OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301

JAN 07 2010

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY FOR
MANPOWER AND RESERVE AFFAIRS
ASSISTANT SECRETARYOF THE NAVY FOR
INSTALLATIONS AND ENVIRONMENT
DEPUTY CHIEF OF STAFF FOR PERSONNEL
UNITED STATES AIR FORCE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, JOINT STAFF
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: 2010 Commercial and Inherently Governmental Activities (IGCA) Inventory Data Call

The attached guidance provides information on preparing and submitting the 2010 Inventory of Commercial and Inherently Governmental Activities (commonly referred to as the IGCA Inventory). The IGCA Inventory will serve as the data set for responding to various reporting requirements, including, but not limited to, the Federal Activities Inventory Reform (FAIR) Act and the in-house data requirement for the annual report to Congress under subsection 2462 of title 10 of the United States Code (commonly referred to as the Commercial Activities Report).

The 2010 IGCA Inventory should include all appropriated funded military and civilian manpower authorizations including working capital funds, that are inherently governmental, commercial exempt, and subject to review for divestiture or private sector performance. As directed by the Office of Management and Budget (OMB), the inventory data shall be consistent with the Fiscal Year 2010 President's Budget. The inventory will exclude manpower paid through non-appropriated funds and services obtained through contracts with the private sector and through inter-service or intra-governmental support agreements.

Military Departments shall brief ODUSD(I&E) and OUSD(P&R) approximately three weeks after submission of their inventory. At a minimum, this briefing shall address all of the information required in the IGCA Inventory Narrative. Special emphasis should be placed on how strategic plans for workforce management are driving changes to the IGCA inventory and how risk assessments are used to justify commercial exempt coding. While this mandatory briefing is not required of the Defense Agencies and Field Activities, they should be prepared to brief ODUSD(I&E) and OUSD(P&R)

regarding any aspect of their inventory submission in the event additional information is needed.

The Military Departments, Joint Staff, Combatant Commands and Defense Logistics Agency shall submit their completed inventories by May 3, 2010. All other DoD Departments/Activities shall submit their inventories by April 5, 2010. Instructions for preparing and submitting the 2010 IGCA Inventory are attached. Each Component will be provided with an electronic spreadsheet template to assist in the submission of its data. Completed inventories shall be submitted electronically to Ms. Laura I. Montoya, ODUSD(I&E), at laura.montoya@osd.mil

The action officers for this data call are Ms. Laura I. Montoya, ODUSD(I&E), at laura.montoya@osd.mil and Ms. Pam Bartlett, ODUSD(PI), at pam.bartlett@osd.mil.

Rich Robbins
Director, Requirements and Program and Budget Coordination

Joseph K. Sikes
Director, Housing and Competitive Sourcing

Attachment:
As stated