



DCMA Instruction 2302

Small Business

Office of Primary Responsibility	Contractor Effectiveness Capability
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Approved by:	David G. Bassett, LTG, USA, Director

Purpose: This issuance in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," and DoD Instruction 4205.01, "DoD Small Business Programs":

- Reissues and updates the policy, assigns responsibility, and prescribes general principles associated with Small Business
- Focuses on fulfilling Agency responsibilities pursuant to Federal Acquisition Regulation 42.302, "Contract Administration Functions," Defense Federal Acquisition Regulation Supplement 242.302, "Contract Administration Functions"
- Establishes contract administrative services within the Small Business policy framework

SUMMARY OF CHANGES

This Instruction has been rewritten; therefore, users and stakeholders should read this issuance in its entirety. The most notable changes include:

- Revised responsibilities for Director; DCMA; Subcontract and Small Business Compliance Center Director; Assistant Directors
- Changed title of Head of Contracting Activity to Executive Director, Contracts Executive Directorate and Small Business Director to Subcontract and Small Business Compliance Center Director
- Changed title of Small Business Professional and Small Business Performance Analyst to Small Business Personnel
- Added responsibilities for Small Business Mentor Protégé Team Lead
- Added Section 3: Small Business Programs Overview

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Instruction applies to all DCMA activities unless it contradicts higher-level regulations, policy, guidance, or agreements. It is applicable to DCMA organizational elements, Military Departments, Defense Agencies, and DoD Field Activities that delegate to DCMA small business contract administrative services functions and small business subcontracting compliance.

1.2. POLICY. It is DCMA policy for its Subcontract and Small Business Compliance Center (SSBCC) to provide clear and consistent small business policy guidance by:

a. Executing and following procedures in accordance with (IAW) DoD Instruction 4205.01, “DoD Small Business Programs,” to ensure that small businesses (SB) are afforded the maximum practicable opportunity to participate as prime contractors and/or subcontractors in DoD acquisitions.

b. Attaining and monitoring Agency SB prime contractor performance goals established by the DoD, Office of Small Business Programs (OSBP).

c. Providing assistance to DCMA and DoD Component contracting officers in determining the need for and the acceptability of subcontracting plans.

d. Providing periodic SB subcontracting oversight and compliance for DoD prime contractors over which DCMA has been delegated contract administration authority IAW Federal Acquisition Regulation 42.302 (a)(51) through (55).

e. Providing SB administrative support, IAW the Memorandum of Understanding (MOU) between DCMA and DoD OSBP, to DoD Policy; Subcontracting Plan Reviews; management of the DoD Test Program for the Negotiation of Comprehensive Subcontracting Plans (CSP); and Administration of the DoD Mentor Protégé (MP) Program.

f. Executing the DCMA SB Ombudsman responsibilities by providing advice to the Agency Director on policy issues related to SB concerns and serve as the Agency’s primary SB point of contact and source of information.

g. Maintaining the integrity of SB review documents and filing them IAW DCMA’s Records Management Program.

h. Executing this Instruction in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The DCMA Director will:

- a. Implement a Small Business Program as set forth in DoD Instruction 4205.01.
- b. Disseminate the Agency goals as established by the DoD OSBP.
- c. Appoint a full-time SB Director at a grade level permitting effective advocacy, management, and oversight of the Agency's Small Business Programs.

2.2. EXECUTIVE DIRECTOR, CONTRACTS EXECUTIVE DIRECTORATE. The Contracts Executive Director will provide SB guidance and direction to the SSBCC Director in executing SB policy.

2.3. SUBCONTRACT AND SMALL BUSINESS COMPLIANCE CENTER DIRECTOR. The SSBCC Director will:

- a. Advise, represent, and assist the Agency Director, the Contracts Executive Director, Program Managers, and requirements personnel on all matters that affect SBs throughout the acquisition process.
- b. Execute oversight of the Agency's SB Program.
- c. Support Agency SB Initiatives.
- d. Ensure personnel performing small business-related activities meet training requirements established by DoD and DCMA policies. Provide SB related training to the DCMA acquisition workforce and the defense industrial base as needed.

