



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

NOV 01 2017

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: Contracting with the AbilityOne® Program

A report issued by the Department of Defense (DoD) Office of Inspector General, DoDIG-2016-097, "DoD Generally Provided Effective Oversight of AbilityOne Contracts," found that a small percentage of the DoD AbilityOne contracts reviewed were for products or services not on the AbilityOne Procurement List at the time of contract award. In response to this finding, contracting officers are reminded to follow the purchasing priorities of the Federal Acquisition Regulation, Subpart 8.7.

The U.S. AbilityOne Commission, the Federal agency that administers the AbilityOne Program, maintains the Procurement List of all AbilityOne products and services required to be purchased by contracting officers. As part of the market research process and at the time of contract award, contracting officials should check the Procurement List accessed at <http://www.abilityone.gov> to determine whether a product or service is on the list. If the required product or service is not on the Procurement List then the DoD customer may work with the U.S. AbilityOne Commission to add it to the list through the Federal rulemaking process. Further, questions concerning whether a product or service is on the Procurement List may be submitted at e-mail address [info@abilityone.gov](mailto:info@abilityone.gov).

To learn more about contracting with the AbilityOne Program and as part of the continuous learning requirements for the contracting workforce, I recommend completing the Continuous Learning Module 023, "AbilityOne Contracting," which is offered on the Defense Acquisition University website at [http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs\\_id=418](http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=418). My staff specialist for the above is Ms. Susan Pollack who may be contacted at 703-697-8336.

A handwritten signature in black ink, appearing to read "Shay D. Assad", written over a circular stamp or mark.

Shay D. Assad  
Director, Defense Pricing/Defense  
Procurement and Acquisition Policy