



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103



29 FEB 2004

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MEMORANDUM FOR PROGRAM EXECUTIVE OFFICES AND DIRECT REPORTING
PROGRAM MANAGERS

SUBJECT: Small Business Program Reinvention

The Army is committed to sustain Small Business Program performance improvement. To maintain and strengthen the small business efforts within your existing acquisition strategies, I want the Program Executive Offices (PEO) and direct reporting Program Management (PM) Offices to participate in the Army Small Business Reinvention Program. Each office is directed to establish three initiatives for each fiscal year (FY) working in concert with their supporting small business office, including associated metrics, in order to sustain and improve small business participation in your programs. I want the first submission to be included in the Office of Small and Disadvantaged Business Utilization (OSADBU) submission to the Office of the Secretary of Defense for FY 2005.

The Small Business Specialist assigned to support your Program Office has a wealth of knowledge and should be included in the development of the small business portion of your acquisition strategy. This strategy should involve all aspects of the small business program that includes small disadvantaged businesses, women owned businesses, historically underutilized businesses and businesses owned by service-disabled veterans. The program also involves Historically Black Colleges and Universities and other Minority Institutions. The key to success is to use all resources available, including small business resources, as early in the acquisition planning process as possible.

The Deputy PEO/PM is designated the point of contact for Army Small Business Specialists to coordinate and support the small business program for your organizations. I encourage the use of the Small Business Specialists in developing outreach support and small business education tailored to your specific needs, and to be the coordinating official for small businesses to interface with your programs.

Again, I request that you work closely with your associated Small Business Specialist. If you do not know whom this is, please contact the U.S. Army Materiel Command Associate Director for SADB, Mr. Scott Crossen at 703-617-8185 or Army OSADBU

Executive Officer, Colonel Gus Mancuso at 703-697-2868 who will assist you in determining who will support your program. I am personally committed to supporting the Army small business program and ask that you support this very important program as well.


Claude M. Bolton, Jr.

Assistant Secretary of the Army
(Acquisition, Logistics and Technology)