



Small Business Career Field Update

Ms. Alice Williams

Acting Deputy Director

DoD Office of Small Business Programs

2017 DoD Small Business Training Week | April 3-7, 2017 |  #SBTW17



Agenda

- Small Business Career Field Updates
- Small Business Continuum Model
- DAWIA Requirements
- Small Business Data Call
- Implementation Plans

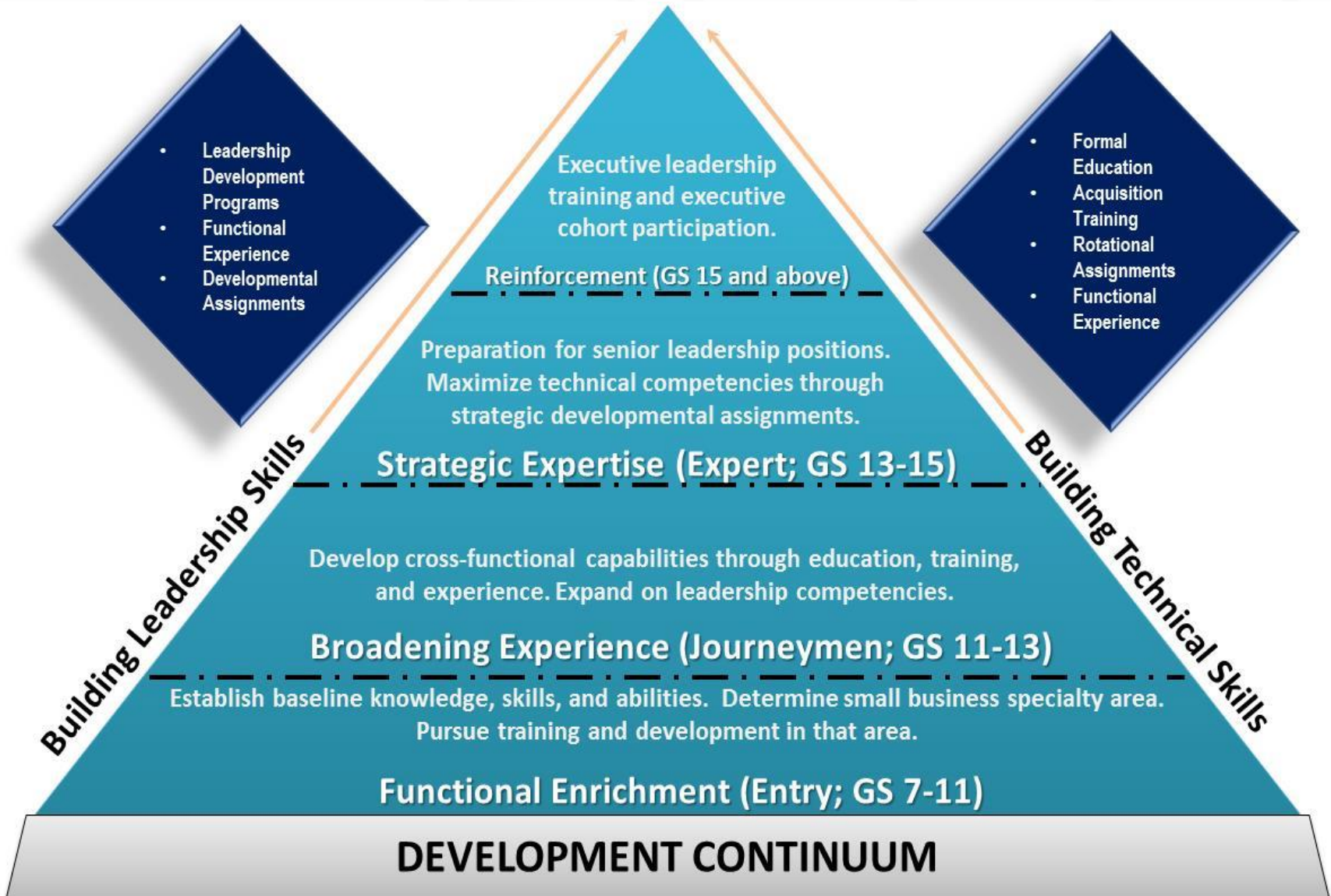


Recent Updates

- Course development completed
- Updated DAWIA experience and education requirements
- Waived Prerequisites
- DoD Small Business Vanguard Awards Program
- Small Business Rotational Excellence Program (REP)
 - For more information visit: <http://business.defense.gov/REP/>



Small Business Career Field Continuum Model



Functional Enrichment

(Entry; GS 7-11 or equivalent)

Entry Points

- Intern program
- Undergraduate or graduate program
- Private industry
- Lateral transfer from a different career field

Job Types*

- Small Business Policy Analyst
- Industrial Specialist/Market Analyst
- Outreach Specialist
- Socioeconomic Program Specialist
- Small Business Program Analyst

Training and Experiences

- Level I Small Business training
- Begin Level II training in preparation for upward movement
- Complete additional Component-specific or supervisor-directed coursework
- Identify a mentor
- Defense Civilian Emerging Leader Program (DCELP)

Exit Opportunities

- Promotion
- Movement to HQ office
- Private industry
- Lateral transfer to a different career field

Broadening Experience

(Journeyman; GS 11-13 or equivalent)

Entry Points

- Undergraduate or graduate program
- Private industry
- Promotion
- Movement to/from HQ office
- Lateral from another career field

Job Types*

- Strategic Specialist
- SBIR Program Analyst
- Mentor Protégé Program Analyst
- Small Business Technical Advisor/Functional Specialist
- Subcontracting Specialist
- Small Business Performance Analyst

Training and Experiences**

- Level II small Business training; begin Level III
- Complete Core-plus courses and pursue additional acquisition certifications
- One of the following: SBEP, DCELP, ELDP
- Rotational assignments
- Continuing education
- Mentoring and OJT

Exit Opportunities

- Promotion
- Movement to/from HQ office
- Private industry

Strategic Expertise

(Expert; GS 13-15)

Entry Points

- Intern program
- Undergraduate or graduate program
- Private industry
- Lateral transfer from a different career field

Job Types*

- Senior- and/or supervisory-level functions of those mentioned under "Functional Enrichment" and "Broadening Experience"
- Deputy/Assistant/Assoc. Director, etc.

