



**ACQUISITION
TECHNOLOGY
AND LOGISTICS**

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

APR 16 2009

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT),
ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES
DIRECTOR, ACQUISITION AND MANAGEMENT, DLA
DIRECTOR, SMALL BUSINESS PROGRAMS, ARMY
DIRECTOR, SMALL BUSINESS PROGRAMS, NAVY
DIRECTOR, SMALL BUSINESS PROGRAMS, AIR FORCE
DIRECTOR, SMALL BUSINESS PROGRAMS, DLA
DIRECTOR, SMALL BUSINESS PROGRAMS, MDA

SUBJECT: Reporting Action in the Electronic Subcontracting Reporting System (eSRS)

As the Department of Defense (DoD) continues the implementation of the Electronic Subcontracting Reporting System (eSRS), I want to extend my thanks to all of you who have worked so hard to support this effort. As we move to completion of this deployment, DoD will continue to work with the Business Transformation Agency (BTA) and General Service Administration (GSA)/Integrated Acquisition Environment (IAE) to resolve outstanding systems issues.

Now that DoD is relying primarily on eSRS for its subcontract reporting for the Individual Subcontracting Report (ISR), Summary Subcontracting Report (SSR), Year-End Supplementary Report for Small Disadvantaged Business (Year-End SDB) and the Small Disadvantaged Business Participating Report (SDB), I am providing additional guidance on the "acknowledge receipt/reject" functions for eSRS reports to be performed by the Services and agencies using eSRS. These functions are to be performed in a timely manner in accordance with the following:

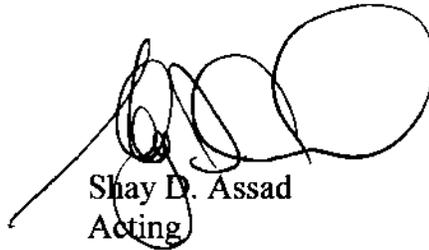


- By April 30, 2009, Contracting Officers (CO), Administrative Contracting Officers (ACO) and SSR Coordinators shall perform “acknowledge receipt/reject” functions for all ISRs, SSRs, Year End SDB, and SDB for the all reports submitted prior to March 30, 2009.
- By June 15 and December 15 of each year COs, ACOs and SSR Coordinators are to perform the “acknowledge receipt/reject” functions on all reports issued for the reporting periods ending April 30 and October 30, respectively. Specifically,
 - COs and ACOs shall perform the “acknowledge receipt/reject” functions for all pending, revised and/or reopened ISRs, SDB and Commercial SSRs submitted in eSRS; and
 - SSR Coordinators shall perform the “acknowledge receipt/reject” functions for all pending, revised and/or reopened SSRs (Individual and Comprehensive) and Year-end SDB submitted in eSRS.
- For all pending, revised, and reopened, ISRs, SSRs, SDB and Year End SDB reports submitted after the April and October reporting periods, SSR Coordinators and COs shall perform “acknowledge receipt/reject” functions as indicated above. The “acknowledge receipt/reject” functions shall be completed within thirty (30) days of submittal by the contractor for all subsequent action.
- By June 30 and December 30 of each year, each service and agency shall submit an eSRS Status Report outlining the results of the reporting activities for the preceding reporting period to include the following:
 - Number of outstanding reports (ISRs, SSRs, SDBs and Year-End SDBs) for which no action has been taken by the government, along with supporting rationale;
 - Plans to reduce the number of outstanding reports (to include a timeline for corrective actions); and
 - Barriers preventing acknowledgement of receipt or rejection action on reports.

The eSRS status Report shall be submitted electronically to each action officer identified below. All eSRS reports submitted after the end of the reporting period shall be included in the next report and identified separately by reporting period. By May 15, 2009, submit a separate and consolidated eSRS

Status Report for those small business reports submitted prior to the March 30, 2009.

For questions regarding this memorandum, please contact my action officers: Mae Bartley, mae.bartley@osd.mil, 703-602-8011, for eSRS policy; Wendy Despres, wendy.despres@osd.mil, 703-604-0157 x 145 for small business subcontracting policy; and Donald Jean of the Business Transformation Agency, donald.jean@bta.mil, 703-607-1107 for eSRS deployment.



Shay D. Assad
Acting

cc:
Acting Director, DoD Office of Small Business Programs