MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
EXECUTIVE DIRECTOR, ACQUISITION, TECHNOLOGY
AND SUPPLY DIRECTORATE (DLA)
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Mandatory Training for Purchases Made Through the National Aeronautics
and Space Administration (NASA) Scientific & Engineering Workstation
Procurement (SEWP) IV

The DoD IG, in collaboration with the NASA IG, recently completed an audit of
DoD procurements made through the NASA SEWP contract. The report includes
recommendations on how DoD can best utilize this acquisition vehicle. The DoD IG
recommends DoD to require users of the NASA SEWP contracts to take free training
provided by NASA. The Department concurs with this recommendation. Effective when
the NASA SEWP IV is awarded, only a warranted DoD contracting officer or a purchase
card holder who has completed the free training and received a certificate of training
completion can place an order on the NASA SEWP IV contract. NASA will maintain the
list of contracting officers that have completed the training.

The report additionally recommended that contracting officers should seek
discounts when awarding orders and to routinely utilize SEWP's on-line RFQ tool. You
are highly encouraged to seek discounts when using SEWP to obtain the best possible
price. Additionally, you are highly encouraged to utilize the SEWP On-line RFQ tool,
especially since it includes prompts to ensure that the requirements for "Fair
Opportunity" are met.

Thank you for your continuing support. If you should have any questions my
point of contact is Michael Canales (703) 695-8571 or michael.canales@osd.mil.

[Signature]
Shay D. Assad
Director, Defense Procurement
and Acquisition Policy