



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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

AUG 27 2008

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MGMT), ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQ
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: FY09 Procurement Management Review (PMR) Program

Approximately every three to four years, the Defense Contract Management Agency (DCMA), on behalf of this office, conducts an independent review of the procurement function of each Other Defense Agency (ODA) and Defense component that performs contracting operations. These reviews assess the effectiveness of the contracting function, analyze and assist in any problem areas, and identify noteworthy practices that may be beneficial to all organizations. The ultimate objective of these reviews is to enhance the performance of your contracting personnel in contributing to the success of your agency.

Based on the PMR Program's cycle of reviews, and as coordinated with contracting staff at each of these activities, the following reviews have been scheduled for FY09:

Oct 20 – Nov 7, 2008	Defense Security Cooperation Agency (DSCA), Arlington, Virginia
Jan 26 – Feb 13, 2009	Defense Information Systems Agency (DISA), Arlington/Falls Church, Virginia
Mar 16 – Apr 3, 2009	Defense Advanced Research Projects Agency (DARPA), Arlington, Virginia



Apr 20 – May 8, 2009 Department of Defense Education Activity (DoDEA),
Arlington, Virginia
June 1 – 19, 2009* National Security Agency (NSA)**, Ft. Meade, MD

* Subject to change

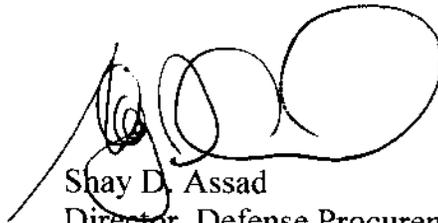
** Team members must have a TS/SCI clearance for this review

While the Defense Contract Management Agency manages the PMR program, it does not have a full-time review team. Instead, I rely on participation from the ODAs and Defense components. There is much to be gained from participating on a review, both by the individuals who perform the review and your own organizations. Volunteers gain valuable insight into how other agencies deal with contracting issues. They exchange ideas with the agency being reviewed and the members of their team, and bring back new perspectives that may improve your operation or are beneficial as you prepare for a PMR. With this in mind, I am asking each of the larger ODAs (those with contracting offices of 40 or more employees) to identify at least two individuals, and the other ODAs to identify at least one individual to participate on one of the FY09 PMRs. In light of the benefit of interdepartmental communication and dissemination of best practices, I also invite the Military Departments to nominate volunteers to participate on an ODA PMR.

Candidates should be GS-13/14/15 or comparable civilian or military levels/ranks, should have strong analytical and writing skills, and should be among your best procurement professionals. DCMA will use this pool of candidates to establish a diverse and experienced review team for each review. Candidates may request a particular agency they would be interested in reviewing and DCMA will try to accommodate their wishes.

Over the years many of your agencies have provided commendable assistance in support of the PMR program and I thank you for this support.

Please submit the names of your nominees, as well as brief resumes (including security clearance levels) and review preferences, by September 5, 2008, to the PMR Program Manager, Mr. Sid Tronic, (703) 428-9179, e-mail: sidney.tronic@dcma.mil. If you have any questions or need additional information, please do not hesitate to contact Mr. Tronic.



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