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# ***EDUCATION AND TRAINING***

## **What Does the Defense Acquisition Deskbook Have to Do with International Programs?**

**By**

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If you have attended the Defense Institute of Security Assistance Management (DISAM) in the past few years you are probably aware of the Defense Acquisition Deskbook, but have you seen the Deskbook's internet site lately? To learn more about it, read on.

### **What is Deskbook?**

Deskbook is an automated reference tool that provides the most current acquisition, logistics, and international/foreign military sales (FMS) information for all DoD services and agencies. Deskbook simplifies your life by maintaining a single source of reference materials, such as policy, regulations and practices. And since it is an on-line system, you can be assured of having the most up-to-date policy letters and changes to regulations possible; the Deskbook staff is dedicated to that goal. New information is made available immediately and is accessible from the left side of the Deskbook homepage under the AcqNOW! button. This new information is incorporated into the Deskbook structure at least on a monthly basis. To access Deskbook on the internet, go to <http://www.deskbook.osd.mil>.

Deskbook is sponsored by the Office of the Under Secretary of Defense (Acquisition, Technology and Logistics). Besides appearing on the internet, Deskbook is also distributed on compact disc (CD-ROM) on a quarterly basis. The compact disc provides speed and reliability, especially when the internet is slow or nonexistent, and is extremely useful while traveling or when deployed.

### **What is new about Deskbook?**

Deskbook has a new look on the internet. For those of you working in international programs or FMS, this makes Deskbook easier and better than ever before. This new look provides quicker access to all the international and FMS information as well as other subject matter you may need to accomplish your job. From the Deskbook homepage one click will take you into the international/FMS page where everything you need is in one place; the entire international/FMS reference library, international/FMS wisdom and advice, available courses, and even the "Ask A Professor" section specifically dealing with international/FMS. No more trying to look up a

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Defense Security Cooperation Agency (DSCA) policy memo buried among a thousand other DoD documents.

The international/FMS page also has a great topics link. The main part (or “right frame”) of the screen shows the topic’s content while the left side displays the table of contents of, for instance, the security assistance program’s topics. By clicking on a different topic, you will see the more detailed (lower level) table of contents presented, while simultaneously accessing the actual information of the selected topic.

### **What is in Deskbook? How is Deskbook structured?**

Deskbook is built around three information structures;

- The basic DoD acquisition process
- Topics focusing on a functional or discipline approach
- A special interest structure emphasizing innovative practices and new approaches

In all three structural approaches, once an activity is selected, an all-encompassing page is presented relative to the selection, with descriptive text, links to relevant library documents, practices, wisdom, and other related information concerning the selected activity.

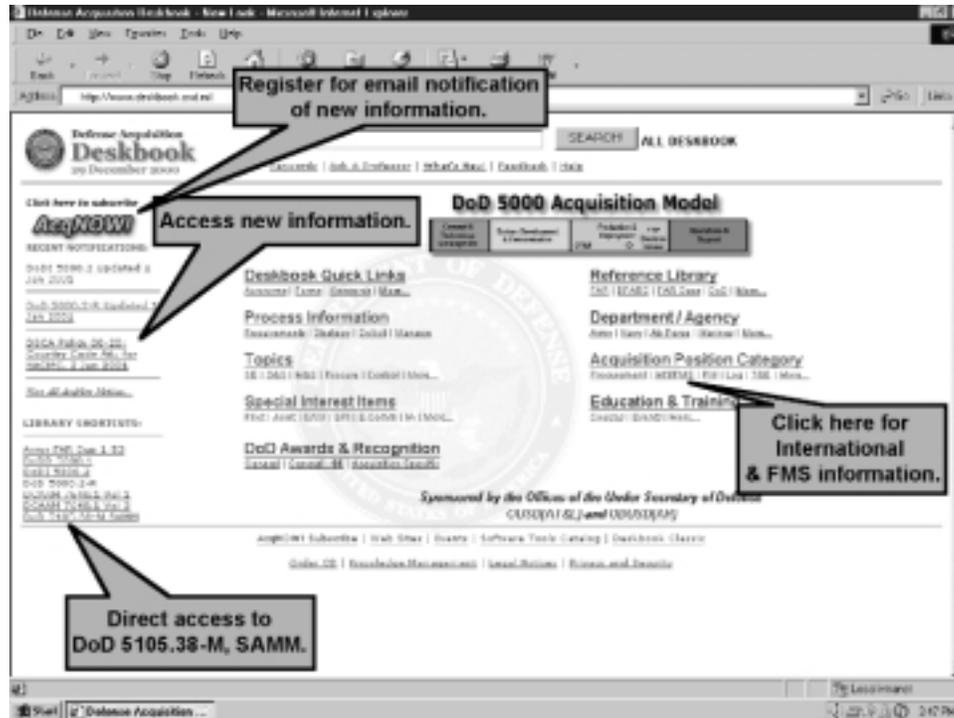
Deskbook contains almost 1,800 documents addressing the complete array of Department of Defense acquisition, logistics and international/FMS subjects. More than 100 of these documents are international program specific, including:

- DoD 5105.38-M, *Security Assistance Management Manual (SAMM)*.
- DoD 7000.14-R, *DoD Financial Management Regulation, Volume 15, Security Assistance Policy and Procedures*.
- *Joint Security Assistance Training Regulation (JSAT)*.
- *The Management of Security Assistance (DISAM Green Book)*.
- *FMS Customer Financial Management Handbook (DISAM Red Book)*.

