



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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IN REPLY REFER TO

MEMORANDUM FOR DISTRIBUTION

26 Jan 01

From: Deputy Commander for Engineer Operations

Subj: FY01 SECNAV REPORTING REQUIREMENTS FOR ASSIGNED SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU) PROGRAM

Ref: (a) COMNAVFACENGCOM ltr of 26 Jan 01

Encl: (1) Program Assessment Worksheet
(2) SECNAV Small and Disadvantaged Business Utilization ltr of 19 Dec00
(3) SECNAV Report Requirements for Small Business Programs and DOD Competitiveness Demonstration Program Format

1. Reference (a) forwarded the FY01 Small Business (SB) program goals. NAVFAC did not meet all FY00 SB program goals, including Construction and A/E goals under the DOD Competitiveness Demonstration Program. DOD failure to meet goals may cause re-instatement of small business set-aside procedures for some major North American Industry Classifications (NAICS) descriptions (formerly SIC codes). This would increase our effort to support SB and our clients. We must take all necessary steps to meet our goals, doing our part to help DOD meet its goals.
2. EFD Operations Officers must coordinate efforts across Business Lines, with Acquisition Heads and with Deputies for Small Business to ensure the following actions are taken (in priority order):
 - a. Assess the FY01 Program SB goals status and develop acquisition plans to ensure FY01 goals are achieved.
 - b. Assign target goals to your components and ROICCs by 8 Feb 01.
 - c. Assess the FY02 Program SB goals status against the FY01 goals and develop acquisition plans to ensure FY02 goals are achieved (adjustments may be required if FY02 goals change).
3. These actions will be accomplished utilizing the following guidance:
 - a. By close of business 16 February 2001, each EFD/EFA shall submit a preliminary assessment and a plan following the format of enclosure (1). Submit your data electronically to the NAVFACENGCOM Small Business Office (Linda Wright) with copies to Engineer Operations Center (Jack Courtillet) and Acquisition (Evelyn Ortiz). Provide a short narrative plan that describes how your EFD/EFA intends to meet its FY01 goals and identify shortfalls or excess SB

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opportunities that may be used to offset shortfalls at other EFDs. Provide all assumptions and impacts on timeliness, cost, and client operations in meeting FY01 goals. Also list all waivers or requests for special authority that may be required.

b. You are also requested to perform a similar assessment of the FY02 program using FY01 goals. Follow the format and guidance provided above. Submit your FY02 plan to the above addressees by 15 April 01.

4. In conjunction with your efforts, NAVFACHQ Operations staff, in concert with Acquisition and Small Business Office, will develop Monthly Execution Brief slides (overall and by EFD) by 15 February 01. Data for these slides will be pulled from PMRS and show execution status of each EFD and NAVFAC SB goal achievement.

5. NAVFACHQ will compile your Program Assessments and schedule a Production Coordination Board (PCB) meeting in March to finalize the overall FY01 Acquisition Plan. The PCB will coordinate the necessary adjustments in specific EFD/EFA goals and determine follow-on actions as required. The FY02 program PCB will be scheduled in June with results to be used to shape the FY02 SB goals.

6. All of the above actions focus on prime awards to small businesses. However, we must also maintain a focus on the subcontracting goals. Data for SB subcontracting achievement is only available semi-annually, making an assessment or monthly metric infeasible. NAVFAC has traditionally exceeded SB subcontracting goals, so existing processes should be maintained.

7. Enclosure (2) requires that NAVFAC submit a detailed report on 1 May 2001 and 15 January 2002, continuing semi-annually thereafter. To facilitate reporting and establish metrics, enclosure (3) was developed to standardize submissions. The monthly submission must be provided to the NAVFAC Small Business Office by the 10th of each month.

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8. This has to be a team effort lead by the Operations Officers with input from all concerned in order to develop a global acquisition plan for NAVFAC that meets the goals of the Small Business Program. I recognize that this is not an easy task but it must be done in order to maintain our ability to meet our client's needs.



T. M. BOOTHE

Deputy Commander for Operations

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DEPARTMENT OF THE NAVY
SMALL AND DISADVANTAGED BUSINESS UTILIZATION
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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

Enclosure (c)

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

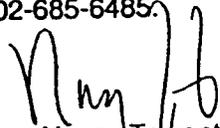
Provide specifics of special assignments

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 SADBUC program goals to the Navy, justify the SADBUC 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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