



ACQUISITION  
TECHNOLOGY  
AND LOGISTICS

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

AUG 10 2009

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), ASA (ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION & LOGISTICS MANAGEMENT),  
ASN (RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES  
DIRECTOR, TRICARE MANAGEMENT ACTIVITY  
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES  
PRESIDENT, UNIFORMED SERVICES UNIVERSITY OF  
THE HEALTH SCIENCES

SUBJECT: FY10 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 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 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 FY10:

Jan 25-Feb 12, 2010	Defense Contract Management Agency (DCMA), Springfield, VA
Mar 8-26, 2010	Defense Information Technology Contracting Office (DITCO-Scott), Scott AFB, IL



Apr 19-May 7, 2010

Missile Defense Agency (MDA),  
Huntsville, AL

Jun 7-25, 2010

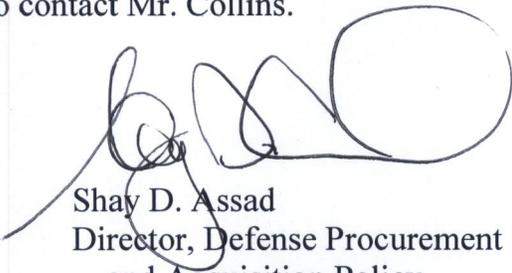
Defense Threat Reduction Agency (DTRA),  
Ft Belvoir, VA

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 Military Departments. 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 FY10 PMRs. In light of the benefit of interdepartmental communication and dissemination of best practices, I also request that the Military Departments nominate volunteers to participate on an ODA PMR team.

Candidates must be GS-13/14/15 or comparable civilian or military levels/ranks, have at least a Secret clearance, have strong analytical and writing skills, and 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 addressing their contracting experience (including security clearance levels), and review preferences by September 30, 2009, to the Acting PMR Program Manager, Don G. Collins, 703-428-0812, don.collins@dcma.mil. If you have any questions or need additional information, please do not hesitate to contact Mr. Collins.



Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy