



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

## THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

SEP 02 2014

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Establishment of the Small Business Career Field

- References: (a) Title 10, U.S.C., Chapter 87, Sections 1702 and 1721  
(b) DoD Instruction 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program," December 21, 2005  
(c) Under Secretary of Defense for Acquisition, Technology, and Logistics memorandum, "Assignment of the Functional Advisor/Functional Lead for Department of Defense Small Business Professionals," dated April 23, 2012

Pursuant to references (a) and (b), the Small Business Career Field (SBCF) is established within the Department's Acquisition Workforce effective October 1, 2014. The Director, Small Business Programs, as described in reference (c), is designated the Small Business Functional Leader (FL). The Small Business FL will ensure the SBCF operates within the acquisition workforce framework, targeting the 1101 occupational series (General Business) as the primary series for the career field. This allows for development of acquisition-certified Small Business professionals and provides the opportunity for individuals to rotate from other career fields through the SBCF to specialize as necessary.

The Small Business FL and the Director, Human Capital Initiatives (HCI) will collaborate with the President of Defense Acquisition University and Components to ensure comprehensive and integrated implementation of this cross-functional acquisition career field. Implementation initiatives will include appropriate policy updates, workforce planning, standards, competency-based training, career development information, and requests for requisite resources. The FL shall annually certify to me the currency of workforce requirements and resources to develop the Small Business workforce. An integrated master schedule shall be provided to the USD(AT&L) and Workforce Senior Steering Board, through the Director, HCI not later than September 30, 2014.

Components shall use the attached Position Category Description standard to designate and report Small Business acquisition positions as part of their required FY 2015 acquisition workforce reporting. My points of contact are Ms. Clothilda Taylor, Acting Director, HCI, at 703-805-3761 and Mr. André Gudger, Director, DoD Small Business Programs, at 571-256-7791.

Frank Kendall

Attachment:  
As stated

DISTRIBUTION:  
SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMPONENT ACQUISITION EXECUTIVES  
DEPUTY CHIEF MANAGEMENT OFFICER  
COMMANDERS OF THE COMBATANT COMMANDS  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES



## Attachment 1

### AT&L Workforce Position Category Description (PCD)

<b>Career Field:</b>	Small Business [ <i>recommended</i> ]	<b>Ref:</b>	(a) DoDD 5000.52 dtd 12 Jan 2005
<b>Short Title:</b>	SBP [ <i>recommended</i> ]		(b) DoDI 5000.66 dtd 21 Dec 2005
<b>Category Code:</b>	TBD		(c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 06
<b>Date Approved:</b>	23 Jan 2014		(d) DoDI 4205.01 dtd 10 Mar 2009
<b>Last Reviewed:</b>			

**Notes:**

- 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.
- All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
- 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:**

- Analyze 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 Small 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.
- Perform 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 4<sup>th</sup> 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.