ᶯ0 MAR 1988

MEMORANDUM FOR: Director of Technical Service

FROM: John M. Ray
                  Director of Logistics

SUBJECT: Procurement Management Review of OTS/CMS

1.   The Procurement Management Staff, Office of Logistics
(OL/PMS), which has the responsibility for the review and monitoring
of the Agency's procurement system, is initiating a program of
procurement management reviews (PMR) of all procurement units
involved in Agency acquisition. OL/PMS plans to begin a PMR of the
Office of Technical Service Contracts Management Staff (OTS/CMS) in
late March 1988. The PMR is not intended to be an audit or
inspection along the lines of the Inspector General's activities,
nor is it intended to create additional work for OTS/CMS or the OTS
program managers. Rather, its purpose is to support the efforts of
OTS/CMS and to assist you and your program managers in performing
your mission more effectively.

2.   The 2-member PMR team will be headed by [   ]   STAT
PMR Officer. Its review will address five major areas:

     ° Management of the Procurement Function

     ° Preaward Contract Activities

     ° Contract Award Activities

     ° Contract Administration

     ° Contract Settlement and Closeout

The review of the above areas will involve interviews with the
members of OTS/CMS and program personnel and the perusal of a
representative sample of contract files, including requests for
proposals, active contracts, contracts in settlement, and settled
contracts.

3.   The Chief, CMS/OTS, [   ] is aware of this   STAT
planned PMR, which is expected to take between 6 and 8 weeks from
the beginning of the review to the presentation of the final PMR
report to you and your staff.

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    4.   Once again, we wish to assure you that the purpose of the
PMR is to work in a constructive manner with OTS to enable the
identification of improvements in the quality of OTS contracting
activity and to provide remedies for current difficulties that
OTS/CMS may be experiencing.

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John M. Ray

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Distribution:
 Orig - Addressee
     1 - OL/PMS Official
     1 - C/PMS/DS&T
     1 - OL Files
     1 - OTS/CMS
     1 - OL/PMS Chrono

OL/PMS/WKW:fp/ _____ (8 Mar 1988)   STAT

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