



**DEPARTMENT OF THE ARMY**  
U.S. ARMY CONTRACTING COMMAND  
4505 MARTIN ROAD  
REDSTONE ARSENAL, AL 35898-5000

REPLY TO  
ATTENTION OF:

12 MAR 2018

AMSCC-CO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY18 Procurement Action Lead Time (PALT) Metric

1. References.

a. OPORD 12-22, Mandatory Implementation of Virtual Contracting Enterprise - Contract Management, Paperless Contract Files (PCF), Contracting Officer Representative Tool, and Table of Distribution and Allowances Modules.

b. Army Contracting Command Baseline for Procurement Action Lead Time Memo, 18 January 2017.

c. Army Contracting Command Campaign Plan 2017-2019.

d. Army Directive 2017-32, Acquisition Reform Initiative #6: Streamlining the Contracting Process.

2. Purpose. This memo provides an updated PALT metric to be used by all U.S. Army Contracting Command (ACC) organizations. In FY17, ACC achieved a total average PALT of 174 days. The FY18 goal is a 6.6% reduction in ACC's total average PALT resulting in a total average PALT of approximately 163 days.

3. Background. ACC issued the original PALT memo on 18 January 2017. ACC conducted an analysis of actual PALT data from FY17 and this memo provides the updated metrics based on findings from January through September 2017.

4. Metrics. The revised metrics (in calendar days) are as follows:

a. New Starts (excludes Secure Environment Contracting, Grants/Cooperative Agreements, and Other Transactions):

Dollar Value	Acquisition Type	PALT
<\$25K	All	45
>\$25K - <\$1M	Competitive	65
>\$25K - <\$1M	Non-Competitive	90
\$1M - <\$10M	Competitive	150

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Dollar Value	Acquisition Type	PALT
\$10M - <\$50M	Competitive	190
\$1M - <\$50M	Non-Competitive	200
\$50M - \$100M	Competitive	400
\$100M - \$250M	Competitive	425
\$50M - \$100M	Non-Competitive	475
\$100M - \$250M	Non-Competitive	400
\$250M - \$1B	Competitive	575
\$250M - \$500M	Non-Competitive	550
>\$500M	Non-Competitive	550
>\$1B	Competitive	700

b. In addition to the PALT metrics outlined in the chart above, please address the potential protest periods with the customer during acquisition planning discussions. This will provide the customer a full picture of the potential timeline and the impact that a protest may have on the cycle time.

c. Modifications:

Modification Type	PALT
Administrative and Funding (incremental funding or funding of an action awarded Subject to the Availability of Funds)	30
Option Exercise and Change Order	60
New Work and Supplemental Agreement	90
Definitization	180

d. Task/Delivery Orders:

Dollar Value	Acquisition Type	PALT
<\$50M	Negotiated	85
>\$50M	Negotiated	220
<\$50M	Priced, Fair Opportunity	65
>\$50M	Priced, Fair Opportunity	150
<\$150K	Priced, Sole Source	30
>\$150K - \$50M	Priced, Sole Source	45
>\$50M	Priced, Sole Source	60

5. Metric Reporting. As stated above, the FY18 goal is a 6.6% reduction in ACC's total average PALT. ACC will run reports against the data entered into the PCF Acquisition Milestones to review the actual PALT, the percentage of actions meeting the metric, and compliance with milestone data entry. These metrics will be measured as follows:

a. Actual PALT (Average)

GREEN = Metric or Better

YELLOW = No More Than 10% above Metric

RED = More Than 10% above Metric

b. Percentage of Actions Meeting Metric

GREEN = 80% or Above

YELLOW = 70% - < 80%

RED is < 70%

c. Compliance with Milestone Data Entry

GREEN = 100%

YELLOW = 85% - 99%

RED = < 85%

6. Summary. The revised PALT metrics represent processing time findings and trends for the ACC Enterprise. Please note the following:

a. The use of the Acquisition Milestones feature of the PCF tool to track PALT continues to be mandatory. The timeliness of entry, completeness, and accuracy of the dates entered are critical to both the tracking of in-progress actions and the analysis of data for awarded actions. One of the next steps in the PALT analysis will be to look at the phases of the acquisition process to establish phased-based breakouts. Please enable the success of this endeavor by ensuring the records are complete and the dates entered are accurate.

b. The metrics do not account for extraordinary challenges that may arise on certain contract actions, nor do they capture each potential efficiency. The existence of the metric does not replace the responsibility of the Contract Specialist and Contracting Officer to have meaningful conversations with their customers in establishing the schedule for the specific procurement action.


c. Acquisition planning and the development of the requirements package have a direct impact on PALT. Please get involved early and leverage tools such as the Requirement Package Assistant in PCF to help streamline the process.

7. The revised metric outlined in this memorandum is effective upon signature and remains in effect until rescinded or superseded. As part of ACC's commitment to improving the contracting processes, findings and trends will continue to be analyzed to provide future revision, clarification, and breakout of the ACC PALT timelines.

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8. The ACC POC for this action is Ms Alison Gannon at 256-955-5638 (DSN 645) or alison.w.gannon.civ@mail.mil.



JAMES E. SIMPSON  
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