



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

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MEMORANDUM FOR ARMY SMALL BUSINESS PROFESSIONALS

SUBJECT: Small Business Professional Credential

1. References:

- a. Army General Order 2020-01, 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
- e. Army, Director, Office of Small Business Programs memorandum (Small Business Professional Credential), 29 Sep 2022

2. This memorandum supersedes the previous policy dated 29 Sep 2022 for completion of the Small Business Credential for Small Business Professionals (SBP). The Warfighter Acquisition University credential documents an individual's ability or skills to perform a specific role or function. The Small Business Credential will help individuals build skills when starting a job or add skills as a job evolves or when transitioning to another position. The Small Business Credential will complement, not duplicate, other credentialing programs. To improve workforce skills, all coded SBPs will complete the requirements for the Small Business Credential and maintain the credential currency in accordance with Warfighter Acquisition University policy. To learn more about the Credential and key course requirements, visit the website <https://www.dau.edu/training/pages/credentials.aspx> and search the Interactive Catalog (iCatalog) for "CSBP 001 Small Business Professional Credential."

3. Policy.

- a. In addition to satisfying any existing certification requirements for their position, SBPs shall enroll in the credential within 60 days of receiving their appointment from the Director, Army OSBP. SBPs with existing appointments signed by the current or former Army OSBP Director shall enroll in the credential no later than 60 days from the date of signature on this memorandum. In accordance with policy, students must complete the

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requirements for award of the credential within 12 months of enrollment. If the credential is not completed within 12 months, the SBP will be required to re-enroll in the credential and meet the credential requirements in place at that time. If a SBP cannot obtain the credential within 12 months, an extension request signed by the employee's immediate supervisor and the Command Director must be submitted to the point of contact identified in this memorandum. The extension must identify the courses remaining, the schedule for completion, and the reason the requirement could not be met.

b. SBPs may utilize fulfillment to satisfy one or more training requirements if their training, education, and experience satisfies the learning objectives of the course. The SBP must follow the U.S. Army Acquisition Support Center process for fulfillment requests; see [Course Fulfillment Policy \(army.mil\)](https://army.mil). Fulfillment requests must clearly document the links between the individual's training, education, and experience and the course learning objectives. Online training courses cannot be fulfilled and must be completed.

c. The Army OSBP office will partner with the Army Director, Acquisition Career Management Office and Army Civilian Human Resources Agency (CHRA) to use the Defense Civilian Personnel Data System, Job Specialty 1 code "M-Small Business" as an identifier for SBPs. This will facilitate more efficient reporting and data analysis for the Army's small business workforce. Command Directors and Assistant Directors for Small Business Programs will work with human resources personnel to ensure workforce positions are properly coded.

d. Attaining the credential must be included in the SBP professional development and training plan for all covered positions, including supervisors. Enrollment in the SB credential is a requirement for promotion to supervisory positions, including Command Director and Assistant Director positions effective as of the date of signature of this memorandum; obtaining and maintaining the SB credential is a mandatory requirement for promotion starting Fiscal Year 2027. An employee who refuses to obtain the SB credential may be removed from their position, which may also result in removal from federal service.

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 CHRA human resources office.

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5. This memorandum is effective immediately. My POC for this action is Ms. Pamela D. Callicutt, at (703) 695-5588 or email pamela.d.callicutt.civ@army.mil.

Kimberly D. Buehler
Director, Small Business Programs