



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
WASHINGTON NAVY YARD  
1322 PATTERSON AVENUE SE SUITE 1000  
WASHINGTON DC 20374-5065

IN REPLY REFER TO

26 January 2001

From: Commander, Naval Facilities Engineering Command

Subj: FY01 SECRETARY OF THE NAVY ASSIGNED SMALL AND DISADVANTAGED  
BUSINESS UTILIZATION (SADBU) AND COMPETITIVE DEMONSTRATION  
PROGRAM GOALS

Ref: (a) SECNAVINST 4380.8A of 1 May 92  
(b) NAVFAC ACQ memo 99-01 of 24 Feb 99

Encl: (1) SECNAV memo of 25 Oct 00  
(2) DOD Competitive Demonstration Program Goals  
(3) SECNAV SADBU memo of 19 Dec 00

1. Per reference (a), SECNAV assigns responsibilities for SADBU program goals to each head of contracting activity. The FY01 goals are provided in enclosure (1). The goals for the DOD Competitiveness Demonstration Program (initiated by PL 100-656 and implemented in FAR 19.10.) are provided in enclosure (2). Small Business (SB) set-aside procedures promulgated by reference (b) still apply. DOD plans to issue further guidance on small business set-aside waivers in the near future.

2. The SB Program requires thoughtful and diligent planning, programming, and execution. While FY00 results have not been posted, the Navy Procurement Management Report System (PMRS) direct award data indicates NAVFAC did not meet all small business program goals. DOD FY00 Competitiveness Demonstration Program data is also not available, but similar PMRS reports indicate NAVFAC failed to attain its goals for Construction and A/E contract awards. By enclosure (3), SECNAV has established semi-annual reporting requirements to ensure program goals are achieved.

3. Special emphasis must be placed on ensuring DD 350 and DD 1057 reports are accurately prepared and timely submitted to the PMRS to ensure credit for program execution. Last year over \$220M of our awards were not reported and not counted towards goals achievement. I have directed Operations to develop monthly execution brief metrics to track SB achievements. Request Commanders/Commanding Officers personal involvement and leadership to ensure reporting requirements and goals are achieved.

  
M. H. LOOSE  
Vice Commander

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(See next page)

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PROGRAM GOALS

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DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON, D.C. 20350-1000

25 October 2000

MEMORANDUM FOR DISTRIBUTION

Subj: REAPPORTIONMENT AND DISTRIBUTION OF OFFICE OF THE SECRETARY OF DEFENSE (OSD) ASSIGNED SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU) PROGRAM GOALS FOR FISCAL YEAR (FY) 2001

Ref: (a) SECNAVINST 4380.8A of May 01 92

Encl: (1) Deputy Secretary of Defense memo of 24 Aug 2000, Subject: Small Business Program Goals for FY 2000 and FY 2001  
(2) Department of the Navy FY 2001 SADBU Program Goals by Contracting Activity

By enclosure (1), the Deputy Secretary of Defense assigned Department of the Navy SADBU Program goals for FY 2001. Your command's FY 2001 SADBU Program goals are set forth in enclosure (2). Please note that certain legislatively mandated SADBU Program goals (e.g., women-owned small business prime contract and subcontract awards goals, and the new Historically Underutilized Business Zone (HUBZone) prime contract awards goal) were assigned across-the-board to each Head Contracting Activity. Other Department of the Navy SADBU Program goals have been reapportioned. The reapportionment process considered your Command's recommendations and supporting rationale (as provided), historical prime contract and subcontract awards performance, and estimated potential for the current fiscal year. As required by reference (a), goals should be assigned to your subordinate activities.

It is the policy of the Government to provide maximum practicable opportunities in its acquisitions to small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. As we are all well aware, the continuing success of the Department's SADBU Program depends on the pursuit of the program's objectives by you and the acquisition, technical, and small business personnel of your activities. Our implementation of the instructional and regulatory guidance covering SADBU functions has produced exceptional results over the years. However, special diligence and innovative strategies may be required as our structures and programs change to reflect current mission planning. For

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SECRETARY OF DEFENSE (OSD) ASSIGNED SMALL AND  
DISADVANTAGED BUSINESS UTILIZATION (SADBU) PROGRAM GOALS  
FOR FISCAL YEAR (FY) 2001

example, as we maximize Competitive Sourcing as a tool to realize savings for modernization and recapitalization, and promote the Regional Buying Consortiums concept, please ensure that SADBU program support continues to be an integral part of your acquisition planning and objectives.

