



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MAR 05 2007

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: DoD Implementation of the Electronic Subcontracting Reporting System (eSRS)

The purpose of this memorandum is to provide an update to Department of Defense (DoD) components on the implementation of the electronic Subcontracting Reporting System (eSRS). The civilian agencies implemented the system when it became operational on October 28, 2005. At that time DoD contractors were notified to continue to submit paper Standard Forms 294, *Subcontracting Reports for Individual Contracts*, and 295, *Summary Subcontract Reports*. This guidance continues to exist today.

DoD continues to work with the General Services Administration (GSA)/Integrated Acquisition Environment (IAE) program office and the eSRS Program Management Office, Small Business Administration (SBA), to ensure development of the system to support baseline DoD subcontract reporting operations. All parties are currently working to allow DoD to begin deployment for the next reporting period, which begins April 2007, with full deployment starting in October 2007. Accomplishing this timeline will require a concerted, aggressive effort by all parties involved.

A major step toward implementation is the formation and population of a DoD eSRS Implementation Team. This team is crucial to the successful implementation of eSRS and should be comprised of acquisition, small business and system administrator representatives from each Service/Agency. It is important that team members have a good understanding of contract and subcontract data requirements and the process for collecting subcontracting plan reports. The team will be developing an overall implementation plan for DoD, to include complementary plans for testing, training, and communications. We anticipate a significant amount of effort will be required until the system is fully implemented and contractors have successfully submitted data.

Request you provide the names of your representatives, along with appropriate contact information, to the DoD points of contact identified below. Please provide this information not later than March 15, 2007.



The chairperson for the DoD eSRS implementation team is Ms. Lisa Romney, lisa.romney@osd.mil, 703-607-3301. The principal Office of Small Business Programs contact is Ms. Peg Meehan, peg.meehan@osd.mil, 703-604-0157 ext 145. The Defense Procurement Acquisition Policy (DPAP) contact for small business policy issues is Ms. Susan Pollack, susan.pollack@osd.mil, 703-697-8336.

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