



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

DEC 26 2013

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Annual Procurement Performance Management Assessment Program  
Reporting Requirement Format

This memorandum establishes the format for submission of the annual report summarizing for the contracting activity the outcome of the Procurement Performance Management Assessment Program (PPMAP) activities described in Navy Marine Corps Acquisition Regulation Supplement (NMCARS) subsection 5201.691-2(d)(2) for the prior fiscal year. The format, which the PPMAP Council developed, promotes consistency in required reporting requirements and facilitates our management review activities associated with PPMAP. It is effective immediately and shall be used to report your PPMAP review outcomes of FY 2013. The due date for the FY 2013 report is extended from 30 January 2014 to 28 February 2014.

My point of contact for this reporting requirement is Ms. Evelyn Ortiz who can be reached at (703)693-4012 or via email at [evelyn.ortiz@navy.mil](mailto:evelyn.ortiz@navy.mil).

*Elliott B. Branch*

Elliott B. Branch  
Deputy Assistant Secretary of the Navy  
(Acquisition & Procurement)

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Attachment:  
As stated

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