



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20350

SECNAVINST 5300.25  
Op-142E

14 AUG 1979

SECNAV INSTRUCTION 5300.25

From: Secretary of the Navy

Subj: Suggestions from retirees for improving the acquisition process

Encl: (1) OUSD(R&E) memorandum of 21 Dec 1978 for Retiring Civilian and Military Personnel

1. Purpose. To implement Section 2390, Chapter 141, Title 10, United States Code which requires this Department to solicit and forward to the Congress suggestions from retiring military and civilian for improving the acquisition process.
2. Applicability. This instruction is applicable to all Navy and Marine Corps activities performing an acquisition function (i.e., contract award, administration, termination, small purchase, cost and price analysis, etc.).
3. Background. The 1976 Conference Report No. 84-1305 on H.R. 12438 (Defense Authorization Bill) directed the Secretary of Defense to report to Congress the results of efforts to solicit suggestions from retirees on acquisition policy/procedure improvements. AIG 9944, DTG 281916Z, MAR 77 (now canceled) established procedures within the Department of the Navy to solicit these suggestions from military officers and GS-13 and above civilian employees upon their retirement. Section 2390, Chapter 141, Title 10, United States Code, now makes permanent this requirement and requires the Secretary of Defense to submit a semi-annual report to the Armed Services Committees of the Senate and House of Representatives.
4. Policy
  - a. All military officers retiring from active duty and all civilian employees, grades GS-13 and above retiring from Federal service, with at least 1 year of experience in any function of the acquisition process, shall be provided with a copy of enclosure (1) no less than 30 days preceding the effective date of their retirement.

b. Submission of suggestions shall be at the option of the military officer or civilian employee. Those making suggestions shall be allowed reasonable time during working hours to prepare suggestions.

c. Responses to enclosure (1) should be submitted to the Office of the Deputy Under Secretary of Defense R&E (Acquisition Policy) either directly or at the retiree's discretion via the local activity command, Headquarters Commander, the Deputy Chief of Naval Material for Acquisition, and the Assistant Secretary of the Navy (Manpower, Reserve Affairs & Logistics). Those Marine Corps reports which are submitted through channels should be forwarded to the Commandant of the Marine Corps (Code LB).

5. Action. Addressees will implement this instruction immediately.



EDWARD HIDALGO  
Assistant Secretary of the Navy  
(Manpower, Reserve Affairs & Logistics)

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MEMORANDUM FOR Retiring Civilian and Military Personnel

The Department of Defense is charged with the responsibility of purchasing billions of dollars of goods and services annually. The procedures for making these purchases must be as efficient and workable as possible and, at the same time, be fair to the taxpayer and to all contractors bidding for work.

Many of you, over the long years of your service, have obtained valuable insights into the operation of our contracting processes. The knowledge and experience you have gained is a resource whose use can greatly benefit the national defense. In a desire to husband this resource, the Congress enacted a law, section 2390 of title 10, U.S. Code, that directs us to request you and other retirees with similar purchasing experience to submit any suggestions you may have for improving the purchasing policies of the Defense Department, including suggestions for improving competitive bidding procedures and for reducing or eliminating any inequities that may exist.

It would be extremely helpful if you would reflect on your past experience and the many complex problems involved in purchasing, and let us have the benefit of any ideas you may have for improving policies in this area. I can assure you these suggestions will receive the most careful consideration.

Please submit any ideas you may have to the office processing your retirement, or, if you prefer, you may submit your suggestions directly to me.

DALE W. CHURCH  
Deputy Under Secretary  
(Acquisition Policy)

Enclosure (1)