



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

29 NOV 2012

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTORS OF THE DEFENSE AGENCIES
PRESIDENT, DEFENSE ACQUISITION UNIVERSITY
DIRECTOR, HUMAN CAPITAL INITIATIVES

SUBJECT: Department of Defense (DoD) Small Business Functional Integrated Product Team

Small business professionals are key members of the DoD acquisition workforce and serve a vital role in maximizing competition and expanding the Department's industrial base. The Office of Small Business Programs (OSBP) is making improvements to the proficiency and performance in small business programs across the DoD workforce.

The OSBP Director serves as the Functional Leader (FL) for small business professionals. The role of the FL is to serve as the senior DoD subject-matter expert for small business matters relating to the oversight and management of the small business professional workforce; and has a responsibility to build the proper qualifications/certifications and training platforms to meet present and future needs. On 13 December 2012, a Small Business (SB) Functional Integrated Product Team (FIPT) meeting will be held to help achieve workforce development goals including, but not limited to, sufficient training, development of a certification program, and proper shaping.

The role of the SB FIPT and the responsibilities of the team's participants are outlined in the attached charter. The FIPT serves to incorporate the small business community, leadership, and training organizations in the development of small business workforce requirements, and to assist the OSBP Director in carrying out DAWIA-related responsibilities. This will continue to enhance the skills, personnel qualifications, and workforce training, and ensure that our performance aligns with the expectations of Congress, Industry, and the Department.

Ms. Camylle Coley will serve as the point of contact for SB FIPT matters and can be contacted at 571-372-6198, camylle.coley@osd.mil with any questions.

A handwritten signature in black ink, appearing to read "André J. Gudger".

André J. Gudger
Director, Office of Small Business Programs

Attachment:
As stated

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**SMALL BUSINESS (SB)
FUNCTIONAL INTEGRATED PRODUCT TEAM (FIPT)
CHARTER**

I. PURPOSE

The Small Business (SB) Functional Integrated Product Team (FIPT) mission is to advise and support the career field Functional Leader (FL) in carrying out his/her responsibilities.¹ As appropriate the FL, as FIPT Chair, will task the FIPT to perform support activities and will direct the work of the FIPT.² The SB FIPT provides stakeholder input into acquisition workforce learning asset and training requirements, Defense Acquisition Workforce Improvement Act (DAWIA) certification standards, and related workforce professional development activities.

The FIPT:

- Provides the career field Functional Leader (FL) with requisite information, perspectives, and recommendations to guide decisions related to the DoD Small Business workforce including, but not limited to:
 - Competency Management
 - Human Capital Strategy
 - Maturing Core Plus Framework
 - Continuous Learning Module requirements and development
 - Utilization and maintenance of knowledge sharing and other learning assets
 - Other areas as deemed appropriate, including products, deliverables, and focus areas listed below
- Serves as a forum and clearinghouse for cross-cutting joint service/agency small business initiatives, lessons learned, and issues of mutual interest and concern
- Provides a venue for information and best practice sharing across the DoD Small Business community involved in education, training, development and human capital planning of the AT&L workforce
- Provides recommendations for cross-functional/interdisciplinary collaboration and integration
- Identifies opportunities for interdisciplinary integration across the broader DoD functional domains, including identifying appropriate learning assets from other career fields in the professional development of the small business professionals, as well as encouraging the shared use of appropriate small business learning assets by other functional communities.

¹ See DoD Instruction 5000.66, "Operation of the Defense Acquisition Workforce Education, Training, and Career Development Program."

² Functional Area Charters for the Acquisition Career Development Program, 26 Feb 01

II. BACKGROUND/REFERENCES

- DoDD 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", 12 Jan 05
<http://www.dtic.mil/whs/directives/corres/pdf/500052p.pdf>
- DoDI 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions", 1 Nov 91
<http://www.dtic.mil/whs/directives/corres/pdf/500055p.pdf>
- DoDI 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", 21 Dec 05
<http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>
- AT&L Workforce Desk Guide
<http://www.dau.mil/search/gsaresults.aspx?k=+workforce%7c%7c01-10-06%2520ATL%2520Workforce%2520Desk%2520Guide%2520Issued%2520Version%2520with%2520Forms.pdf>
- USD (AT&L) memo dated 23 April 2012, "Assignment of the Functional Advisor/Functional Lead for Department of Defense Small Business Professionals"

III. MEMBERSHIP

The Small Business Functional Leader serves as the SB FIPT Chair.

- Membership to the Small Business FIPT is comprised of the following representatives:
 - OSBP Workforce Development Lead, serving as Executive Secretary
 - Component Directors for Acquisition Career Management (DACM) representatives
 - Component Small Business Directors³
 - Director, DAU Contracting Center
 - Director, DAU Acquisition Program Management Center
- SB FIPT Advisors are comprised of, but not limited to, representatives from the following organizations:

³ Primary membership includes Army, Navy, Air Force, DLA, and MDA.

- Small Business Directors from 4th Estate agencies not mentioned above
- DAU Center Directors not mentioned above
- DAU Performance Learning Directors
- AT&L Human Capital Initiatives
- Office of Federal Procurement Policy
- Small Business Administration

IV. SMALL BUSINESS FIPT MEMBER RESPONSIBILITIES

The Small Business FIPT serves to aid the execution of the responsibilities of the Small Business FL. The FIPT provides for the incorporation the small business community, leadership, and training organizations in the development of Small Business Professional workforce requirements. The FIPT will provide support in the development and monitoring of metrics associated with Small Business Professional workforce initiatives. Specific responsibilities are listed below.

