



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

AUG 24 2011

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Increasing Small Business Procurement in Critical 4th Quarter

Increasing contracting opportunities for small businesses remains a top priority for the Administration. **We are falling short of meeting our Department-wide small business contracting goal** of 22.3 percent for FY 2011, **and I need your help** to ensure that as we enter the last 6 weeks of this fiscal year, small businesses are given the maximum practicable opportunity to receive unobligated contract dollars.

The Department is committed to meeting its small business contracting goals for FY 2011 and beyond. Attached is information that may assist your organization in improving its small business contract performance. Please share this information with everyone in your organization that is involved in the acquisition process to include planning, requirements definition, and market research. Ask them to be personally engaged in improving our performance in this important area. It is not the sole responsibility of contracting officers to achieve this goal but the collective responsibility of every leader in your organization who manages a budget and allocates funds that will go on contract. They should all work closely with your small business directors to identify opportunities to, and maximize efforts toward, achieving the Department's small business goals.

Thank you in advance for your hard work to increase opportunities for small businesses in the final weeks of this fiscal year and to lay the foundation for continued small business success in FY 2012. My point of contact is Andre Gudger, OSD Director of Small Business Programs, at 703-604-0157, Extension 140 or andre.gudger@osd.mil.

Ashton B. Carter

Attachment:
As stated

cc:
CAEs
SPEs
Directors, OSBPs

ATTACHMENT

Meeting Department-Wide Small Business Contracting Goals

Below is information that can be used to help increase the percentage of prime contracts that can be awarded by the Department to small businesses. All referenced Appendices with the exception of Appendix D were prepared by the Office of Federal Procurement Policy.

- **Use Socio-Economic Parity:** Provisions of the Small Business Jobs Act of 2010, as implemented under interim FAR rules published on March 16, 2011, and April 1, 2011, now allow for parity among small business contracting programs, enabling contracting officers to choose among a HUBZone, service-disabled veteran-owned small businesses, 8(a), or women-owned set asides for contracts over the Simplified Acquisition Threshold (generally \$150,000). Contracting officers should take advantage of this flexibility as they monitor their overall small business goals and socio-economic goals.
- **Be Rigorous in Evaluating Opportunities:** Every remaining contract to be awarded in FY 2011 should be evaluated for possible small business utilization.
- **Focus on Industries Where Small Businesses Excel:** Small business set-asides are particularly effective and popular in certain fields and industries. (See **Appendix A** for list of top 25 NAICS codes for small businesses in FY 2010, which represented more than 60 percent of small business dollars.)
- **Conduct Robust Market Research:**
 - Work with your small business director to identify small business opportunities. If you need contact information, please call the DoD Office of Small Business Programs (OSBP) at 703-604-0157, ext. 138.
 - Direct contracting officers and other acquisition officials to conduct market research by using the Maximum Practicable Opportunity (MaxPrac) analysis model to assist in the identification of areas of potential opportunity for small business participation. MaxPrac is available at <https://extranet.acq.osd.mil/osbp>. You may contact Carol Brown at Carol.A.Brown@osd.mil or 703-604-0157, ext. 147, for more information or training on MaxPrac.
 - Reach out to agencies that buy similar products/services to identify potential new vendors. (See **Appendix B** for instructions on how to conduct this search in the Federal Procurement Database System-New Generation.)
 - Use the Dynamic Small Business Search to identify all small businesses capable of performing a contract. (See **Appendix C** for instructions on how to use Dynamic Small Business Search.)

