

Version 12/10/2013; Approved 12/26/2013.

Submit the annual PPMAP report on HCA official letterhead and signed by the
HCA 02 (*NMCARS 5201.691-2(d)(3)*)

Part I – Executive Summary: Provide a summary narrative addressing the outcome for the previous fiscal year’s Procurement Performance Management Assessment Program (PPMAP) actions concerning the following:

- A. Periodic self-assessments/internal compliance reviews for Headquarters and subordinate field contracting organizations/field activities - (NMCARS 5201.691-2 (d) (2)).
- B. Procurement Performance Management Assessment Programs (PPMAP) reviews of subordinate contracting organizations/field activities (NMCARS 5201.691-2 (d) (2)).
- C. Actions the HCA took to improve procurement operations within the contracting activity (NMCARS 5201.691-2 (d) (2))
- D. Table 1, Review Statistics, to support Part I.B above.

Table 1: FY 2013 Review Statistics.

AUTHORITY LEVEL	No. of Activities with Procurement Authority	No. of Activities Reviewed in FY 13	No. of Activities Reviewed within DON Review Cycle Policy	No. of Activities Reviewed with DASN (AP) Waiver	No. of Activities with Highly Satisfactory Rating	No. of Activities with Satisfactory Rating	No. of Activities with Marginal Rating	No. of Activities with Unsatisfactory Rating
Above Simplified Acquisition Procedures¹								
Simplified Acquisition Procedures								
Government Commercial Purchase Card²								

Notes:

1. Includes the DON contracting activities’ subordinate contracting organizations and field activities with delegated procurement authority for contract actions issued via other than FAR Part 13 procedures.
2. The Government Commercial Purchase Card Program was designated as an area for review under PPMAP via DASN(ABM) memorandum of 02/20/2002.

PART II - PPMAP Execution Results: Summarize findings for the HCA as required in NMCARS 5201.691-2 (2) (i.e., what was found throughout the organization):

- A. Describe statutory and/or regulatory deficiencies/findings (*NMCARS 5201.691-2 (2)(ii)*)
- B. Explain corrective actions taken (either at HCA-level or specific subordinate field activity level) (*NMCARS 5201.691-2 (2)(iii)*)
- C. Identify best practices (*NMCARS 5201.691-2 (2)(iv)*)

PART III - Other Information: Provide relevant information in support of the following:

- A. Results of Annual Warrant File Audit (*SECNAVINST 4200.37, paragraph 4.a.(4)*). *This annual reporting requirement covers warrants throughout the entire HCA (i.e. Headquarters, subordinate contracting organizations/field activities and others delegated procurement authority by the HCA. At a minimum address the following in your submission:*
 - 1. The number of active warrants under the HCA;
 - 2. The number of warrant holders who are current with DAWIA level certification requirements;
 - 3. The number of warrants no longer necessary and requiring rescission;
 - 4. The number of warrants requiring reissuance and/or limits modified; and,
 - 5. The number of warrants cancelled (terminated).
- B. Results of Acquisition Staffing Analysis and Validation (*SECNAV INST 4200.37, paragraph (4)a.(5)*). *This requirement covers contracting resources of the entire HCA (i.e. Headquarters, subordinate contracting organizations and field activities delegated procurement authority for execution of acquisition workload. At a minimum, address the following in your submission:*
 - 1. *Provide workload assessment:*
 - i. *Actual workload for period covered by the report (i.e. FY 2013).*
 - ii. *Projected workload for current (upcoming) Fiscal Year (e.g. FY 2014).*
 - 2. *Identify the staffing level for the workload in B.1.i. above, including a brief narrative explaining resourcing challenges and how these were overcome to accomplish the workload.*

3. Identify **current** staffing level (*e.g. for workload in B.I.ii. above*)
 - i. U.S. Civilian/Military personnel
 - ii. Foreign Nationals (if applicable)
 - iii. Third Country Nationals (if applicable)
 4. Identify **required** staff level; and,
 5. *Identify reach-back capabilities, i.e. access to internal resources available throughout the HCA (e.g. subordinate contracting organizations and field activities/offices with delegated procurement authority) and/or to external resources (e.g. other DON contracting activities; contractor support).*
 6. *Address DAWIA certification compliance of the workforce (i.e. specify number of personnel who are certified at their position's current DAWIA level) and actions plans to achieve compliance.*
- C. Audits or reviews by external organizations/agencies (*e.g., NAVAUDSVC, NAVINSGEN, DODIG, GAO, etc.*) and status of recommendations (*NMCARS 5201.691-2 (2)(v)*).
- D. Actions taken to address findings of DASN(AP) PPMAPs (*NMCARS 5201.691-2 (2)(vi)*).