Deskbook’s new look homepage has an additional five new ways for providing access to the information in Deskbook:

- Deskbook Quick Links - links to all the types of information in Deskbook, such as acronyms and keywords.
- Department/Agency - information separated and presented by department or agency, such as DSCA.
- Acquisition Position Category - information arranged by function, discipline or specialty, such as international/FMS.

- Education and Training - links to courses, catalogs and other education and training information, such as DLIELC Instructions.
- DoD Awards and Recognition - listing of the many ways to recognize people for their outstanding performance, such as the OSD Award for Excellence.



### How do you find exactly what you need in all of this information?

The search function can be accomplished from almost anywhere in Deskbook. The search box remains at the top of the screen most of the time, no matter where you are in Deskbook. Enter a word or phrase in the search box and click on “search” to begin. To search multiple words or a phrase, include quotes at the beginning and end of the desired search-words. For example, a search for foreign military sales without the quotes will return a list of hits for every occurrence of each word, which means that, since there are 1,800 documents in Deskbook, every time any one of these documents uses the word “foreign,” “military,” or “sales” the search engine will reference it for you as a “hit”. You can imagine how many references that will be since they are common words in our business. By using the quotes, the search is set to find just these three words in that exact order: “foreign military sales,” which will narrow down your search considerably.

An added feature for Deskbook is the keyword search results. Throughout Deskbook, certain terms and topics have been identified as keywords and represent a majority of the familiar acquisition, logistics and international/FMS business practices. When a search is accomplished in Deskbook, any matches to the keyword list results in the keyword matches being presented at the top of the search hits list.

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The DoD 5105.38-M, *Security Assistance Management Manual (SAMM)* has an added special feature to make it even easier to find the information for which you are looking. At the top and bottom of each page of the *SAMM* in Deskbook is a “search this document” button. This button enables you to search just the *SAMM*.

### **And if you still cannot find what you are looking for?**

You have searched Deskbook but could not find the answer. Now what? Then ask a professor! How do you do that? Click on the “Ask A Professor” (AAP) button near the top of the page in Deskbook. “Ask A Professor” is a Department of Defense resource for asking acquisition, logistics, and international/FMS questions concerning policies and practices. You can search the sixteen subject areas for previously asked AAP questions using the “Search AAP” button. If after searching AAP and Deskbook, you have not found an answer, then submit your question using the “Ask A Professor” button. Your international/FMS questions will go, same day, to DISAM’s point of contact, Lieutenant Colonel Swan, where it will be immediately assigned to a DISAM functional expert to answer. DISAM takes pride in answering the AAP questions as quickly as possible, with well-researched, clear, and comprehensive answers.

### **How do you keep current on all the changes?**

Register for AcqNOW!, a free voluntary email message service alerting you to changing information in specific areas you designate. Using email, AcqNOW! notifies you of new information on those areas as soon as it becomes available. To register to receive email notifications for updates relevant to international/FMS, click on the Deskbook “AcqNOW!” button, select the *SAMM* category and fill in the blanks. AcqNOW! notifications are an extremely valuable feature. Who has time to be constantly checking all the government regulations and policy letters to see if there are any new information or changes?

### **How do you contribute to Deskbook?**

We encourage you to provide pertinent information or share an experience with the rest of the international/FMS community through Deskbook. If you believe an important document or bit of information, pertinent to the international/FMS is missing, please let us know. If you have had an experience or significant outcome to an innovative approach that would benefit the community by sharing, please share it. Information to share includes published documents, best practices, samples, examples and lessons learned. Contact Joe Smith at DSN 785-0416 or commercial (937) 255-0416 and he will assist you with the process.

### **How do you get Deskbook?**

You can access Deskbook on the internet at <http://www.deskbook.osd.mil>. You can order the Deskbook CD, which is available at no charge to U.S. government offices and personnel, by clicking on the “Order CD” button at the bottom of the Deskbook web page or by calling the Deskbook Joint Program Office at DSN 785-0423 or commercial (937) 255-0423. Interested non-U.S. government individuals may purchase Deskbook from the Government Printing Office (GPO) by calling (202) 512-1800. Use reference code 5732 to order the Deskbook CD.

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## About the authors

Joe Smith is a retired Army officer and is now a senior analyst and program manager with I. M. Systems Group, Inc. He is an original plank owner of the Deskbook Joint Program Office and participated in defining and developing Deskbook. Joe is responsible for integrating the international and FMS information into Deskbook. He can be contacted at DSN 785-0416 or (937) 255-0416 or by email to [joe.smith@wpafb.af.mil](mailto:joe.smith@wpafb.af.mil).

Lieutenant Colonel John D. Swan is an Air Force officer in the acquisition/contracting career field. He currently is an instructor at DISAM in the acquisition and international programs security areas. Previous assignments included Procuring Contracting Officer, Strategic Defense Initiative Organization; Chief, Acquisition Planning Branch, F-16 System Program Office; and Commander, Defense Contract Management Command, Southern Europe - Spain. He can be contacted at DSN 785-8191 or (937) 255-8191, or by email at [jswan@disam.wpafb.af.mil](mailto:jswan@disam.wpafb.af.mil).