- **Maximize Use of Existing Contracts:** GSA Schedules, Government-Wide Acquisition Contracts (GWACs), and agency-wide contracts hold huge potential to increase small business utilization. The schedules provide access to a large number of small businesses offering a wide range of commercial products and services. Agencies are authorized to give maximum consideration to the socio-economic status of the firm if it meets their needs when using the Schedules. (See **Appendix D** for DoD guidance on use of Federal supply schedules and Government-wide acquisition certification.)
 - GSA has created a new section of its GSA Schedules website focused on small business contracting at <http://www.gsa.gov/portal/content/202261>. The new section includes information on practices to facilitate awards to small businesses as prime contractors or subcontractors and sample language from statements of work that have been used to successfully implement these practices.
 - GSA Advantage, the Schedules' online shopping and ordering system, and the GSA e-Library at <http://www.gsa.gov/fss> contain information on the small business representations of Schedule contractors and allow customers to tailor their searches specifically for products and services provided by disadvantaged, service-disabled veteran, woman-owned, HUBZone and other small businesses
- **Use the 8(a) Program:** Consider sole-source awards to 8(a) firms for acquisitions at or below the established thresholds (\$6.5 million for manufacturing contracts and \$4 million for non-manufacturing contracts). For acquisitions above the thresholds, existing vehicles, such as the 8(a) Streamlined Technology Acquisition Resources for Services GWAC, offer an efficient way to make competitive 8(a) awards. Moreover, 8(a) firms (or other small businesses) that are also women-owned, service-disabled veteran-owned, or HUBZone will provide agencies the chance to count these firms for additional socio-economic credit for multiple socio-economic categories.
- **Use the New Women-Owned Small-Business Program Where Practicable:** This new program implemented on April 1, 2011, as an interim rule and published at FAR Subpart 19.15 allows set-asides in select NAICS codes (visit www.sba.gov/wosb for a list of eligible NAICS codes) and below a \$6.5 million threshold for manufacturing contracts and \$4 million threshold for non-manufacturing contracts.
- **Repeal of the Competition Demonstration Program:** The repeal of the Comp Demo Program formerly at FAR 19.10 now provides additional opportunities in 11 industries where small businesses have traditionally excelled (see **Appendix E** for a list of industries).

APPENDICES

Appendix A - Top 25 NAICS codes for Small Businesses in FY 2010

Rank	NAICS Code	NAICS Description	Dollars obligated in FY 2010
1	236220	Commercial And Institutional Building Construction	\$10,620,087,697
2	541519	Other Computer Related Services	\$5,637,643,071
3	541330	Engineering Services	\$5,319,396,679
4	541712	Research And Development In The Physical, Engineering, And Life Sciences (Except Biotechnology)	\$4,515,793,509
5	237990	Other Heavy And Civil Engineering Construction	\$2,981,847,361
6	541611	Administrative Management And General Management Consulting Services	\$2,738,439,374
7	561210	Facilities Support Services	\$2,738,127,685
8	541710	Research And Development In The Physical, Engineering, And Life Sciences	\$2,392,756,418
9	541511	Custom Computer Programming Services	\$2,097,261,546
10	541512	Computer Systems Design Services	\$2,055,145,963
11	562910	Remediation Services	\$2,038,197,467
12	336413	Other Aircraft Parts And Auxiliary Equipment Manufacturing	\$2,025,692,200
13	531120	Lessors Of Nonresidential Buildings (Except Miniwarehouses)	\$2,014,779,208
14	336611	Ship Building And Repairing	\$1,564,475,249
15	517110	Wired Telecommunications Carriers	\$1,333,262,084
16	237310	Highway, Street, And Bridge Construction	\$1,328,728,238
17	334111	Electronic Computer Manufacturing	\$1,224,384,741
18	424720	Petroleum And Petroleum Products Merchant Wholesalers (Except Bulk Stations And Terminals)	\$1,189,771,939
19	541513	Computer Facilities Management Services	\$1,154,804,550
20	236210	Industrial Building Construction	\$1,034,794,513
21	315999	Other Apparel Accessories And Other Apparel Manufacturing	\$1,002,839,168
22	334220	Radio And Television Broadcasting And Wireless Communications Equipment Manufacturing	\$1,000,090,221
23	561612	Security Guards And Patrol Services	\$939,188,085
24	541990	All Other Professional, Scientific, And Technical Services	\$890,585,058
25	541930	Translation And Interpretation Services	\$888,897,448

Appendix B – Instructions on how to search for agencies that procure similar products/services in the Federal Procurement Database System-New Generation (FPDS)

