



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(RESEARCH, DEVELOPMENT AND ACQUISITION)  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

NOV 17 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Mandatory Use of AbilityOne Program Contract Closeout Services

The attached Director, Defense Procurement and Acquisition Policy memorandum of September 14, 2010 is forwarded for your information and action, as appropriate. It informs the procurement community that the AbilityOne Program Contract Close-Out Support Services Indefinite Delivery/Indefinite Quantity (IDIQ) contract W9124D-10-D-0021 was awarded by the Army on June 29, 2010, and must be used by all DoD Components when outsourcing contract closeout services. Contract closeout services were added to the AbilityOne procurement list effective June 28, 2010, which means DoD components must contact the AbilityOne program when a determination is made to outsource these services. The AbilityOne program will assess the work required, and, if there is no capacity to provide the services, will issue a purchase exception to the requesting organization. Existing contracts with priced options for contract closeout services may be completed in accordance with their stated terms and conditions.

Further details are provided within the memorandum. Please ensure this guidance is provided to all appropriate contracting personnel. My point of contact is Ms. Gabrielle Trickett, [gabrielle.trickett@navy.mil](mailto:gabrielle.trickett@navy.mil), 703-614-9641.

A handwritten signature in black ink that reads "Elliott B. Branch".

ELLIOTT B. BRANCH  
Executive Director  
DASN (A&LM)

Attachment:  
As stated

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

SEP 14 2010

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 & LOGISTICS MANAGEMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Mandatory Use of AbilityOne Program Contract Closeout Services

My memorandum of December 4, 2009, announced an important strategic sourcing initiative between the Department of Defense (DoD) and the AbilityOne Program for Contract Management Support Services (CMS) and the plan to award a long term contract based on the success of the ongoing CMS pilot contract with the Department of the Army. I am pleased to inform the procurement community that the AbilityOne Program Contract Closeout Support Services Indefinite Delivery/Indefinite Quantity (IDIQ) contract W9124D-10-D-0021 was awarded by the Army on June 29, 2010, and must be used by all DoD Components when outsourcing contract closeout services. Existing contracts with priced options for contract closeout services may be completed in accordance with the terms and conditions of the existing contracts.

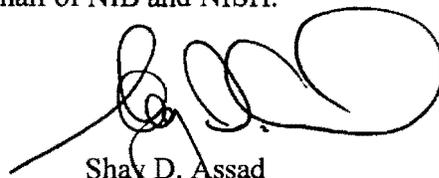
The CMS IDIQ contract provides non-inherently governmental contract closeout support and creates career-oriented, upwardly mobile employment opportunities for people who are blind or who have other significant disabilities, to include Wounded Warriors and service-disabled veterans. This contract fulfills 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.

The contract closeout services were added to the AbilityOne Program Procurement List, as posted in the Federal Register <http://edocket.access.gpo.gov/2010/pdf/2010-12898.pdf>, effective June 28, 2010. In accordance with the Javits-Wagner O'Day Act (41 USC 47) and the Federal Acquisition Regulation Subpart 8.7, the placement of contract closeout services on the AbilityOne Program Procurement List requires DoD components to contact the AbilityOne Program when a determination is made to outsource contract closeout work. The AbilityOne Program will assess the work required, and, if the capacity to provide the contract closeout

services is not available to meet the customer's needs then the Committee for Purchase From People Who Are Blind or Severely Disabled will issue a Purchase Exception to the requesting organization.

Each DoD Component will need to work with the AbilityOne Program to ensure key implementation issues are addressed to include determination of physical location of the services, accessibility to contract writing systems, establishment of IT security/transfer protocols and the formulation of closeout processes for the respective contracting offices.

Please address questions regarding this memorandum and AbilityOne Program procurement policy to Ms. Susan Pollack, OUSD(AT&L)/DPAP, at 703-697-8336, or [susan.pollack@osd.mil](mailto:susan.pollack@osd.mil). For information on AbilityOne Contract Closeout Services, DoD Components may contact National Industries for the Blind (NIB) Services Department at 866-573-3748 or [services@nib.org](mailto:services@nib.org), on behalf of NIB and NISH.

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a long horizontal line extending to the left.

Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy