From: Secretary of the Navy

Subj: GOVERNANCE OF THE DEPARTMENT OF THE NAVY’S OFFICE OF SMALL BUSINESS PROGRAMS, SMALL BUSINESS INNOVATION RESEARCH, AND SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAMS

Ref: (a) 15 U.S.C. §§631-657s
(b) 10 U.S.C. §144
(c) Federal Acquisition Regulation, Parts 19 and 26
(d) Defense Federal Acquisition Regulation Supplement
(e) DoD Instruction 4205.01 of June 2016
(f) Navy/Marine Corps Acquisition Regulation Supplement
(g) 15 U.S.C. §638
(h) 84 FR 12794-12849
(i) SECNAVINST 5213.16
(j) 10 U.S.C. §§8013-8016
(k) SECNAV M-5214.1
(l) 10 U.S.C. §8028
(m) DON Small Business Professional Career Guidebook of February 2018
(n) 15 U.S.C. §644(k)
(o) 5 U.S.C. §105
(p) 5 U.S.C. §102
(q) 10 U.S.C. §§2411-2420
(r) E.O. 12333
(s) SECNAVINST 5214.4
(t) SECNAVINST 5430.7R

Encl: (1) Definitions
(2) Responsibilities and Authorities
(3) DON Small Business Innovation Research/Small Business Technology Transfer Program Funding
(4) DON Office of Small Business Programs Insourcing Review Process
(5) Appointments and Terminations of Small Business Professionals
(6) Small Business Professional Nomination Template
(7) Small Business Professional Termination Template
1. **Purpose.** To establish policy, assign responsibility and provide procedures in governance of the Department of the Navy’s (DON) Office of Small Business Programs (OSBP), Small Business Innovation Research/Small Business Technology Transfer Programs (SBIR/STTR) in accordance with references (a) through (r).

2. **Cancellation.** SECNAVINST 4380.9.

3. **Definitions.** See enclosure (1).

4. **Applicability.** This instruction applies to the DON.

5. **Policy.** To provide a fair proportion of total DON procurements, contracts, subcontracts, agreements, grants, and other transactions for products, services, and solutions, to business concerns in federally-funded Research or Research and Development (R/R&D) as set forth in references (a) through (j).

6. **Responsibilities and Authorities.** See enclosure (2).

7. **DON Small Business Innovation Research/Small Business Technology Transfer Program Funding.** See enclosure (3).


9. **Organizational Relationships**
   
   a. The Secretary of the Navy (SECNAV), pursuant to reference (j), has all legal authority necessary to conduct the affairs of the DON. The Secretariat, Chief of Naval Operations, and Commandant of the Marine Corps perform their functions subject to the authority, direction, and control of the SECNAV.

   b. Reference (1) requires the DON to establish the OSBP, and designate an employee within such office to serve as its director. The Director, DON OSBP is responsible for providing guidance, and overseeing the execution of all small business programs for the DON. SECNAV retains ultimate responsibility for all policies related to the DON. Within its area of responsibility, the OSBP issues official guidance to ensure implementation of those policies. The Director, DON OSBP reports to the SECNAV through the Under Secretary of the Navy and is the chief advisor on all small business matters, except
that DON OSBP will coordinate with Chief of Naval Research’s (CNR) designee, the program director for SBIR and STTR, in SBIR and STTR matters.

c. Under references (c), (d), and (e), Director, DON OSBP will appoint Small Business Professionals (SBPs). Under references (a) and (d) each DON Contracting Activity must appoint a small business technical advisor for the activity.

d. The CNR implements the DON SBIR and STTR programs in coordination with the DON OSBP and assigns relevant responsibilities.

e. The Small Business Administration (SBA) counsels and assists small business concerns and assists contracting personnel in ensuring a fair proportion of contracts for supplies and services are placed with small business. Consequently, upon SBA’s and subject to applicable acquisition and security regulations, contracting officers will give SBA Procurement Center Representatives access to all reasonably obtainable contract information that is directly pertinent to their official duties.