- Log into FPDS at: <https://www.fpds.gov>.
- Click “Adhoc Reports”, then click “New.”
- “1 Select metrics” will be automatically highlighted, and in the left-hand side column you will see the “Metrics” folder opened.
- Click on the + sign next to “Award – IDV Information.”
- Click on the “Dollar Values” folder.
- In the main pane look for “Action Obligation,” then click “Add” on the far right-hand side.
- To open the second section, click “2 Select attributes” at the top of the screen. In the left-hand side column, the “Attributes” folder will be open.
- Click the + sign next to the “Award – IDV Information” folder.
- Next, select “Product or Service Information.” In the main pane, click the “Add” button next to “NAICS Code.” Then, in the left-hand side column, select “Business Size Selection.” In the main pane, click the “Add” button next to “Contracting Officers Business Size Selection.”
- Finally, in the left-hand side column, select “Department and Agency Information.” In the main pane, click the “Add” button next to “Contracting Department Name.”
- Now, click “3 Select time, filters, and rankings” towards the top of the screen.
- Under the “Add Filter” section, it will have a “Select an attribute” drop-down menu. Find and select “Contracting Officers Business Size Selection.” For the adjacent drop-down menu keep the value at “Show Only” and in the third scroll down menu click the blue “Select attribute values...” link.
- A window titled “Choose Attribute Values” will appear. In the window, select “Small Business,” then click “OK.” The window will then close.
- Return to the “Add Filter” section on the original page, click “Add.” This filter will then be added to your report, and the “Add Filter” section will once again be reset.
- You can add another filter based on the NAICS code you are searching for. Under the “Select an attribute” drop down menu, select “NAICS Code.” Keep the next menu as “show only,” and in the third menu click the “Manually enter a value...” link. A new window titled “Enter Attribute Value” will appear. Enter the 6-digit NAICS code you are searching for. Then click “OK.” The window will close and you will be brought back to the main page.

- Then on the main page in the “Add Filter” section, click “Add.”
- To complete the fourth step of the process, click “4 Layout and setup.” Verify that the layout is what you desire. Then click “Execute” in the top right-hand corner of the page.
- Next, you will be asked to enter the dates you choose to see data from. Enter the dates where it says, “For Date Signed,” and only show values between. We suggest entering from “10/01/2009” to “09/30/2010” to see the FY 2010 data.
- Finally, in the top right-hand side corner, click “Display Report.”

Once you have gathered the names of other agencies/departments who purchased the same NAICS code good or service from a small business, you may contact the agency’s Office of Small and Disadvantaged Business Utilization (OSDBU) for recommendations on small business vendors. You can find a list of OSDBU contacts at: www.osdbu.gov.

Appendix C – Instructions on how to use Dynamic Small Business Search

- Go to the following website: <http://dsbs.sba.gov>.
- Under “Location of Profile,” you can select the state that you’d like to search for firms in or you can input an area code or zip code.
- To find certified 8(a) or HUBZone firms, in the “Government Certifications” section, select the radio button that says “Required (Active Certifications Only)” under “8(a) certified or 8(a) Joint Venture” or “HUBZone Certification.”
- To find Service-Disabled Veteran-Owned or Women-Owned Small Businesses, in the “Ownership and Self-Certifications” section, select the box that says “Service Disabled Veteran Owned” or the appropriate box under “Any Women-Owned Small Business.”

Note: To see all small businesses regardless of type, do not select any type of Certification or Ownership and all small businesses that meet the criteria you selected will be shown.

- In the next section called “Specific Nature of Business,” you can enter a specific NAICS code(s) to find small businesses that operate in those industries.
- There are other criteria you may select throughout the page to tailor your search.
- When you are finished selecting criteria, go to the bottom of the page and press “Search Using These Criteria.”
- A screen will appear with a list of all small businesses that meet the criteria selected.

Appendix D – DoD guidance on use of Federal supply schedules and Government-wide acquisition certification



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
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AND LOGISTICS

MAY 18 2007

DPAP/CPIC

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR
FORCE (CONTRACTING), SAF/AQC
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Service-Disabled Veteran-Owned Small Business Procurement Program

We need to improve the Department of Defense's (DoD) business opportunities for Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns. While the Department has made tremendous progress in increasing SDVOSB prime contract awards from \$1.1 billion in FY05 to \$1.5 billion in FY06, we remain significantly short of our \$9 billion dollar goal (3%). A considerable amount of work needs to be accomplished if we are to achieve our goal. The following paragraphs discuss actions taken and tools available to the acquisition workforce.

