



DEPUTY UNDER SECRETARY OF DEFENSE FOR
LOGISTICS AND MATERIEL READINESS
3500 DEFENSE PENTAGON
WASHINGTON, DC 20301-3500

MAR 28 2007


MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Letter of Instruction (LOI) for Submitting Issues for Consideration by the
OSD Materiel Readiness Committee (MRC).

- References: a. DSD Memo, Subject: Establishment of OSD Materiel Readiness
Committee, December 14, 2006.
b. Standard Operating Procedures for OSD Materiel Readiness Committee
Council of Colonels (MRC CoC), January 17, 2007

The OSD MRC was established to provide the Joint Chiefs of Staff, the Military Services and Combatant Commanders a responsive and expedited process to deal with critical, time sensitive, and changing logistics issues that require OSD or higher level approval.

The attached LOI provides guidance on submitting issues for consideration by the MRC. This LOI applies to the Office of the Secretary of Defense (OSD), the Joint Staff (JS), the Military Services, Defense Agencies and Activities and the Geographical Combatant Commands.


Jack Bell

Attachment:
As stated



LETTER OF INSTRUCTION

- References:**
- a. DSD Memo, Establishment of OSD Materiel Readiness Committee, December 14, 2006
 - b. Standard Operating Procedures for OSD Materiel Readiness Committee Council of Colonels (MRC CoC), January 17, 2007

Purpose: This LOI will be used for submitting Issues for Consideration by the OSD Materiel Readiness Committee. The OSD MRC was established to provide the Joint Chiefs of Staff, the Military Services and Combatant Commanders a responsive and expedited process to deal with critical, time sensitive, and changing logistics issues that require OSD or higher level approval. It is chaired by the Deputy Under Secretary of Defense for Logistics and Materiel Readiness.

This LOI provides guidance on submitting issues for consideration by the MRC.

Applicability and Scope: This LOI applies to the Office of the Secretary of Defense (OSD), the Joint Staff (JS), the Military Services, Defense Agencies and the Geographical Combatant Commands.

Guidelines:

- a. Items submitted for consideration by the MRC should be critical war-related materiel readiness issues requiring OSD or higher response or approval with a focus on selected, non-routine issues requiring:
 - 1) A change in or waiver of DOD policy
 - 2) Actions to obtaining or invoke emergency authorities already available at the Department or executive level
 - 3) Legislative authority
 - 4) Administration approval
- b. All submissions must be endorsed by a flag-level officer or equivalent.
- c. Issues should be summarized in a quad chart format (see Attachment 1) and include:
 - 1) The issue title
 - 2) The Command or Office / Proponent submitting the issue
 - 3) The POC including e-mail address and phone number
 - 4) A summary of the issue with background information
 - 5) The type of issue (e.g., Statutory, OSD policy)
 - 6) Required funding, if any

- 7) The current status of the issue (e.g., has a proposal been previously submitted and to what organization/agency?)
- 8) Recommended action required to resolve the issue
- 9) The impact, including anticipated consequences, if not approved

d. Submissions should also contain:

- 1) A descriptive narrative of the issue, including legislative / policy references; and copies of other pertinent documents. Any additional information concerning the current status of the issue and any historical or background information that will support a decision by the MRC should also be attached.
- 2) Background/history on attempts to resolve; include applicable documentation.
- 3) Proposed remedy on how to resolve the issue, either permanently, under limited authority or on a conditional basis.
- 4) Any proposed changes to legislation/regulation/policy guidance.

Submit issues to OADUSD Program Support office at shannon.egger.ctr@osd.mil, Pentagon room 5D313 / (703) 614-1959.

The Program Support office will confirm receipt, assign a tracking number, validate the request, and prepare the package for MRC consideration.

The Points of Contact for the ADUSD Program Support are Shannon Egger and Jac Starkey at (703) 614-1959.



Classification

Issue Title

Details

POC:

Proponent:

Type of Issue (e.g. Statutory, Policy):

Required Funding (e.g OPA, OMA, Internal):

Requested Action:

History

Summary of the Issue:

Background:

Current Status

Impact

Anticipated Benefits of Approval:

Consequences if Not Approved:

Classification

Date

Attachment 1

ADUSD Program Support