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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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MEMORANDUM FOR DEFENSE ACQUISITION WORKFORCE

SUBJECT: Defense Acquisition University Smart Shutdown Guidebook

In today's fiscally-constrained environment, it may be necessary to terminate unaffordable programs. Terminating programs is a very complex process and should be executed with the same attentiveness and structure employed in active programs to ensure the government's best interests are protected. The Defense Acquisition University (DAU) has developed an effective guidebook to help program offices (POs) smartly shut down programs once the termination decision is made. The guidebook can be found online at: http://www.dau.mil/publications/publicationsDocs/SmartShutDownGuidebook.pdf

Some of the many considerations captured by the guidebook include: personnel decisions that must be made; reallocation of operational capability/requirement needs to other programs; technology and data preservation; facilities/hardware/software disposition; program security protection; and contracting and budget-related issues.

In addition to the guidebook, DAU offers, upon request, mission assistance to POs to further help them through the shutdown. They have successfully assisted a number of POs terminating programs over the last few years.

I encourage program management personnel facing a program termination to make use of this very effective guidebook and to keep in mind the mission assistance offered by DAU. The point of contact for the DAU Smart Shutdown Guidebook and related mission assistance is Mr. Mark Unger at mark.unger@dau.mil or 256-922-8741.

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