The Under Secretary of Defense for Acquisition, Technology and Logistics signed the attached memorandum on April 12, 2007, encouraging the use of the Veterans Technology Services (VETS) Government-Wide Acquisition Contract (GWAC). The VETS GWAC is a small business set-aside contract for SDVOSBs and comprises of 44 information technology companies. I encourage the acquisition workforce to use the VETS GWAC, <http://www.gsa.gov/vetsgwac>, when appropriate. As a reminder, the Department's policy on "Proper Use of Non-DoD Contracts," is applicable when using the VETS GWAC contract vehicle. This policy is located on the Defense Procurement and Acquisition Policy website at <http://www.acq.osd.mil/dpap/specificpolicy/index.htm>.

The SDVOSB Procurement Program, authorized by 15 U.S.C. 657f, is implemented in the Federal Acquisition Regulation (FAR) Subpart 19.14. It allows contracting officers to set-aside acquisitions exceeding the micro-purchase threshold for competition restricted to SDVOSB concerns if there is a reasonable expectation that offers will be received from two or more SDVOSB concerns, and award will be made at a fair market price. FAR subpart 19.1406 implements the authorities that allows

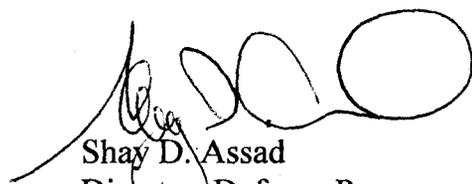


contracting officers to make a sole source award to a SDVOSB concern. Contracting officers should be reminded of their market research responsibilities to ascertain the availability and capability of SDVOSBs, and to seek advice from the Component small business specialist. A useful resource for obtaining SDVOSB vendor information is located on the U.S. Department of Veterans Affairs Center for Veterans Enterprise homepage at <http://www.vetbiz.gov/>.

The DoD Office of Small Business Programs (OSBP) is responsible for implementation of Executive Order 13360, "Providing Opportunities for Service-Disabled Veteran Businesses to Increase their Federal Contracting and Subcontracting." The Executive Order and the updated DoD SDVOSB strategic plan are located at <http://www.acq.osd.mil/osbp/programs/veterans/index.htm>. The DoD OSBP has been proactive in advising SDVOSB firms to register in the Central Contractor Registration (CCR). The number of firms registered has increased from 2,175 in FY03 to more than 12,000 in FY06. The Defense Acquisition University (DAU) has developed a one hour SDVOSB training module (CLC009). It is available at <http://www.dau.mil>. The DAU and Veterans Corporation websites, <http://www.veteranscorp.org/>, have eight one-hour training sessions recorded at the "Veterans Doing Business with DoD" conference hosted by DoD in December 2006. The number of SDVOSB protégés has increased from three to nineteen participating in active DoD Mentor-Protégé agreements.

We need to dedicate efforts toward promoting increased business opportunities for those warfighters who have sacrificed in service to our Nation. By increasing business opportunities for SDVOSB concerns, not only will we demonstrate improvement towards meeting our goals, we will also be giving something back to the service disabled veterans by creating opportunities for them to provide goods and services in support of the DoD mission.

My staff point of contact for service-disabled veteran-owned small business policy is Ms. Susan Pollack, (703) 697-8336 or susan.pollack@osd.mil.



Shay D. Assad
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

APR 12 2007

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DEPUTY UNDER SECRETARY OF DEFENSE (LOGISTICS
AND MATERIAL READINESS)
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ATSD NUCLEAR AND CHEMICAL AND BIOLOGICAL
DEFENSE PROGRAMS
DIRECTORS OF THE DEFENSE AGENCIES
DEPUTY UNDER SECRETARY OF DEFENSE,
INSTALLATIONS AND ENVIRONMENT
DEPUTY UNDER SECRETARY OF DEFENSE,
INDUSTRIAL POLICY
DEPUTY UNDER SECRETARY OF DEFENSE,
INTERNATIONAL TECHNOLOGY SECURITY
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: General Services Administration (GSA) Government-Wide Acquisition
Contract (GWAC) for Service-Disabled Veteran-Owned Small Businesses
(SDVOSBs) in Information Technology