2.4. SMALL BUSINESS ASSISTANT DIRECTOR. The Assistant Director will:

- a. Ensure compliance with this Instruction and other related issuances.
- b. Implements management of SB programs for DoD to include the MP Pilot Program, the Test Program for the Negotiation of Comprehensive Subcontracting Plans, and Subcontracting Compliance IAW the MOUs between DCMA and DoD OSBP and the Small Business Administration.
- c. Schedule, conduct and document completion of SB related training for SB personnel. Schedule, conduct and document SB related training to the DCMA acquisition workforce and industry as needed.

2.5. SMALL BUSINESS PERSONNEL. Personnel within SB will:

- a. Comply with this Instruction, associated Manual(s), and other related issuances.

b. Complete all training and any reporting requirements as directed by DoD, DCMA, and the SSBCC Director.

SECTION 3: SMALL BUSINESS OVERVIEW

3.1. SMALL BUSINESS PROGRAMS OVERVIEW. DCMA provides advice and assistance to DoD Departments and Agencies on subcontracting plans and programs to maximize SB opportunities in support of DoD and the warfighter. DCMA SSBCC conducts subcontracting compliance reviews of Defense contractors, is responsible for negotiation and administration of the Comprehensive Subcontracting Plan Test Program with approved Defense contractors and implements and manages the DoD MP Pilot Program. These SB Programs are managed within the SSBCC IAW the MOUs between DCMA and DoD OSBP and the Small Business Administration and the procedural manual(s).

3.2. SMALL BUSINESS SPECIALIZED SUPPORT GROUP. This Group administers and manages two congressionally authorized programs on behalf of the DoD Office of Small Business Programs.

a. MP Team.

(1) The DoD MP Pilot Program was established under Public Law 101-510 in an effort to respond to concerns, raised by DoD prime contractors, that many small disadvantage businesses did not possess the technical capabilities to perform DoD subcontract requirements, making it difficult for these prime contractors to achieve their small disadvantage business subcontracting goals.

(2) The MP Team monitors and reviews current MP agreements and post agreements for the DoD MP Program.

(3) Execution of the processes performed by the MP Team are defined in the Administration of the DoD MP Pilot Program Guidebook found on the Instruction Resource Page.

b. CSP Team.

(1) The Comprehensive Small Business Subcontracting Program Test Program was designed to determine whether comprehensive subcontracting plans will result in increased subcontracting opportunities for SB while reducing the administrative burden on the prime contractor.

(2) The mission of the CSP Team is to negotiate comprehensive SB subcontracting plans with Defense contractors who participate in the program, review their performance to determine utilization of SBs to the maximum extent possible, and provide timely information to our customers regarding the application, execution and sustainment of the program.

(3) Execution of the processes performed by the CSP Team are defined in DCMA Manual 2302-02, "Small Business Subcontracting Test Plan Program," and all affiliated job aids, which can be found on the DCMA Manual 2302-02 Resource Page.

3.3. SMALL BUSINESS COMPLIANCE GROUP. This Group performs subcontracting program compliance reviews of DoD prime contractors as well as pre-award subcontracting plan recommendations. Execution of the processes performed by this Group are required by the SB Manual, but are fully described in the Conducting Small Business Subcontracting Program Compliance Reviews Guidebook located on the Resource Page.

GLOSSARY

G.1. ACRONYMS.

CSP	Comprehensive Subcontracting Plan
IAW	in accordance with
MOU	Memorandum of Understanding
MP	Mentor Protégé
OSBP	Office of Small Business Programs
SB	Small Business
SSBCC	Subcontracting and Small Business Compliance Center

REFERENCES

- DCMA Manual 2302-02, “Small Business Subcontracting Test Plan Program,”
February 23, 2019
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- DoD Instruction 4205.01, “DoD Small Business Programs,” June 8, 2016
- Federal Acquisition Regulation 42.302 (a)(51) through (55), “Contract Administration
Functions,” January 19, 2017
- Memorandum of Understanding between DCMA and the DoD Office of Small Business
Programs, March 2, 2018
- Memorandum of Understanding between DCMA and the Small Business Administration,
July 26, 2016
- Public Law 101-510, Section 831, “Mentor Protégé Pilot Program,” November 5, 1990