MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE FOR ACQUISITION

SUBJECT: Head of the Contracting Activity Designation for Defense Innovation Unit

As the Defense Acquisition Executive, I hereby designate you as the Head of the Contracting Activity (HCA) for the Defense Innovation Unit (DIU). This designation is effective as of the date of this memorandum and remains in effect until you vacate this position or the appointment is superseded or rescinded. Federal statutes, the Federal Acquisition Regulation (FAR), and the Department of Defense (DoD) FAR Supplement prescribe your role as HCA.

As the HCA, you have the authority to select new individuals to serve as Senior Contracting Officials (SCO) for DIU. The SCO serves as a senior staff official for the performance of all delegable contracting functions within the contracting activity. In selecting a SCO, you must ensure compliance with requirements of DoD Instruction 5000.66, “Defense Acquisition Workforce Education, Training, Experience, and Career Development Program,” dated July 27, 2017, specifically, section 5, which addresses critical acquisition position requirements for senior contracting officials.

Ellen M. Lord

cc: Defense Innovation Unit