



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

-2-8-MAR-2013

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Service Acquisition Workshop (SAW)

The attached Director of Defense Procurement and Acquisition Policy's (DPAP) memorandum (same subject, dated December 6, 2012) institutes a new requirement for all multi-functional teams which support service acquisition requirements valued at \$1B or more, to participate in a SAW as provided by the Defense Acquisition University (or equivalent program/provider) unless a waiver is obtained. This training is required before a service strategy will be approved by Office of the Secretary of Defense (OSD).

If the Head of the Contracting Activity (HCA) determines that a waiver is necessary, a waiver request shall be submitted by the HCA to OSD through DASN(AP) via RDAJ&As@navy.mil for approval. The waiver request shall include: the rationale for not participating in a SAW; an assessment of the quality of the requirements documents; and, steps taken to reduce costs, improve competition and shorten acquisition lead times.

This memorandum is effective immediately and supersedes the Director, Services Acquisition memorandum dated December 16, 2011. Additional details are available in the attached memorandum.

The point of contact for scheduling the SAW is Mr. Lyle Eesley. Mr. Eesley can be reached on (703) 805-4853 or via Lyle.Eesley@dau.mil. The DASN(AP) point of contact for this action is Sue LeValley. Ms. LeValley can be reached on (703) 693-2631 or via Suzanne.LeValley@navy.mil.


Althea H. Coetzee
RDML, SC, USN
Executive Director
DASN(AP)

Attachment: As stated

Distribution:

CMC (DC, I&L)

CNR

COMMARCORSSYSCOM

COMNAVAIRSYSCOM

SUBJECT: Service Acquisition Workshop (SAW)

Distribution (con't):

COMNAVFACENGCOM
COMNAVSEASYSYSCOM
COMNAVSUPSYSCOM
COMSC
COMSPAWARSYSCOM
DRPM SSP
PEO (A)
PEO (T)
PEO (U&W)
PEO (CARRIERS)
PEO (C4I)
PEO (SPACE)
PEO (EIS)
PEO (IWS)
PEO (JSF)
PEO (LS)
PEO (SHIPS)
PEO (SUBS)

Copy to:

AGC
CMC (LB)
DACM
DONAA
DON OSBP
MARCORSYSCOM (CT)
MSC (N10)
NAVAIRSYSCOM (2.0)
NAVFACENGCOM (ACQ)
NAVSEASYSYSCOM (02)
NAVSUPSYSCOM (N7)
ONR (02)
SPAWARSYSCOM (2.0)
SSP (SPN)
DASN (AIR)
DASN (SHIPS)
DASN (C41 & SPACE)
DASN (RDT&E)
DASN (ELM)
DASN (IP)
DASN (M&B)



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

DEC - 5 2012

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

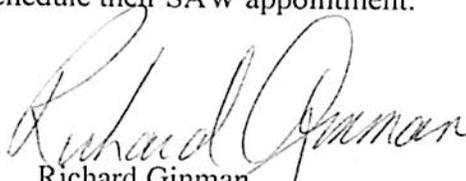
MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Service Acquisition Workshop

Effective immediately, Senior Officials exercising authority as described in Department of Defense Instruction (DoDI) 5000.02, Enclosure 9, shall ensure that each multi-functional team that supports service acquisition requirements valued at \$1 billion or more participate in a Service Acquisition Workshop (SAW) or an equivalent program, as provided by the Defense Acquisition University (DAU) or other appropriate provider. Unless waived, this training is required before a service acquisition strategy will be approved by the Office of the Secretary of Defense (OSD). Although not mandated, Senior Officials should consider applying this SAW requirement to services acquisitions valued at \$100 million or more.

The SAW, as offered by DAU, is an interactive, centrally-funded course that applies performance-based techniques to services acquisitions. During a SAW, the DAU staff travels to the site of the multi-functional team to facilitate a four day workshop tailored to a given requirements set. Participants learn how to use the Acquisition Requirements Roadmap Tool (ARRT) to define and refine requirements in order to create an initial draft of the Performance Work Statement (PWS) and the Quality Assurance Surveillance Plan (QASP). This process has proven to significantly improve the quality of requirement documents while: reducing costs, increasing the likelihood of effective competition, and shortening acquisition lead times.

My points of contact for this action are Mr. Victor Deal at Victor.Deal@osd.mil or 703-614-4840 and Mr. Lyle Eesley at Lyle.Eesley@dau.mil or 703-805-4853. Multi-functional teams should contact Mr. Eesley directly to schedule their SAW appointment.


Richard Ginman
Director, Defense Procurement
and Acquisition Policy