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31 FEB 1988

MEMORANDUM FOR: Director of Communications

FROM: [redacted]  
Acting Director of Logistics

SUBJECT: Procurement Management Review of P&SB/WBG/AMD/OC

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 continuing 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 Communications Procurement and Supply Branch (P&SB),

[redacted] in February 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 P&SB or the OC [redacted] program managers. Rather, its purpose is to support the efforts of P&SB and to assist you and your program managers in performing your mission more effectively.

2. The two-member PMR team will be headed by [redacted] 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 P&SB 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.

[redacted]



25X1 SUBJECT: Procurement Management Review of P&SB/WBG/AMD/OC [redacted]

25X1 3. The Chief, P&SB, [redacted] is aware of this  
planned PMR. The PMR team will be working in close coordination  
25X1 with [redacted] throughout the review. [redacted]

25X1 4. Once again, we wish to assure you that the purpose of the  
PMR is to work in a constructive manner with OC [redacted] to enable  
25X1 the identification of improvements in the quality of P&SB procurement  
unit and to provide remedies for current difficulties that P&SB may  
25X1 be experiencing. [redacted]

[redacted]

25X1 cc: [redacted]

25X1

SUBJECT: Procurement Management Review of P&SB/WBG/AMD/OC

Distribution:

Orig - Addressee

1 - OL/PMS Official

~~1 - OL Files~~

1 - C/P&SB/WBG/AMD/OC

1 - OL/PMR Team Chief

1 - OL/PMS Chrono

25X1

OL/PMS/  (8 Feb 88)

C O N F I D E N T I A L

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C O N F I D E N T I A L

WORK IN PROCESS REPORT  
FUNDED REQUISITIONS

CONTRACT TEAM \_\_\_\_\_

REPORTING DATE \_\_\_\_\_

REQUISITIONS

	<u>LESS THAN</u>		<u>30-60 DAYS</u>		<u>OVER 60 DAYS</u>	
	<u>30 DAYS</u>					
	<u>NUMBER</u>	<u> \$</u>	<u>NUMBER</u>	<u> \$</u>	<u>NUMBER</u>	<u> \$</u>
Production						
R&D						
Services						

TOTAL

<u>FUNDING</u>	<u>RECEIVED</u>		<u>COMPLETED</u>	
	<u>NUMBER</u>	<u> \$</u>	<u>NUMBER</u>	<u> \$</u>
Production				
R&D				
Services				

TOTAL

\_\_\_\_\_  
Signature of Team Chief

C O N F I D E N T I A L