OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION 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.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy