



# Small Business Career Field Update

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# Importance of Small Business Professionals

- Small Business Professionals influence over 20% of the DoD discretionary spend
- Close to 500 self identified full-time Small Business Professionals in the FY 2016 Data-Call
- SBPs perform a wide range of functions, including but limited to:
  - Acquisition strategy review, peer review, and program management review
  - Subcontract oversight
  - Market research and industrial base capability analysis
  - SBIR/STTR program management
  - Mentor Protégé Program (MPP) management
  - Advocacy and outreach
  - Socioeconomic program management



## Office of Personnel Management Report (OPM)

- In 2011, OPM conducted a workforce analysis for the DoD Office of Small Business Programs (OSBP)
- OPM's analysis found that:
  - The Small Business workforce was not receiving necessary training
  - Small Business lacked a standardized process or career plan for professionals to receive the necessary training and experience
  - Pipelines into Small Business were not clearly defined
- OPM's analysis provided a baseline for the creation of Small Business competencies/learning objectives

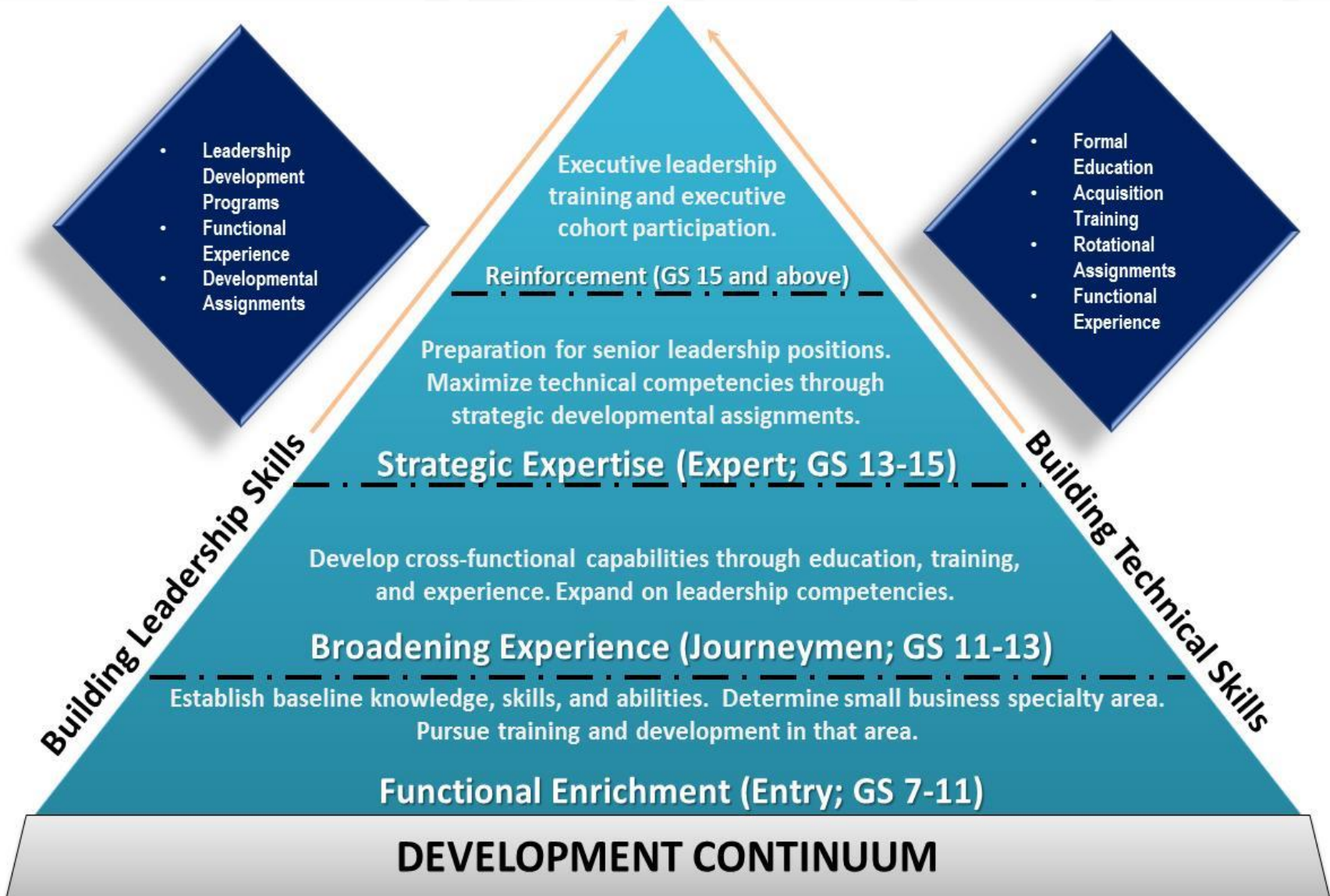


## Benefits of a Career Field

- Allows for development of in-depth Small Business expertise through certification
- Allows for individuals from other career fields to specialize as needed in Small Business
- Allows for a cross-functional Acquisition career field
- Improves Small Business support to increase capability and readiness
- Greater control and access to training and resources
- Better defined professionalized pathways and increased professional development opportunities