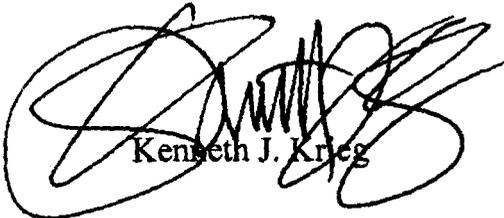
The GSA approved 43 Teams of SDVOSBs on February 2 to participate in federal information technology acquisitions through a GWAC. The GSA Administrator has requested a statement of the DoD-level participation in this GWAC, and we have replied by letter. To the extent that any of the SDVOSB Teams listed by GSA meets the requirements of a DoD buying activity, I encourage you to accord these SDVOSB Teams the maximum practicable opportunity to participate. For information on participation, training, and the list of 43 SDVOSB teams and points of contact, visit www.gsa.gov/sbu.

I urge the acquisition community and major commands to use this GSA contract vehicle to meet the 3 percent procurement goal established by Congress and incorporated into the DoD Service-disabled Veteran-owned Small Business Strategic Plan, which is posted at www.acq.osd.mil/osbp/programs/veterans. The Department has made contract awards to firms owned by service-disabled veterans who have served in World War II, the Korean War, the Vietnam War, the Gulf wars, Operation ENDURING FREEDOM and IRAQI FREEDOM. While we have made progress toward meeting the goal, we still have a long way to go. We must pursue this goal with vigor.



Many more disabled veterans will return from the campaigns in Iraq and Afghanistan and will seek to participate in DoD procurements, including GWACs, such as this one. By contracting with these teams of businesses owned by service-disabled veterans, we acknowledge their service as Warfighters and appreciate their acumen as entrepreneurs and vendors to the Department.

Sincerely,



Kenneth J. Krieg



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUL 14 2011

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND LOGISTICS MANAGEMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

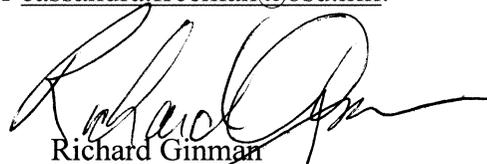
SUBJECT: Use of Government-wide Acquisition Contracts Set Aside Exclusively for Small
Businesses

The Department of Defense is committed to removing any barriers that impede the maximum utilization of small businesses in performing our requirements. In keeping with the spirit and direct intent of the Under Secretary of Defense for Acquisition, Technology and Logistics memorandum of September 14, 2010, entitled "Better Buying Power: Guidance for Obtaining Greater Efficiency and Productivity in Defense Spending," below is a list of government-wide acquisition contracts (GWACs) set aside exclusively for small businesses. Each of these GWACs is for information technology-related products and services. Contracting officers are encouraged to use these resources to maximize small business prime contracting opportunities.

This list is intended to facilitate the contracting community's market research responsibilities in identifying small businesses that can meet the needs of the department.

- *GSA Alliant Small Business - <http://www.gsa.gov/portal/content/104964>
- *GSA 8(a) Streamlined Technology Acquisition Resources for Services (STARS) - <http://www.gsa.gov/portal/content/104853> (expires Nov 2011)
- *GSA 8(a) Streamlined Technology Acquisition Resources for Services II (STARS II) - <http://www.gsa.gov/portal/content/105243> (expected to be awarded this summer)
- *GSA Veterans Technology Services (VETS) - <http://www.gsa.gov/portal/content/104996>
- *HHS Chief Information Officer-Solutions and Partners 3 Innovations (CIO SP3) Small Business (expected to be awarded this year) - www.nitaac.nih.gov

Your assistance is requested in supporting this effort. The DPAP staff point of contact is Ms. Cassandra R. Freeman, 703-693-7062, or cassandra.freeman@osd.mil.


Richard Ginman
Director, Defense Procurement
and Acquisition Policy



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

AUG 19 2011

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Maximizing Small Business Utilization under Multiple Award Schedule Program

As a strong advocate of providing contracting opportunities for small businesses, the Department of Defense is committed to maximizing the utilization of these firms. As you are aware, the Federal Acquisition Regulation (FAR) at FAR 13.003 provides policy concerning awards made under the simplified acquisition threshold to small businesses. Although procurements using the Federal Supply Schedule (FSS) do not require the small business reservation, FAR 8.405-5(b) states that ordering activities may consider socio-economic status when identifying contractors for consideration or competition for an award of an order.

