



**DEFENSE COMMISSARY AGENCY**  
HEADQUARTERS  
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FORT LEE, VIRGINIA 23801-1800

AM

MEMORANDUM FOR DIRECTOR, DEFENSE PROCUREMENT AND ACQUISITION  
POLICY, OFFICE OF STRATEGIC SOURCING, OFFICE OF  
THE SECRETARY OF DEFENSE  
(ATTN: MS. JENNIFER MARTIN)

SUBJECT: Department of Defense Inventories and Reviews of Contracts for Services in Fiscal  
Year 2008

Reference: Memorandum, A&T, May 26, 2009, Subject: Revised Implementation Schedule for  
Department of Defense Inventories and Reviews of Contracts for Services

On behalf of the Director, Defense Commissary Agency (DeCA), I submit the enclosed  
inventory of services contracts for Fiscal Year (FY) 2008 in response to referenced  
memorandum.

The methodology used by DeCA to develop the inventory report was to pull the required  
data from two systems, Federal Procurement Data System–Next Generation (FPDS-NG) and  
Procurement Desktop Defense (PD2). The inventory provided was limited to service contracts  
current as of FY 2008 as required. Excluded were rental/lease of equipment/facilities and  
construction.

The data provided is sorted by Contracting Activity Code (or Department of Defense  
Activity Address Code) to distinguish contracts awarded by each of DeCA's contracting  
divisions (Resale, Supplies & Equipment, Commercial Services, and other Store Support).  
DeCA currently contracts out its Information Technology (IT) requirements. Therefore, the  
report includes IT service contracts awarded by other agencies in support of DeCA for which  
DeCA is the funding agency. This directorate's Contract Policy & Systems Division will be  
devising a system to better track interagency procurements for internal purposes, as well as  
capture the data required for this annual report.

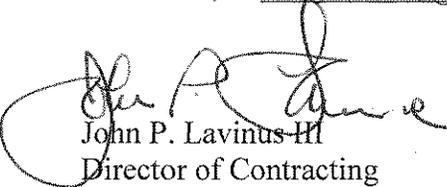
Certain data could not be captured using either FPDS-NG or PD2. Therefore, the  
gathering of this additional data was tasked to each of the divisions and entered manually. The  
data fields affected were the number of Full Time Equivalents (FTE's), the type of funding used,  
and whether the services were personal in nature as defined by the Federal Acquisition  
Regulation. DeCA uses Defense Working Capital Fund and Surcharge monies to fund its service  
contracts; therefore, funds were identified by these two types. Since our service contracts are for  
the most part performance-based, the number of FTE's annotated are based on estimated  
workload.

For future inventory reports, the Contracting Directorate will create a standard format for the divisions to update regularly so that DeCA can capture the information required for this report more readily and not require transfer of data from more than one report to a master template. For example, data from FPDS-NG, PD2, and the divisions were all pulled into the master template for this report. Since FPDS-NG populates the service codes field, it took additional time to provide the service code definitions. As a result of entering certain fields manually, this report contains no incomplete or blank fields.

In compliance with the statutory requirements of the FY08 NDAA, Section 807, Subsection (d), this agency will publish a notice in the Federal Register 30 days after the inventory list is provided to Congress, that the inventory is available to the public. The list will be published on DeCA's website: <http://www.commissaries.com/business/services.cfm>.

In adherence with Subsection (e) of the statute, my directorate will be tasked with ensuring that the inventory list is reviewed within 90 days of submission. This review will entail ensuring that any personal services contracts are being performed in accordance with applicable statutory and regulatory requirements, and that no contracts contain inherently governmental or closely related inherently governmental functions. Any contracted activities identified for possible conversion will be included in a plan for further consideration.

My point of contact for questions about this submission is Ms. Cindy Hildner who can be reached at (804) 734-8000 or DSN 687-8000, extension 48483, or [cindy.hildner@deca.mil](mailto:cindy.hildner@deca.mil).



John P. Lavinus III  
Director of Contracting

Attachments:  
As stated