



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

JUN 25 2010

MEMORANDUM FOR 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  
(ACQUISITION & LOGISTICS MANAGEMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES  
DIRECTOR, TRICARE MANAGEMENT ACTIVITY  
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES  
PRESIDENT, UNIFORMED SERVICES UNIVERSITY OF  
THE HEALTH SCIENCES

SUBJECT: FY11 Procurement Management Review (PMR) 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 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 your contracting personnel in contributing to the success of your agency.

Based on the PMR Program's cycle of reviews, and as coordinated with contracting staff at each of these activities, the following reviews have been scheduled for FY11:

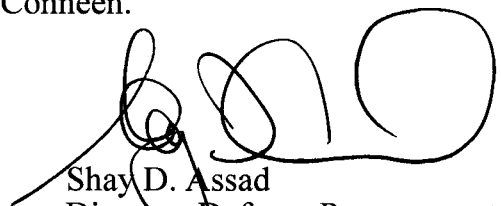
Oct 18-Nov 5, 2010	Defense Human Resources Activity (DHRA), Arlington, VA
Jan 24-Feb 11, 2011	Washington Headquarter Service (WHS), Arlington, VA
Mar 21-Apr 8, 2011	National Geospatial-Intelligence Agency (NGA) Ft. Belvoir, VA and St. Louis, MO
May 15-26, 2011	Business Transformation Agency (BTA) Arlington, VA
Jun 13-Jul 1, 2011	Defense Finance and Accounting Service (DFAS), Columbus, OH

While the Defense Contract Management Agency manages the PMR program, it does not have a full-time review team. Instead, I rely on participation from the ODAs and Military Departments. There is much to be gained from participating on 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 on one of the FY11 PMRs. In light of the benefit of interdepartmental communication and dissemination of best practices, I also request that the Military Departments nominate volunteers to participate on an ODA PMR team.

Candidates must be GS-13/14/15 or comparable civilian or military levels/ranks, have at least a Secret clearance, have strong analytical and writing skills, and be among your best procurement professionals. DCMA will use this pool of candidates to establish a diverse and experienced review 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. However, if your Agency must pull a candidate after their acceptance to a team, the Agency must provide a substitute, approved by the Head of the Contracting Activity. Recent trends have left the PMR teams short of the valuable assistance provided by the candidates.

Please submit the names of your nominees, as well as resumes addressing their contracting experience (including security clearance levels) and review preferences, by September 30, 2009 to the PMR Program Manager, Kevin Conneen, 703 428-1460, [kevin.conneen@dcma.mil](mailto:kevin.conneen@dcma.mil). If you have any questions or need additional information, please do not hesitate to contact Mr. Conneen.



Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy