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## COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

### MEMORANDA OF SUPPORT

Commission Members, as advocates for the AbilityOne Program, are encouraged to obtain statements of support for the AbilityOne Program from the Secretary of their Department or other senior official, as appropriate.

Such statements from senior leaders encourage other employees to support the AbilityOne Program, purchase AbilityOne products through authorized distributors, and promote awareness of that the Program is a mandatory source of supply for products that display the AbilityOne logo.

This section of the Toolkit contains several examples of Memoranda of Support issued by various Federal officials. They may provide useful information for similar letters that may be issued in response to this Toolkit.

Dec. 28, 2011





DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC 20330-1060

OFFICE OF THE ASSISTANT SECRETARY

20 OCT 2011

MEMORANDUM FOR ALMAJCOM/FOA/DRU

FROM: SAF/AQC  
1060 Air Force Pentagon  
Washington, DC 20330-1060

SUBJECT: Increasing AbilityOne Contracting Opportunities

October is National Disability Employment Awareness Month (NDEAM) and a perfect time for me to personally endorse the AbilityOne Program. AbilityOne provides employment opportunities for more than 47,000 people who are blind or severely disabled through federal Government contracts for supplies and services. This workforce also includes more than 3,300 of our wounded veterans.

In a recent memo (attached), the Director, Defense Procurement and Acquisition Policy (DPAP) highlighted the importance of AbilityOne and lauded the FY11 award winners. In the spirit of this memo, I wanted to strongly encourage contracting officers to engage with their customers in proactively seeking contracting opportunities suitable for the AbilityOne Program in order to foster greater opportunities and career paths for people with disabilities. I also wanted to congratulate all of our FY11 Air Force AbilityOne award winners identified in the attached DPAP memo.

As we continue moving forward with strategic sourcing initiatives, I believe the prospects for awarding new AbilityOne contracts to meet our supply and operational services requirements are stronger than ever. Two such examples are office supplies and contract closeout services. This month saw the commencement of the Mandatory Use Policy for Purchase of Office Supplies. This policy authorizes office supply purchases from AbilityOne Base Supply Centers as the only Air Force waiver from utilizing the Federal Strategic Sourcing Initiative (FSSI) Office Supply Blanket Purchase Agreements (BPAs). This month we also anticipate the award of two task orders under the AbilityOne Program to support in the closeout of approximately 11,360 Air Force contract actions.

Through our partnership with AbilityOne, we can continue to employ disabled workers who provide vital supplies and services that help us meet the mission of the Air Force, a win-win for all involved. You got it...we bought it...from AbilityOne!

  
WENDY M. MASIELLO, Maj Gen, USAF  
Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)

Attachment:  
30 Sep 11 OUSD AT&L DPAP



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

SEP 30 2011

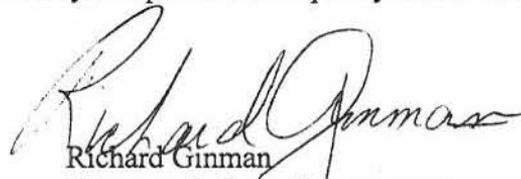
ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

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)  
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: National Disability Employment Awareness Month and the AbilityOne Program

Each October the President of the United States asks all Americans to recognize the achievements of workers with disabilities and to help create greater employment opportunities and career paths for people with disabilities. This year's National Disability Employment Awareness Month (NDEAM) theme, "Profit by Investing in Workers with Disabilities," honors the contributions of a highly skilled talent pool that can help employers compete in today's global economy. NDEAM is an excellent opportunity to recognize and celebrate the AbilityOne Program, which is the largest single source of employment in the United States for people who are blind or have other significant disabilities. Today, more than 3,300 wounded veterans are part of the AbilityOne Program's 47,000 workforce that is employed at more than 600 community-based non-profit agencies across the country.

The Department of Defense proudly continues to be the largest customer of the AbilityOne Program, procuring more than \$1.6 billion of goods and services for the defense mission in Fiscal Year 2010. This past year, my office and the U.S. AbilityOne Commission, the Federal agency which administers the AbilityOne Program, recognized the procurement professionals identified in the attached who demonstrated a commitment in action to increasing business with AbilityOne. I congratulate these award recipients for a job well done, and express appreciation to our workforce for their dedication to, and steadfast support of, the AbilityOne Program. My staff point of contact for AbilityOne procurement policy is Ms. Susan Pollack, 703-697-8336, [susan.pollack@osd.mil](mailto:susan.pollack@osd.mil).

  
Richard Ginman  
Director, Defense Procurement  
and Acquisition Policy

Attachment:  
As stated

**Department of Defense Acquisition Workforce Members Recognized in Fiscal Year 2011**

***Awards Presented by the U.S. AbilityOne Commission:***

Thomas Bouchard, Army Contracting Command, Aberdeen Proving Ground (Soldier, Chemical, Research & Test) – Recipient of the 2011 E.R. "Dick" Alley Career Achievement Award. This award is the highest honor bestowed by the U.S. AbilityOne Commission and recognizes Federal employees who have provided extraordinary achievement and sustained effort to create AbilityOne employment and training opportunities on Federal contracts for people who are blind or have other significant disabilities.

