



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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SUBJECT: FY 2022 Procurement Management Review “Year in Review” Newsletter

To facilitate management oversight of the procurement function, the Defense Contract Management Agency leads independent reviews of the procurement function of each Defense Agency 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.

In the interest of enhancing the performance of contracting personnel throughout the Department of Defense (DoD), the Procurement Management Review (PMR) team prepared the attached newsletter to share their observations of the past fiscal year. This issue highlights common areas of excellence by the agencies reviewed and unique commendable items identified in FY 2022 PMRs.

I encourage you to distribute the newsletter within each of your organization, as many of the PMR findings have broad application throughout the contracting community and across all DoD Components.

My point of contact for PMRs is Ms. Kelsey Blaskoski, at osd.pentagon.ousd-a-s.mbx.dpc-cp@mail.mil. You may also address comments or questions to the PMR program manager, COL Joseph M. Davis, at 804-734-1642 or joseph.m.davis2.mil@mail.mil.

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John M. Tenaglia
Principal Director,
Defense Pricing and Contracting

Attachment:
As stated

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cc:

DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)
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Procurement Management Review Newsletter

Fiscal Year 2022 in Review

Objectives of the PMR Program

On behalf of the Director, Defense Pricing and Contracting (DPC), the Defense Contract Management Agency (DCMA), along with teams of volunteers, reviews the Contracting functions of the Other Defense Agencies (ODAs) and 4th Estate Contracting Activities that have contracting authority. These agencies, unlike the military departments, are typically not large enough to have a separate staff devoted to the review function. Determining an agency's compliance with statutes, regulations, and policies is an essential aspect of the program, but it is not its main objective. The goals of a Procurement Management Review (PMR) are to enhance the performance of Contracting offices in contributing to the success of their agencies by identifying successes, recommending areas for improvement, and sharing best practices from across the Department. The reviews give the Director an objective appraisal of the contracting operations at these agencies, the problems they are facing, and the successes they have achieved.

- New in FY22 was the addition of Government Purchase Card (GPC) experts on the PMRs. The GPC volunteers concentrate on a thorough review of the agencies GPC Program. Upcoming in FY23, the body of the PMR will reflect this addition by making the GPC program a stand-alone section rather than a subsection.
 - GPC augmentees do not have to be 1102's and may be at lower grades, but must be SMEs on the GPC Program.
- PMRs are being conducted virtually, unless an Agency has classified contracts that are scheduled to be reviewed.
 - Reminder: If a PMR is 100% virtual, the reviews are conducted as if on Temporary Duty Travel (TDY). Each team member must be available to provide 100% participation and collaboration during the 3-week review over Microsoft Teams (or via conference number).



PMR TEAM

DPC REPRESENTATIVE

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DCMA PROGRAM MANAGER

COL Joseph Davis

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A big welcome to the newest Permanent PMR Team Member, Michael Curran, who joined the PMR Team in August 2022.

DCMA PERMANENT TEAM MEMBERS

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DCMA has a Program Manager and a small, dedicated staff that lead the reviews. The DCMA staff is augmented by contracting professionals (GS-1102-13/14/15 or comparable civilian or military level/rank) from the ODAs and military departments who volunteer to assist with reviews on an ad hoc basis. The size of the teams may vary, but they typically average around six members. The value of such a team is that the volunteers are doing hands-on contracting on their regular jobs. They are thus current in the contracting field and make significant contributions to the organizations they review.



FY22 Augmentees and PMR Covered Agencies

THANK YOU TO OUR FY22 VOLUNTEER AUGMENTEES

Defense Threat Reduction Agency (18 October – 5 November 2021)

Cathy Canoles – DCMA
Raushanah Pendleton – DMA
Christie Orlando – USSOCOM
MSG Katrina Lazare – USSOCOM
Kelly Carty (GPC) - DLA

Defense Human Resources Activity (24 January – 11 February 2022)

Terri Rodriguez – DTRA
Amanda Blackwood – USSOCOM
Quateeya Garner – USCC
Julia Roquemore – DLA
Amy Williams (GPC) - DCMA

Department of Defense Education Activity (7 March – 25 March 2022)

Christine Callaway - DIA
Henry Christian – MDA
Vanessa Coleman – DHA
John Crawford – WHS
Stephen Baldwin (GPC) - DFAS

Defense Health Agency (25 April – 13 May 2022)

