

Department of the Interior

Departmental Manual

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Part 112: Policy, Management and Budget

Chapter 20: Office of Small and Disadvantaged Business Utilization

Originating Office: Office of Small and Disadvantaged Business Utilization

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20.1 Office of Small and Disadvantaged Business Utilization. The Office of Small and Disadvantaged Business Utilization (OSDBU), established pursuant to Public Law 95-507, is responsible for implementing Departmental policy and managing programs and initiatives that are related to Sections 8 and 15 of the Small Business Act, as amended. The Director reports to the Deputy Secretary and serves as the principal policy advisor to the Deputy Secretary and Assistant Secretary – Policy, Management and Budget for the Department’s small business programs.

20.2 Mission. The OSDBU advises Departmental leadership on all matters related to small businesses and collaborates with personnel throughout the Department to maximize opportunities for small businesses in acquisitions. The OSDBU provides support to small businesses in general, and to small businesses in the socioeconomic classifications of small disadvantaged, women-owned, veteran-owned, service disabled veteran-owned, small businesses located in historically underutilized business zone (HubZone) areas, and the AbilityOne Program.

20.3 Functions. The OSDBU provides overall program and policy guidance concerning the implementation and administration of the small business programs. This includes:

A. Goal Formulation and Accountability. The OSDBU negotiates annual Department-wide performance goals for key socioeconomic programs through an agreement with the Small Business Administration. The OSDBU monitors performance throughout the year and engages with bureau and office personnel during acquisition planning to ensure that maximum practicable opportunities are provided to small businesses.

B. Policy Development and Implementation. The OSDBU initiates, develops, and issues small business policies and procedures as mandated by law, Executive Orders, and Federal procurement policies; and increases awareness of small business policies throughout the Department.

C. Outreach. The OSDBU participates in outreach activities to educate small and disadvantaged businesses about the Department and Federal procurement process. The OSDBU also engages in counselling sessions, maintains a website, and other communication tools, and

shares information about the particular goods and services that are purchased by bureaus and offices.

D. Oversight. The OSDBU performs oversight activities to ensure that bureaus and offices comply with laws, regulations, and policies related to small business, including rules related to sub-contracting.

E. Training. The OSDBU develops and presents training for bureau small business specialists, contracting personnel, and program managers regarding small business issues.

F. Data Collection and Analysis. The OSDBU collects and analyzes data and reviews its findings to assist in implementing recommendations that enhance the Department's small business programs. Status reports are provided to senior-level managers on current and future small business developments.

G. Acquisition Manager's Partnership. The Director serves as a member of the Acquisition Manager's Partnership.

H. Liaison Services. The OSDBU provides liaison services on small business matters affecting small business programs with Congress, the Small Business Administration, and other Federal agencies.

20.4 Organization. The Office is headed by a Director. The Office receives administrative support and guidance from the Assistant Secretary – Policy, Management and Budget through the Deputy Assistant Secretary – Budget, Finance, Performance, and Acquisition. The Director manages the functions of the Office with assistance from administrative support staff and small business program specialists.