



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
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
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Fiscal Year 2022 Procurement Management Review Program

On behalf of Defense Pricing and Contracting (DPC), the Defense Contract Management Agency (DMCA) leads an independent Procurement Management Review (PMR) 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 objective of these reviews is to enhance the performance of contracting personnel in contributing to the success of the agency.

Based on the PMR Program's cycle to review each organization every three to four years, and as coordinated with contracting staff at each of these activities, the following reviews have been scheduled for FY 2022:

Oct 18-Nov 5, 2021	Defense Threat Reduction Agency (DTRA)
Jan 24-Feb 11, 2022	Defense Human Resources Activity (DHRA)
Mar 07-Mar 25, 2022	Department of Defense Education Activity (DoDEA)
Apr 25-May 13, 2022	Defense Health Agency (DHA)
June 06-June 24, 2022	Defense Information Systems Agency (DISA)
July 18-Aug 05, 2022	Defense Contract Management Agency (DCMA)

PMRs will be conducted 100% remotely for the time being, however, as soon as practicable and when necessary, PMR teams will conduct hybrid (remote and on-site) reviews to ensure classified contract files are included in reviewed actions. To support remote PMRs, the organization being reviewed will need to provide the PMR Review team with electronic access to contract files and other related documents. The reviewed organization 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, we rely on participation from the 4th Estate and Military Departments to augment each review team. 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. With this in mind, I am asking each of the larger 4th Estate organizations (i.e., those with contracting offices of 40 or more employees) to identify at least two individuals, and other 4th Estate organizations to identify at least one individual, to participate in one of the FY 2022 PMRs. To maximize sharing of best practices and lessons learned, I also invite the Military Departments and DAU 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. Candidates for the DTRA and DISA review teams will require higher than Secret security clearance.

By September 1, 2021, 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 Daisy Pierce at daisy.pierce2.civ@mail.mil or Rodney Bonner at rodney.m.bonner2.civ@mail.mil. Please contact Ms. Pierce via email or at 804-609-4344 or Mr. Bonner via email or at 804-821-8032 if you have any questions or need additional information.

If you need to pull a volunteer after their acceptance to a team, please provide an acceptable substitute. If you cannot provide an acceptable substitute, request you coordinate directly through my point of contact, COL Joseph Davis at joseph.m.davis.mil@mail.mil or at 804-931-3404.

John M. Tenaglia
Principal Director,
Defense Pricing and Contracting