Jennifer Brown – USAMRAA
Jennifer George – MDA
Joylene Burton – NGA
Cathy Canoles – DCMA
Jennifer Szego (GPC) - DLA

Defense Information Systems Agency (6 June – 24 June 2022)

Maj John Muir – DAU
Michael Shaffer – DeCA
Suzanna Smith – DCMA
Ryan Switzer - NGA
Edwin Wright—DAU
Bobbie Moore (GPC) - DTRA

Defense Information Systems Agency (Classified) (26 June – 30 June 2022)

Henry Christian – MDA
Suzanna Smith – DCMA

Defense Contract Management Agency (18 July— 5 August 2022)

Natalie Borecki (Lead)—USSOCOM
Amy Franklin—MDA
Linda Murphy—USTRANSCOM
Camille Nichols—DAU
Beverly Summerson—DeCA
Hien-Van Trinh –DLA
Heidi Stein (GPC) - DHA

Each ODA is reviewed approximately once every three years. Out-of-cycle reviews may be required or requested.



AGENCIES/ACTIVITIES COVERED BY THE PMR PROGRAM:

- Department of Defense Education Activity (DoDEA)
- Defense Advanced Research Projects Agency (DARPA)
- Defense Commissary Agency (DeCA)
- Defense Contract Management Agency (DCMA)
- Defense Finance and Accounting Service (DFAS)
- Defense Human Resource Activity (DHRA)
- Defense Information Systems Agency (DISA)
- Defense Intelligence Agency (DIA)
- Defense Microelectronics Activity (DMEA)
- Defense Media Activity (DMA)
- Defense Counterintelligence and Security Agency (DCSA)*
- Defense Threat Reduction Agency (DTRA)
- Missile Defense Agency (MDA)
- National Geospatial Intelligence Agency (NGA)
- National Security Agency (NSA)
- Defense Health Agency (DHA)
- Uniformed Services University of the Health Sciences (USUHS)
- United States Cyber Command (USCYBERCOM)**
- United States Special Operations Command (USSOCOM)
- United States Transportation Command (USTRANSCOM)
- Washington Headquarters Services (WHS)

*DCSA formerly Defense Security Service (DSS)

** USCYBERCOM first review in FY24



PMR Schedules

FY23 PMR SCHEDULE

17 October – 04 November 2022	Defense Micro Electronics Activity (DMEA)
23 January – 10 February 2023	Defense Finance and Accounting Service (DFAS)
13 March – 31 March 2023	Defense Intelligence Agency (DIA)
24 April – 12 May 2023	Washington Headquarters Service (WHS)
10 July – 28 July 2023	Uniformed University of the Health Services (USUHS)
14 August—1 September 2021	Defense Commissary Agency (DeCA)

FY24 PROJECTED PMR SCHEDULE

16 October – 03 November 2023	National Security Agency (NSA)
22 January – 09 February 2024	United States Transportation Command (USTRANSCOM)
04 March – 22 March 2024	Defense Counterintelligence Security Agency (DCSA)
08 April – 26 May 2024	National Geospatial-Intelligence Agency (NGA)
08 July – 26 July 2024	United States Cyber Command (USCYBERCOM)
05 August – 23 August 2024	Defense Advanced Research Projects Agency (DARPA)



Announcement of the FY23 PMR schedule and call for volunteers is available at:
<https://www.acq.osd.mil/asda/dpc/cp/policy/procurement-management-reviews.html>
Volunteers from all Services and Defense Contracting Activities are requested.

WHY PARTICIPATE ON A PMR?

- PMR participation provides:
 - An excellent learning experience and opportunity for professional growth.
 - An opportunity to obtain insight on ODA acquisition programs and processes.
 - A chance to refresh your knowledge on acquisition lifecycle compliance requirements.
 - A chance to obtain awareness on gaps your agency/activity may have.
 - An opportunity to gain alternative perspectives on how to approach problems your ODA may be experiencing.
 - Benefits to the individual and their parent organization.
- DPC recognizes each PMR participant with 10 CLPs.

Agencies/Activities want to know...

Question: Why are contract-specific findings not provided?

Answer: The PMR is intended to recommend improvements to processes and policies, not to cite deficiencies in individual contract files. The PMR report is an overarching assessment of procedures and oversight.