10. Secretariat Appeal Process

a. Reference (c) specifies certain situations where the SBA may appeal to the SECNAV regarding certain situations where the Head of Contracting Activity (HCA) rejects an SBA recommendation to set aside an acquisition, or the contracting officer’s rejection of an 8(a) award. Upon learning of an appeal to the SECNAV, the contracting officer will immediately inform the Director, DON OSBP and send the following:

   (1) A notice summarizing the issues.

   (2) An appeal file, documenting the contracting activity's position.

b. On behalf of the SECNAV, the Director, DON OSBP will determine whether the DON will grant or deny the appeal pursuant to the requirements of reference (c) and notify the SBA of the Department's intent.
11. **Appointments and Terminations of Small Business Professionals.** See reference (e) for appointment authority and enclosures (5) through (7) regarding the DON OSBP process to make such appointments.

12. **SBIR and STTR Programs**

   a. The SBIR and STTR programs engage small business in the accomplishment of the DON’s acquisition technology mission. Funding for these programs is outlined in enclosure (3).

   b. The SBIR and STTR program management (policy and execution) is best aligned within the auspices of the office of the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) and is delineated under the CNR in enclosure (2).

13. **Records Management**

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

14. **Information Management Control**

   a. Forms. DD Form 2579 may be obtained from the Department of Defense (DoD) Forms Management website at https://www.esd.whs.mil/Directives/forms/
b. The reporting requirements contained within enclosure (2) of this instruction are exempt from information collection control in accordance with reference (k), part IV, paragraph 7n, 7p, and 7q.

THOMAS W. HARKER
Acting

Distribution:
Electronic only, via Department of the Navy Issuances Web site https://www.secnav.navy.mil/doni/.
DEFINITIONS

1. OSBP Definitions

   a. Competency. An observable, measurable set of skills, knowledge, abilities, behaviors, and other characteristics needed to perform work roles or occupational functions.

   b. Contracting Activities. DON activities listed in subpart 202.101 of reference (d), Procedures, Guidance and Information.

   c. Contracting Offices. DON offices not considered contracting activities, with procurement authority of $25,000 or more.

   d. Direct Reporting Elements. Any DON command other than contracting activities that directly reports to the ASN (RD&A) and utilizes the DON contracting activities to award contracts.

   e. Major Contracting Offices. DON contracting offices whose total annual contract actions with U.S. business concerns exceed $100 million in value.

   f. DON Small Business Council. The council, whose membership is comprised of the Director, DON OSBP, Director and Directors, of HCA Small Business Programs, is responsible for promoting strategic small business program oversight that proactively seeks to develop and capitalize on a comprehensive understanding of the acquisition environment.

2. DON SBIR/STTR Definitions

   a. SBIR/STTR Program Director (PD). The official appointed by the CNR whose duties are described by references (g) and (h), responsible for management of the DON SBIR/STTR Programs.

   b. SBIR Program. The program under which a portion of a federal agency’s extramural R/R&D effort is reserved for award to small business concerns through a uniform competitive process in compliance with reference (g) and (h).

   c. STTR Program. The program under which a portion of a federal agency’s extramural R/R&D effort is reserved for award
to small business concerns for cooperative research and
development through a uniform competitive process in compliance
with references (g) and (h).

d. Commercialization Readiness Program (CRP). The program
to accelerate the transition of technologies, products, and
services developed under the SBIR Program or STTR Program to
Phase III, including the acquisition process in compliance with
reference (g).

e. Federal Agency. An executive agency as defined in
reference (o) or a Military Department as defined in reference
(p), except that it does not include any agency within the
Intelligence Community (as the term is defined in section 3.4(f)
of reference (r) or its successor orders).

f. Extramural Budget. The sum of the total obligations for
Research, Development, Testing, and Evaluation (RDT&E) minus
amounts obligated for RDT&E activities by employees of a Federal
agency in or through government-owned, government-operated
facilities, except that for the Department of Energy it will not
include amounts obligated for atomic energy defense programs
solely for weapons activities or for naval reactor programs in
accordance with reference (g).

