



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

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ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

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
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Standardization of Roles and Responsibilities within the Department of Defense
Enterprise Procurement Systems

The Procurement Business Operations Requirements Group has initiated an effort to move towards role based system access. This effort is designed to enhance the network security of our Department of Defense (DoD) enterprise procurement systems, and reduce the administrative burden associated with managing these systems. Step one in this process is to document and standardize the roles associated with system access. With this first step, we move closer to our goal of strengthening internal controls by connecting permissions to roles (i.e. linking Common Access Cards to an individual's authoritative role), providing users with role-based access across the various DoD systems, and reducing the number of usernames and passwords assigned to one person.

The Standardized Roles and Responsibilities List Version 2.0, published at http://www.acq.osd.mil/dpap/pdi/eb/procurement_data_standard.html, documents procurement-related roles resulting from a coordinated effort across the contracting community. Roles are based on authoritative sources, and cross-referenced by functional area and job series, if available.

I encourage you to use these standard roles in our enterprise-wide procurement systems as we move towards role based system access for multiple enterprise systems. We continue to welcome your suggestions for improvement to this document. Suggestions may be submitted to Mary Thomas at mary.s.thomas.civ@mail.mil, or (703)-693-7895.

Claire M. Grady
Director, Defense Procurement
and Acquisition Policy