Agency/Activity follow-up actions to a PMR:

- ✓ Agency comments to the DRAFT Report are due approximately two after receipt of the DRAFT Report
- ✓ Agency corrective action plan (CAP) is due 60 days after receipt of (DPC approved) FINAL Report



Areas of Excellence and Commendable Items

AREAS OF EXCELLENCE AND THE AGENCIES THAT EXCELLED



Electronic Systems

-File Management Systems

-Adaptive Databases and tools for milestone tracking, requirements management, and acquisition planning.

DTRA, DHRA, and DHA

Have robust electronic systems that improved the procurement process.



Small Business

-Use of SBIR/STTR

-Achieving and exceeding SB goals

-Dedicated SB workforce

DTRA, DoDEA, and DISA

Showed impressive commitment to increasing small and disadvantaged business participation



Training and Guidance

-Training/Policy portals and hubs

-Developmental and mentorship programs

DTRA, DHRA, DHA, DISA, and DCMA

Have easily accessible training, policy, guidance and promote opportunities for employee growth



Competition

-Achieving and exceeding competition goals

DoDEA and DISA

Both agencies exceeded competition goals for FY19-FY22



Purchase Card

-Renewed focus on the GPC

-Strategic sourcing

DoDEA and DISA

Provided additional support and focus on GPC alignment and strategic sourcing opportunities

SPOTLIGHT ON UNIQUE COMMENDABLE ITEMS

DHRA



DISA

Acquisition Workforce Retention Incentive Plan

Provides for the Director of DHRA to approve retention incentives up to 25% of base pay for personnel who have:

- An unlimited warrant;
- A performance rating is "Fully Successful" or higher, and;
- When it is deemed essential to retaining the employee.

SMART START Initiative

SMART START is a requirements kick-off meeting with all stakeholders, which discusses the basic requirements, roles and responsibilities for the acquisition team, process expectations, and timelines.

Other Transaction Authority (OTA)

Dedicated team who provides premier contracting services for the procurement of emerging technologies requirements using OTA for prototyping and follow-on production supporting DISA and non-DISA mission partners

Outstanding CPARS compliance

DISA is commended for continued CPARS compliance. DISA's CPARS compliance rating of between 93% and 99% from January 2019 – Oct 2021 is significantly higher than the DoD average



Reminders and Helpful Links



GO TO THE PMR WEBSITE TO FIND:

- Past PMR Newsletters
- Most Common Areas with Deficient Findings and Best Practices to Prevent Deficient Findings
- PMR Preparation Tips
- Remote and On-Site Requirements
- An Example Notification letter with PMR Requirements

<https://www.acq.osd.mil/asda/dpc/cp/policy/procurement-management-reviews.html>



NEW!

To reduce the burden on agencies preparing data for a PMR, the DPC eBusiness team will compile agency/activity data available from the Procurement Integrated Enterprise Environment (PIEE) and Procurement Business Intelligence System (PBIS). A slide deck of the compiled data will be briefed to your agency at least 2 weeks in advance of the scheduled PMR. Availability of this data may change based on the ability of the agency/activity to report accurate and current data within PIEE.

- The point of contact for these presentations is Jessica Williams, jessica.m.williams126.civ@mail.mil.

HAVE A PMR SCHEDULED?

Submit a Policy SME to participate in an upcoming PMR to find out what to expect when your agency gets reviewed.



How long does a PMR last?

A PMR lasts three weeks. The first week is primarily spent reviewing contracts, while the second and third week is generally a time of interviewing employees, management, and other contracting support staff, and compiling notes for the draft report. At the end of the third week, the PMR Program Manager and PMR Team provide an out-brief of noted commendable items, suggestions, and recommendations.



How often do PMRs occur?

Due to the fluid nature of organizational structures, PMRs reviews are conducted approximately every three years, with out-of-cycle reviews occurring as required or requested.

OTHER HELPFUL LINKS

- Sign up for policy updates at the Federal Register website: <https://www.federalregister.gov>
- Access the Federal Acquisition Regulation at: <https://www.acquisition.gov/>
- Got an Acquisition Question? Go to the DAU "Ask the Professor" at: <https://www.dau.edu/training/career-development/contracting/p/Ask-A-Professor>
- DAU Provision and Clause Matrix tool provides guidance on the use of all provisions and clauses contained in the FAR and DFARS. It also includes guidance on the use of provisions and clauses contained in DoD class deviations.
 - <https://www.dau.edu/tools/t/FAR,-DFARS,-VAAR,-DEAR-Provision-and-Clause-Matrix>