Rear Admiral Mark Heinrich, SC, USN; Commander, Naval Supply Systems Command and Chief of Supply Corps – Recipient of the 2011 Osborne A. "Oz" Day AbilityOne Awareness Award. This award recognizes a Federal employee for extraordinary efforts in advocating and promoting the AbilityOne Program.

Pamela Munoz; Director, Joint Base Lewis-McChord, USA MICC, Contracting Directorate – Recipient of the 2011 Outstanding Contributions Award.

Vicki Taft; Chief, Base Support Flight, 72 CONS/PKA; Tinker Air Force Base – Recipient of the 2011 Outstanding Contributions Award.

Susan Pollack; Senior Procurement Analyst, OUSD (AT&L)/Defense Procurement and Acquisition Policy – Recipient of the 2011 Most Valuable Liaison Award.

***AbilityOne Commitment in Action Awards Presented by the Department of Defense and the U.S. AbilityOne Commission at the DOD Procurement Conference and Training Symposium, May 11, 2011:***

Scott Svabek, Colonel, U.S. Army Medical Command

Benjamin Walker, AETC, 82nd Contracting Squadron

David Brown, AETC, 82nd Contracting Squadron

Mary Whitley, AETC, 82nd Contracting Squadron

Porter Smith, AETC, 82nd Contracting Squadron

Diane Hulett, Defense Finance and Accounting Services

Eric Miller, Defense Finance and Accounting Services

Gerald Lane, Defense Finance and Accounting Services

Brett Joseph, Defense Logistics Agency

Lisa Flite, Defense Logistics Agency

Theresa Rucci, Defense Logistics Agency

Edward Stolle, Navy Fleet and Industrial Supply Center Norfolk

David Borne, Navy Fleet and Industrial Supply Center Norfolk

Patricia Monroe, Navy Fleet and Industrial Supply Center Norfolk

Robert Wade, Washington Headquarters Service

***AbilityOne Commitment in Action Awards Presented by the Department of Defense and the U.S. AbilityOne Commission at the DOD Senior Contracting Leader Off-Site, December 8, 2010:***

Roger Westermeyer, Colonel, USAF, Director of Contracting, Ogden Air Logistics Center

Sandra Kim, Chief, Contracting Division Omega, USA Regional Contracting Office-Hawaii

Derrick McGee, Contracting Division Omega, USA Regional Contracting Office-Hawaii

Mary Adediran, Defense Commissary Agency

Charita Branscomb, Defense Commissary Agency

Linda Brown, Defense Commissary Agency

Michele Burk, Defense Commissary Agency

Ronald Conrad, Defense Commissary Agency

Jill Craft, Defense Commissary Agency

Patrick DeWynngaert, Defense Commissary Agency

Kathy Hawthorne, Defense Commissary Agency

Audrey Holmes-Fisher, Defense Commissary Agency

Carla Milot, Defense Commissary Agency

Scott Moorehead, Defense Commissary Agency

Sebrina Owens, Defense Commissary Agency

Betty Perkinson, Defense Commissary Agency

Michael Pigram, Defense Commissary Agency

Pamela Tyler, Defense Commissary Agency

Margaret Prince, Defense Commissary Agency

Ginna Thomas, Defense Commissary Agency

Denise Williams, Defense Commissary Agency

Darlene Kunde, Deputy Director, Regional Contracting Department, Navy Fleet and Industrial Supply Center – Jacksonville

Bonnie Adams, Navy Fleet and Industrial Supply Center – Jacksonville

Karen Donald, Navy Fleet and Industrial Supply Center – Jacksonville

Venita Harmon, Navy Fleet and Industrial Supply Center – Jacksonville

Vickie Morgan, Navy Fleet and Industrial Supply Center – Jacksonville

Melissa Rivera, Navy Fleet and Industrial Supply Center – Jacksonville  
Donna Sneed, Navy Fleet and Industrial Supply Center – Jacksonville  
Mattie Washington, Navy Fleet and Industrial Supply Center – Jacksonville  
Rebecca Washington, Navy Fleet and Industrial Supply Center – Jacksonville  
Annie Williams, Navy Fleet and Industrial Supply Center – Jacksonville  
James Currier, Navy Fleet and Industrial Supply Center - Norfolk  
Greg Finke, Navy Fleet and Industrial Supply Center - Norfolk  
Carolyn Johnson, Navy Fleet and Industrial Supply Center - Norfolk  
Nick Kulakowski, Navy Fleet and Industrial Supply Center - Norfolk  
Rhonda Nielsen, Navy Fleet and Industrial Supply Center - Norfolk  
Jennifer Patton, Navy Fleet and Industrial Supply Center - Norfolk  
Cathy Purvis, Navy Fleet and Industrial Supply Center - Norfolk  
Jacki Armes, Navy Fleet and Industrial Supply Center – Philadelphia  
Joel Asher, Navy Fleet and Industrial Supply Center – Philadelphia  
Gerald Bowne, Navy Fleet and Industrial Supply Center – Philadelphia  
Joseph Caltagirone, Navy Fleet and Industrial Supply Center – Philadelphia  
Brian Excell, Navy Fleet and Industrial Supply Center – Philadelphia  
Erin Kilrain, Navy Fleet and Industrial Supply Center – Philadelphia  
Kathleen Lockhart, Navy Fleet and Industrial Supply Center – Philadelphia  
James O'Sullivan, Navy Fleet and Industrial Supply Center – Philadelphia  
Michael Placido, Navy Fleet and Industrial Supply Center – Philadelphia  
Jaime Slattery, Navy Fleet and Industrial Supply Center – Philadelphia  
Virginia Dashiell, Acting Director, Regional Contracting Department, Navy Fleet and Industrial Supply Center - Puget Sound  
Spencer Butherus, Navy Fleet and Industrial Supply Center - Puget Sound  
Jane “Lucy” Leu, Navy Fleet and Industrial Supply Center - Puget Sound  
Danny Lewis, Navy Fleet and Industrial Supply Center - Puget Sound  
Marcia Cruz, Deputy Director, Regional Contracts Department, Navy Fleet and Industrial Supply Center - San Diego  
Anthony Bagnani, Navy Fleet and Industrial Supply Center - San Diego  
Gabriel Ho, Navy Fleet and Industrial Supply Center - San Diego  
George Tegart, Navy Fleet and Industrial Supply Center - San Diego

