



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

NOV 05 2021

MEMORANDUM FOR DEFENSE BUSINESS BOARD

SUBJECT: Terms of Reference – Department of Defense Mentor Protégé Program Assessment

Section 872(d) of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2020 ("the FY 2020 NDAA") (Public Law 116-92), December 20, 2019, requires the Secretary of Defense to direct the Defense Business Board (DBB) to submit, not later than March 31, 2022, to the Congressional Defense Committees a report evaluating the effectiveness of the Department of Defense (DoD) Mentor-Protégé Program (MPP) established under section 831 of the NDAA for FY 1991 (Public Law 101-510), November 5, 1990, also published as a note after 10 U.S.C. § 2302. This report shall include:

- Recommendations for improving the program in terms of performance metrics, forms of assistance, and overall program effectiveness.

Additionally, I direct the DBB to provide:

- Any other related matters the DBB determines relevant to this task.

Pursuant to section 872(d), I direct the DBB's Business Operations Advisory Subcommittee ("the Subcommittee") to submit its independent assessment and recommendations for improving DoD's MPP to the full DBB for its thorough consideration and deliberation at a properly noticed public meeting. I also request the full DBB submit their final, approved assessment and recommendations to me at least 30 days before it submits its final, approved assessment and recommendations to the Congressional Defense Committees but not later than February 28, 2022, so that the Department has an opportunity to review and also submit any comments that it has to the Congressional Defense Committees. The DBB shall submit its final, approved assessment and recommendations to the Congressional Defense Committees not later than March 31, 2022, consistent with the FY 2020 NDAA.

In conducting its work, the Board has my full support to meet with Department leaders and all requests for data or information shall be honored that may be relevant to its fact-finding and research under these Terms of Reference. Components should respond to requests for data/information from the Board within five business days. Once material is provided to the Board, it becomes a permanent part of the Board's record. As such, the Office of the Secretary of Defense and DoD Component Heads are requested to cooperate and promptly facilitate requests by Board staff regarding access to relevant personnel and information deemed necessary, as directed by paragraphs 5.1.8. and 5.3.4. of DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," and in conformance with applicable security classifications.



OSD010088-21/CMD012942-21

Components are reminded that all data/information provided is subject to public inspection unless the originating Component office properly marks the data/information with the appropriate classification and Freedom of Information Act exemption categories before the data/information is released to the Board. The Board has physical storage capability and electronic storage and communications capability on both unclassified and classified networks to support receipt of material up to the Secret level. Each Component should remember that DBB members, as special government employee members of a DoD Federal advisory committee, will not be given any access to the DoD Network, to include DoD email systems.

The Subcommittee shall not work independently of the Board's charter. The Board and the Subcommittee will operate in conformity with and pursuant to the Federal Advisory Committee Act, the Government in the Sunshine Act, and other applicable federal statutes and regulations. The Subcommittee and individual Board members do not have the authority to make decisions or provide recommendations on behalf of the Board, nor report directly to any federal representative. The members of the Subcommittee and the Board are subject to certain Federal ethics laws, including 18 U.S. Code § 208, governing conflicts of interest, and the Standards of Ethical Conduct regulations in 5 C.F.R., Part 2635.

Thank you in advance for your cooperation and support to this critical undertaking to inform subsequent decisions on how the Department addresses national security challenges in the coming decades. My points of contact for this effort are CAPT Jeff Plaisance, USN, DBB Military Assistant, at (207) 841-7329 or jeffrey.m.plaisance.mil@mail.mil, and Ms. Jennifer Hill, Executive Director/Designated Federal Officer, DBB, at (571) 342-0070 or jennifer.s.hill4.civ@mail.mil.

A handwritten signature in black ink, reading "Kathleen A. Heers". The signature is written in a cursive, flowing style.

cc:
Senior Pentagon Leadership
Directors of Defense Agencies
Directors of DoD Field Activities