



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS


MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Maximizing Small Business Utilization under Multiple Award Schedule Program

As a strong advocate of providing contracting opportunities for small businesses, the Department of Defense is committed to maximizing the utilization of these firms. As you are aware, the Federal Acquisition Regulation (FAR) at FAR 13.003 provides policy concerning awards made under the simplified acquisition threshold to small businesses. Although procurements using the Federal Supply Schedule (FSS) do not require the small business reservation, FAR 8.405-5(b) states that ordering activities may consider socio-economic status when identifying contractors for consideration or competition for an award of an order.

As part of the Department's effort to promote the use of small businesses, contracting officers are strongly encouraged to have at least two or more small businesses in the competitive mix when soliciting from the FSS.

Your assistance is requested in supporting this effort. The DPAP staff point of contact is Ms. Cassandra R. Freeman, 703-693-7062, or [cassandra.freeman@osd.mil](mailto:cassandra.freeman@osd.mil).

  
Richard Ginman  
Director, Defense Procurement  
and Acquisition Policy