



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

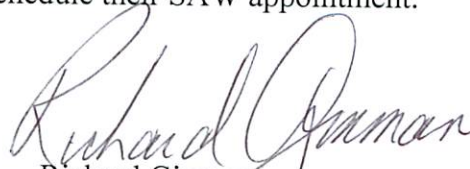
MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Service Acquisition Workshop

Effective immediately, Senior Officials exercising authority as described in Department of Defense Instruction (DoDI) 5000.02, Enclosure 9, shall ensure that each multi-functional team that supports service acquisition requirements valued at \$1 billion or more participate in a Service Acquisition Workshop (SAW) or an equivalent program, as provided by the Defense Acquisition University (DAU) or other appropriate provider. Unless waived, this training is required before a service acquisition strategy will be approved by the Office of the Secretary of Defense (OSD). Although not mandated, Senior Officials should consider applying this SAW requirement to services acquisitions valued at \$100 million or more.

The SAW, as offered by DAU, is an interactive, centrally-funded course that applies performance-based techniques to services acquisitions. During a SAW, the DAU staff travels to the site of the multi-functional team to facilitate a four day workshop tailored to a given requirements set. Participants learn how to use the Acquisition Requirements Roadmap Tool (ARRT) to define and refine requirements in order to create an initial draft of the Performance Work Statement (PWS) and the Quality Assurance Surveillance Plan (QASP). This process has proven to significantly improve the quality of requirement documents while: reducing costs, increasing the likelihood of effective competition, and shortening acquisition lead times.

My points of contact for this action are Mr. Victor Deal at [Victor.Deal@osd.mil](mailto:Victor.Deal@osd.mil) or 703-614-4840 and Mr. Lyle Eesley at [Lyle.Eesley@dau.mil](mailto:Lyle.Eesley@dau.mil) or 703-805-4853. Multi-functional teams should contact Mr. Eesley directly to schedule their SAW appointment.

  
Richard Ginman  
Director, Defense Procurement  
and Acquisition Policy