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MEMORANDUM FOR DISTRIBUTION

Subj: Endorsement of Service Acquisition Workshops (SAW) and Automated
         Requirements Roadmap Tool (ARRT)

Ref: (a) OUSD(AT&L) memorandum dated September 14, 2010

      Reference (a) provides guidance on improving tradecraft in services acquisition including better definition of requirements, preventing requirements creep, and improved use of Performance Based Statement of Works (PBSOW).

      The Defense Acquisition University (DAU) has developed the Service Acquisition Mall (SAM) to provide tools and templates to create performance-based service acquisition requirements. The Services Acquisition Workshop (SAW) and an Automated Requirements Roadmap Tool (ARRT) are two examples which provide a standardized process and templates for PBSOW development.

      As the Director of Services Acquisition I strongly encourage all services requirements owners to consider using the SAW process and the ARRT tools. These tools ensure stakeholders are engaged and use a deliberate, disciplined process to develop the PBSOW.

      The SAW is hands-on DAU training for a specific service acquisition. It requires the stakeholders of the actual acquisition team to participate. For each acquisition the SAW will facilitate the seven steps of a service acquisition. Outputs of the SAW include a PBSOW, the Quality Assurance Surveillance Plan, and other supporting documentation for the acquisition.

      More information on the SAW and ARRT, as well as other tools, templates and guidance, can be found in the SAM at http://sam.dau.mil/.

      Questions regarding this memorandum may be addressed to Mr. Kenneth Brennan, at kenneth.brennan@navy.mil or (703) 693-1167.

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