



ACQUISITION
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUN 02 2008

MEMORANDUM FOR 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
DIRECTOR, DEFENSE CONTRACT MANAGEMENT
AGENCY
DIRECTOR, ACQUISITION MANAGEMENT, DEFENSE
LOGISTICS AGENCY

SUBJECT: Strategic Sourcing Directors Board (SSDB) Charter

I am pleased to provide the Department's Strategic Sourcing Directors Board (SSDB) Charter (attached).

Strategic sourcing enables us to maximize our procurement spend and provide first-class support to our warfighters and I am committed to furthering strategic sourcing throughout the Department. This Charter establishes the SSDB as the principal forum for monitoring and improving the DoD-Wide Strategic Sourcing (DWSS) Program. The SSDB Chair is my Deputy Director for Strategic Sourcing, Mr. Stuart Hazlett.

Your organization is a valued member of the SSDB; therefore, I request your continued support by asking that you approve the attached Charter. You already have representatives that support the SSDB, but your signature on this Charter reaffirms your commitment as a senior leader to strategic sourcing.

The point of contact for receiving a signed copy of the Charter is Ms. Jennifer Martin. Ms. Martin may be reached at jennifer.martin@osd.mil or at 703-602-0710. Please direct all questions and comments to Ms. Martin.

Shay D. Assad
Director, Defense Procurement,
Acquisition Policy, and
Strategic Sourcing

Attachments:
As stated

Department of Defense
Strategic Sourcing Directors Board Charter

Defense Procurement, Acquisition Policy and
Strategic Sourcing



August 2008

STRATEGIC SOURCING DIRECTORS BOARD CHARTER

I. PURPOSE

The Strategic Sourcing Directors Board (SSDB) is the principal forum for monitoring and improving the DoD-Wide Strategic Sourcing (DWSS) Program.

The Board:

- Facilitates collaboration to support strategic sourcing across the Department of Defense (DoD) in support of the warfighters by creating cost savings, process improvements, and to achieve increased socio-economic participation;
- Develops recommendations for DoD senior leadership on strategic sourcing initiatives;
- Shares ideas, best practices, lessons learned, and innovative approaches;
- Furthers the education and training of the Defense Acquisition workforce in the objectives, implementation, and management of strategic sourcing; and
- Develops strategic sourcing acquisition policies as needed.

II. BACKGROUND/REFERENCES

- DWSS Program Concept of Operations, dated 14 January 2005
- Strategic Sourcing Directors Board Membership, Director DPAP Memo, dated 11 February 2005
- Appointment of ADUSD(SS&AP) within DUSD(BT), 3 February 2006
- Appointment of Deputy Director, Strategic Sourcing within DUSD(A&T) DPAP, 6 February 2007

III. MEMBERSHIP

The Deputy Director, DPAP/SS, serves as the SSDB Chair on behalf of the Director, DPAP.

- Primary membership to the Board is comprised of representatives from the following components, appointed by their Senior Procurement Executive (SPE) or Director:
 - Department of the Air Force;
 - Department of the Army;
 - Department of the Navy;
 - Defense Logistics Agency; and
 - Defense Contract Management Agency.

- Board Advisors are comprised of, but not limited to, representatives from the following activities as appointed by their Leadership:
 - Air Force Program Executive Officer for Combat Mission;
 - Defense Acquisition University;
 - Defense Information Systems Agency;
 - Department of Defense Chief Information Officer;
 - Naval Supply Systems Command;
 - Office of Small Business Programs;
 - TRICARE Management Activity ;
 - United States Marine Corps; and
 - United States Transportation Command.

IV. SSDB MEMBER RESPONSIBILITIES

The SSDB serves as the primary governing body for the DWSS program. The Board provides strategic vision, guidance, and direction that enables and promotes strategic sourcing, to include the drafting and implementation of the Strategic Plans for the Strategic Sourcing of Goods and Services. Members and Advisors of the SSDB are instrumental and shall bring forward observations and recommendations to further enterprise-wide strategic sourcing. Members shall strive to attend all meetings. Specific responsibilities are listed below.

- The SSDB Chair is responsible for:
 - Scheduling and presiding over SSDB meetings;
 - Providing primary SSDB representation at Federal Strategic Sourcing Initiative (FSSI) Meetings and at Strategic Sourcing Working Group (SSWG) Meetings;
 - Inviting SSDB Advisors to meetings;
 - Supplying administrative support during meetings, to include minutes, agendas, and action item statuses;
 - Distributing annual spend analyses on services and goods;
 - Maintaining and updating the Strategic Plans for the Strategic Sourcing of Services and Goods; and
 - Submitting the annual DoD Report on Strategic Sourcing Initiatives, with SSDB coordination, to the USD(AT&L), who in turn submits to the Office of Management and Budget (OMB).

- The SSDB Primary Members are responsible for:
 - Representing their respective Service/Agency as a focal point for strategic sourcing;
 - Assuming responsibility for the Strategic Sourcing Strategic Plans mission, vision, and goals;

- Providing working level representation at FSSI and SSWG meetings;
 - Submitting their respective annual Reports on Strategic Sourcing Initiatives to the Deputy Director, DPAP/SS;
 - Communicating strategic sourcing initiatives to their organizations and key stakeholders; and
 - Providing support to SSDB chartered working groups.
- The SSDB Advisors are responsible for:
 - Representing their respective Service/Agency as a focal point for strategic sourcing;
 - Communicating strategic sourcing initiatives to their organizations and key stakeholders; and
 - Providing support to SSDB chartered working groups.

V. MEETING PROCEDURES

Meetings shall occur as called by the Chair or Board Members. Regular meetings will occur approximately every six weeks.

VI. WORKING GROUPS

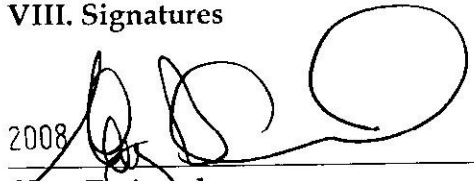
The Board may use working groups to address particular issues and initiatives, as needed. Working groups consist of Board Members and/or Advisors to effectively address issues and initiatives. Progress and outcomes of working groups are reported to the SSDB for action.

VII. EFFECTIVE DATE

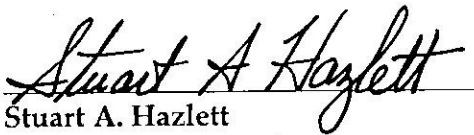
This Charter is effective upon signature of all Parties. This Charter may be changed/modified only by majority consent of all Parties.

VIII. Signatures

AUG 04 2008



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Director, Defense Procurement,
Acquisition Policy, and Strategic Sourcing
OUSD (AT&L)



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Deputy Assistant Secretary of the Navy
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Wimpy D. Pybus
Deputy Assistant Secretary of the Army
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Charlie E. Williams Jr.
Director, Defense Contract Management
Agency

Claudia S. Knott
Director, Acquisition Management,
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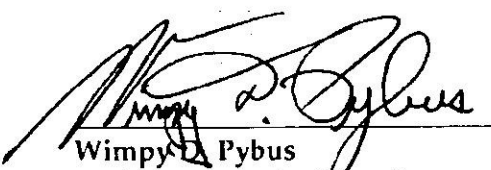
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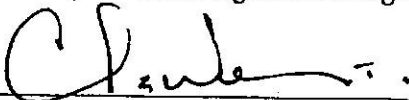
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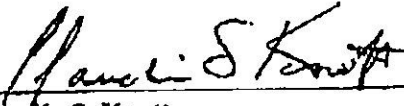
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