



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

JUN 23 2011

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  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND LOGISTICS MANAGEMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: FY12 Procurement Management Review (PMR) 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 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 FY12:

Oct 17-Nov 4, 2011	Defense Intelligence Agency (DIA) Bolling AFB, Washington DC
Jan 22-Feb 10, 2012	Washington Headquarter Service (WHS), Arlington, VA
Mar 12-30, 2012	TRICARE Management Activity Falls Church, VA and Denver, CO
Apr 16-May 4, 2012	National Geospatial Intelligence Agency (NGA) Ft. Belvoir, VA and St. Louis, MO
Jun 11-29, 2012	Defense Commissary Agency (DECA) Ft. Lee, VA
July 16-Aug 3, 2012	United States Transportation Command (TRANSCOM), Scott AFB, IL

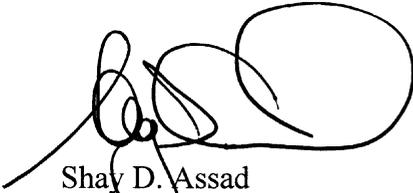
While the DCMA manages the PMR program, it does not have a full review team. Instead, I rely on participation from the ODAs and Defense components. There is much to be

gained from participating 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 FY12 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. Please note that volunteers for the NGA review must possess a Top Secret security clearance.

Over the years many of your agencies have provided commendable assistance in support of the PMR program and I thank you for this support. However, if your Agency must pull a candidate after their acceptance to a team, the Agency must provide a substitute, approved by the respective Head of the Contracting Activity. Recent trends have left the PMR teams short of the valuable assistance provided by the candidates.

Please submit the names of your nominees, as well as resumes addressing their contracting experience (including security clearance levels) and review preferences, by September 30, 2011 to the PMR Program Manager, Kevin Conneen, [kevin.conneen@dcma.mil](mailto:kevin.conneen@dcma.mil). If you have any questions or need additional information, please do not hesitate to contact Mr. Conneen.



Shay D. Assad  
Director, Defense Pricing