Training and Experiences

- Level III Small Business Training
- Continuing education
- Rotational "stretch" assignments
- Industry and/or SBA rotation
- One of the following: SBEP, ELDP, DSLDP, Manager and Supervisor Training Program, Eisenhower School
- Mentoring and OJT

Exit Opportunities

- Promotion
- Movement to/from HQ office
- DAU (faculty)
- Private industry

Reinforcement

(Executive; GS 15 or equivalent, and above)

Entry Points

- Undergraduate or graduate program
- Promotion
- Movement to/from HQ office
- Private industry
- Lateral transfer from a different career field

Job Types

- Small Business Director

Training and Experiences

- 400-level executive PM training
- Small Business Executive Cohort

Exit Opportunities

- Promotion
- Private industry
- Lateral transfer

DAWIA Education Requirements



- Baccalaureate degree
 - Any field of study
- At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management
- 1102s who occupied positions on or before September 30, 2000, do **NOT** have to have a baccalaureate degree to be certified in the Small Business Career Field
 - *Pub. L. 106-398, FY 2013 NDAA, Section 808*, applies to the Small Business Career Field
- Positive degree requirement, with 24 business credits, will only affect 'new' professionals joining the career field after date to be determined
 - Meaning those to be coded in Small Business Career Field will not be subject to the degree requirement



DAWIA Experience Requirements

Level 1	1 year of Acquisition experience
Level 2	2 years of Acquisition experience
Level 3	4 years of Acquisition experience (2 years of which must be Small Business experience)

- Once coded Small Business, then one will gain experience in the Small Business Career Field
- If one does not have Small Business experience, position waivers that last 24 months, can be issued by the Directors of Acquisition Career Management (DACMs)
- One will keep experience earned in previous career field(s)

Small Business Career Field by Component as of March 2017

Components	Full Time Total	Part Time Total
Army	151	94
Air Force	90	66
Navy	76	79
DCMA	37	0
DLA	51	2
ODAs	42	12
Total	447	253



Implementation Challenges

- Coding of Small Business Professionals
 - Will begin coding after all courses deployed
 - M code error
- Prerequisites
 - Waiver encourages certification achievement
 - Can't identify current Small Business Professionals
 - Manual Process for Acquisition Career Managers
- Course Priority
 - Non-SBP certification courses
 - Can't identify current Small Business Professionals
 - Manual Process for Acquisition Career Managers
- DAWDF Rescission
 - -\$531M decrease in FY17 Defense Appropriations Bill
 - HCI recouping \$28M from FY15/FY17 funds



Implementation Plans

- Coding will begin after courses deployed
 - June 2017 timeframe
- Once coded as Small Business, professionals will have 24 months to complete the training required of their position
- Plans will vary according to DACM office
 - DoD OSBP verified results of 2016 data call with Small Business offices
 - Small Business Directors are to work with DACM office to discuss coding



Implementation Plans

- Those who perform small business duties 50% or more of the time will be coded as Small Business and are required to be certified
- As positions are vacated, Career Managers determine if the position should be reassigned an OCC series based upon its functions and day-to-day duties
 - The mix of OCC series will vary based on job location and organization's mission
 - Small Business Directors encouraged to review position's required level of certification. Not all positions need to be level III certified.
- Positions in the following OCC series can be coded as Small Business: 03XX, 08XX, 11XX, 13XX, 15XX, 0201, 0501, and 0905
 - 1101 is the target OCC series for Small Business Professionals
 - Converting positions to 1101 is not mandatory
 - 1102s can be coded Small Business



Workforce Points of Contact

Alice Williams, Acting Deputy Director

Phone: 571-372-6309

Email: alice.m.williams101.civ@mail.mil

Maggie Sizer, Contract Support, DoD OSBP

Phone: 571-372-6328

Email: maggie.c.sizer.ctr@mail.mil



Questions?





Back-Up Slides



Frequently Asked Questions



- *When will the Small Business Career Field be coded?*
 - When all 9 SBP courses are deployed by DAU. In FY 2017, the courses will be released incrementally (i.e. the SBP courses will not be available at once in FY 2017)
- *What about part-time professionals?*
 - Per the Small Business PCD, those who perform small business duties less than 50% won't be coded as Small Business; they will maintain their current Acquisition code. Although DoD OSBP would like to identify those performing part-time small business duties using a job specialty category.
- *Does everyone have to convert to the 1101 series?*
 - No, the Small Business PCD lists multiple OCC series eligible, among other criteria, to be eligible for the Small Business Career Field.
- *Can I stay an 1102?*
 - Yes, one can stay an 1102 and become part of the Small Business Career Field.
- *My position is Level 3 certified, do I only take the Level 3 Small Business courses?*
 - No, you will need to take all courses, beginning at Level 1. Update - after recent recommendation, DoD SBP is exploring if this should only be applied to SBP courses.