



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

JUN 05 2018

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Fiscal Year 2019 Procurement Management Review Program

Approximately every three to four years, the Defense Contract Management Agency (DCMA), on behalf of Defense Pricing/Defense Procurement and Acquisition Policy, leads an independent review of the procurement function of each Other Defense Agency (ODA) and Defense Field 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 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) 2019:

Oct 01-Oct 19, 2018	Defense Media Activity (DMA) Fort Meade, MD Security clearance level required: Secret
Oct 22-Nov 09, 2018	Department of Defense Education Activity (DODEA) Arlington, VA Security clearance level required: Secret
Jan 28-Feb 15, 2019	Defense Contract Management Agency (DCMA) Ft. Lee, VA Security clearance level required: Secret
Mar 11-Mar 29, 2019	Defense Information Systems Agency (DISA) Fort Meade, MD Security clearance level required: Top Secret/SCI
Apr 29-May 17, 2019	Defense Health Agency (DHA) Falls Church, VA Security clearance level required: Secret
June 10-June 28, 2019	Defense Micro Electronics Activity (DMEA) McClellan, CA Security clearance level required: Secret

July 22-Aug 09, 2019

Defense Finance and Accounting Service (DFAS)
Indianapolis, IN
Security clearance level required: Secret

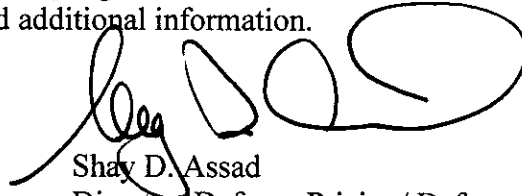
In preparation for the PMR Team review, activities must ensure all necessary coordination is accomplished to allow all team-members access to the activity's non-secure (i.e. NIPR) network and enable their review of any contracts, regardless of level of classification.

While the DCMA manages the PMR program, it does not have a full review team. Instead, I rely on participation from the ODAs and Defense components. Over the years, many of your agencies 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 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 in one of the FY 2019 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 ODA 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.davis@dcma.mil.

By September 1, 2018, 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 Kim Henderson, at 804-416-9064 or Kim.Henderson@dcma.mil, or Elizabeth Fuqua, at 804-734-0475 or Elizabeth.Fuqua@dcma.mil. Please contact Ms. Henderson or Ms. Fuqua if you have any questions or need additional information.



Shay D. Assad
Director, Defense Pricing/ Defense
Procurement and Acquisition Policy

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