



United States Department of the Interior
OFFICE OF THE SECRETARY
NATIONAL BUSINESS CENTER
Washington, DC 20240



MEMORANDUM

To: All NBC Employees
From: U.S. Department of the Interior - National Business Center
Joseph M. Ward, Director
Date: August 6, 2012
Subject: Selection of Associate Director for AQD, Keith O'Neill

I am pleased to announce the selection of Keith O'Neill as the new Associate Director for NBC's Acquisition Services Directorate.

Keith brings a breadth of leadership experience to NBC and a track record of major accomplishments at several agencies, including DOT, NTSB, USPS, and USCG.

Keith rose quickly from contract specialist at the Department of Transportation, Research and Special Programs Administration, taking on additional duties, including procurement policy analyst, purchase card coordinator, and small business liaison. A few years later he accepted a position as economist, and later market analyst, at the U.S. Postal Service. Keith was one of the developers of the "Flat Rate Box" now in use for Priority Mail.

Keith then returned to DOT as a contracting officer and senior procurement policy analyst, assisting with major acquisitions and serving as competitive sourcing coordinator. He successfully conducted DOT's first streamlined competitions and achieved a "Green" rating for the Presidential Management Competitive Sourcing Initiative.

Keith served at the National Transportation Safety Board as senior contracting officer, then as both the Head of the Contracting Activity and chief of the Acquisition Division. He established the agency's first acquisition office and his division received the highest customer service satisfaction scores (95%) of all NTSB administrative offices.

In his most recent role, as chief of the Procurement Policy and Oversight Division at the U.S. Coast Guard, Keith's responsibilities included oversight of acquisition plans, competition and small business advocacy, cost and pricing, internal controls and oversight, purchase card management (over 5,000 cards) and liaison to all 48 contracting offices. In that role, he led the development of standardized policies and procedures and was instrumental in modernizing the contracting function for the Coast Guard.

Keith earned his undergraduate degree in Economics from George Mason University and his Masters in Business Administration from George Washington University. He lives in Leesburg, Virginia, with his wife and two sons.

Please join me in welcoming Keith to NBC.