



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Fiscal Year 2021 Procurement Management Review Program

Approximately every three to four years, the Defense Contract Management Agency (DCMA), on behalf of Defense Pricing and Contracting (DPC), leads an independent review of the procurement function of each 4th Estate 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 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 FY 2021:

Oct 19-Nov 6, 2020	United States Special Operations Command (USSOCOM) Tampa, FL Security clearance level required: Top Secret/SCI/Secret *TS/SCI is required for half of the PMR Team
Jan 25-Feb 12, 2021	National Security Agency (NSA) Fort Meade, MD Security clearance level required: Top Secret/SCI
Mar 01-Mar 19, 2021	Defense Counterintelligence and Security Agency (DCSA) Quantico, VA Security clearance level required: Top Secret/SCI/Secret *TS/SCI is required for half of the PMR Team
Apr 12-April 30, 2021	Defense Advanced Research Projects Agency (DARPA) Arlington, VA Security clearance level required: Top Secret/SCI/Secret *TS/SCI is required for half of the PMR Team
June 07-June 25, 2021	Defense Media Activity (DMA) Fort Meade, MD Security clearance level required: Secret
July 19-Aug 06, 2021	Missile Defense Agency (MDA) Huntsville, AL Security clearance level required: Top Secret/SCI/Secret *TS/SCI is required for half of the PMR Team

In preparation for the PMR Team review, activities must ensure all necessary coordination is accomplished to allow all team-members access to the activity's non-secure (i.e. NIPR) network and enable their review of any contracts, regardless of level of classification. The activity should also coordinate with the PMR program manager to identify any subjects of specific interest, unusual circumstances, or special requests for the attention of the review team.

While DCMA manages the PMR program, it does not have a full review team. Instead, I rely on participation from the 4th Estate and Military Departments. Over the years, many of your organizations have provided commendable assistance in support of the PMR program and I thank you for this support. 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 organizations deal with contracting issues. They exchange ideas with personnel in the contracting office being reviewed and members of their review team, and bring back new perspectives that may improve their home office operations or be beneficial in preparation for a PMR. With this in mind, I am asking each of the larger 4th Estate organizations (those with contracting offices of 40 or more employees) to identify at least two individuals, and the others to identify at least one individual to participate in one of the FY 2021 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 in PMRs.

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 team for each review. Candidates may request a particular agency they would be interested in reviewing and DCMA will try to accommodate their wishes.

If you need to pull a volunteer after their acceptance to a team, you must provide an acceptable substitute. If you cannot provide an acceptable substitute, you must coordinate via the DCMA PMR Program Manager, COL Joseph M. Davis, at 804-734-1642 or joseph.m.davis2.mil@mail.mil.

By September 1, 2020, please submit the names of your volunteer nominees and their review preferences, as well as resumes addressing their contracting experience (including security clearance level), to Elizabeth Fuqua, at 804-734-1529 or elizabeth.s.fuqua.civ@mail.mil. Please contact Ms. Fuqua if you have any questions or need additional information.

Kim Herrington
Acting Principal Director,
Defense Pricing and Contracting

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