



ACQUISITION
AND SUSTAINMENT

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

MAY 30 2019

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Fiscal Year 2020 Procurement Management Review Program

Approximately every three to four years, the Defense Contract Management Agency (DCMA), on behalf of Defense Pricing and Contracting, 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 Fiscal Year (FY) 2020:

Oct 21-Nov 8, 2019	Defense Intelligence Agency Joint Base Anacostia Bolling, Washington, DC Security clearance level required: Top Secret/SCI
Jan 27-Feb 14, 2020	Washington Headquarters Services Arlington, VA Security clearance level required: Secret
Feb 24-Feb 28, 2020	Defense Threat Reduction Agency (Follow-up) Fort Belvoir, VA Security clearance level required: Secret
Mar 09-Mar 27, 2020	Uniformed University of the Health Sciences Bethesda, MD Security clearance level required: Secret
Apr 27-May 15, 2020	Defense Commissary Agency Fort Lee, VA Security clearance level required: Secret
June 08-June 26, 2020	United States Transportation Command Scott Air Force Base, IL Security clearance level required: Secret

July 20-Aug 07, 2020

National Geospatial Intelligence Agency
Fort Belvoir, VA

Security clearance level required: Top Secret/SCI


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.

While the 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 2020 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 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 for whatever reason you cannot provide an acceptable substitute, you must coordinate with me via the DCMA PMR Program Manager, COL Joseph M. Davis, at 804-734-1642 or joseph.m.davis2.mil@mail.mil.

By September 1, 2019, 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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