NOMINATION PROCEDURES
FOR
DEFENSE LOGISTICS AGENCY (DLA)
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)
PROGRAM FOR DEVELOPING MANAGERS (PDM) 2004

1. Each DLA Field Activity and DLA Headquarters servicing Equal Employment Opportunity (EEO) Office will ensure that the application process includes participation of the local Federal Women's Program (FWP) Manager in the review and screening of applications and selection of applicants within their Field Activity or DLA Headquarters Organization. Servicing EEO Offices should forward the nomination packages, with an accompanying endorsement memorandum signed by the Field Activity Commander, or designee, as appropriate, or the organization head* if the nominee is located at the Andrew T. McNamara Headquarters Complex to the DLA Corporate EEO Office (DO), ATTN: Ms. Frances E. B. Williams, FWP Coordinator, 8725 John J. Kingman Road, Fort Belvoir, VA 22060, **no later than close of business, June 15, 2004. All nomination packages must be forwarded to DO as a hard copy.** Applications received after this cut-off date will not be accepted. There will be no exceptions.

2. Each applicant must have an official sponsor for the program. Application forms and Sponsor forms may be accessed and downloaded by visiting the HQ DO web site at:

http://www.dla.mil/do/whatsnew.asp

3. There is no limit on the number of nominations a DLA Field Activity, J-code or Director's Staff Office can forward to the DLA Corporate EEO Office. There are no set criteria; admission decisions are based on the applicant's experience, the sponsor's recommendation, and the applicant's potential for making a contribution to the program. The DLA Corporate EEO Office will review all nomination packages to ensure they are complete and then forward them to the American Management Association (AMA) for their final review and selection of PDM participants.

4. Upon notification from the AMA, DO will notify all nominees of their selection status. **In turn, nominees are responsible for notifying their DLA sponsor. Please do not call the AMA directly for selection status.**

5. The following information will assist in completing the nomination package:

a. The Confidential Sponsor Form should be completed by the first or second-line supervisor, the Commander, the Commander's designee, or the organization head if the nominee is located at the Andrew T. McNamara Headquarters Complex, Fort Belvoir, Virginia. **It is critical that DLA sponsors explain how they intend to use the attendee's new or enhanced knowledge, skills, abilities, and insight upon completion of the program.**

b. The field activity/organization of the PDM participant must pay travel costs and the associated minimum per diem (normally $2.00 per day), on those days for which meals are provided (Monday – Friday) and normal per diem rate (Washington, DC) on those days (Saturday and Sunday) that meals are not provided There is no tuition charge for participants. If additional information is needed, please contact Ms. Frances E.B. Williams, Equal Employment Specialist, DO, at (703) 767-6144 or DSN 427-6144.

*Includes D, DV, DE, J-1, J-3, J-6, J-8, J-9 and Director's Special Staff.

Attachment 2