g. Systems Command (SYSCOM) SBIR Program Manager (PM). The
lead official, appointed by a SYSCOM, who is responsible and has
authority for management of SBIR/STTR funds and activities
within that SYSCOM and associated Program Executive Offices.
RESPONSIBILITIES AND AUTHORITIES

1. OSBP Responsibilities

   a. The Director, DON OSBP will:

      (1) Serve as principal advocate within the DON for executing DoD and DON policy regarding all small business programs as mandated by Executive Orders, statutes, and regulations including small business, Veteran-Owned Small Business (VOSB), service-disabled VOSB, historically underutilized business zone small business, small disadvantaged business, women-owned small business, DoD Pilot Mentor-Protégé Program, and the Indian Incentive Program.

      (2) Assist small business concerns to obtain payments, required late payment interest penalties, or information regarding payments due to such concerns from an executive agency or a contractor, or any other protection for contractors or subcontractors (including suppliers) that is subject to references (c), (d), and (f).

      (3) Cooperate, and consult on a regular basis, with SBA.

      (4) Make recommendations to contracting officers as to whether a particular contract requirement should be awarded pursuant to reference (a) Sections 637, 644, 657a, or 657f.

      (5) Develop strategic plans, goals, and objectives for the proper execution and management of the OSBP.

      (6) Conduct quarterly analysis and provide semi-annual assessments of the program’s performance to SECNAV.

      (7) On behalf of SECNAV, develop the SECNAV’s response to SBA appeals to the Secretariat.

      (8) Serve as the Department representative to the SBA for commissions, task forces, and other functional assignments necessary to carry out the duties and responsibilities described by this instruction.

      (9) Serve as the SBP community manager and develop the competencies for establishing duties, training and education
criterion necessary for SBPs to properly counsel their buying commands in the execution of their small business program responsibilities. Establish centralized training to ensure that the community is kept current on policy, legislative changes, or Executive Orders that could affect the execution of programs under their responsibility.

(10) Utilize policies and guidance provided in references (m) and (n) to establish training, education, and career development criteria necessary for SBPs and submit required reports to the Committee on Small Business of the United States House of Representatives and the Committee on Small Business and Entrepreneurship of the United States Senate.

(11) Collaborate with the DOD OSBP annually to develop overall DON Small Business Programs' goals. In consultation with the DON’s Major Contracting Offices and the ASN (RD&A), develop and disseminate the DON’s Small Business goals and associated performance expectations and reports to SECNAV, DoD SBA, and Congress as applicable.

(12) Participate in the selection of Directors, of HCA Small Business Programs, including but not limited to engaging in the interview process.

(13) Appoint SBPs after obtaining concurrence coordination with the accountable HCA.


(15) Support the small business program segment of the Procurement Performance Management and Assessment Program (PPMAP), annual reviews, or audits in accordance with reference (d), part 219, and reference (f).

(16) Initiate, review, or provide comments on all proposed legislation and regulations related to small business programs.

(17) Provide input to performance appraisals for Directors, HCA Small Business Programs.
(18) When notified prior to the close of a solicitation, Request for Proposal (RFP), or Request for Quotation (RFQ) that a small business concern believes a given solicitation, RFP, or RFQ unduly restricts its ability to compete for the award.

(a) Submit the notice to the contracting officer and, if needed, recommend options in which the solicitation, RFP, or RFQ may be altered to increase the opportunity for competition.

(b) Inform the agency advocate for competition of such notice.

(c) Ensure that the small business concern is aware of other resources and processes available to address unduly restrictive provisions in a solicitation, RFP, or RFQ, even if such resources and processes are provided by agencies such as the SBA, Comptroller General, or a procurement technical assistance program established under reference (q).

(19) Review and advise on any decision to convert an activity performed by a small business to an activity performed by a federal employee. Notify the DoD OSBP of any such decision and provide any related documentation.

(20) Advise acquisition officials to ensure acquisition strategies are structured to facilitate small business participation throughout a program’s life cycle via direct participation (prime contracts) or, where such participation is not practicable, through subcontracting.

