



## OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION  
AND SUSTAINMENT

### MEMORANDUM FOR DOD SMALL BUSINESS PROFESSIONALS

SUBJECT: Small Business Professional Credential

Reference:

- (a) Secretary of Defense Memorandum "DoD Small Business Contracting" of 27 October 2021
- (b) Under Secretary of Defense for Acquisition and Sustainment Memorandum "Back-to-Basics for the Defense Acquisition Workforce" of 2 September 2020
- (c) Under Secretary of Defense for Acquisition and Sustainment Memorandum "Back to Basics Implementation for the Defense Acquisition Workforce" of 4 February 2021

In reference (a), Secretary of Defense Lloyd Austin highlighted the importance of small businesses in the Defense Industrial Base and broader economy. He also directed Department leadership to ensure that components are leveraging their small business professionals to ensure that small businesses have maximum opportunities to participate in DoD acquisitions.

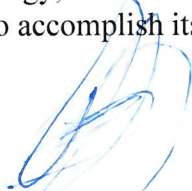
In support of that effort, it is imperative that our small business professionals are properly trained. As part of the Back to Basics effort, six Acquisition Workforce Functional Areas were established with an Office of the Secretary of Defense Leader. Attachment 1 of reference (b) established Small Business as an Acquisition Knowledge Area under Program Management and established my position as the Functional Area Lead.

To support this requirement, Defense Acquisition University developed the CSBP 001 Small Business Professional Credential. This new small business-focused credential is intended for not only small business professionals, but for other defense acquisition professionals as well. It provides key baseline business processes, tools, legislation/policies, and procedures, including small business and socioeconomic programs.

Small Business Professionals are a critical part of the acquisition workforce and are encouraged to obtain and maintain knowledge required to perform their duties. To receive the credential, the candidate must complete a number of distance learning, virtual and resident courses as well as successfully pass an exam. To learn more about the Credential and key course requirements, you can visit the DAU website <https://www.dau.edu/training/pages/credentials.aspx> and search the icatalog for "CSBP 001 Small Business Professional Credential."

I strongly encourage all Small Business Professionals apply for and complete all of the requirements necessary to obtain the Credential. In addition, I request all Component Office of Small Business Program Leadership include working towards the credential as part of employee development and training plans.

Through a dedicated and well trained Small Business Professional workforce, we will directly support the tenants of the National Defense Strategy, execution of our forthcoming small business strategy and the Department's ability to accomplish its assigned missions.

A handwritten signature in blue ink, appearing to be 'Farooq A. Mitha', is positioned above the printed name.

Farooq A. Mitha  
Director, Office of Small Business Programs