



## DEPUTY SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-1010

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARY OF DEFENSE FOR ACQUISITION,  
TECHNOLOGY AND LOGISTICS  
UNDER SECRETARY OF DEFENSE (COMPTROLLER)  
UNDER SECRETARY OF DEFENSE FOR PERSONNEL  
AND READINESS  
ASSISTANT SECRETARY OF DEFENSE (LEGISLATIVE  
AFFAIRS)  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
DEPUTY UNDER SECRETARY OF DEFENSE  
(ACQUISITION AND TECHNOLOGY)  
DEPUTY UNDER SECRETARY OF DEFENSE  
(INSTALLATIONS AND ENVIRONMENT)

SUBJECT: Establishment of OSD Materiel Readiness Committee

The Department, Combatant Commands, and Services are collectively operating at an increased operational tempo due to the Global War on Terrorism. To provide decisions for critical time sensitive issues directly affecting the support of the war effort, OSD will establish the Materiel Readiness Committee. It will provide a single point of entry into the Department for the Combatant Commands and Services, to address critical war-related materiel readiness issues requiring OSD or higher response or approval. The objectives are:

- Effective support of changing logistics requirements supporting the war fighter.
- Efficient and effective RESET of forces, including issues related to transportation, acquisition, procurement, and maintenance activities.
- Accelerating readiness and cost effectiveness.
- Proper stewardship of resources.

The Committee will address those critical issues presented by the Combatant Commands or Services that require expedited handling and accelerated presentation to senior officials. It will anticipate authorities or flexibilities required for future materiel support. The use of the Committee is not mandatory for all issues, and is not intended to



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supplant the normal staffing process. It will focus only on selected, critical, war-related, time-sensitive actions requiring immediate senior leader involvement. The Committee will specifically address:

- Issues that require a change to DOD policy or waiver.
- Obtaining or invoking emergency authorities already available at the Department or executive level.
- Legislative authorities.
- Administration approval.

The committee will be co-chaired by the Deputy Under Secretary (Logistics & Materiel Readiness) and the DoD Deputy Comptroller. It will function under the oversight of the Under Secretary of Defense for Acquisition, Technology, and Logistics, who is responsible for approving Committee composition and procedures.

A handwritten signature in black ink, appearing to read "Andrew England". The signature is written in a cursive style with a large, prominent initial "A".