



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE SECRETARY OF THE ARMY**  
**OFFICE OF SMALL BUSINESS PROGRAMS**  
106 ARMY PENTAGON  
WASHINGTON DC 20310-0106

SASB

29 Sep 2022

MEMORANDUM FOR ARMY SMALL BUSINESS PROFESSIONALS

SUBJECT: Small Business Professional Credential

1. References:

- a. Army General Order 2019-01, Assignment of Functions and Responsibilities within Headquarters, Department of the Army, section 23b (2)
- b. Department of Defense, Secretary of Defense memorandum (DoD Small Business Contracting), 27 October 2021
- c. Department of Defense, Under Secretary of Defense for Acquisition and Sustainment memorandum (Back to Basics Implementation for the Defense Acquisition Workforce), 4 February 2021
- d. Department of Defense, Director, Office of Small Business Programs memorandum (Small Business Professional Credential), undated

2. The purpose of this memorandum is to provide guidance and establish policy for completion of the Small Business Credential for Small Business Professionals (SBP). A Defense Acquisition University (DAU) credential documents an individual's ability or skills to perform a specific role or function. The Small Business Credential can help individuals build skills when starting a job, or add skills as a job evolves or when transitioning to another position. DAU credentials will complement, not duplicate other credentialing programs. To improve workforce skills, all coded SBP will complete the requirements for the Small Business Credential and maintain the credential currency every five years. To learn more about the Credential and key course requirements, you can visit the DAU website <https://www.dau.edu/training/pages/credentials.aspx> and search the icatalog for "CSBP 001 Small Business Professional Credential."

3. Policy.

- a. In addition to satisfying any existing certification requirements for their position, current Army SBPs and new hires who are current Department of Defense (DoD) SBPs, are required to obtain the small business credential. Current coded SBPs have 12 months to obtain the small business credential. SBPs should utilize fulfillment to satisfy training requirements when possible and practical.
- b. New hires from within DoD or outside of DoD who are not current SBPs have 24 months to obtain the small business credential.

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c. The Army OSBP office will partner with the Army Director, Acquisition Career Management Office and Army Civilian Human Resources Agency to use the Defense Civilian Personnel Data System, Job Specialty 1 code "M-Small Business" as an identifier for current SBPs.

d. Supervisors will include a performance objective in the annual performance plan of each SBP requiring the SBP obtain the small business credential, and include attaining the credential as part of their professional development and training plan. This also applies to supervisors who are SBP.

4. To the extent these actions affect bargaining unit positions, management officials and supervisors will adhere to the provisions of applicable collective bargaining agreements and fulfill all statutory and contractual labor relations obligations identified in Title 5, United States Code, Chapter 71 (5 USC Chapter 71) in advance of implementation and administration. Questions concerning labor relations obligations should be addressed with the servicing CPAC.

5. The requirements for the small business credential are effectively immediately. My POC for this action is Ms. Pamela D. Callicutt, at (703) 839-3179 or email [pamela.d.callicutt.civ@army.mil](mailto:pamela.d.callicutt.civ@army.mil).

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