



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
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WASHINGTON DC 20350-1000

DEC 7 1999

MEMORANDUM FOR DISTRIBUTION

SUBJ: PROGRAM ASSIST VISITS

ENCL: (1) Program Assist Visits Subject Matter Experts Domains

ASN(RDA) continues to emphasize the importance of providing assistance to our customers. Maintaining contact with our customers by continuously assessing their needs is a primary objective of both the Acquisition Reform Office (ARO) and the Acquisition Business and Management (ABM) Office. An important part of this effort is responding to your request for Program Assist Visits. These visits may be one-time efforts that address a particular acquisition issue with a short-term solution, or periodic visits to work through issues or initiatives that require more time.

The Program Assist Visit approach includes the use of acquisition subject matter experts (SMEs). These personnel participate on program assist teams that are tailored to each program's needs, and are empowered to advise programs and champion change initiatives.

We request your support to broaden the cadre of Navy-wide acquisition SMEs, who are recognized for their knowledge and expertise in selected acquisition areas, and who support our Program Assist Visits. In addition to helping other Navy program offices, we view this as an opportunity to recognize acquisition personnel for their capabilities and to further expand their knowledge with exposure to various Navy programs at all ACAT levels.

We anticipate that participation by SMEs in our Program Assist Visits will have no significant funding impacts on organizations that provide SMEs. It is anticipated that the SMEs will be on call no more than three days per month. However, we are willing to consider coverage of minor funding impacts such as travel and manpower costs (government and contractor).

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We solicit the names of prospective SME team participants for the acquisition domains listed in enclosure (1). Names should be submitted to Ms. Mary Lawson-Hines, phone (703) 602-5506 or e-mail [mlawson@ar.navy.mil](mailto:mlawson@ar.navy.mil), NLT 17 December 1999. We are also investigating to see if participation on these teams can partially satisfy the DOD Defense Leadership Advanced Management Program (DLAMP) rotational requirements and specifically request that you advise your current DLAMP members about this opportunity to broaden their experience base and also make positive contributions to the Navy Acquisition community.



E. S. Roberson  
Acquisition Reform Executive



Gwilym H. Jenkins, Jr.  
Rear Admiral, SC, USN  
Deputy for Acquisition and  
Business Management

Distribution:

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COMMARCORSYSCOM	
COMNAVSUPSYSCOM	
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## Program Assist Visits - Subject Matter Expert Domains

### Systems Engineering

- Environmental/HAZMAT
- Cost As an Independent Variable (CAIV)/Affordability
- Command, Control, Communications and Intelligence (C3I)
- Interoperability
- Cycle Time Reduction
- Standardization
- Dual Use Application Program
- Electromagnetic Interference/Electromagnetic Compatibility (EMI/EMC)
- Human Resource Engineering (HRE)
- Modeling and Simulation
- OPNAV System Architecture
- Producibility
- Reliability, Maintainability, and Availability
- Requirements Analysis
- Risk Management (Cost, Schedule and Performance)
- Safety
- Technical Integration
- Testing (Acceptance, Development, Verification and Validation)

### Logistics

- Acquisition Logistics
- Operational Logistics
- Configuration Management
- Contract Logistics Support
- Direct Vendor Delivery
- Maintenance Engineering
- Prime Vendor Support
- Supply support
- Transportability

### Contracting (Pre and Post Award)

- ALPHA Contracting Techniques
- Best Value
- Contract Administration
- Data Management
- Data Rights
- Electronic Advertisement and Proposals
- Electronic Source Selection
- Field Contracting

**Program Assist Visits - Subject Matter Expert Domains  
(Continued)**

Long Term Contracting  
Other Transaction Authority  
Outsourcing and Privatization  
RFP Structure and Requirements  
Source Selection  
Streamlining (Federal Acquisition Streamlining Act/Federal  
Acquisition Reform Act(FASA/FARA))  
Warranties

Performance Based Acquisition  
Commercial Item Description/Commercial-Off-The-Shelf/Non-  
Developmental Item  
Market Research  
Open Systems Architectural  
Price Based Requirements  
Specifications and Standards  
Tech Insertion and Refreshment  
Testing (Acceptance, Development, Verification and  
Validation)

Acquisition Planning Process  
Acquisition Resource Support (Acquisition Plan, Mission  
Needs Statement, Operational Requirements Document, Test  
and Evaluation Master Plan, etc.)  
Program Metrics  
Program Plans  
Risk Management  
Total Ownership Cost

Business and Financial Management  
Activity Based Cost  
Earned Value Management  
Activity Based Management  
Business Forecasting  
Cost As an Independent Variable (CAIV)/Affordability  
Cost Estimating  
Performance Measurements  
Portfolio Analysis  
Program Objective Memorandum (POM) Support  
Planning, Programming and Budget System (PPBS)  
Resource Allocation

Enclosure (1)

**Program Assist Visits - Subject Matter Expert Domains  
(Continued)**

Team Process Management

- Integrated Product Teams (IPTs) Collaboration
- Integrated Product Process Development (IPPD)
- Learning Organizations

Legislative Affairs

- Congressional Liaison
- Environmental Protection
- OSHA Impacts

Information Technology

- Integrated Data Environment (IDE)
- Collecting and Processing Information (Data Mining)
- Electronic Commerce/Electronic Data Interchange
- Hardware/Software Acquisition
- Information Technology Management Reform Act (ITMRA)
- Modeling and Simulation
- Quantitative and Judgmental Forecasting
- Strategic and Tactical Planning

Test and Evaluation

Legal

Cost Analysis