



DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
OFFICE OF SMALL BUSINESS PROGRAMS
106 ARMY PENTAGON
WASHINGTON DC 20310-0106

JAN 13 2009

MEMORANDUM FOR HEAD OF CONTRACTING ACTIVITIES

SUBJECT: Policy Letter 01-09; Request for Waiver of Appointment of Full-Time Small Business Personnel

1. Reference:

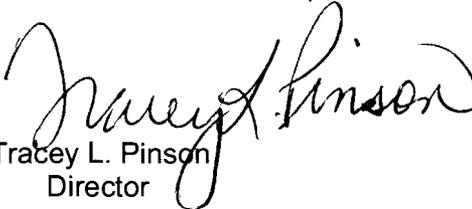
- a. Department of Defense Directive (DoDD) 4205.1, dated September 11, 1996, subject: Department of Defense Small Business and Small Disadvantaged Business Utilization Programs.
- b. Memorandum from the Director, Office of Small and Disadvantaged Business Utilization, May 9, 2003, subject: Appointment of Small Business Personnel, (Attachment 1).

2. The purpose of this memorandum is to provide information and guidance for requesting a waiver of appointment of full-time small business personnel.

3. DoDD 4205.1 establishes the policy and procedures for implementing and managing the small business program. Of particular importance is the appointment of small business personnel. The Directive requires that all contracting activities, whose total annual purchases with U.S. business concerns (large and small) exceed \$100 million per year, appoint full-time small business personnel, and requires that all full-time personnel report to the commander. Full-time small business personnel will not be subject to the direction of contracting offices and commanders are responsible for performance plans and evaluations. The Director, Office of Small and Disadvantaged Business Utilization issued a May 9, 2003, memorandum (Attachment 1) that discussed the Army's implementation and compliance with this Directive.

4. There are circumstances which may justify a waiver to DoDD 4205.1. This policy letter addresses the standards and expectations for preparing a waiver request for the Director, Army Office of Small Business Programs approval that ensures that the Army remains in full compliance with the spirit and intent of the Directive. Attachment 2 addresses the minimum requirements that must be included in any waiver request submitted for review and consideration for approval. Please also be aware that any waiver that is approved will be assigned an expiration date when an activity must either reach full compliance with the Directive or request another waiver.

5. The point of contact for this action is Ms. Suellen Jeffress, telephone 703-695-5588 or e-mail suellen.jeffress@us.army.mil.


Tracey L. Pinson
Director

Attachments

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DISTRIBUTION:

- HQ, UNITED STATES ARMY CONTRACTING COMMAND, HEAD OF CONTRACTING ACTIVITY, MR. JEFFREY PARSONS, 9301 CHAPEK ROAD BELVOIR, VIRGINIA 22060-5527**
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- U.S. ARMY MEDICAL COMMAND, HEAD OF CONTRACTING ACTIVITY, MR. WILLIAM THRESHER, 2050 WORTH ROAD, SUITE 3, FORT SAM HOUSTON, TEXAS 78234-5069**
- U.S. ARMY MEDICAL RESEARCH AND MATERIAL COMMAND, HEAD OF CONTRACTING ACTIVITY, MG GEORGE WEIGHTMAN, 504 SCOTT STREET, FORT DETRICK, MARYLAND 21702-5014**
- COMMANDER, INTELLIGENCE AND SECURITY COMMAND, HEAD OF CONTRACTING ACTIVITY, MG DAVID LACQUEMENT, 8825 BEULAH STREET, FORT BELVOIR, VIRGINIA 22060-5246**
- PEO, SIMULATION, TRAINING AND INSTRUMENTATION, HEAD CONTRACTING ACTIVITY, DR JAMES BLAKE, 12350 RESEARCH PARKWAY, ORLANDO, FLORIDA 32826-3276**
- U.S. ARMY CONTRACTING COMMAND, INSTALLATION CONTRACTING COMMAND, HEAD OF CONTRACTING ACTIVITY, MS. DELORES THOMPSON-GAD, 9301 CHAPEK ROAD, LOCATION 2-1NW1405, FORT BELVOIR, VIRGINIA 22060**
- U.S. ARMY EXPEDITIONARY CONTRACTING COMMAND, HEAD OF CONTRACTING ACTIVITY, COL CAMILLE NICHOLS, 9301 CHAPEK ROAD, LOCATION 2-1NW1405, FORT BELVOIR, VIRGINIA 22060-5527**
- U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND, HEAD OF CONTRACTING ACTIVITY, MR. MICHAEL SCHEXNAYDER, P.O. BOX 1500, HUNTSVILLE, AL 35807-3801**
- U.S. ARMY AVIATION AND MISSILE COMMAND, HEAD OF CONTRACTING ACTIVITY, MG JAMES MYLES, BLDG 5300, SPARKMAN CENTER REDSTONE ARSENAL, AL 35898-5000**
- U.S. ARMY SUSTAINMENT COMMAND, HEAD OF CONTRACTING ACTIVITY, MG ROBERT RADIN, 1 ROCK ISLAND ARSENAL, ROCK ISLAND, IL 61299-6500**