Questions concerning your goal assignments, or the reapportionment to your Command's subordinate contracting activities, should be directed to the Department's Director of SADBU.



Robert B. Pirie, Jr.  
Under Secretary of the Navy

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DEPARTMENT OF THE NAVY  
SMALL AND DISADVANTAGED BUSINESS UTILIZATION PROGRAM  
GOALS BY CONTRACTING ACTIVITY  
FISCAL YEAR 2001

PRIME CONTRACTING GOALS

	SMALL BUSINESS (SB)*	SB SET-ASIDES*	SMALL DISADVANTAGED BUSINESS (SDB)*	WOMEN-OWNED SB*
NAVAIR	11.00%	3.43%	2.55%	5.00%
NAVSEA	13.25%	3.60%	3.00%	5.00%
SPAWAR	34.50%	7.00%	9.00%	5.00%
NAVFAC	41.50%	5.25%	12.00%	5.00%
NAVSUP	35.00%	8.95%	7.94%	5.00%
USMC	26.00%	10.00%	6.50%	5.00%
ONR	59.50%	15.00%	8.50%	5.00%
MSC	36.50%	5.00%	2.50%	5.00%
SSP	4.00%	2.00%	1.00%	5.00%

SERVICE-DISABLED  
VETERAN OWNED

	HUBZONE SB*	(SDVO) SB*	HBCU/MI**	SB R&D (SS=000)***
NAVAIR	2.00%	3.00%	21.15%	\$82,800
NAVSEA	2.00%	3.00%	1.0%	\$235,000
SPAWAR	2.00%	3.00%	3.0%	\$70,000
NAVFAC	2.00%	3.00%	3.0%	\$16,000
NAVSUP	2.00%	3.00%	30.77%	\$11,000
USMC	2.00%	3.00%	1.00%	\$19,000
ONR	2.00%	3.00%	2.00%	\$200,000
MSC	2.00%	3.00%	N/G	N/G
SSP	2.00%	3.00%	N/G	\$900

SUBCONTRACTING GOALS

	SB****	SDB****	WOMEN-OWNED SB****	VO SB****	HUBZONE****
NAVAIR	N/G	N/G	N/G	N/G	N/G
NAVSEA	35.0%	3.7%	5.0%	3.0%	2.0%
SPAWAR	N/G	N/G	N/G	N/G	N/G
NAVFAC	65.0%	12.0%	5.0%	3.0%	2.0%
NAVSUP	N/G	N/G	N/G	N/G	N/G
USMC	N/G	N/G	N/G	N/G	N/G
ONR	25.0%	2.5%	5.0%	3.0%	2.0%
MSC	50.0%	5.0%	5.0%	3.0%	2.0%
SSP	N/G	N/G	N/G	N/G	N/G

- \* PERCENT OF TOTAL PRIME CONTRACT AWARDS TO U.S. FIRMS
- \*\* HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY INSTITUTIONS: PERCENT OF TOTAL PRIME CONTRACT AWARDS TO INSTITUTIONS OF HIGHER EDUCATION
- \*\*\* TOTAL R&D PRIME CONTRACT AWARDS (BY DOLLAR VALUE) TO SMALL BUSINESS CONCERNS
- \*\*\*\* PERCENT OF TOTAL SUBCONTRACTS FOR CONTRACTS ADMINISTERED BY DON CONTRACTING ACTIVITIES

**Department of the Navy  
Fiscal Year 2001 Goal Allocation**

<b>Prime Contracting*</b>	<b>Goal</b>
Small Business	21.6%
Small Business Set-Aside	4.9%
HUBZone Small Business	2.0%
Small Disadvantaged Business	5.0%
Women-Owned Small Business	5.0%
Service-Disabled Veteran Owned Small Business	3.0%
Historically Black Colleges & Universities And Minority Institutions**	5.0%
Small Business R&D***	9.0%

<b>Subcontracting</b>	<b>Goal</b>
Small Business	43.5%
Small Disadvantaged Business	5.0%
Women-Owned Small Business	5.0%
Service-Disabled Veteran Owned Small Business	3.0%

\* Prime contracting goals include FSS awards.