# Small Business Career Field Continuum Model





## Timeline

- *June 2011*: OPM Small Business workforce assessment complete
- *April 2012*: Director, OSBP appointed as Small Business FA/FL
- *November 2012*: Small Business FIPT chartered
- *January 2013*: Small Business Data-Call complete
- *April 2013*: Small Business competencies updated and validated by the FIPT
- *September 2013*: DAU course gap analysis complete
- *March 2014*: Preliminary course listings approved
- *September 2014*: USD(AT&L) establishes Small Business as an Acquisition Career Field
- *November 2014*: Course development commences



# Accomplishments

- FY 2016 Data-Call
  - Close to 500 SBPs self identified
- DoD Small Business Vanguard Awards Program
  - Nominations due January 15, 2016
  - Ceremony will be held during the 2016 Small Business Training Week, date TBD
- Small Business Rotational Excellence Program (REP)
  - Open to the Defense Acquisition Personnel
  - For more information visit:  
<http://www.acq.osd.mil/osbp/sbs/workforceinitiatives/rep.shtml>



## Course Updates

- Course material development completed September 30, 2016
- Deployment of all course pilots completed
  - Pilot material to be finalized by January 31, 2017
- SBP 101 has been deployed by DAU
  - Students can register for the course using DAU's iCatalog
- Web based courses deploy 2<sup>nd</sup> quarter FY 2017
  - Includes SBP 110, 120, 201, and 220
- DAU will release schedule for resident courses after student pilots deployed (after January 31, 2017)
  - Includes SBP 202, 210, and 301
  - SBP 102 deployment dates released
  - Resident course deployment will be spread throughout FY 2017



# DAWIA Training Requirements



## Level One

Course Number	Course Name	ILT or Online	Hrs/Days
SBP 101	Intro to SB Programs, Part A	Online: DL	8 hours
SBP 102	Intro to SB Programs, Part B	ILT	4.5 days
SBP 110	Fundamentals of the FAR for SBP	Online: DL	34 hours
SBP 120	Contract Lifecycle for SB Programs	Online: DL	16 hours
CON 100	Shaping Smart Business Arrangements	Online: DL	16 hours
CON 237	Simplified Acquisition Procedures	Online: DL	6 hours
HBS	Choose 1 HBS module	Online: DL	2 hours

1. SBP 101 is a pre-requisite for SBP 102.
2. CON 260A and CON 260B are predecessors for SBP 101.
3. If new SBP entrant has completed CON 090, by certain date TBD, they will have fulfilled requirements for SBP 110.
4. If new SBP entrant has completed CON 121, CON 124, and CON 127, by certain date TBD, they will have fulfilled requirements for SBP 120.

**Certification Standards are in development and subject to change**

# DAWIA Training Requirements



## Level Two

Course Number	Course Name	ILT or Online	Hrs/Days
ACQ 101	Fundamentals of Systems Acquisition Management	Online: DL	30 hours
CON 216	Legal Considerations in Contracting	Online: DL	23 hours
ACQ 370	Acquisition Law	ILT	4.5 days
STM 101	Intro to DoD Science & Tech Mgmt	Online: DL	4 hours
LOG 101	Acquisition Logistics Fundamentals	Online: DL	27 hours
HBS	Choose 1 HBS module	Online: DL	2 hours

1. Courses in Orange are either/or courses
2. CON 280 moved to Level Three Certification

**Certification Standards are in development and subject to change**

# DAWIA Training Requirements



## Level Two Cont'd

Course Number	Course Name	ILT or Online	Hrs/Days
SBP 201	Intermediate SB Programs, Part A	Online: DL	10 hours
SBP 202	Intermediate SB Programs, Part B	ILT	4.5 days
SBP 210	Subcontracting	ILT	5 days
SBP 220	Business Decisions for Small Business	Online: DL	11 hours

1. SBP 201 is a pre-requisite for SBP 202

# DAWIA Training Requirements

## Level Three



Course Number	Course Name	ILT or Online	Hrs/Days
SBP 301	Small Business for Senior Leaders	ILT	8 days
ACQ 202	Intermediate Systems Acquisition, Part A	Online: DL	35 hours
ACQ 315	Understanding Industry	ILT	4.5 days
CON 280	Source Selection and Administration of Service Contracts	ILT	9.5 days
HBS	Choose 1 HBS module	Online: DL	2 hours

**Certification Standards are in development and subject to change**



## 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
  - The Small Business Career Field's DAWIA education certification requirements mirror the 1102 Occupational Code (OCC) series requirements, established under *10 U.S.C. 87 Section 1724*
- 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



# DAWIA Experience Requirements

## Current Experience Requirements

Level 1	1 year of Acquisition experience
Level 2	2 years of Acquisition experience
Level 3	4 years of Acquisition experience

## Proposed 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)



## DAWIA Experience Requirements

- Level 3 may change to 4 years of Acquisition experience – 2 years of which must be Small Business experience
  - If one does not have Small Business experience, position waivers that last 24 months, can be issued by the DACMs
- Once coded Small Business, then one will gain experience in the Small Business Career Field
- One will keep experience earned in previous career field(s)



## 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
- 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





## Fulfillment

- An opportunity to complete DAWIA training requirements through assessment of one's past training and experience against the learning outcomes of a DAU course
  - SBP 101 learning outcomes/objectives now posted on DAU
  - CON 260A and CON 260B are the predecessor courses for SBP 101
- It is the DACMs' responsibility to implement the fulfillment program
- General fulfillment procedures:
  - Complete DD Form 2518, this includes DAU's *Employee Self Assessment* and supporting documentation (e.g. resume, transcripts, certification of completion)



# 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.
- *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; however, fulfillment is an option.