



# ***Acquisition, Contracts, and Logistics (AL) Directorate Overview***

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# Acquisition, Contracts, and Logistics (AL)

**Mission:** Provide responsive solutions in acquisition, contracting, and logistics to accomplish the Agency's mission

**Key Activities:**

- Provide business advice to Agency directorates from initial acquisition planning through execution and contract close-out
- Develop and administer contracts to provide products and expertise supporting DTRA's mission
- Manage facilities services for all DTRA spaces
- Deliver shipping & receiving services for DTRA's worldwide operations
- Maximize opportunities for small businesses in DTRA prime contracts and subcontracts

*DTRA enables DoD, other government, and our international partners in our mission space; **AL enables DTRA.***



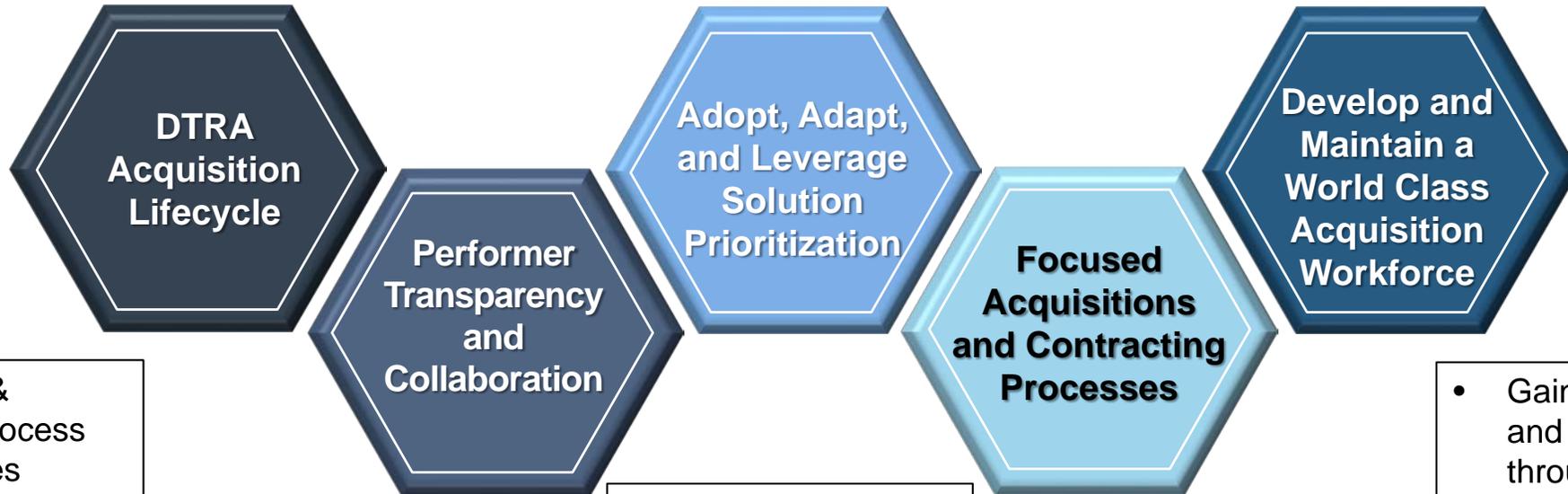
# AL Scope

- Annually conduct 20+ Acquisition/Program Management/COR training classes at all DTRA locations
- Execute ~1800 contract, grant and other transaction agreements worth >\$1B
- Responsible for development and implementation of Agency contract policy guidance
- Operate and sustain 96 facilities in 10 major locations globally; provide for facilities services and support (including rents and utilities)
- Manage medium/large-load shipments, including HAZMAT
- Provide acquisition oversight through duties as ***Component Acquisition Executive, Senior Procurement Executive, and Senior Services Manager***

\*Numbers are based on FY19



# AL Acquisition Framework - Guiding Principles



- Tailorable & dynamic process
- Incorporates universe of vehicles
- Adapts to customer feedback

- Work with performers throughout cycle
- Establish marketplace
- Increase clarity through annual engagements with industry, labs, academia, etc.

