



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

NOV 10 2005

MEMORANDUM FOR ALL OUSD(AT&L) PERSONNEL

Subject: Correspondence Response Timelines

The purpose of this memorandum is to establish new guidelines within AT&L for responding to correspondence, consistent with recent guidance from the Deputy Secretary of Defense (attached).

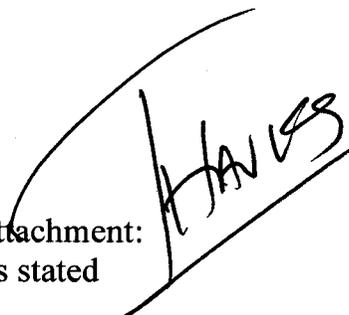
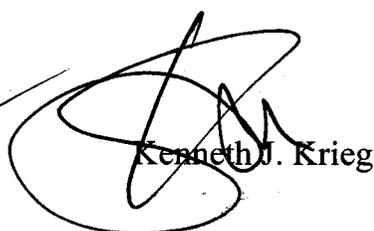
In order to meet new timelines set by the Deputy, the following standards for submitting responses now apply and will be reflected in our tasking system:

AT&L Suspense in Workdays				
Signature Level		SD/DSD	USD(AT&L)	OUSD(AT&L)
Congressional	Yes	5	6	7
	No	8	13	14

I echo the Deputy's appreciation for everyone's hard work and his demand to improve in this area. Consequently, I will begin reviewing our status during Monday staff meetings. My point of contact is Mike Bruhn, (703) 697-7014 or Michael.Bruhn@osd.mil.

Attachment:
As stated

cc:
DoD Executive Secretary

Kenneth J. Krieg