(21) Advise and assist in acquisition planning activities to identify small business sources and assist in formulating business strategies.

b. HCAs, commanders, and commanding officers of activities with warranted contracting authority will:

(1) Be accountable and responsible for the successful execution of the small business program within their level of procurement authority.

(2) Coordinate with DON OSBP in the appointment of SBPs and designate them as Directors of HCA Small Business Programs.
and as Deputy Directors at sub activities (that are not HCAs), with duties and responsibilities as delineated in this instruction.

(3) Ensure that designated SBPs are a member of the acquisition corps and maintain effective advocacy, management, and oversight, including interactions with subordinate units, higher headquarters, external agencies, members of Congress, civic leaders, and Industry.

(4) Ensure SBPs are at a grade commensurate with the Commander’s other senior acquisition directors, report directly to the HCA, the executive director, or the commanding officer of the activity and not subject to the direction of contracting or technical personnel. Although not subject to the direction of contracting or technical personnel, senior acquisition personnel shall promote and provide support of SBPs participation in the development of acquisition strategies and market research, early and throughout the acquisition cycle.

(5) Ensure that senior acquisition personnel promote and provide support of SBP’s participation in the development of acquisition strategies that market research, early and throughout the acquisition cycle.

(6) Establish appropriate small business program performance objectives at the senior level for all acquisition personnel.

(7) Issue policy throughout the command that addresses and promotes maximum practicable opportunity for small business.

   c. SBPs will:

   (1) Have the requisite training for their position as described in reference (m); or be able to complete training requirements within 24 months of their appointment.

   (2) Review DD Form 2579 and make recommendations on acquisition, bundling and consolidation determinations, subcontracting strategies, and small business participation requirements.
(3) Attend annual training as established by the Director, DON OSBP in order to maintain proficiency on matters affecting program execution.

(4) Serve as chief advisor on small business matters to the activity head recommending opportunities to increase access for small business, advising on acquisition strategies or procurements that may be appealed by the SBA, representing the command in outreach events, and serving as the single point of contact for their activity’s small business matters.

(5) Appoint Small Business Professional Authorized Representative (SBPAR), as appropriate, to act in a limited capacity, to advise acquisition personnel throughout the acquisition cycle in the development of strategies and market research to ensure maximum practicable opportunity for small businesses.

d. Directors of HCA small business programs will:

(1) Develop the plans, scope, and program management necessary for the HCA to produce the desired objectives throughout the command, and provide direction to sub activities in support of the overall DON program.

(2) Assist and advise contracting, program, and project personnel, to include Program Executive Officers and direct reporting elements, on OSBP-related regulatory, policy, and directive requirements.

(3) Support the small business segment of the PPMAP reviews, annual reviews or audits in accordance with reference (d), part 219, and reference (f), and submit required reports to the Director, DON OSBP.

(4) Review DD Form 2579’s associated with Economy Act contracts, which allow Federal Government agencies to purchase goods or services from other Federal Government agencies.

(5) Review and advise acquisition strategies submitted to the Deputy Assistant Secretary of the Navy for Procurement over $150 million dollars, to ensure maximum small business inclusion.
(6) Participate in the selection of, and provide concurrence with, recommendations for appointments of SBPs at subordinate activities, and provide input on the performance appraisals of subordinate activity SBPs.

(7) Participate on the DON Small Business Council and on special projects as assigned by DON OSBP.

(8) Ensure accurate Key Performance Indicator reporting by Major Command and subordinate command SBPs on the DON OSBP’s Knowledge Management Portal.

e. Deputy Directors of Small Business Programs will develop the plans, scope, and program management necessary for the activity to produce the desired objectives throughout the command and provide direction to field activities in support of the overall HCA Small Business Program.

f. The SBPAR will:

(1) Complete, at minimum, Defense Acquisition University’s Fundamentals of Small Business for the Acquisition Workforce Continuous Learning Module 059 course as a pre-requisite prior to appointment.

(2) Serve during the absence of the primary SBP to provide appropriate reviews and support procurement acquisition lead-time objectives, perform duties, as authorized by the SBP, to advise and assist contracting officers, PMs, requirement developers, and all other acquisition personnel early and throughout the acquisition cycle in the development of strategies and market research to ensure maximum practicable opportunity for small businesses.

