



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

MAY 13 2015

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: FY16 Procurement Management Review Program

Approximately every three to four years, the Defense Contract Management Agency (DCMA), on behalf of this office, leads an independent review of the procurement function of each Other Defense Agency (ODA) and Defense Field Activity 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 contracting personnel in contributing to the success of the agency.

Based on the Procurement Management Review (PMR) Program's cycle of reviews, and as coordinated with contracting staff at each of these activities, the following reviews have been scheduled for FY16:

Oct 19-Nov 6, 2015	Uniformed Services University of the Health Sciences (USUHS) Bethesda, MD Security clearance level required: Secret
Jan 26-Feb 12, 2016	Defense Health Agency (DHA) Falls Church, VA, Aurora, CO and San Antonio, TX Security clearance level required: Secret
Mar 7-Mar 25, 2016	National Geospatial-Intelligence Agency (NGA) Springfield, VA and St. Louis, MO Security clearance level required: Top Secret/SCI
Apr 18-May 6, 2016	Defense Commissary Agency (DeCA) Fort Lee, VA Security clearance level required: Confidential
Jun 6-Jun 24, 2016	Joint Improvised Explosive Device Defeat Organization (JIEDDO) Washington, DC Security clearance level required: Top Secret/SCI
Jul 18-Aug 5, 2016	United States Transportation Command (USTRANSCOM) Scott Air Force Base, IL Security clearance level required: Secret

In preparation for their reviews, activities must ensure all necessary coordination is accomplished to enable review of any contracts, regardless of level of classification, by the PMR Team.

While the DCMA manages the PMR program, it does not have a full review team. Instead, I rely on participation from the ODAs and Defense components. There is much to be gained from participating in 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 in one of the FY 16 PMRs. To maximize sharing of best practices and lessons learned, I also invite the Military Departments and the Defense Acquisition University to nominate volunteers to participate on ODA PMRs.

Candidates should be GS-13/14/15 or comparable civilian or military levels/ranks, should have strong analytical and writing skills, hold the required security clearance for the applicable agency/activity of interest, and should be among your best procurement professionals. DCMA will use this pool of candidates to establish a diverse and experienced 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. If you need to pull a volunteer after their acceptance to a team, you must provide an acceptable substitute.

Please submit the names of your nominees, as well as resumes addressing their contracting experience, including security clearance levels and review preferences, by September 1, 2015, to the PMR Program Manager, Tara Petersen, at 804-734-0487 or [tara.petersen@dcma.mil](mailto:tara.petersen@dcma.mil). Please contact Ms. Petersen if you have any questions or need additional information.

  
RADM Althea Coetzee  
Acting Director, Defense Procurement  
and Acquisition Policy

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**cc:**

**Deputy Assistant Secretary of the Army (Procurement)  
Deputy Assistant Secretary of the Navy (Acquisition and Procurement)  
Deputy Assistant Secretary of the Air Force (Contracting)**