforce to focus resources on critical mission support to the warfighter.

Accessibility: Note that automated contracting systems used for contract closeout must be accessible for people who are blind or who have severe disabilities and must be able to be accessed from government and contractor locations. Each DoD component will need to work with the AbilityOne Program to ensure this accessibility to contract writing systems, IT security and transfer protocols, physical location of the services, and expanded or specific close-out processes for their own contracting offices. For remote access, government furnished laptops are a recommended solution. Additionally, each task order level COR will be required to attend monthly program status meetings where the execution status of each task order, to include any impediments to success, will be discussed and then reported to DPAP.

Program Statistics: Of interest, as of October 2013, the CMS program has received 213,662 contracts from DoD for close out, identified \$808.5M available for de-obligation, \$543.1M of which has been de-obligated through the procurement system, and 6.5M images have been scanned. I want to express appreciation to our contracting workforce for its steadfast support of the DoD AbilityOne CMS Program.