



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-3000

AUG 25 2006

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
ASSISTANT SECRETARY OF THE ARMY
(ACQUISITION, LOGISTICS AND TECHNOLOGY)
ASSISTANT SECRETARY OF THE NAVY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
ASSISTANT SECRETARY OF THE AIR FORCE
(ACQUISITION)

SUBJECT: Other Transaction Acquisition Agreements Information Collection

The collection of Other Transaction Acquisition Agreements information using the Cooperative Agreements and Other Transactions web-based system has been implemented for some time now and replaced the use of the DD Form 2759 Test, Report of Other Transactions for Prototype Projects. Your Service/Agency Primary Points of Contact (SPPOCs) have been instrumental in this transition and have helped to ensure the accuracy of these records; however, some reporting is not being accomplished in a timely manner. I am restating the previous requirement that applied to the DD Form 2759 Test. Agreements Officers are required to complete the information collection at the time of award and each time funds are obligated or deobligated on agreements. Reports are required for all actions except for administrative changes as detailed in the system instructions. The Agreements Officer must forward the completed record to the SPPOC within ten days of award. Agency SPPOC should in turn submit reviewed records to the Master User within an additional ten days.

Please ensure that your SPPOCs and Agreements Officers understand that this reporting requirement continues, and is not limited by the annual Report to Congress required under 10 U.S.C. 2371(h). Access to the Cooperative Agreements and Other Transactions system may be obtained through your SPPOC or the DPAP Master User and policy point of contact, Mr. Andrew Obermeyer, at (703) 697-6710 or Andrew.Obermeyer@osd.mil.

Shay D. Assad
Defense Procurement
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