

CC-401 Types of Procurement Management Reviews.

(a) The PMR is a tiered program that includes the following types of assessments:

(1) Type 1: Reviews of Internal Controls (other than key internal controls) conducted by the Contracting Activity (CA) Management, as needed, using assessment methods in accordance with Command, CA, local or other applicable guidance.

(2) Type 2: Reviews of Key Internal Controls conducted by the HCAs and SCOs to Offices of the Directors of Contracting and other subordinate contracting offices, at least once every three years (36 months), using the Internal Control Question Set, and any supplemental question sets or toolkits.

(3) Type 3: Reviews of Internal/Key Internal Controls, conducted by the ODASA(P), as needed for special assistance reviews and assessments, on selected CAs and/or ACE-wide, using the applicable question set(s).

(4) Type 4: Reviews of Strategic Controls conducted by the ODASA(P), annually, using the Strategic Control Question Set for CAs across the ACE.

(b) Top-level information on review responsibility, method of assessment, frequency of assessment, and assessment instructions is provided in the table below.

| Type | Control Type | Primary Responsibility for Control Assessment | Method of Assessment | Frequency of Control Assessment | Assessment Instructions |
|-------------|---|--|--|--|--------------------------------|
| 1 | Internal Controls (Other than Key Controls) | Contracting Activity (CA) Management | Business clearance, legal review, local policy and compliance reviews and self-assessments | Action-by-Action IAW CA | CA |

| Type | Control Type | Primary Responsibility for Control Assessment | Method of Assessment | Frequency of Control Assessment | Assessment Instructions |
|------|-----------------------|---|---|---|-------------------------|
| | | HCA, SCOs | Internal Control Question Set *Contingency Contracting Toolkit (as applicable) | At least once every three years (36 months) | AFARS Appendix CC |
| | | HCA | SCO Toolkit | Annually | AFARS Appendix CC |
| 2 | Key Internal Controls | Per applicable policy | GPC Toolkit | Per applicable policy | AFARS Appendix EE |
| | | Per applicable policy | OSBP Toolkit | Per applicable policy | Per Army OSBP |
| | | Per applicable policy | OT Question Set | Per applicable policy | Per ODASA(P) |
| | | Per applicable policy | Assistance Awards Question Set | Per applicable policy | Per ODASA(P) |
| 3 | Key Internal Controls | ODASA(P) | Internal Control Question Set | As required/requested | AFARS Appendix CC |
| 4 | Strategic Controls | ODASA(P) | Strategic Controls Toolkit | Annually | AFARS Appendix CC |

*Contingency Contracting Toolkit

In conjunction with any PMR performed with contingency contracting efforts/missions, the HCA shall utilize the Contingency Contracting Toolkit, located on the PMR SharePoint, to assess the key internal controls of their contingency contracting operations.

Parent topic: [PART 4 - PROCEDURES](#)