- Adopt proven commercial services and solutions first
- Increase speed to operationalize capabilities

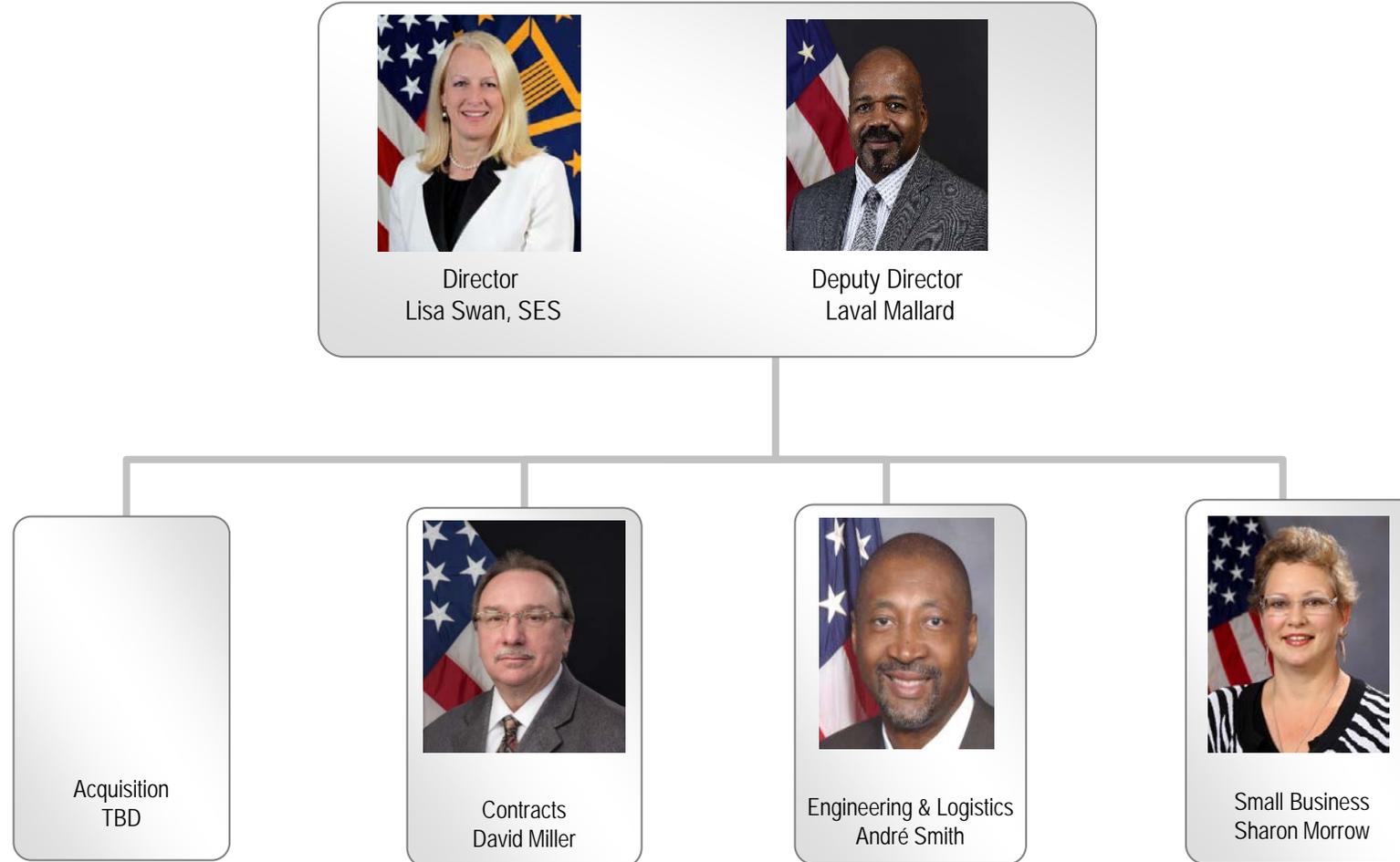
- Leverage the Acquisition Toolkit
- Streamline informal reviews and approval documents

- Gain knowledge and certifications through training workshops, & seminars
- Use rotational assignments for cross-functional knowledge.

**Builds from DoD Adaptive Acquisition Framework**



# AL Leadership





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# Acquisition Department (AL-AQ)

**Mission:** Manage selected Agency-level business systems; train and lead the acquisition workforce; proactively collaborate with our Directorate partners to support the Agency's mission; and support the DTRA Component Acquisition Executive.

