



**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS**
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AM&S

3 May 2005

MEMORANDUM FOR AM&S STAFF

SUBJECT: Requests from Government Accountability Office

To ensure that Government Accountability Office (GAO) requests are responded to properly this AM&S Policy Letter establishes responsibilities and procedures for receiving and processing of GAO requests.

I. Receipt of GAO requests:

(A) The Chief Financial Office (CFO) Management Control Office (MCO), Mr. Gunther Zimmerman, shall receive all GAO requests, in writing. If you receive a GAO request directly; it must be forwarded to the CFO/MCO.

(B) Contacts by GAO shall be directed to CFO/MCO, Mr. Zimmerman at (703) 681-3492.

II. Responding to GAO requests:

(A) Following a request for documents or other information the process will include a "FOIA-type" review to determine whether information requested may be properly provided. This review will consider the possibility that the information contains proprietary information of a contractor, and also whether it is some type of pre-decisional information that the Government properly may decide not to release.

(B) To the extent that the documents requested are of a contractual nature, the Contracting Officer will have the ultimate authority to release or withhold documents after internal discussions, consideration of any outside/contractor request to withhold, and opinions are provided.

A handwritten signature in blue ink, appearing to read "John W. Meeker", is positioned above the printed name and title.

John W. Meeker
Director, Acquisition, Management and
Support