AT&L Workforce Position Category Description (PCD)

Career Field:	Small Business		
Short Title:	SBP		
Category Code:	M	**Ref:**	(a) DoDD 5000.52 dtd 12 Jan 2005
Date Approved:	2 Sept 2014		(b) DoDI 5000.66 dtd 21 Dec 2005
Last Reviewed:	23 Jan 2014		(c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 06
			(d) DoDI 4205.01 dtd 10 Mar 2009

Notes:

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

General Acquisition Related Duties: The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

AT&L Career Field/Path Specific Duties:

- Analyzes stakeholder requirements, and is an advisor on small business issues during acquisition planning/strategy development. Provides market research expertise to ensure maximum practicable opportunities for small businesses to participate in agency procurements.
- Apply statutory and policy procurement-related requirements, especially as related to small business procurements; support attainment of government socio-economic objectives; conduct market research; acquisition planning; cost and price analysis; solicitation and selection of sources; review of subcontracting plans, small business participation strategies, and past performance.
- Manage an office of small business programs. Responsibilities may be broad (e.g., PM, DPM, AD, or Deputy) or focused (e.g., AD for a particular function), and may be line or staff in nature.
- Manage a socioeconomic program (e.g., Women-Owned Small Businesses, Service-Disabled Veteran Owned Small Businesses, Small Disadvantaged Businesses, HUBZone Businesses)
- Manages funded program or funded program office (e.g., SBIR/STTR, RIF, MPP).
- Plans and attends small business advocacy events; advises stakeholders on acquisition process, forecasts, and contract requirements.
- Monitor and/or evaluate prime contracting performance and subcontracting plans.
- Performs headquarters-level small business office functions such as workforce development, science, technology, engineering, and mathematics (STEM), entrepreneurship, industrial base policy development, oversight, and/or Director support.

Typical Line and Staff Position Titles: Small Business Program Director/Deputy, Small Business Program Manager/Deputy, Acquisition Small Business Manager, Small Business Specialist, Procurement Analyst, Small Business Innovation Research Program Manager, Small Business Technology Transfer Program Manager, Mentor-Protégé Program Manager, Small Business Program Analyst, Small Business Technology Specialist.

Typical Position Locations: Any DoD activity/organization performing contracting functions regardless of location. Service component organizations such as: ARI, ARL, ARO and Research Development and Engineering Centers for the Army; ONR, NRL, and Warfare Centers for the Navy; AFOSR, AFRL for the Air Force and 4th Estate organizations such as MDA, DTRA, and NGA. Acquisition organizations within the service components (i.e., Systems Commands, Materiel Commands, DRPMs. PEOs, as well as organizations/field activities supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition functions, such as: DCMA; DLA.

Typical Career Codes: Civilian Personnel		**Uniformed Personnel**			
OCC Series		**Army AOC**	**Navy AQD**	**Air Force AFSC**	**Marine Corps MOS**
03XX	0201				
08XX	0501				
11XX	0905				
13XX					
15XX					

Recommended Changes/Updates: Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090.