



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

**ACTION MEMO**

FOR: Ms. René Thomas-Rizzo, Director, Human Capital Initiatives

FROM: Steven C. Edsall, Deputy, AcqDemo Project Office, Human Capital Initiatives

SUBJECT: Statement of Work for a Rotational Assignment to the Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) Program Office

**Background:**

- During the April 2016 Director's Budget meeting, the Director of HCI suggested that the AcqDemo Program Office pursue a rotational assignment position to assist with Program Office initiatives.
- TAB A is the Statement of Work for outlining the Objectives and Opportunities for the rotational assignment

**RECOMMENDATION:** Review and concur or give suggested changes to the language in TAB A.

**Attachments:**

As stated.

Prepared By: Steven C. Edsall, AT&L/HCI/AcqDemo, 703-805-2496