



ACQUISITION  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

JUL 02 2018

MEMORANDUM FOR DIRECTOR, AIR FORCE SMALL BUSINESS PROGRAMS

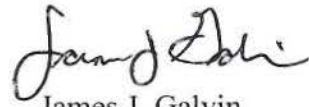
SUBJECT: Applicability of Certain Provisions of Department of Defense Instruction (DoDI) 4205.01

References: DoDI 4205.01 and DoDI 5134.04

To address your questions about compliance with four sections of DoDI 4205.01, "DoD Small Business Programs," please see my specific responses below. As an initial matter, let me point out that paragraph 2 of Enclosure 2 to DoDI 4205.1 establishes that the Director of DoD Small Business Programs is duly empowered to perform the duties and responsibilities associated with DODI 5134.04, "Director of Small Business Programs," and DoDI 4205.01, including providing policy oversight of Component SBP activities.

- 1) **WAIVER OF SBP CAREER FIELD PROVISIONS:** Enclosure 3, paragraph 2b provides that the Director, DoD SBP is to establish guidelines addressing a small business professional career field. I have not yet issued the required guidance. In the interim, you do not have to manage the small business workforce as a career field.
- 2) **WAIVER OF RESTRICTIONS ON PART-TIME STATUS FOR SMALL BUSINESS DIRECTORS AT MAJOR SUBORDINATE ELEMENTS:** Enclosure 3, paragraph 1c(2) clearly describes the authority of Component Directors "to waive the full-time requirement." Based on my authorities from DoDI 5134.04 and DoDI 4205.01, enclosure 2, paragraph 2b; I waive the implied restriction of the last sentence of enclosure 3, paragraph 1c(2) regarding the statement, "SBP at major subordinate elements are not part-time."
- 3) **WAIVER OF RESTRICTIONS ON PERFORMANCE EVALUATIONS BELOW THE MAJOR SUBORDINATE ELEMENTS:** Enclosure 3, paragraph 2b(1) provides that the Director, DoD SBP is to establish guidelines addressing the performance evaluation structure of small business professionals. I have not yet issued the guidance required by paragraph 2b(1). Until any guidance is issued, the assigned organizational chain-of-command for Small Business Professionals (SBP) should conduct performance evaluations, regardless of whether or not the first-level supervisor is a SBP.
- 4) **WAIVER OF RESTRICTIONS ON CONTROL AND DIRECTION OF PART-TIME SMALL BUSINESS PROFESSIONALS:** Based on my authorities from DoDI 5134.04 and DoDI 4205.01, enclosure 2, paragraph 2b; I waive the restriction of enclosure 3, paragraph 1c(3) regarding the "control or direction" of SBPs as they relate to the structure of offices within or under the authority of the US Air Force.

If there are any questions please contact Dr. Ruby Crenshaw-Lawrence at 571-372-6332 or [ruby.j.crenshaw-lawrence.civ@mail.mil](mailto:ruby.j.crenshaw-lawrence.civ@mail.mil).

A handwritten signature in black ink, appearing to read "James J. Galvin". The signature is written in a cursive style with a large initial "J".

James J. Galvin  
Acting Director, Office of  
Small Business Programs