Small Business Career Field Update

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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/](http://business.defense.gov/REP/)
Small Business Career Field Continuum Model

**DEVELOPMENT CONTINUUM**

**Functional Enrichment (Entry; GS 7-11)**
Establish baseline knowledge, skills, and abilities. Determine small business specialty area. Pursue training and development in that area.

**Broadening Experience (Journeymen; GS 11-13)**
Develop cross-functional capabilities through education, training, and experience. Expand on leadership competencies.

**Strategic Expertise (Expert; GS 13-15)**
Prepare for senior leadership positions. Maximize technical competencies through strategic developmental assignments.

**Reinforcement (GS 15 and above)**
Executive leadership training and executive cohort participation.

**Building Leadership Skills**
- Leadership Development Programs
- Functional Experience
- Developmental Assignments

**Building Technical Skills**
- Formal Education
- Acquisition Training
- Rotational Assignments
- Functional Experience
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
(Journeymen; 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

<table>
<thead>
<tr>
<th>Level 1</th>
<th>1 year of Acquisition experience</th>
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</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>2 years of Acquisition experience</td>
</tr>
<tr>
<td>Level 3</td>
<td>4 years of Acquisition experience (2 years of which must be Small Business experience)</td>
</tr>
</tbody>
</table>

- 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)
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<th>Components</th>
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<th>Part Time Total</th>
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</tr>
<tr>
<td>Total</td>
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<td>253</td>
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</tbody>
</table>
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
  • HCl 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

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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.