



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT),
ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Contract Management Support Services Planning Information and Data Call

This is to follow up with an important initiative presented this week at my Contracting Senior Leader off-site. The AbilityOne Contract Management Support (CMS) program is a strategic partnership between the Department of Defense (DoD) and AbilityOne that will provide non-inherently governmental contract management support for DoD Components while creating career oriented, upwardly mobile employment for people who are blind or have severe disabilities, to include service-disabled veterans. This initiative is an excellent example of an innovative way to expand business with the AbilityOne Program and concurrently satisfy a critical need for the Department.

The Army is leading the effort for this initiative and awarded a CMS pilot contract in September 2009. The Army pilot is a proof of principle in which the AbilityOne program provides functional support to Army contracting offices for contract closeout support, contract document digitization, contract file destruction services, and other administrative functions as required. The Army pilot will result in a long term contract, accessible by all DoD Components to issue task orders for delivery of a selection of services from the menu of listed capabilities. It is anticipated this contract will be awarded in towards the end of March 2010.

To facilitate the Army's formation of this strategic contract, develop estimates and ceilings, allow for estimated budgets, and facilitate planning, it is necessary to collect the data by contracting office location. Please provide the requested data in the attached spreadsheet by January 8, 2010, to Ms. Susan Pollack at susan.pollack@osd.mil. If you have any questions regarding this data call or the AbilityOne Program, please contact Ms. Pollack at 703-697-8336.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated