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).
SUBJ: PROGRAM ASSIST VISITS

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, 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:
DASN (PP&R)  PEO (JSF)
DASN (SHIPS)  PEO (T)
DASN (AIR)  PEO (A)
DASN (C4I)  PEO (CU)
DASN (MUW)  PEO (USW)
DASN (TCS)  PEO (MIW)
DASN (EFP)  PEO (TSC)
CTO  PEO (SUBS)
DACM  PEO (AC)
AGC  PEO (EXW)
NIPO  PEO (DD 21)
COMNAVAIRSYSCOM  PEO (IT)
COMNAVSEASYSCOM  CHENG
ONR  DRPM (AAAV)
COMSPAWARSYSCOM  DRPM (SSP)
COMMARCORSYSCOM
COMNAVSUPSYSCOM
COMNAVFAECOM
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

Enclosure (1)
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

Enclosure (1)