



ACQUISITION  
AND SUSTAINMENT

## THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

AUG 17 2020

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Designation of Lead Program Executive Officer for 4th Estate Contract Writing Capability

- References: (1) Under Secretary of Defense for Acquisition, Technology and Logistics memorandum, "4th Estate Contract Writing Capability," dated February 8, 2017
- (2) Under Secretary of Defense for Acquisition and Sustainment memorandum, "Updated Standard Procurement System Sunset Date," dated April 28, 2020

On February 8, 2017, the Director, Defense Logistics Agency (DLA) was appointed as the lead to facilitate the requirements definition for the next generation of contract writing capability for the members of the 4th Estate on behalf of Defense Pricing and Contracting (DPC), the Office of the Secretary of Defense Functional Sponsor (Reference 1). Recently, the sunset date for use of the Standard Procurement System (SPS) for new contract awards was updated to September 30, 2023 (Reference 2). At this time, I am further designating the Director, DLA as the Program Executive Officer to execute the joint set of developed requirements for the 4th Estate contract writing capability. DPC remains the functional sponsor. A Limited Deployment Authority to Proceed (ATP) solution set shall be able to be deployed by the 4th Estate agencies and field activities prior to the revised SPS sunset date. The target operational environment for this solution set is the Department of Defense Procurement Integrated Enterprise Environment (PIEE).

The Limited Deployment ATP solution set shall be developed in accordance with the goals and objectives of the Strategic Plan for Defense Wide Procurement Capabilities – A Functional Strategy (version 3.0, dated March 2020, [https://www.acq.osd.mil/dpap/pdi/docs/1-Strategic\\_Plan.pdf](https://www.acq.osd.mil/dpap/pdi/docs/1-Strategic_Plan.pdf)) and shall:

- Leverage the existing capabilities of PIEE and its associated modules (e.g., Clause Logic Service) as much as possible;
- Comply with the data standards (e.g., Procurement Data Standard) and processes established for the Procure-to-Pay end-to-end business processes;
- Interface with the existing capabilities of the federal Integrated Award Environment for required authoritative sources of data and reporting; and
- Leverage the government-developed contract writing solution set deployed by the Air Force for applicable capabilities.

The 4th Estate members are expected to transition their contracting organizations currently using SPS, non-SPS legacy systems, or manually issued contract awards to the Limited Deployment and eventual Full Deployment ATP solution sets once available. DLA shall continue to work with DPC and the members of the 4th Estate to refine additional functional requirements.

This memorandum further authorizes DLA to budget accordingly through the Program Planning and Budgeting System for necessary modernization funds for a Limited Deployment ATP solution set, as well as sustainment funds for the life of the program. The 4th Estate members will be responsible for identifying modernization funds to achieve Full Deployment beyond the Limited Deployment ATP solution set. The 4th Estate agencies and field activities shall budget for necessary licenses for their workforce, as well as implementation tasks unique to their organization.

My DPC point of contact is Ms. Lisa Romney, at (703) 697-4396 and [janice.l.romney.civ@mail.mil](mailto:janice.l.romney.civ@mail.mil). The DLA point of contact is Mr. Adarryl Roberts, at (571) 767-2100 and [adarryl.roberts@dla.mil](mailto:adarryl.roberts@dla.mil).

A handwritten signature in black ink, appearing to read "Ellen M. Lord". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ellen M. Lord

**DISTRIBUTION:**

**SECRETARIES OF THE MILITARY DEPARTMENTS**

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**COMMANDER, UNITED STATES SPECIAL OPERATIONS COMMAND**

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**DEPUTY CHIEF MANAGEMENT OFFICER**

**DIRECTOR OF COST ASSESSMENT AND PROGRAM EVALUATION**

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ACQUISITION,  
TECHNOLOGY,  
AND LOGISTICS

## OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

FEB - 8 2017

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE (COMPTROLLER)  
DEPUTY CHIEF MANAGEMENT OFFICER  
COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: 4<sup>th</sup> Estate Contract Writing Capability

On January 13, 2017, an updated sunset date was established for the Standard Procurement System (SPS) of September 30, 2023. As the Office of the Secretary of Defense Functional Sponsor for contracting capabilities, the Director, Defense Procurement and Acquisition Policy (DPAP), is responsible for joint contracting requirements. In that role, DPAP is responsible for requirements executive sponsorship, requirements adjudication, and determination of funding sources for the 4<sup>th</sup> Estate Contract Writing Capability. The Director, Defense Logistics Agency (DLA) shall take the lead to facilitate requirements definition for the next generation capability on behalf of the Functional Sponsor. DPAP and DLA shall execute a Memorandum of Agreement (MOA) to define resources and responsibilities.

In December 2016, the senior procurement members of the 4<sup>th</sup> Estate voted to establish a joint team to develop a next generation contract writing capability and evaluate alternatives for replacing the existing SPS. Under the leadership of DPAP and DLA, the joint team shall complete the following tasks in Fiscal Year (FY) 2017:

- Requirements Definition
- Problem Statement, sponsored by DPAP, to address the sunset of SPS by September 30, 2023
- Acquisition Strategy
- MOA establishing funding, infrastructure, program office, and acquisition details for this effort (see Attachment for List of Organizations).

DPAP and DLA may develop an issue paper, sponsored by DPAP, consistent with the Department's FY 2019 Program/Budget Review process to address resourcing that may be required in order to undertake the procurement of the 4<sup>th</sup> Estate Contract Writing Capability. My point of contact is LeAntha Sumpter at 703-697-4401.



James A. MacStravic  
Performing the Duties of the  
Under Secretary of Defense  
for Acquisition, Technology,  
and Logistics

Attachment:  
As stated

cc:  
C3, Cyber, and Business Systems

## **4<sup>th</sup> Estate Organizations**

**Defense Advanced Research and Projects Agency**  
**Defense Commissary Agency**  
**Defense Contract Management Agency**  
**Defense Finance and Accounting Service**  
**Defense Health Agency**  
**Defense Human Resources Activity**  
**Defense Media Activity**  
**Defense Microelectronics Activity**  
**Defense Security Cooperation Agency**  
**Defense Security Service**  
**Defense Education Activity**  
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