



ACQUISITION
AND SUSTAINMENT

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

May 25, 2022

MEMORANDUM FOR DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS

SUBJECT: 2022 Department of Defense Small Business Training Week

I approve the request to conduct the Department of Defense (DoD) Small Business Training Week (SBTW22) to be held virtually, on June 21-23, 2022.

This training event, in collaboration with the Small Business Administration, provides the Defense acquisition workforce with training and regulatory updates to improve their ability to help DoD procure innovative and cost-effective products and services. The training helps fulfill statutory responsibilities, address legislative and policy directives, and serves as a forum for participants to discuss emerging small business acquisition issues and best practices. SBTW22 also aligns with the DoD Acquisition Workforce Strategic Plan to improve the professionalism and quality of the workforce.

SBTW22 will combine previously separate events into a single training week, which 1) reduces the overall cost, 2) enables senior leaders and trainers to meet with a larger audience, and 3) expands networking opportunities for the attendees.

Small business professionals influence over 20 percent of DoD discretionary spending and nearly 58 percent of all U.S. federal small business eligible expenditures. They are responsible for maximizing opportunities for small businesses to contribute to national security by providing combat power for our troops and economic power for our Nation.

This training week presents a unique opportunity for members of the small business community across DoD to meet and educate each other on topics that are critical to growing the DoD small business industrial base. Furthermore, combining previously multiple, separate events into a single training week is the most cost-effective option to achieve the compelling purpose of this training opportunity.

My point of contact for this matter is Vicky Mundt, Office of Small Business Programs at osd.business.defense@mail.mil or (703) 965-3448.

A handwritten signature in blue ink, reading "William A. LaPlante".

William A. LaPlante



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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARY OF DEFENSE FOR ACQUISITION
ASSISTANT SECRETARY OF DEFENSE FOR ENERGY,
INSTALLATIONS AND ENVIRONMENT
ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND
MATERIEL READINESS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Department of Defense Small Business Training Week 2022

I encourage you to send members of your acquisition workforce to the 2022 Small Business Training Week (SBTW22) being held virtually. The training will occur June 21-23, 2022. The Small Business Administration and acquisition professionals across the Department of Defense (DoD) will also attend, which will enhance the experience of attendees. I strongly urge participation by all DoD acquisition personnel with special emphasis on program managers, contracting professionals, and small business professionals. The theme for this year is Expand. Innovate. Diversify. Increasing Competition in the Defense Industrial Base.

Attendees will receive training and updates about our acquisition system that will strengthen their professional capabilities. Additionally, the training will aid our acquisition workforce as they work with the small business industrial base to bring innovative and cost-effective solutions to DoD.

This year's event will focus on strengthening the interdependent relationships among program managers, contracting officers, small business professionals, and Procurement Technical Assistance Centers. Attendees will earn continuous learning points toward the training requirement established by the Defense Acquisition Workforce Improvement Act.

The Defense Acquisition Workforce Development Fund is an allowable source of funding for attending SBTW22. Attendees should request funding through their chain-of-command.

If you need additional information, please contact the Office of Small Business Programs, at osd.business.defense@mail.mil or (703) 965-3448. Additional details are available at the Office of Small Business Programs website: <https://business.defense.gov>.

William A. LaPlante