MEMORANDUM FOR Director, Office of Small and Disadvantaged Business Utilization, Office, Secretary of the Army  
Director, Office of Small and Disadvantaged Business Utilization, Office, Secretary of the Navy  
Director, Office of Small and Disadvantaged Business Utilization, Office, Secretary of the Air Force  
Staff Director, Office of Small and Disadvantaged Business Utilization, Defense Logistics Agency

SUBJECT: Establishment of Area Small Business and Disadvantaged Business Councils

Approximately two years ago, a successful series of four small business and disadvantaged business conference workshops were held throughout the country. While it is not expected that we will have such a series of conference workshops in the immediate future, there is need for a forum or a structured format of organization which would provide for bringing together on a periodic basis small and disadvantaged business specialists and other contracting personnel.

These councils would be organized on the basis of drawing its members from several adjoining states and would meet at a frequency as they may desire to discuss and exchange views regarding small business, disadvantaged business, and labor surplus matters. These councils would elect their own officers and be made up of DoD employees and employees of other Federal agencies desiring membership. Civilian contract personnel could also join predicated on the desires of the council membership. It is expected that you and we from the Washington level would support these councils by taking action to see that the councils are organized, and by providing support, e.g., arranging for or appearing as a conference speaker, providing latest procurement information, etc.

Accordingly, it is requested you initiate action to have councils organized as per the enclosure. Naturally, changes may be necessary regarding service responsibility, state coverage, and other matters which we are prepared to make.
I think we should establish a target date by July 1, 1980 by which time all councils are organized and each council holds a meeting during the July - September time frame.

Please do not hesitate to contact me should you desire additional information. I would appreciate a written progress report on June 5, 1980.

[Signature]

HAL C. FELsher
Director, Small Business
and Economic Utilization Policy

Enclosure
a/s
AREA SMALL BUSINESS AND DISADVANTAGED BUSINESS COUNCILS

Northeast Chapter
Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut

Mid-Atlantic Chapter
New York, New Jersey, Pennsylvania, Delaware

Washington, D.C., Chapter
Maryland, Washington, D.C., Northern Virginia

Richmond - Tidewater Chapter
Southern Virginia, North Carolina

Southeast Chapter
South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee

Mid-Central Chapter
West Virginia, Ohio, Kentucky, Indiana

North Central Chapter
Illinois, Wisconsin, Minnesota, Iowa, North Dakota, South Dakota, Missouri, Kansas

Southeast Chapter
Oklahoma, Arkansas, Texas, Louisiana

Southwest Chapter
New Mexico, Arizona, Colorado, Utah, Nevada

Southern California Chapter
Los Angeles - Long Beach, Riverside - San Bernardino- Ontario, San Diego

San Francisco Chapter
San Francisco, San Jose, Sacramento, Hawaii

Northwest Chapter

DLA
Air Force

Defense Logistics Agency
Navy

Defense Logistics Agency
Army

Defense Logistics Agency
Army

Air Force
Army

Air Force
Army

Navy
MEMORANDUM FOR Director, Small and Disadvantaged Business Utilization, Office, Secretary of the Army
Director, Small and Disadvantaged Business Utilization, Office, Secretary of the Navy
Director, Small and Disadvantaged Business Utilization, Office, Secretary of the Air Force
Director, Small and Disadvantaged Business Utilization, Defense Logistics Agency

SUBJECT: Area Small Business Councils

The Department of Defense Area Small Business Councils were established as per Enclosure 1.

Our observations to date indicate that some councils are much more active than others. However, this office has not been receiving reports of meetings held by these councils as was requested by Enclosure 1. In this regard, please provide this office by April 15, 1982 a report in accordance with Enclosure 2 on each council for which you have oversight responsibility. Upon receipt of this information, I plan on discussing the operation of these councils with the Deputy Secretary of Defense.

These Area Small Business Councils provide a valuable service to the Department of Defense by providing information and recommendations as to how we should provide for additions or changes to the Defense Acquisition Regulation to better enhance the opportunities for small business and small disadvantaged firms to compete for a larger share of our requirements for products and services.

It is requested that you take whatever action is necessary, be it a policy letter and/or personally contacting the appropriate commanders, to obtain their support in assuring that their Small and Disadvantaged Business Specialists are able to attend future meetings of their Area Small Business Councils. Consideration should also be given to having the commanders speak at one of the meetings of these councils.

Please contact me if I can be of any assistance in improving the organization and operation of these councils.

NORMA B. LEFTWICH
Director, Office of Small and Disadvantaged Business Utilization

Enclosures
Report of Area Small Business Councils

Council Chapter Designation

Council Chapter President

Number of Members

Dates of meetings held during calendar year 1981 and number of personnel attending

If available, dates of proposed meetings during calendar year 1982

Any Council problems or request for assistance.
## ORIGINALLY AUTHORIZED AREA SMALL BUSINESS COUNCILS

<table>
<thead>
<tr>
<th>AREA SMALL BUSINESS COUNCILS</th>
<th>STATES INCLUDED</th>
<th>SPONSOR</th>
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</thead>
<tbody>
<tr>
<td>1. Northeast Chapter</td>
<td>ME, NH, VT, MA, RI, CT</td>
<td>USAF</td>
</tr>
<tr>
<td>2. Mid-Atlantic Chapter</td>
<td>NY, NJ, PA, DE</td>
<td>DLA</td>
</tr>
<tr>
<td>3. Washington, D.C. Chapter</td>
<td>MD, DC, Northern VA</td>
<td>USN</td>
</tr>
<tr>
<td>4. Richmond-Tidewater Chapter</td>
<td>NC and Southern VA</td>
<td>DLA</td>
</tr>
<tr>
<td>5. Southeast Chapter</td>
<td>SC, GA, FL, AL, MS, TN</td>
<td>USAF</td>
</tr>
<tr>
<td>6. Mid-Central Chapter</td>
<td>WV, OH, KY, IN</td>
<td>DLA</td>
</tr>
<tr>
<td>7. North Central Chapter</td>
<td>IA, IL, MN, ND, SD MI, NE, KS, MO, WI</td>
<td>USA</td>
</tr>
<tr>
<td>8. South Central Chapter</td>
<td>OK, AR, TX, LA</td>
<td>USAF</td>
</tr>
<tr>
<td>9. Southwest Chapter</td>
<td>NM, AZ, CO, UT, NV</td>
<td>USA</td>
</tr>
<tr>
<td>10. Southern California Chapter</td>
<td>Los Angeles area and South</td>
<td>USN</td>
</tr>
<tr>
<td>11. San Francisco Chapter</td>
<td>San Francisco area and North plus HI</td>
<td>USAF</td>
</tr>
<tr>
<td>12. Northwest Chapter</td>
<td>OR, WA, ID, MT, WY and AK</td>
<td>USA</td>
</tr>
</tbody>
</table>

**REMARKS:** MI and NE were originally omitted and added to the NC Chapter.

**USN:** 2  **USA:** 3  **USAF:** 4  **DLA:** 3