***Awards presented by National Industries for the Blind (NIB) at the 2011 NIB/National Association for the Employment of People Who Are Blind (NAEPB) Opportunity Forum Conference, June 23, 2011:***

Mark Thompson, Chief, Supply Policy, U.S. Air Force Air Mobility Command, Scott AFB; Recipient of the Base Supply Center Partner in Excellence Awards

Shawna McGowan, LtCol, U.S. Air Force, Chief, Airman clothing and individual equipment, Air Staff, Arlington, Virginia; Recipient of the Base Supply Center Partner in Excellence Award

Al Diaz, NEXCOM; Recipient of the Business Development Partner in Excellence Award

Bob King, Director, Defense Logistics Agency, Distribution; Recipient of the Business Development Partner in Excellence Award

Terri Scheetz, Chief, Equipment/Tent Division, DLA Troop Support; Recipient of the Textiles and Niche Partner in Excellence Award

***AbilityOne Procurement Champions Recognized by NISH:***

Vicky Williams, Air National Guard, October 2010 Champion

Lawrence Duran, United States Air Force Academy, November 2010 Champion

Ken Tritsch, United States Air Force, December 2010 Champion

Darlene Kunde, Navy Fleet Industrial Supply Center, January 2011 Champion

Suzanne Edgar, Joint Base – McGuire, Dix, Lakehurst, February 2011 Champion

Colonel Searle, Joint Base – McGuire, Dix, Lakehurst, February 2011 Champion

Edwonia Gates, United States Army, February 2011 Champion

Cynthia Nevin, Defense Logistics Agency, Land & Maritime, March 2011 Champion

Deborah Ault, United States Army, March 2011 Champion

Rosalind McFadden, United States Army, April 2011 Champion

Michelle Millay, United States Army, April 2011 Champion

Buzz Soltis, United States Army, April 2011 Champion

Laura Johnson, Naval Medical Center Portsmouth, April 2011 Champion

LCDR Kreg Everleth, Naval Medical Center Portsmouth, April 2011 Champion

Eric Miller, Defense Finance and Accounting Service, May 2011 Champion

Gerald Lane, Defense Finance and Accounting Service, May 2011 Champion

Eric Spychaliski, United States Air Force, May 2011 Champion

Stephen Abate, United States Army, June 2011 Champion

Peter McDonald, United States Army, June 2011 Champion

Time Byrnes, Army Mission & Installation Contracting Command, September 2011 Champion

***Chief Acquisition Officers Council (CAOC) Team Award Presented to the Department of the Army, Mission and Installation Contracting Command (MICC) Team. The 2011 CAOC Acquisition Excellence Awards were presented at the GSA Expo on May 11, 2011.***

This award recognizes teams or individuals that have demonstrated excellence in acquisition management. The MICC team led an initiative to develop a DOD-wide solution for contract closeout support, utilizing the AbilityOne Program capabilities and capacity. The MICC team developed a successful proof-of-concept, and awarded an Indefinite Delivery/Indefinite Quantity contract for contract closeout management support services available for use by all DOD . contracting offices. The MICC recipients of the CAOC team award are:

Sarah Corley

Bruce Alsop

John Campos

Michael Gallagher

Richard Goodin

Mary Johnson

Dale Williams



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
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.

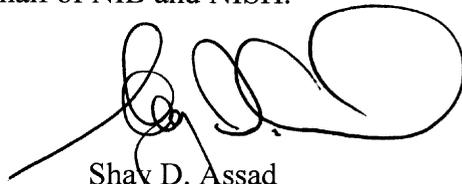
The CMS IDIQ contract provides non-inherently governmental contract closeout support and creates career-oriented, upwardly mobile employment opportunities for people who are blind or who have other significant disabilities, to include Wounded Warriors and service-disabled veterans. This contract fulfills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

Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy