



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JAN 18 2013

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

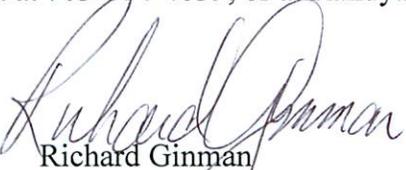
MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
COMMANDERS OF THE COMBATANT COMMANDS  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
DIRECTOR, COST ASSESSMENT AND PROGRAM  
EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Strategic Sourcing Directors Board Charter

As part of the Department's Better Buying Power 2.0 initiatives and the newly chartered Strategic Sourcing Leadership Council led by the Administrator for Federal Procurement Policy, Office of Management and Budget, I am pleased to provide the updated Department of Defense Strategic Sourcing Directors Board (SSDB) Charter (attached).

The SSDB is the principal forum for establishing strategic direction, monitoring, and improving the DoD-Wide Strategic Sourcing Program. Strategic sourcing requires operating collaboratively, with increased efficiency and effectiveness, to deliver first class support to our Warfighters and taxpayers. The SSDB is charged with facilitating this collaboration across the Department, to share innovative initiatives and to achieve increased cost savings, process improvements, and encourage socio-economic participation.

The SSDB has broad representation from across the Department, but recognizes the need to include the right stakeholders to achieve success. As the Department seeks and executes strategic sourcing opportunities, the SSDB will ensure vested stakeholders or requirements' owners participate in the strategic direction of initiatives in their purview. Should you have any questions, please contact Col Randy L. Rivera at 703-614-4639, or at [Randy.Rivera@osd.mil](mailto:Randy.Rivera@osd.mil).

  
Richard Ginman  
Director, Defense Procurement  
and Acquisition Policy

Attachment:  
As stated

Department of Defense  
Strategic Sourcing Directors Board Charter

Defense Procurement and Acquisition Policy



January 2013

## STRATEGIC SOURCING DIRECTORS BOARD CHARTER

### I. PURPOSE

The Strategic Sourcing Directors Board (SSDB) is the principal forum for establishing the strategic direction, monitoring and improving the DoD-Wide Strategic Sourcing (DWSS) Program.

The Board:

- Facilitates collaboration to support strategic sourcing across the Department of Defense (DoD) to support warfighters by creating cost savings and process improvements, and to achieve increased socio-economic participation;
- Develops recommendations for DoD senior leadership on strategic sourcing initiatives;
- Ensure requirements owner participation in the strategic direction of initiatives/commodities in their purview; to include vested ownership/leadership in initiative development and execution;
- Establish working groups to examine issues relevant to enabling strategic sourcing, including but not limited to, standards, security, processes and technologies;
- Commissions initiatives for strategic sourcing investigation by the DWSS Program;
- Appoints DoD Component Strategic Sourcing Working Group (SSWG) to lead initiatives for the entire DoD, DoD Component(s) and/or interested agencies;
- Disseminates ideas, best practices, lessons learned, and innovative approaches;
- Furthers the education and training of the Defense Acquisition workforce in the objectives, implementation, and management of strategic sourcing;
- Provide support to the Strategic Sourcing Leadership Council (SSLC) and Chief Acquisition Officers Council (CAOC); and
- Develops and recommends strategic sourcing policies to enable and enforce the utilization of strategic sourcing initiatives and best practices.

### II. BACKGROUND/REFERENCES

- DWSS Program Concept of Operations
- SSDB Membership, Director Defense Procurement and Acquisition Policy (DPAP) Memo, dated 11 February 2005
- Office of Management and Budget (OMB) Memo M-11-29 of August 8, 2011 - Chief Information Officer Authorities

- OMB Memo M-12-10 of March 30, 2012 - Implementing PortfolioStat

### **III. MEMBERSHIP**

The Director, DPAP serves as the SSDB Chair.

- Membership to the Board is comprised of the following representatives<sup>1</sup>:
  - Department of Defense Chief Information Officer;
  - Deputy Assistant Secretary of the Army (Procurement);
  - Deputy Assistant Secretary of the Navy (Acquisition and Procurement);
  - Deputy Assistant Secretary (Contracting), Office of the Assistant Secretary of the Air Force (Acquisition);
  - Director of Acquisition, Defense Logistics Agency; and
  - Director for Procurement, Defense Information Systems Agency
- Board Advisors are comprised of, but not limited to, representatives from the following activities as appointed by their leadership:
  - Office of Small Business Programs;
  - Defense Contract Management Agency;
  - Missile Defense Agency;
  - United States Transportation Command;
  - Defense Acquisition University; and
  - Deputy Director, Defense Procurement and Acquisition Policy, Program Acquisition and Strategic Sourcing (DPAP/PASS)

### **IV. SSDB MEMBER RESPONSIBILITIES**

The SSDB serves as the primary governing body for the DWSS program. The Board provides strategic vision, guidance, and direction that enables and promotes strategic sourcing. The Board is responsible for establishing and monitoring metrics. Specific responsibilities are listed below.