(3) When acting in the capacity of SBPAR, report directly to the activity head, executive director, or commanding officer of the activity on Small Business Program matters and undergo performance evaluation by same.

g. Small business technical advisors will:

(1) Be someone other than the SBP, employed full-time by the contracting activity, well qualified, technically trained, and familiar with the supplies or services contracted for.
(2) Assist the SBA-assigned representative with performing the functions and duties relating to Sections 637, 644, and 657a of reference (a).

2. Delegation of Responsibility for SBIR/STTR Program Implementation

   a. The CNR designates the DON SBIR/STTR PD as the individual responsible for implementing the DON SBIR/STTR Programs in compliance with references (g) and (h). The DON SBIR/STTR PD will:

   (1) Manage the DON SBIR/STTR programs in accordance with references (g) through (i), (k), and (s) and guidance or goals provided by DON Leadership.

   (2) Exercise management judgement on the determination of what activities, projects, pilots, and other optional authorities the DON SBIR/STTR should participate in.

   (3) Establish criteria and determine projects for designation as participation in the CRP program.

   (4) Serve as DON liaison to all committees, panels, working groups, and other bodies where participation by agency SBIR/STTR PMs/PDs is expected.

   (5) Coordinate activities with DON OSBP to ensure that the goals of DON SBIR/STTR and DON Small Business Program participation DON-wide are being met.

   (6) Maintain the electronic systems and tools needed for the operation, management, and required reporting of the DON SBIR/STTR Programs as well as maintain the DON’s public SBIR/STTR website.

   (7) Oversee administration of DON SBIR/STTR funds and obligations including:

       (a) Coordination with the Office of Naval Research Comptroller, Code 08, for the calculation of the SBIR/STTR Program funding each Fiscal Year.
(b) Allocation of funding for program execution across DON SBIR/STTR program management offices.

(c) Monitoring funds execution to ensure compliance with all statutory requirements for program obligations.

(d) Preparation and submission of detailed reports concerning program funding, maintaining program information as required for public access, and submitting electronic reports pursuant to references (g) and (h).

(e) Establishing guidance for and monitoring technical progress of the execution of contracts.

(f) Fostering effective mechanisms for commercialization and transition planning, support, and tracking.

b. SYSCOM SBIR/STTR PM Responsibilities

(1) Designated SYSCOM SBIR/STTR PMs at all participating SYSCOMS are assigned the following duties:

(a) Execute all allocated SBIR/STTR program funds to ensure proper obligation and expenditure pursuant to specified program purposes during their period of availability.

(b) Submit, for inclusion in the DON portion of the DoD SBIR/STTR Broad Agency Announcement (BAA), topics of research interest that support technology developments in support of SYSCOM-related DON/DoD needs.

(c) Manage the evaluation and selection process for proposals submitted in response to SYSCOM topics in accordance with the requirements of references (g) through (i), and (s), the applicable BAA, and established DON SBIR/STTR Program procedures.

(d) Submit requests for waivers, if required, concerning: exceeding the time for selection of proposals and/or the time for contract award; requests for approval to use another agency’s topic/award; and requests to exceed the award guidelines by greater than 50 percent.
(e) Approve, for all SYSCOM awards, the selection of Technical Points of Contact/post-award Technical Contract Monitors with the requisite qualifications, including technical expertise, program knowledge, and conflict of interest restrictions pursuant to established DON SBIR/STTR procedures.

(f) Provide the management required to ensure that contract actions for Phase I/II awards are initiated and accomplished in compliance with references (g) through (i), (k), and (s), and that contracting officials are provided adequate information.

(g) Ensure the collection, data entry, and timely submission of reports and information related to SYSCOM efforts as required by references (g) through (i), and (s), and such other ad hoc inquiries as may be required concerning the DON SBIR/STTR programs that may involve the SYSCOM.

