



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

SEP 29 2003

DPAP/EB

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR
FORCE (CONTRACTING), SAF/AQC
DIRECTOR, ARMY CONTRACTING AGENCY
DIRECTOR, DEFENSE CONTRACT MANAGEMENT
AGENCY
EXECUTIVE DIRECTOR, ACQUISITION,
TECHNOLOGY & SUPPLY DIRECTORATE (DLA)

SUBJECT: STANDARD PROCUREMENT SYSTEM (SPS), JOINT
REQUIREMENTS BOARD (JRB)

The Standard Procurement System (SPS) Joint Program Management Office (JPMO) will soon complete a delivery order for the acquisition of SPS version 4.2, Increment 3. All SPS requirements are provided to the JPMO via the acquisition functional pyramid governance structure that includes the Joint Requirements Board (JRB) (front line Service and Agency representatives from the user community). As we discussed in the Acquisition Governance Board (AGB) on August 4, 2003, each Military Department/Agency is required to provide at least two (2) SPS JRB representatives in support of this effort. These representatives will be expected to work onsite five (5) days per week at the JPMO's location in the American Management Systems (AMS) contractor facility, 4114 Legato Road, Fairfax, VA.

The JRB representatives will participate in the development, testing, and acceptance processes. Designated representatives should be trained PD² users with in-depth, functional knowledge of the software. Specifically, the representatives should be knowledgeable of procurement and local financial business processes with detailed familiarity of the baseline v4.2 or v4.1e functionality. Knowledge of previously identified and JRB approved 5.0/5.1 requirements would be considered a "plus." The JRB representatives may perform duties including developing functional requirements; developing/reviewing test scripts; testing new software releases; and reviewing contract deliverables.



Please provide your representatives' names and contact information to Ms. Lisa Romney, (703) 614-3883, lisa.romney@osd.mil by October 6, 2003. Defense Agencies, other than DLA and DCMA, are expected to be represented as a group by two (2) individuals. I expect the Missile Defense Agency (MDA), the current representative for Other Defense Agencies (ODA's) in the Acquisition Domain's governance structure, to coordinate that representation. Your identified JRB representatives will be expected to begin working as indicated above not later than the week of October 13, 2003. However, as some Increment 3 meetings are already scheduled, earlier involvement would benefit your representation. Ms. Romney is my action officer if you need additional information.



Deidre A. Lee
Director, Defense Procurement
and Acquisition Policy

cc:
Army PEO-EIS
SPS JPMO