As part of the Department's effort to promote the use of small businesses, contracting officers are strongly encouraged to have at least two or more small businesses in the competitive mix when soliciting from the FSS.

Your assistance is requested in supporting this effort. The DPAP staff point of contact is Ms. Cassandra R. Freeman, 703-693-7062, or cassandra.freeman@osd.mil.


Richard Ginman
Director, Defense Procurement
and Acquisition Policy



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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JUL 12 2007

ACQUISITION,
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DPAP/CPIC

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: General Services Administration Veterans Technology Services (VETS)
Government-Wide Acquisition Contract (GWAC) for Service-Disabled
Veteran-Owned Small Businesses (SDVOSB) in Information Technology

The Under Secretary of Defense for Acquisition, Technology and Logistics and I issued memorandums, dated April 12th and May 18th respectively, to encourage the use of the VETS GWAC (IT Schedule 70) to improve the Department of Defense's (DoD) progress towards achieving DoD's 3% SDVOSB procurement goal. The purpose of this memorandum is to provide additional guidance on the use of the VETS GWAC.

SCOPE: The VETS GWAC contains two distinct "functional areas" (FAs) that cover a broad range of information technology services and service-based solutions.

- FA 1 Systems Operations & Maintenance, which includes operating, managing, and/or maintaining any combination of IT operations, software or systems and associated IT security.
- FA 2 Information Systems Engineering, which includes designing, providing, installing and integrating IT software and/or systems, including IT security considerations.

PROCEDURES: There are two ways for DoD activities to use the VETS GWAC. These are direct orders and assisted acquisitions. Proper acquisition planning is required for all procurements regardless of the method of acquisition or the vehicle used.



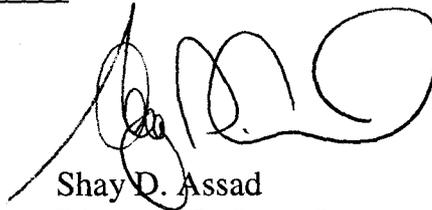
For direct orders you must first obtain direct ordering authority:

- DoD contracting officers shall obtain a written delegation of ordering authority from GSA's VETS GWAC procuring contracting officer or other authorized contracting officer in GSA's Small Business GWAC Center. Delegation is not time consuming and includes a concise contract orientation, presentation of contracting officer's warrant and signature of the delegation document.
- All other provisions of law and regulation shall be followed; e.g., section 803 of the National Defense Authorization Act for Fiscal Year 2002, Federal Acquisition Regulation, and Defense Federal Acquisition Regulation Supplement as they pertain to ordering from an established multiple-award, indefinite-delivery, indefinite-quantity contract.
- Additionally, orders shall be placed in accordance with the ordering guidelines and policies established by the GSA for use of the VETS GWAC.
- For information about the VETS GWAC and delegation of ordering authority, go to <http://www.gsa.gov/vetsgwac> or contact the GSA Small Business GWAC Center at (877) 327-8732.

For assisted acquisitions where the DoD activity requests the GSA Office of Assisted Acquisition Services to place orders on its behalf, you must comply with the Under Secretary of Defense (Comptroller) guidance of October 16, 2006, "Non-Economy Act Orders," and the Department's policy on "Proper Use of Non-DoD Contracts." These policies may be found on the Defense Procurement and Acquisition Policy website at <http://www.acq.osd.mil/dpap/specificpolicy/index.htm>. You can review additional information about GSA's assisted acquisition services at <http://www.gsa.gov/aas>.

In addition to using the VETS GWAC contract vehicle, Contracting Officers are encouraged to maximize business opportunities and awards to SDVOSB concerns in accordance with FAR Subpart 19.14 which allows Contracting Officers to set-aside acquisitions for competition restricted to SDVOSB concerns.