(h) Participate in all other activities to the extent appropriate and practicable at the DON, SYSCOM, and other levels – both inside and outside the Federal Government – that could reasonably be interpreted to advance the DON SBIR/STTR programs as set forth in references (h) and the overall DON Small Business Program goals.

(2) Unless specifically authorized in writing by the DON SBIR/STTR PD, the below actions are not authorized to be performed by the SYSCOM SBIR/STTR PM:

(a) Use of any DON SBIR/STTR “administrative” funding (i.e., DON SBIR/STTR Program Administrative funds, DON CRP Administrative funds, and any other administrative funds that may be authorized for use specifically for the SBIR/STTR programs) on a contract for the performance of effort under a SBIR/STTR Phase I/II/III contract.

(b) Direct submission of topics for inclusion into the DON portion of the DoD SBIR/STTR BAA without prior review/approval.

(c) Approval of projects for final designation within the DON CRP.
(d) Execution of the SYSCOM SBIR/STTR Program in a manner in violation of the requirements of references (g), (i), (k), and (s) and DON SBIR/STTR implementation procedures established and distributed by the DON SBIR/STTR PD.

3. Responsibility for Management of DON SBIR/STTR Programs. Pursuant to reference (t), the CNR is assigned management responsibility of the DON SBIR/STTR Programs, to include all actions not specifically withheld for action by the SECNAV or the Under Secretary of the Navy for their action, and to coordinate with the DON OSBP.

   a. The SBIR/STTR programs engage small business in the accomplishment of DON’s acquisition technology mission.

   b. This collaboration should include outreach events, Web site linkage and cross training of program personnel where both OSBP and SBIR are in residence, coordination of policy, and further actions, where appropriate, as determined by the directors of DON OSBP, and SBIR/STTR.

   c. A consolidated annual small business report to the SECNAV, submitted through OSBP, will include SBIR, STTR, and OSBP efforts and achievements.
DON SMALL BUSINESS INNOVATION RESEARCH/SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM FUNDING

1. DON SBIR Program contract funds result from an assessment of a percentage of extramural RDT&E Budget Activities 6.1 through 6.7 as set forth in references (g) and (h).

2. DON STTR Program contract funds result from an assessment of a percentage of extramural RDT&E Budget Activities 6.1 through 6.7 as set forth in references (g) and (h).

3. DON SBIR/STTR Programs administrative funds are equivalent to 6.5 percent of the DON SBIR Budget and are the result of an additional assessment on the extramural RDT&E Budget. The funds must be used solely for the purpose of administering the DON SBIR/STTR Programs and must be approved and distributed by the DON Comptroller.

4. DON CRP Program administrative funds are no more than 1 percent of the DON SBIR Budget as set forth in references g.

5. Other funding added by reference (g), whether designated for pilot or permanent efforts, shall be executed through the management oversight of the DON SBIR Program Management Office.
DON OFFICE OF SMALL BUSINESS PROGRAMS INSOURCING REVIEW PROCESS

1. DON OSBP is required to review and advise on any decisions to convert an activity performed by a small business concern to an activity performed by a federal employee pursuant to reference (q).

2. The following should be submitted to OSBP for review prior to initiating any action which could result in insourcing:

   a. A full description and rationale of the proposed insourcing action identifying the basis of the insourcing with a Plan of Actions and Milestones for Human Resource actions to onboard new government personnel.

   b. Applicable acquisition history addressing whether the proposed insourced services were ever performed previously by government personnel and subsequently outsourced as a result of an A-76 Study or other determination. Include any relevant information relating to the decisions made to previously outsource.

   c. Cost Analysis that relates to the insourcing decision.

   d. Impact to the command’s small business performance goals and identification of trade-offs. The impact statement must also provide an analysis of the impact on health of the affected small business industrial base.

   e. Analysis of similar work being performed by Other-Than-Small-Business or Small Business elsewhere within the command, Navy, or Marine Corps.

   f. Breakdown of Prime and Subcontracting allocation of assets under the proposed contract to be insourced.

   g. Confirmation that the local SBA PCR has been notified of the potential action.

   h. Legal opinions by the command’s general counsel supporting the insourcing action.
3. OSBP will provide an advisory to the requesting command within 30 business days from the receipt of all required information/documentation.
APPOINTMENTS AND TERMINATIONS OF SMALL BUSINESS PROFESSIONALS

1. The authority to appoint and terminate an individual as a SBP rests with the Director, DON OSBP with advice and concurrence of the applicable Small Business Director of the HCA.

