

19 JAN 1988

MEMORANDUM FOR: Director of Communications, DA

FROM: John M. Ray
Director of Logistics, DA

SUBJECT: Additional Positions for Office of
Communications Contracts Team

Don:

1. The attached Memorandum of Agreement calls for an increase of three contracting officer positions in the Office of Communications (OC) Contracts Team. I believe that the augmented Contracts Team will prove to be a material benefit in creating a responsive and effective procurement support mechanism for OC.

2. I will ensure that additional contracting officers are assigned to the OC Team during the period it takes to identify the requisite positions. If you have any questions concerning this matter, please contact me or on

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John M. Ray

ATTS: A. MOA
B. OC Team Structure

OL 0002-88



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MEMORANDUM OF AGREEMENT
BETWEEN
THE OFFICE OF COMMUNICATIONS
AND
THE OFFICE OF LOGISTICS

CONTRACTS TEAM, OFFICE OF COMMUNICATIONS
JANUARY 1988


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DIRECTOR OF LOGISTICS

14 January 1988

DATE



DIRECTOR OF COMMUNICATIONS

08 MAR 1988

DATE

--WARNING NOTICE--
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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I. PURPOSE:

To provide for a more effective and efficient execution of procurement activities in support of the Office of Communications (OC). ☐

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II. DISCUSSION

A detailed study of the Agency's procurement system concluded in a recommendation that further decentralization should be implemented by increasing the staffing complements of existing decentralized contracting teams. The rationale is to provide the necessary personnel to ensure optimum responsiveness to a component's requirements. An analysis of the OC FY 1986 procurement requirements (attached) by the Procurement Management Staff, Office of Logistics (PMS/OL), identified a need for six contracting officer positions. The OC Contracts Team currently has three positions. At this time, OC is unable to provide all of the additional positions in FY 1988. OC will develop a plan to provide the necessary positions no later than 30 September 1989. ☐

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III. AGREEMENT

It is mutually agreed:

A. OC will develop a plan to provide three additional GS-13 contracting officer positions (MLM) for the augmentation of the OC Contracts Team, no later than 30 September 1989.

B. OL will make its best effort to staff the OC Contracts Team with additional contracting officers with the execution of this agreement.

C. All requisitions, excluding local procurement type requisitioning, generated by OC Headquarters area elements will be reviewed by Chief, Contracts Team, OC, to determine if the action is to be processed by the Contracts Team or forwarded to OL for action. ☐

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IV. REVIEW

The terms of the subject Memorandum of Agreement are subject to an annual review and may be changed by mutual agreement of the parties hereto. ☐

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ANALYSIS OC TEAM STRUCTURE

(4) Office of Communications Team

The OC Team will be significantly impacted by the dissolution of the OL/PD/ADP&EB and OL/PD/P&SCB teams. This team has the potential to increase its contract dollars by [redacted] [redacted] Current projections indicate that the OC Team is likely take on about half of the OC dollars formerly obligated by OL/PD (excluding GP) so that the enhanced OC Team will [redacted]

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CONTRACT POSITIONS
AGENCY CONTRACTS GROUP, OL
OFFICE OF COMMUNICATIONS

<u>Position No.</u>	<u>Position Title</u>	<u>Position Grade</u>	<u>Status</u>
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III. APPROACH

In order to identify the actual needs of the procurement system, comprehensive analysis of the entire procurement organization was undertaken, using the procurement activity for fiscal year (FY) 1986 as a baseline. It extracted from CONIF relevant data to support an indepth assessment of the increased number of professional positions, by type, that are needed for each team within the newly restructured procurement organization.

In addition, this information was provided to all senior procuring officials and their team chiefs so they could develop their own analyses and statements of need, which have been separately prepared. These assessments, including the analysis prepared by Procurement Division (OL/PD), for ACG, were considered for preparation of the final version of this report.

To insure the establishment of a comprehensive methodology for the projections of this report, a 4-step assessment process was utilized. The primary goal was to restructure the 1986 baseline by team and contract activity to reflect the impact of increased decentralization and other factors which influence the workload of individual contract teams.

For example, in the case of ADP and Engineering Branch (OL/PD/ADP&EB) and Production and Services Contracts Branch (OL/PD/P&SCB), it was necessary to determine how much of the workload and resources would have to be reallocated to another team at the end of FY 1987, assuming that the new organization was to take effect 1 October 1987. This establishes the baseline for each team and the foundation for the position requirements of each team.

In this report, we have provided only the results of Step 4 in order to maintain an appropriate size for this report. Further background data is available if needed.

The 4-step process includes the following approach:

- ° Step 1 Determine how much of OL/PD's workload [excluding General Procurement (GP)] would be transferred to existing or new decentralized teams in terms of auditable actions as determined by CONIF. The result of this exercise covered all types of contracts, i.e., research and development, services, and production.

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- ° Step 2 This approach was identical to Step 1 except that the recent 1987 Office of Technical Service (OTS) 6-month pilot study, indicating a 20 percent retention factor was being experienced for the requirements of the type formerly processed by OL/PD, was used.
- ° Step 3 This step provided for an assessment of all OL/PD activity (actions and dollars) in term of the level based on commercial/noncommercial pricing by team.
- ° Step 4 After completing the assessments outlined in these steps, consideration of all factors previously discussed and application of experienced and informed judgment, the projections for each team and group are hereby provided. The results of this step are shown for each group and team in Part V.

In determining what percentage of work would be reallocated, consideration was also given to a baseline of 78 contract actions per CO. This baseline is derived from the C&L report. While it is not appropriate for all teams, e.g., GP, DI, the Directorate of Operations Special Activities Staff, it does provide a baseline indicator and yardstick tool for staffing contract teams.

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