## Key Activities:

- Provide the Consolidated Acquisition Tool to optimize and streamline the acquisition process
- Manage Agency-level Business systems including the Government Purchase Card and Contractor Performance Assessment Reports
- Lead and train the Acquisition Workforce on DTRA-specific processes and track acquisition status/yearly training requirements
- Implement DoD Acquisition Initiatives including: Services Requirements Review Board and Category Management
- Conduct Directorate Outreach to communicate new processes and obtain user feedback; new Strategic Communications Center - "One stop shop" for acquisition news, policy, and procedure updates
- Provide Oversight on Acquisitions including: Catapult, Mission Assurance Risk Management System, and Enterprise Acquisition Strategic Initiative



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# Contracts Department (AL-AC)

**Mission:** Partner with Agency Directorates to provide timely and comprehensive contracting that enables their mission accomplishment.

**Key Activities:**

- Execute approximately 1800 contract, grant and other transaction agreements obligating over \$1B in FY19
- Business advisor to Agency Directorates from the initial acquisition planning through execution and closeout
- Responsible for development and implementation of Agency contract policy guidance
- Direct the appointment and oversight of DTRA Contracting, Grants, and Agreements Officers
- Increase use of automated tools and data analytics for efficiencies, as well as continually working towards implementation of Procure to Pay initiatives





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# Engineering and Logistics Department (AL-EL)

**Mission:** Provide professional products and services, a quality and safe environment for our customers and employees, and demonstrate stewardship of the Agency's physical assets.

## Key Activities:

- Manage DTRA occupied space in the government owned Headquarters Complex and associated DLA support services
- Provide for facilities services and support (including rents and utilities) of all facilities with the exception of the Headquarters Complex space
- Provide essential shipping/receiving services, mission clothing and equipment, general bulk and specialized office supplies and equipment, limited warehouse operations, and adherence to Defense Property Accountability System standards
- Provide comprehensive, integrated and reliable transportation services to DTRA



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# Office of Small Business Programs (AL-SB)

**Mission:** Maximize opportunities for small businesses in DTRA prime contracts and subcontracts in its mission; advise the DTRA Director and personnel on all matters regarding Small Business; and leverage the use of non-traditional organizations in support of DTRA initiatives.

## Key Activities:

- Conduct outreach through weekly Industry Office Hours; meet with industry at other agency outreach events, and host Industry Days to educate Industry about DTRA's mission and how to do business with us
- Conduct Acquisition Planning and Market Research
- Conduct compliance reviews for small business programs (subcontracting, Mentor-Protégé Program, SBIR/STTR, and coordinate small business documentation with the Small Business Administration (SBA))
- Provide annual reporting on small business achievement to the Secretary of Defense, Government Accountability Office, and SBA



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# What Types of Support Does AL Use?

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- Administrative
- Acquisition
- Contracting
- Engineering and Logistics
- Small Business Programs



# Current Support Usage in AL Departments

- **AL-AC**

- Contract Specialist Support – currently performed by an 8(a) firm. Expires June 2021
- Contract Closeout Support – currently performed by an 8(a) firm. Expires April 2025
- System Administration Support for the Contract Writing System (*Procurement Desktop Defense*) Expires May 2022

- **AL-AQ**

- Administrative Support – currently performed by a Mandatory Source firm. Expires 2024
- Acquisition and Program Management Support – currently performed by an 8(a) firm. Expires 2024
- Acquisition and Program Management Training – currently performed by an 8(a) firm. Expires 2022

- **AL-EL**

- Logistics Warehouse Support – currently performed by an 8(a) firm. Expires Nov. 2021
- A/V and Conference Support – currently performed by an 8(a) firm. Expires February 2025
- DTRA Furniture Procurement – currently performed by an 8(a) firm. Expires September 2024
- Furniture Service and Procurement – currently performed by an 8(a) firm. Expires September 2021

- **AL-SB**

- Small Business Programs Support – currently performed by an 8(a) firm. Expires 2023
- Salesforce software for tracking and measuring outreach results and maintaining a vetted vendor database. Expires 2024



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***Support the mission with Acquisition Excellence!***

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