2. Commanders and commanding officers will provide the Director, DON OSBP the below information with each appointment request:

   a. Name of proposed appointee with series, grade level or rank, and contact information including e-mail address.

   b. Unit Identification Code, Billet Identification Number, and name of person the new appointee is replacing or note if this is a new position.

   c. Activity mailing address with DoD organizational code.

   d. DoD activity level of procurement authority.

   e. Copy of the appointee’s resume and notation whether candidate meets the requisite training for the position as identified in reference (m), or will complete the training within 24 months of appointment.

   f. Copy of command organizational chart showing the appropriate chain of command.

3. If approved by Director, DON OSBP, an endorsement of the appointment request will be routed to the applicable Small Business Director of the HCA, for presentation to the newly appointed SBP.

4. To terminate a SBP Appointment, the Director, HCA Small Business Programs must submit a termination request using enclosure (7) to Director, DON OSBP. If approved, Director, DON OSBP will endorse a termination letter and route to applicable Director, HCA Small Business Programs.
SMALL BUSINESS PROFESSIONAL NOMINATION TEMPLATE

From: Commanding Officer, Insert Command Name
To: Director, Department of the Navy Office of Small Business Programs
Via: Director, HCA Insert Command Name, Small Business Programs

Subj: SMALL BUSINESS PROFESSIONAL NOMINATION

Ref: (a) SECNAVINST 4380.9A

Encl: (1) Resume of Prospective Appointee
      (2) Command Organizational Chart
      (3) Individual Development Plan

1. In accordance with reference (a), request is hereby made to appoint the following individual as a command Small Business Professional (SBP):

   a. Name of Proposed Appointee: Jane M. Doe

   b. Job Title and Primary Function: Insert Job Title Insert Primary function

   c. Contact telephone and email: Phone: (123) 456-7890,
e-mail: first.last@navy.mil

   d. Series and Grade: (General Schedule (GS)/Development Program/NH as applicable) GS 1101-14

   e. Title and Grade of Immediate Supervisor: Rank/Title First Last Chief of Staff

   f. Activity Level of Procurement Authority: Unlimited

   g. Command Unit Identification Code (UIC) and Appointee’s Billet Identification Number (BIN): UIC: N00000    BIN: 00000

   h. New __or replaced: __ Previous appointee name: ________

   i. Meets training requirements: Yes ___ level ___ or will meet ___ within 24 months
j. Activity Mailing Address:

**INSERT COMMAND NAME**

123 West E Street (Bldg 24)
Bethesda, MD  21060

2. Upon approval of this appointment, please notify me as the HCA.

3. If there are questions regarding this request, my point of contact is: (name, title, telephone, and email).

**COMMANDING OFFICER SIGNATURE**

Approval of this appointment request is hereby recommended:

______________________________
Signature of Director, HCA SBP
______________________________
Date

______________________________
Name Print

______________________________
Email and Telephone Number

Copy to:
Command SBP
Contract Support Office
DON OSBP
SMALL BUSINESS PROFESSIONAL TERMINATION TEMPLATE

From: Director, HCA Small Business Programs, Insert Command
To: Director, Department of the Navy Office of Small Business Programs

Subj: SMALL BUSINESS PROFESSIONAL APPOINTMENT TERMINATION

1. I recommend that the small business professional appointment be canceled for the following individual:

   a. Name: Jane M. Doe
   b. Activity Name: Activity Name
   c. Command Unit Identification Code (UIC): N00000
   d. Position status: Vacant, replaced by who?

2. If there are questions regarding this request, my point of contact is (or I can be contacted at): (name, title, telephone, and email).

DIRECTOR, HCA SMALL BUSINESS PROGRAMS