



OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

AUG 13 2007

MEMORANDUM FOR DIRECTORS DEFENSE AGENCIES

SUBJECT: Enterprise Electronic Business Systems Points of Contact

As part of the restructuring of the governance process for the required enterprise procurement-related systems now managed by Business Transformation Agency (BTA), I want to ensure that the Defense Agencies with procurement authority have their needs represented and responsible individuals are identified where implementations require specific administrator duties. Although both my office and the BTA may already have points of contact for your agencies, I ask that you confirm the specific point of contact for your organization.

Please provide on the attached spreadsheet your point of contact together with contact information to my action officer below. If you'd like to identify alternates as well, please do so. Required points of contact are identified, other listed points of contact are optional. Although your agency resources may not allow representatives to attend every requirements meeting, providing points of contact will enable your ability to participate in requirements processes by receiving email notices.

Please provide your completed spreadsheets via email to my action officer, Lisa Romney (lisa.romney@bta.mil), by August 20, 2007.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

