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(RESEARCH, DEVELOPMENT, AND ACQUISITION)
(FINANCIAL MANAGEMENT AND COMPTROLLER)
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WASHINGTON, DC 20350-1000

APR 4 2014

JOINT MEMORANDUM FOR SECRETARY OF THE NAVY

SUBJECT: Department of the Navy Contractual Services Resourcing and Execution Process

Reference: (a) SECNAV Memo "Department of the Navy Contractual Services Resourcing and Execution Process" of March 11, 2014

In accordance with ref (a), we have begun to outline a repeatable process that ensures the DON is planning, budgeting, and executing Contractual Services to identifiable requirements with an appropriate level of oversight. The overall intent is to focus on and establish good order and discipline in the contractual services business area. The initial concept of operations is to validate contractual services requirements, carefully resource/budget to those requirements, and execute to the contractual services budget, requirements and plans.

The attached Top-Level Plan of Action and Milestones (POA&M) is provided in response to ref (a), with targets for implementing appropriate portions of the plan for the remainder of FY14 execution, FY15 execution, and POM/Budget16.

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Copy to:
Chief of Naval Operations
Commandant of the Marine Corps

Comprehensive Approach to Services Contracting

Top-Level POA&M

As of: 31 March 2014

Action	OPR(s)	OCR(s)	Milestone Date	Status
Contractual Services Reductions in FY15 PB and FYDP	ASN RD&A and ASN FM&C	OPNAV, Hq USMC	3-Feb-14	Complete
FY15 POM w/CS Reductions submitted to OSD	ASN FM&C		18-Oct-13	Complete
Analyze CS obligated/budgeted by OCC, by BSO, by appn, by FY	DASN (M&B)		22-Aug-13	Complete
Brief CAPE, AT&L, OPNAV and Hq MC on FY15 POM CS Reduction	DASN (M&B)		5-Dec-13	Complete
SECNAV FY16 POM Guidance regarding CS reductions taken FY16-19	DUSN PPOI	RDA PCD	31-Mar-14	Complete
Near Term Contractual Services Actions	ASN RD&A	ASN FM&C	30-Sep-14	Ongoing
Review FY14 contract actions for Contractual Services ≥$10M	DASN (AP)	HCAs	30-Sep-14	Ongoing
Release Co-signed (RD&A and FM&C) "Follow the Money" memo *(Rqmts thru Execution)*	RD&A PCD and FM&C PD	DASN M&B, DASN AP	21-Apr-14	
"Follow the Money" for FY14 & PY at ASN RD&A Spring PEO Reviews *(ACAT 1s)*	ASN RD&A	PEOs	30-Apr-14	
"Follow the Money" for CS w/BSOs on Navy ERP	BSO EDs	HCAs	30-Jun-14	
Pilot "Follow the Money" for CS w/BSOs not on Navy ERP and USMC	BSO EDs and USMC	HCAs	30-Jun-14	
Refocus "Contracts Courts" to include common requirements validation *(PE-EXCOMM)*	ASN (RD&A) and N09X	PMD, N09X-1	30-Apr-14	
Identify Post-award Contract Surveillance improvements *(separate POA&M)*	DASN (AP)	HCAs	30-Jun-14	
DoN-wide Training on OMB Circular A-11 Object Class Codes (OCCs)	ASN FM&C	BSOs and USMC	30-Sep-14	
Implement Contractual Services Requirements, Resourcing & Execution Process	ASN RD&A and ASN FM&C	OPNAV, Hq USMC	1-Oct-15	Ongoing
SECNAV Tasking Memo to ASN RD&A and ASN FM&C	ASN RD&A	ASN FM&C	11-Mar-14	Complete
Develop CS Requirements, Resourcing & Execution Process concept	RD&A PCD	DASN M&B, DASN AP	14-Feb-14	Complete
Socialize new CS Process (w/N9, P&R, NAVSEA, NAVAIR, MCSC, N8, NAVFAC, CNIC, DoN/AA, FFC)	RD&A PCD	DASNs (M&B, AP) FMB	28-Mar-14	Complete
Socialize new CS Process (w/SPAWAR, NAVSUP, DC I&L)	RD&A PCD	DASNs (M&B, AP) FMB	15-Apr-14	
Brief PE EXCOMM on proposed CS Process concept	RD&A		May 14	
Develop Top-Level POA&M per SECNAV Memo dated Mar 11 2014	RD&A PCD and FM&C PD	DASN M&B, DASN AP	31-Mar-14	Complete
Establish cross-functional/cross-echelon CS Implementation Working Group (CSIWG)	ASN RD&A and ASN FM&C	OPNAV, Hq MC	4-Apr-14	Draft
Develop Detailed POA&M	CS Task Force		31-May-14	
Develop detailed "To Be" for CS process at Echelons 1, 2 and 3	CS Task Force		30-Jun-14	
Identify IT Sytems Improvements required for CS Process	CS Task Force		30-Sep-14	
Identify roles, responsibilities and staffing rqmts for CS Process	CS Task Force		30-Sep-14	
Develop draft Directives and/or Instructions	CS Task Force		30-Sep-14	
Determine training requirements for CS Process	CS Task Force		30-Sep-14	
Develop Strategic Communications Plan for new CS Process	CS Task Force		30-Sep-14	
Explore annualized funding policy for contractual services	CS Task Force		30-Sep-14	
Provide proper Resources, Training and IT Spt for CS RR&E Process	ASN RD&A and ASN FM&C	OPNAV, Hq MC	30-Jun-15	
SECNAV FY17 POM Guidance regarding CS Requirements & Resourcing	DUSN PPOI	RDA PCD	31-Mar-15	