



**Report to Congress
On Agency
Office of Small
Business Utilization
Training and Travel
Costs for
Fiscal Year 2016**

**Report to Congress on Agency
Office of Small Business Utilization Training and Travel Costs for
Fiscal Year 2016**

The Small Business Act (the Act), at Section 15 U.S. Code § 644 (k) (16), requires the Agency Offices of Small Business Utilization (OSDBU) to submit a report on training provided and training and travel costs as a percentage of the OSDBU budget to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate. 15 U.S. Code § 644 (k) (16) requires annual reporting:

“(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing-

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year;

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year;

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(D) any failure of the agency to comply with section 637, 644, 657a, or 657f of this title;”

In order to facilitate this reporting, the Small Business Administration has compiled the Agency reports for FY 2016 and provides a summary table of the agency reports. Where the agencies separately identified the dollar value of the training and travel costs, it is provided in parenthesis. All percentages are calculated as a percentage of the total OSDBU budget, except as noted. Agency OSDBUs provided the required training information and the training and travel costs. Agencies did not report any failures to comply with section 637, 644, 657a, or 657f of the Act. Individual agency reports are summarized in the table that follows and copies of agency reports are provided as enclosure.

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Agriculture (USDA)	<ol style="list-style-type: none"> 1. HUBZone, WOB, SDVOB and 8(a) 2. Doing Business with USDA; How to get started as a new Business w/SBA and PTAC 3. eSRS System 4. Procurement Forecast HUBZone, WOB, SDVOB and 8(a) 5. Doing Business with USDA; How to get started as a new Business w/SBA and PTAC 6. eSRS System 7. Procurement Forecast 	<p>.02% (\$27,840) Since the training identified was conducted in federal government space, the only cost involved was preparation of the training materials/meeting space valued at \$27,840.00. Out of the total USDA OSDBU's \$1.3 million the \$27,840 used for training represents .021% of the total budget.</p>	<p>.025% (\$32,202) The USDA OSDBU spent \$32,202 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total USDA OSDBU budget of \$1.3 million, the \$32,202.00 used for travel represents .025 % of the total budget.</p>
Department of Commerce (DOC)	<p>OSDBU partnered with the Senior Procurement Executive (SPE) to arrange for SBA to deliver a HUBZone training workshop during the Department's annual acquisition conference in May. The conference is organized by the SPE and attendees include contracting officers, contracts specialists, CORs, PM, contract attorneys, et al. The OSDBU did not provide training to small business concerns or contract specialists.</p>	<p>0%</p>	<p>1% (\$4895) The OSDBU's organization spent \$4,895 to cover the travel costs and conference fees to participate in four small business outreach events. This represented 1% of OSDBU's total budget.</p>
Department of Defense (DoD)	<p>The DoD OSBP provided a four day training session in collaboration with Small Business Administration in May 2016 for the entire Small Business workforce. The group consisting of Component Small Business Professional, DoD Contract Specialists, Procurement Technical Assistance Center Representatives and Small Business Administration's Procurement</p>	<p>96% (\$2,032,034) The training provided was conducted at a contracted location by the government. The cost to conduct the preparation and execution of the conference and course</p>	<p>03% (\$81,727) The DoD OSBP spent \$81,727 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total DoD OSBP budget of \$2,113,761, the</p>

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Defense (DoD) (continued)	Center Representatives. The combined total of participates for the annual training event was over 600 Federal employees. Topics highlighted during the conference included Small Business Workforce, Legislative updates, DoD 4205.1 Instruction, and FAR and DFAR updates. This provided the Small Business Workforce with detailed information on changes that will impact the Small Business Community. DoD OSBP launched several Small Business training courses to continue the development of the Small Business workforce.	development for the Small Business Professional was valued at \$2,032,034. Out of the total DoD OSBP budget of \$2,113,761, the \$2,032,034 used for training represents 96% of the total budget.	\$81,727 used for travel represents .03% of the total budget.
Department of Education (Education)	The Department of Education's Office of Small and Disadvantaged Business Utilization (OSDBU) provided small business training sessions in conjunction with the two contract operations groups, Contracts and Acquisitions Management and Federal Student Aid, for groups of 40-50 acquisition professionals per each training session. Training topics included the following: 1. Reviewing Subcontracting Plans 2. Small Business Awards Off of Multiple Award Schedules 3. Why Choose Alaska Native corporations 4. Improving the Effectiveness of ED's Small Business Participation Efforts	6.56% (\$4,236) Since the training was conducted in federal government space, there was \$.00 cost involved in preparation of the training materials. Outside training was provided for OSDBU's four individual staff members during FY 2016. Out of the total the U.S. Department of Education's OSDBU budget of \$64,614.00 the \$4,236 used for training represents 6.55% of the total budget.	13.71% (\$8,860) The U.S. Department of Education's OSDBU spent \$8,860 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total U.S. Department of Education's OSDBU budget of \$64,614.00, the \$8,860 used for travel represents 13.71% of the total budget.

