



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

FEB - 5 2009

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES

SUBJECT: 60 Day Action Plan for Compliance with the Electronic Subcontracting Reporting System (eSRS) and Small Business Forecasting

Reference: (a) DASN (A&LM) memorandum of September 30, 2008, Implementation of eSRS and Reporting Functions
(b) 15 U.S.C. 637(a)(12)(C)

Reference (a) requires that, beginning November 2008, vendors use the Electronic Subcontracting Reporting System (eSRS) for subcontracting reports. The support and participation of your small business office is critical to successful implementation. Please ensure the full engagement of your small business office, in collaboration with your contracting office, in achieving compliance with eSRS reporting requirements.

Reference (b) states in part that, "Each executive agency reporting to the Federal Procurement Data System contract actions with an aggregate value in excess of \$50,000,000 in fiscal year 1988, or in any succeeding fiscal year, shall prepare a forecast of expected contract opportunities or classes of contract opportunities for the next and succeeding fiscal years that small business concerns, including those owned and controlled by socially and economically disadvantaged individuals, are capable of performing." Request your small business office collaborate with your contracting and Program Executive Offices to compile and publish forecasts of contracting opportunities on the small business webpage.

Successful implementation of the above two requirements is important as this will be a focus area during your annual Procurement Performance Management Assessment Program review. Please provide an action plan for full compliance with both requirements to our offices within 60 days of the date of this memo.

Our POCs for this memorandum are Gabrielle Trickett who may be reached at (703) 614-9641, gabrielle.trickett@navy.mil and Oreta Stinson at (202) 685-6490, oreta.stinson@navy.mil.

Handwritten signature of Timothy J. Foreman in black ink.

Timothy J. Foreman
Director
Small Business Programs

Handwritten signature of Seán F. Crean in black ink.

Seán F. Crean
RDML, SC, USN
Competition Advocate General

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