My staff points of contact are Ms. Susan Pollack for SDVOSB policy, (703) 697-8336, susan.pollack@osd.mil, and Mr. Mike Canales for Interagency Contracting policy, (703) 695-8571, michael.canales@osd.mil.



Shay D. Assad
Director, Defense Procurement
and Acquisition Policy

Appendix E – List of industries previously in the Competitive Demonstration Program

NAICS Code	NAICS Description
1. Construction (except dredging)	
Subsector 236—Construction of Buildings	
236115	New Single-Family Housing Construction (except Operative Builders)
236116	New Multi-Family Housing Construction (except Operative Builders)
236117	New Housing Operative Builders
236118	Residential Remodelers
236210	Industrial Building Construction
236220	Commercial and Institutional Building Construction
Subsector 237—Heavy and Civil Engineering Construction	
237110	Water and Sewer Line and Related Structures Construction
237120	Oil and Gas Pipeline and Related Structures Construction
237130	Power and Communication Line and Related Structures Construction
237210	Land Subdivision
237310	Highway, Street, and Bridge Construction
237990	Other Heavy and Civil Engineering Construction (except dredging)
Subsector 238—Specialty Trade Contractors	
238110	Poured Concrete Foundation and Structure Contractors
238120	Structural Steel and Precast Concrete Contractors
238130	Framing Contractors
238140	Masonry Contractors
238150	Glass and Glazing Contractors
238160	Roofing Contractors
238170	Siding Contractors
238190	Other Foundation, Structure, and Building Exterior Contractors
238210	Electrical Contractors
238220	Plumbing, Heating, and Air-Conditioning Contractors
238290	Other Building Equipment Contractors
238310	Drywall and Insulation Contractors
238320	Painting and Wall Covering Contractors
238330	Flooring Contractors
238340	Tile and Terrazzo Contractors
238350	Finish Carpentry Contractors
238390	Other Building Finishing Contractors
238910	Site Preparation Contractors
238990	All Other Specialty Trade Contractors
2. Non-nuclear Ship Repair	
336611	Ship Building and Repairing
PSC J998	Non-nuclear Ship Repair (East) Ship Repair (including overhauls and conversions) performed on non-nuclear propelled and nonpropelled ships east of the 108th meridian
PSC J999	Non-nuclear Ship Repair (West) Ship Repair (including overhauls and conversions) performed on non-nuclear propelled and nonpropelled ships west of the 108th meridian

3. Architectural and Engineering Services (including surveying and mapping)	
541310	Architectural Services
541330	Engineering Services
PSC C111	Administrative and Service Buildings
PSC C112	Airfield, Communication and Missile Facilities
PSC C113	Educational Buildings
PSC C114	Hospital Buildings
PSC C115	Industrial Buildings
PSC C116	Residential Buildings
PSC C117	Warehouse Buildings
PSC C118	Research and Development Facilities
PSC C119	Other Buildings
PSC C121	Conservation and Development
PSC C122	Highways, Roads, Streets, Bridges and Railways
PSC C123	Electric Power Generation (EPG)
PSC C124	Utilities
PSC C129	Other Non-Building Structures
PSC C130	Restoration
PSC C211	Architect-Engineering Services (including landscaping, interior layout, and designing)
PSC C212	Engineering Drafting Services
PSC C213	A&E Inspection Services (non-construction)
PSC C214	A&E Management Engineering Services
PSC C215	A&E Production Engineering Services (including Design and Control, and Building Programming)
PSC C216	Marine Architect and Engineering Services
PSC C219	Other Architect and Engineering Services
541360	Geophysical Surveying and Mapping Services or
541370	Surveying and Mapping (except Geophysical) Services
PSC T002	Cartography Services
PSC T004	Charting Services
PSC T008	Photogrammetry Services
PSC T009	Aerial Photographic Services
PSC T014	Topography Services
PSC R404	Land Surveys, Cadastral Services (non-construction)
4. Refuse Systems and Related Services	
562111	Solid Waste Collection or
562119	Other Waste Collection or
562219	Other Nonhazardous Waste Treatment and Disposal
PSC S205	Trash/Garbage Collection Services—including Portable Sanitation Services
5. Landscaping and Pest Control Services	
561710	Exterminating and Pest Control Services
561730	Landscaping Services