- The SSDB Chair is responsible for:
  - Scheduling and presiding over SSDB meetings;
  - Providing representation at SSLC and Federal Strategic Sourcing Initiative (FSSI) meetings;
  - Inviting SSDB Advisors and vested stakeholders to meetings
  - Submitting the semi-annual DoD AcqStat Report on Strategic Sourcing Initiatives, with SSDB coordination, to the OMB and
  - Establishing a website to communicate the DWSS program

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<sup>1</sup> The Senior Service Managers (SSMs) within the Military Departments/Components play a key role in the DWSS Program. However, to ensure unity of command and clear lines of duties/responsibilities within the SSDB, the SSMs will work through/with their respective Senior Procurement Executives.

- The SSDB Primary Members are responsible for:
  - Representing their respective Component or office as a focal point for strategic sourcing;
  - Providing working level representation at SSWG and FSSI meetings;
  - Submitting their respective annual Reports on Strategic Sourcing Initiatives<sup>2</sup> to the Deputy Director, DPAP/PASS;
  - Establishing websites to communicate strategic sourcing initiatives to their organizations and key stakeholders;
  - Supporting the submission of the semi-annual DoD AcqStat Report of Strategic Sourcing Initiatives;
  - Bringing forward initiatives; and
  - Appoint/recommend members to DWSS Program Working Group
  
- The SSDB Advisors are responsible for:
  - Representing their respective Component as a focal point for strategic sourcing;
  - Submitting their respective annual Reports on Strategic Sourcing Initiatives to the Deputy Director, DPAP/PASS (Component Commands only);
  - Establishing websites to communicate strategic sourcing initiatives to their organizations and key stakeholders;
  - Bringing forward initiatives;
  - Providing support to DWSS chartered working groups; and
  - Supporting the submission of the semi-annual DoD AcqStat Report of Strategic Sourcing Initiatives.

## V. MEETINGS

Meetings will be focused on developing and executing opportunities, facilitating collaboration, maintaining visibility of Department and Component level initiatives, and monitoring program and commodity level metrics. The SSDB will convene on an annual basis (November timeframe) to review DoD Component Strategic Sourcing plans. This annual kick-off meeting will focus on:

- Review/approval of initiatives recommended for further study or execution
- Determination of SSWG lead and participants (e.g., ensure appropriate stakeholders are involved at all levels of DWSS governance structure)
- Determination of annual DWSS Program Strategic Sourcing goals

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<sup>2</sup> Annual Reports on Strategic Sourcing Initiatives include current fiscal year, near-term (1-2 years out), and long-term (3-5 years out) initiatives along with savings objectives. Annual Reports will be reviewed during the first SSDB meeting each new fiscal year.

Further, the SSDB shall meet when oversight and guidance is needed to ensure overall effectiveness of DWSS program. This may include evaluating status of initiatives or proposals for new initiatives, reviewing best practices or lessons learned, receiving updates from chartered working groups, addressing policy recommendations, etc.

DPAP/PASS is responsible for supplying administrative support during meetings, to include minutes, agendas, and action item statuses.

## **VI. WORKING GROUPS**

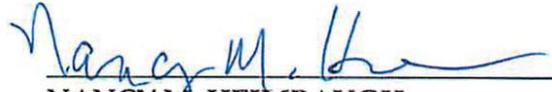
The Board may use working groups to address particular issues and initiatives that enable strategic sourcing, including standards, processes, technologies and workforce development. Working groups may consist of Board Members, Advisors or use of the DWSS Program Working Group or a Component Strategic Sourcing Working Group to effectively address issues and initiatives. Progress and outcomes of working groups are reported to the SSDB for action.

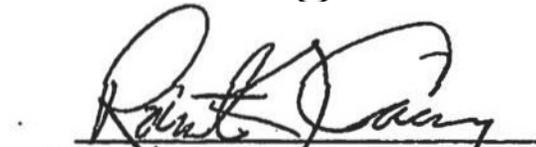
## **VII. EFFECTIVE DATE**

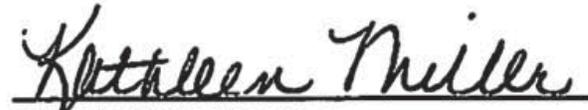
This Charter is effective upon signature of all Parties. This Charter may be changed/modified only by majority consent of all Parties.

VIII. SIGNATURES

  
RICHARD GINMAN  
Director, Defense Procurement and  
Acquisition Policy

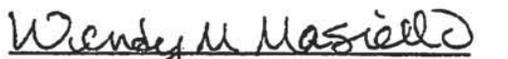
  
NANCY M. HEIMBAUGH  
Director, DLA Acquisition  
Defense Logistics Agency

  
TERESA M. TAKAI  
DoD Chief Information Officer

  
KATHLEEN MILLER  
Director for Procurement  
Defense Information Systems Agency

  
KIM D. DENVER  
Deputy Assistant Secretary of the Army  
(Procurement)

  
ELLIOTT B. BRANCH  
Deputy Assistant Secretary of the Navy  
(Acquisition & Procurement)

  
WENDY M. MASIELLO, Maj Gen, USAF  
Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)