



ACQUISITION AND  
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON DC 20301-3000

December 3, 1996

MEMORANDUM FOR CHIEF, ARMY HOUSING DIVISION  
DIRECTOR, HOUSING DIRECTORATE, USN (CODE 50)  
DIRECTOR, FACILITIES PRIVATIZATION, HQUSAF/CEI  
HEAD, FACILITIES BRANCH, USMC (CODE LFF)

SUBJECT: Congressional Notification Requirements for HRSO Initiatives

On September 26, 1996, I met with Liz Dawson (HAC), and Phil Grone (HNSC) to address their concerns that procedures are in place to require OSD project approval prior to Congressional notification of intent to issue RFP's. for HRSO initiatives. After a discussion of the procedures currently in place within the Department they expressed satisfaction with our process; however the committees requested that we include wording in the services Congressional notification letters indicating that OSD has reviewed and approved the project concept plan. The following statement should be included in future Congressional notification letters. and will satisfy this requirement:

"The project plan as described in this notification has been reviewed and approved by OSD."

In addition to this statement in the notification letters, the committees have requested inclusion of the following information in the Congressional notification of "intent to issue RFP" packages.

1. A copy of the OSD decision memorandum to the service, signed by DUSD(IA&I), indicating the project has been reviewed and approved for Congressional notification by the OSD Comptroller, the OSD General Counsel, and the DUSD(IA&I).
2. A description of the anticipated ranks that will occupy the completed units (e.g.. E-5's.) and our best guess as to what we think the unit size (in square feet) will be.
3. A summary of the results of our economic analysis (life cycle cost analysis) for the project.

HRSO is working with the committee staff to develop a format for presentation of the life cycle cost to be included in Congressional notification packages. This will be circulated to the services for comment as soon as possible.

Robert L. Meyer  
Director, Housing Revitalization Support  
Office

