



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

## THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

31 MAY 2002

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND DEVELOPMENT  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
COMMANDERS OF THE COMBATANT COMMANDS  
ASSISTANT SECRETARIES OF DEFENSE  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Acquisition of Services

Sections 801 through 803 of the National Defense Authorization Act for Fiscal Year 2002, Pub. L. 107-107, establishes a series of requirements impacting the acquisition of services in the Department of Defense. My office is in the process of implementing those various requirements. The attached policy guidance establishes a review structure and process for the acquisition of services in accordance with section 801(d). Other implementation actions will be issued separately.

Through this guidance and other forthcoming guidance, it is my intent to move DoD to a more strategic and integrated approach to the acquisition of services that recognizes the importance of service acquisitions to the Department and the need to treat the acquisition of services as seriously as we do the acquisition of hardware.

Within 60 days of the date of this Memorandum, each of the Military Components will propose a Services Contracts Oversight Process (SCOP) – a process and procedures for their management and oversight of acquisition of all acquisitions of services. This process will be reviewed by an OSD team, led by the Director of Acquisition Resources and Analysis, who will provide a recommendation to me and upon approval I will delegate oversight responsibility to the Component.

My point of contact for this action is Mr. Richard K. Sylvester, Office of the Director, Acquisition Initiatives. Mr. Sylvester may be reached by phone at 703-697-6399 or by e-mail at richard.sylvester@osd.mil.

  
E. C. Aldridge, Jr.

Attachment  
As stated