SUBJECT: Policy Letter 01-09; Request for Waiver of Appointment of Full-Time Small Business Personnel

DISTRIBUTION: (Cont)

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U.S. ARMY JOINT MUNITIONS AND LETHALITY LIFE CYCLE MANAGEMENT COMMAND, HEAD OF CONTRACTING ACTIVITY, BG WILLIAM PHILLIPS, PICATINNY, NEW JERSEY 07806-5000

U.S. ARMY RESEARCH DEVELOPMENT ENGINEERING COMMAND, HEAD OF CONTRACTING ACTIVITY, MR. BRYON YOUNG, 5183 BLACKHAWK ROAD, APG, MARYLAND 21010-5424

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JOINT CONTRACTING COMMAND-IRAQ/AFGHANISTAN, HEAD OF CONTRACTING ACTIVITY, REAR ADMIRAL KATHLEEN DUSSAULT, GRD-2 JCCI/A, APO AE 09348

DEPUTY ASSISTANT SECRETARY OF THE ARMY (POLICY & PROCUREMENT), ASA (ALT), MR DOUG PACKARD, 2511 JEFFERSON DAVIS HWY, ROOM 10143, ARLINGTON, VA. 22202-3911



DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION
106 ARMY PENTAGON
WASHINGTON DC 20310-0106

09 MAY 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Small Business Personnel

Reference: Department of Defense Directive (DoDD) 4205.1, dated 11 September 1996, subject: Department of Defense Small Business and Small Disadvantaged Business Utilization Programs.

DoDD 4205.1 establishes the policy and procedures for implementing and managing the small business program. Of particular importance is the appointment of small business personnel. The directive sets a contract award threshold for appointing full-time small business personnel and requires that all full-time personnel report to the commander. Full-time small business personnel will not be subject to the direction of contracting offices and commanders are responsible for performance plans and evaluations.

Small business personnel will be appointed as follows:

Commanders of each major command (MACOM) shall appoint an Associate Director for Small Business using procedures in DoDD 4205.1 and Army Federal Acquisition Regulation Supplement Part 19.201. The Associate Director reports directly to and is responsible only to the MACOM Commander.

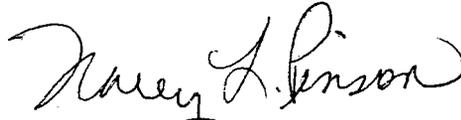
Commanders of each major subordinate command (MSC) whose annual contract obligations with U.S. business concerns (large and small) exceed \$100 million shall appoint a full-time Assistant Director of Small Business, with authority and resources required to manage the program effectively within the MSC. The Assistant Director shall report to the commander (or second in command), and shall perform the small business specialist functions at that activity.

Commanders of contracting offices reporting to MSCs whose annual contract obligations with U.S. business concerns (large and small) exceed \$100 million shall appoint a full-time Small Business Specialist, with authority and resources required to manage the program effectively within the activity. The Small Business Specialist shall report to the commander (or second in command), and shall perform the small business specialist functions at that activity.

Attachment 1

It is imperative that all commands comply with the letter and spirit of the directive. Please provide me a detailed listing of your command's small business personnel by 10 June 2003. The listing is to identify by organizational activity, the person's name, whom they report to and whether the activity is in compliance with DoDD 4205.1. If organization elements are not in compliance with the directive, please take action to get them into compliance.

As the program continues to experience an expansion in mission and statutory requirements, along with an increased public and political focus, we must maintain the small business structure at the appropriate organizational level as required by DoD policy.

A handwritten signature in black ink, reading "Tracey L. Pinson". The signature is written in a cursive style with a large initial 'T' and 'P'.

Tracey L. Pinson
Director

DOCUMENTATION REQUIREMENTS FOR DODD 4205.1 WAIVER REQUESTS

- a. three-year history of the activity's small business program, including the dollars and percentages achieved with goal accomplishment
- b. projection of the subsequent fiscal year total spend and the anticipated spend with small businesses in all categories
- c. commitment to have the part-time small business specialist's duties focus primarily on small business functions (as indicated by providing the performance objectives stating such)
- d. commitment to develop a forecast each fiscal for year projecting total opportunities (e.g., solicitations, task orders, etc.) and specific opportunities projected for small businesses
- e. semi-annual report on the status of the small business program implementation