



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MAY 25 2017

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Fiscal Year 2018 Procurement Management Review 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 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 prioritization of reviews, and as coordinated with contracting staff at each of these activities, the following reviews have been scheduled for Fiscal Year (FY) 2018:

Oct 23-Nov 10, 2017	Defense Human Resources Activity (DHRA) Alexandria, VA Security Clearance Level Required: Secret
Jan 29-Feb 16, 2018	Defense Advanced Research Projects Agency (DARPA) Arlington, VA Security Clearance Level Required: Top Secret/SCI
Mar 12-Mar 30, 2018	Missile Defense Agency (MDA) Ft. Belvoir, VA and Huntsville, AL Security Clearance Level Required: Secret
Apr 30-May 18, 2018	Defense Threat Reduction Agency (DTRA) Fort Belvoir, VA Security Clearance Level Required: Secret
Jun 11-Jun 29, 2018	Defense Health Agency (DHA) Falls Church, VA; Aurora, CO and San Antonio, TX Security Clearance Level Required: Secret
Jul 23-Aug 10, 2018	Defense Security Cooperation Agency (DSCA) Arlington, VA and Garmisch-Partenkirchen, Germany Security Clearance Level Required: Secret

In preparation for their reviews, activities must ensure all necessary coordination is accomplished to enable review of any contracts, regardless of the level of classification, by the PMR Team.

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. 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 2018 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.

Over the years, many of your agencies have provided commendable assistance in support of the PMR program and I thank you for this support. If you need to pull a volunteer after their acceptance to a team, you must provide an acceptable substitute.

Please submit the names of your nominees, as well as resumes addressing their contracting experience (including security clearance levels) and review preferences, by September 1, 2017, to the PMR Team, John Klar, at 804-734-0475 or John.Klar@dcma.mil. Please contact Mr. Klar if you have any questions or need additional information.



Claire M. Grady
Director, Defense Procurement
and Acquisition Policy

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