

U N C L A S S I F I E D

EXECUTIVE SUMMARY

5 March 2004

(U) OSADBU Staff Assistance Review Visit to DCC-W. (U) (MCMR-AAU).

USAMRMC's Associate Director, Small and Disadvantaged Business Utilization (ADSADBU) accompanied the Department of Army Office of Small and Disadvantaged Business Utilization (OSADBU) Staff Assistance Review (SAR) team to Defense Contracting Command - Washington (DCC-W), Pentagon, 3 through 4 March 2004.

The ADSADBU volunteered to augment the OSADBU SAR team as they continue to provide assistance and assessment to Department of Army Small Business Offices. During the two day SAR, DCC-W provided the SAR team an overview regarding their contracting and small business operations, while highlighting metrics and specific challenges associated with the management of the small business program. The ADSADBU identified various components of DCC-W's contracting and small business operations that required additional emphasis or compliance. Several of the observations and findings noted by the SAR team during the two days were very similar to those identified by the OSADBU SAR visit to USAMRMC during the January 2004 timeframe. Proposed remedies to the DCC-W findings and observations included the requirement for additional resources while ensuring the Director of Contracting staff comply with regulatory guidance and accurately document those forms that impact on the small business program.

The opportunity to participate in a Staff Assistant Review of this nature, enabled the ADSADBU to identify those best practices that can be benchmarked, share with DCC-W successful USAMRMC small business initiatives and study key management topics/issues that in many instances are systemic throughout Department of Army.

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