\*\* Percentage HBCU/MI goal is based on  
Higher Educational Institution Awards.

\*\*\*Percentage R&D goal is based on Appropriations.

**Department of the Navy  
Competitiveness Demonstration Program Goals  
FY 2001**

<b>DIG &amp; SIC CODE</b>	<b>SM BUS GOAL %</b>	<b>ESB GOAL %</b>
<b>Construction</b>	<b>40.0%</b>	<b>15.0%</b>
Major Group 15	40.0%	15.0%
Major Group 16	40.0%	15.0%
Major Group 17	40.0%	15.0%
<b>Solid Waste Refuse Systems</b>	<b>40.0%</b>	<b>15.0%</b>
<b>A&amp;E Services</b>	<b>40.0%</b>	<b>15.0%</b>
<i>Navy Percent of Dollar Awards</i>	<i>40.0%</i>	<i>15.0%</i>

***Small Business Set-aside procedures promulgated by NAVFAC ACQ Memo dated 24 February 1999 still applies.***



**DEPARTMENT OF THE NAVY**  
SMALL AND DISADVANTAGED BUSINESS UTILIZATION  
WASHINGTON NAVY YARD  
720 KENNON STREET, SE  
WASHINGTON, DC 20374-5015

19 December 2000

**MEMORANDUM FOR DISTRIBUTION**

**Subj: REPORTING REQUIREMENTS FOR SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU) PROGRAM GOALS**

**Ref: (a) Under Secretary of the Navy memo of 25 October 2000, Subject: Reappointment and Distribution of Office of the Secretary of Defense assigned Small and Disadvantaged Business Utilization Program Goals for Fiscal Year 2001**

Reference (a) provided the Fiscal Year (FY) 2001 SADBU program goals for the Navy, and the assignment of these goals to each Head Contract Activity (HCA's). As stated in reference (a), the Navy SADBU goals are reapportioned based on the HCA's *recommendations* and supporting rationale. To support this activity, this office is initiating new reporting requirements. The reports will be required on a semi-annual basis until notified otherwise. The first report is due to this office on 1 May 2001, which shall utilize the SADBU program data at the end of the second quarter for the current FY. The second report is due on 15 January 2002 and shall utilize the final SADBU data statistics. These reports shall be due on these dates for each respective FY in the future.

The report shall follow the format below and address the following categories:

**STATISTICS**

Current FY Goal for each category  
Year to Date (YTD) statistics for each category  
Last FY YTD statistics for the same period  
Prior FY goal  
Prior FY Actual  
Areas of concerns / issues about the statistics

**ACQUISITION**

Number of Acquisition Plans Reviewed  
Number of Procurement Planning Conferences attended  
Number of Request For Proposal (RFP) reviewed  
Number of RFPs that include Small Business as an evaluation factor (subcontracting past performance, Mentor-Protégé agreements, etc)

**OUTREACH EVENTS**

Events attended / hosted  
Association meetings attended / speaker for  
Special initiatives

**TRAINING**

Internal / External Training Completed

**MANAGEMENT BRIEFINGS**

Dates / Participants / Issues

**REVIEWS**

Each HCA is REQUIRED to review 2 Prime Contractors per year  
Subcontracting Plans  
Field site reviews completed

**RECOGNITION**

Good / Bad News  
Innovation  
Risk taken / Lessons learned

**SPECIAL ASSIGNMENTS / COMMITTEES**

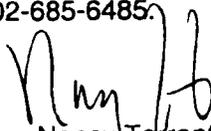
Provide specifics of special assignments

**PENDING SIGNIFICANT PROJECTS**

Provide specifics and status of projects

The information / data collected from this report will be utilized to assist this office in the negotiation process with DOD in the assignment of SADBUs program goals to the Navy, justify the SADBUs goals assigned to the HCA's, and reduce data calls for program information. This office will also utilize this report to recognize outstanding program and individual achievement with periodical and annual awards.

Questions concerning the goal assignments or this reporting requirement should be directed to Mr. Glenn Delgado of my staff at 202-685-6485.

  
Nancy Tarrant  
Director

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