



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

OCT 20 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Services Acquisition Workshops

Effective 180 days from date of signature, senior officials exercising decision authority as described in [Department of Defense \(DoD\) Instruction \(DoDI\), 5000.74](#), Defense Acquisition of Services, shall ensure that each Multifunctional Team (MFT) that supports services acquisition requirements with a total acquisition value of \$500 million or an annual value of \$250 million or more participate in a Services Acquisition Workshop (SAW) as provided by the Defense Acquisition University (DAU) or equivalent program. This policy applies to all services acquisition requirements to include operations in contingency environments, research and development services, and those described under Federal Acquisition Regulation subpart 35.017.

A SAW is required before a services acquisition strategy will be approved. SAW waivers may only be granted by the DoD Services Acquisition Functional Leader. Although not mandated, requiring activities should consider applying this SAW requirement to services acquisitions valued at \$10 million or more, but less than \$500 million.

Military Department, Joint Command, and 4th Estate agency Senior Services Managers shall electronically submit an annual SAW five-year forecast to osd.pentagon.ousd-atl.mbx.services-acquisition@mail.mil and to SAW@dau.mil starting no later than October 1, 2018. The five-year forecast shall provide the projected number of SAWs for each fiscal year including requirement names.

A SAW is an interactive workshop built around a specific acquisition and its MFT. DAU staff facilitate a workshop tailored to a given requirements set with participants using the 7-Step Services Acquisition process found in the [Defense Acquisition Guidebook, Chapter 10](#). The SAW program has significantly improved the quality of requirements documents while reducing costs, increasing effective competition, and shortening lead times. Requiring activities should email SAW@dau.mil or contact their DoD component SAW representative, as appropriate, to schedule SAWs.

My point of contact is Mr. Scott Sweeney at scott.m.sweeney1.civ@mail.mil and 703-614-9731.

Shay D. Assad
Director, Defense Pricing/Defense
Procurement and Acquisition Policy

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