



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

MAY - 1 2009

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES (HCAs)

SUBJECT: Reporting Action in the Electronic Subcontracting Reporting System (eSRS)

Reference: (a) DASN (A&LM) memo of February 5, 2009, 60 Day Action Plan
(b) DPAP memo of April 16, 2008, Reporting Action

Thank you for your efforts to establish the 60-day action plans prescribed by reference (a) and the elimination of the backlogs in the eSRS system. Reference (b) prescribes semi-annual reporting requirements for Individual Subcontracting Reports (ISRs) and Summary Subcontracting Reports (SRRs). I intend to use the eSRS system as designed to accomplish these requirements. The online system is the system of record for ISRs and SSRs. My staff will not perform data calls to acquire the information and your Procurement Contracting Officers (PCOs), Administrative Contracting Officers (ACOs), and Small Business Associate Directors will be expected to continuously maintain the accuracy of the online system. On the 15th of April and December, my staff will pull a status report from the online system and provide it to you for review and action. On the 30th my staff will rerun the report for final submission.

Please update your action plans to reflect the updated reporting requirements found in reference (b).

My action officer and your point of contact for eSRS implementation questions is Mr. Willard Hines at willard.hines@navy.mil or 703-614-9639. Small Business inquiries regarding eSRS should be directed to Patricia Obey at patricia.obey@navy.mil or 202-685-6486.


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DASN (A&LM)

cc:
DoN OSBP