- The SB FIPT Chair is responsible for:
 - Scheduling and presiding over SB FIPT meetings⁴
 - Performs duties as outlined in DoD Directive 5000.52, DoD Instruction 5000.55, DoD Instruction 5000.66, Functional Area Charters for the Acquisition Career Development Program, and the AT&L Workforce Desk Guide (see References section below)
 - Provides overarching strategic direction and guidance to the Small Business FIPT
 - Represents the Small Business community on the DoD Acquisition Workforce Senior Steering Board (SSB)
 - Certifies, ratifies, or approves decisions related to DoD Small Business Human Capital Strategy, Position Category Descriptions, Career Field Certification Standards, Career Field Competencies, Core Plus Framework, DAU curriculum content, and Continuous Learning Module requirements and developments
- The SB FIPT Executive Secretary is responsible for:
 - Scheduling and presiding over SB FIPT meetings, as assigned or required

⁴ This responsibility may be delegated to the Executive Secretary.

- Establishing meeting agendas, assigning action items, and preparing meeting minutes
- Representing Small Business FL and FIPT at DoD Workforce Management Group (WMG) and related Working Group meetings
- Attending DoD Acquisition Workforce Senior Steering Board (SSB) meetings, as required
- The SB FIPT Members are responsible for:
 - Representing their respective Component or office as a focal point for small business workforce issues
 - Taking the lead on respective actions resulting from FIPT meetings, discussions, and decisions
 - Attending scheduled FIPT meetings either in-person or by calling in
 - Submitting agenda items via the Executive Secretary
 - Sharing successful Component practices and lessons learned as appropriate
 - Briefing the FIPT on organizational or Component initiatives, projects, or processes related to small business workforce human capital strategic planning
 - Establishing methodologies for communicating small business workforce initiatives to their Component or office, and to key stakeholders
 - Providing inputs to DAU learning asset development, revision, and future requirements identifications
 - Providing or identifying subject matter expert (SME) support for DAU learning asset developments, including but not limited to course content development, Ask-a-Professor queries, classroom guest speaker requests, and related requirements
 - Conveying issues, taskings, and decisions discussed at Small Business FIPT meetings to the appropriate Component or office leadership
- The SB FIPT Advisors are responsible for:
 - Representing their respective Component or office as a focal point for small business workforce issues

- Taking the lead on respective actions resulting from FIPT meetings, discussions, and decisions
- Conveying issues, taskings, and decisions discussed at Small Business FIPT meetings to the appropriate Component/organization leadership
- Providing support to FIPT initiatives
- Providing or identifying subject matter expert (SME) support for DAU learning asset development, including but not limited to course content development, Ask-a-Professor queries, classroom guest speaker requests, and related requirements
- Establishing methodologies for communicating small business workforce initiatives to their Component or office, and to key stakeholders
- Supporting the development and submission of Small Business Professional workforce reports

V. MEETINGS

Meetings will be focused on developing and executing opportunities, facilitating collaboration, maintaining visibility of Department and Component level initiatives, and monitoring workforce metrics. The SB FIPT will convene quarterly, or at the discretion of the Chair.

FIPT Operations:

- All meetings are non-attribution
- Decisions will be reached by consensus whenever possible. However, in the absence of consensus, final decisions will be made by the Executive Secretary (Chair) and/or the Functional Leader
- Appointed representatives shall be empowered by their Components or organizations to act on their behalf, and will provide timely feedback to appropriate leadership within their organizations on discussion topics and decisions made at FIPT meetings
- Decisions reached by the Small Business FIPT are considered binding among the membership
- Once developed, each Small Business Professional course will be reviewed annually to ensure currency and relevance standards are met

- The FIPT Executive Secretary and DAU will post FIPT meeting minutes, agendas, attendance sheets, and briefing charts on the Small Business Community of Practice on the Acquisition Community Connection (<https://acc.dau.mil/sbfipt>).

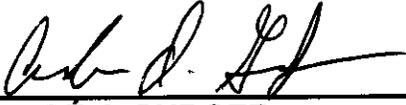
Subgroups:

The Functional Leader and/or Executive Secretary may establish subgroups to address particular issues or initiatives that will enable small business workforce development, including standards, processes, and technologies. Subgroups may consist of FIPT Members, Advisors, or other assigned representatives to effectively address issues and initiatives. Progress and outcomes of the subgroups are reported to the FIPT for action.

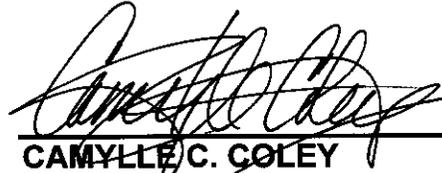
VI. EFFECTIVE DATE

This Charter is effective as of April 23, 2012, per the USD (AT&L) memo "Assignment of the Functional Advisor/Functional Lead for Department of Defense Small Business Professionals". This Charter will be reviewed and approved by the Small Business Functional Leader every two years; however, it may be modified sooner if the Small Business Functional Leader deems it necessary.

VII. SIGNATURES



ANDRÉ J. GUDGER
Small Business Functional Leader



CAMYLLÉ C. COLEY
Small Business FIPT Executive Secretary