



THE DEPUTY SECRETARY OF DEFENSE
WASHINGTON

February 23, 2007

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF STAFF, ARMY
CHIEF OF NAVAL OPERATIONS
CHIEF OF STAFF, AIR FORCE
COMMANDANT OF THE MARINE CORPS
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION

Subject: Lean Six Sigma Seminar

On Saturday, March 31, you and two of your senior leadership team are invited to participate in a four-hour seminar on Continuous Process Improvement (CPI) and Lean Six Sigma (LSS) that I am hosting. The objective of the session will be to build on the CPI / LSS efforts that many of you have already undertaken within your organizations and focus the Department's attention on further institutionalizing these efforts over the next two years. CPI / LSS is one of the best ways we can instill organizational effectiveness and efficiency into the Department of Defense. The seminar will be conducted from 0800 to noon in the Pentagon Conference Center (old POAC area).

Please notify Stephanie Sherline at 692-7159 or at Stephanie.sherline@sd.mil or JoAnn Drennan at 692-7154 or at joann.drennan@sd.mil of your attendance plans by Friday, 23 March.

Thanks!
Stephanie Sherline

cc: Commanders of the Combatant Commands
Assistant Secretaries of Defense
Directors of the Defense Agencies
Directors of the DoD Field Activities

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