



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