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Energy (DOE)	<p>The OSDBU Director provided the following training directly to the Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, Small Businesses, and other attendees as per the invitations:</p> <p>1. Small Business Program Managers Monthly Meetings: These meetings were held throughout the fiscal year with invitations to all SBPMs, and shared with contracting officers, DOE Goaling submitters and other DOE staff members who have a vested interest in the subject matter. The purpose of these monthly training meetings was to provide tools, information and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, DOE Goaling process, small business outreach opportunities, and other important information concerning small business.</p> <p>2. Other training:</p> <p>a. October 1, 2015 - September 30, 2016: One-on-one training on a daily basis across the complex in response to questions and needs of the SBPMs such as subcontract reporting requirements and DOE Goaling and reporting requirements through internal DOE data bases.</p> <p>b. March 28-30, 2016: The OSDBU held CON260-B, The Small Business Program, Part A was offered to Small Business Program Managers and the entire OSDBU staff. This event was held in Washington, DC, at DOE HQ.</p>	<p>0.318%</p> <p>The OSDBU Director provided 0.318% of the office budget towards training during Fiscal Year 2016.</p>	<p>3%</p> <p>The OSDBU Director provided 3% of the office budget towards travel during Fiscal Year 2016.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
<p>Department of Health and Human Services (HHS)</p>	<p>In Fiscal Year 2016, HHS OSDBU trained 3,162 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. The monthly acquisition training webinars allow us to enhance training assistance for internal and external customers through web-based training initiatives that will lower travel costs while reaching a larger audience in a shorter time period. Training included: What the SBA PCR Expects When You Conduct Market Research; Tips and Tactics for awarding SBA Women-Owned Small Business Contracts; Teamwork, Don't Stop that Acquisition – How to avoid an SBA Form 70; How to Prepare for an SBA Surveillance Review; GWAC to include GWAC II; Crushing the Goal – How to Set-Aside a Requirement under the SBA HubZone Program; NIH Information Technology Acquisition & Assessment Center (NITAAC); and, GSA Schedules and the Utilization of Small Business.</p>	<p>2.45% In addition to the training provided to acquisition personnel, OSDBU Director also provided OSDBU staff group training in FY16 which equated to an additional 1.02% of the FY16 operating budget. The training sessions provided were: 1. Strategic Portfolio and Resource Management; and 2. "Surfing the Swamp" Conflict Resolution. The classes provided critical skill-sets needed for OSDBU to implement the requirements of their duties and responsibilities, as delineated by the Small Business Act.</p>	<p>1.55% The purpose of training/conferences is to engage, equip and inform small business participants of the federal procurement process so that they become more effective in pursuing contracting opportunities at HHS and assist the HHS OpDivs with achieving their missions. Specifically, 1. Familiarize small businesses with the processing procedures associated with federal Government contracting; 2. Gain insight on identifying and pursuing contract opportunities with HHS; 3. Provide an opportunity for small businesses to attend matchmaking and networking sessions to meet with Government representatives in pre-scheduled meetings.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Homeland Security (DHS)	The DHS OSDBU provided a three day small business training session on May 3-5, 2016 for a group consisting of DHS OSDBU staff, DHS Component Small Business Specialists, DHS Contract Specialists, and DHS Procurement Analysts. Topics included recent changes to the WOSB program, FY 2016 small business goal progress, FY 2017 revisions to the SBA annual scorecard, an update from SBA on legislative changes and implementation, and strategic sourcing.	.05% (\$1000) Since the training outlined in (16) (A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$1,000. Out of the total DHS OSDBU budget of \$2,000,000, the \$1,000 used for training represents .05% of the total budget.	1.5% (\$30,000) The DHS OSDBU spent \$30,000 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total DHS OSDBU budget of \$2,000,000, the \$30,000 used for travel represents 1.5% of the total budget.
Department of Housing and Urban Development (HUD)	The HUD OSDBU provided small business training sessions on small business related topics. 1. HUD Acquisition and Program Office Staff Training: a. Understanding and using the Historically Underutilized Business Zone (HUBZone) Program; b. Contract Performance Assessment Reporting System (CPARS); Market Research; Contract Bundling. 2. Small Business Concerns and Entrepreneur Training: a. 2016 Small Business Entrepreneurs Training Conference: Strategies & Best Practices for Doing Business in the Federal Marketplace; 2016 HUBZone Small Business Conference	.01% (\$81) Since the training identified was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$81.00. Out of the total HUD OSDBU budget of \$688,600.00, the \$81.00 used for training represents .01% of the total budget.	2.31% (\$15932) The HUD OSDBU spent \$15,931.97 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total HUD OSDBU budget of \$688,600.00, the \$15,931.00 used for travel represents approximately 2.31% of the total budget.

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Interior (DOI)	The DOI OSDBU provided training on the small business screening process to DOI's acquisition staff in Fiscal Year 2016. This training included detailed information on the role of the small business specialist and the process for reviewing planned acquisitions to ensure that the acquisition strategy maximizes opportunities for small businesses. This training was delivered on multiple occasions throughout the year, both virtually and in-person, with each session lasting 60 – 90 minutes.	0.3% The training was delivered and developed by OSDBU staff, and conducted in federal government space or virtually. The only cost involved was obtaining web-conferencing capability to deliver the training virtually. This cost represents 0.3% of the total OSDBU budget.	0.7% The DOI OSDBU engaged in out of town business travel in FY 2016 to participate in a variety of small business outreach events. The cost of travel for these events represented 0.7% of the total OSDBU budget.
Department of Justice (DoJ)	In FY 2016, the OSDBU Director provided training on its small business procedures to Contracting Officers and Contracting Specialists, at one of its major procuring components and small business training to two new small business specialists assigned to DOJ components.	0.13% Since the training was conducted in federal government space, the only cost involved was the OSDBU Director's time. The percentage of the budget of the Director for such training represented 0.13% of the OSDBU Director's budget.	0.02% In FY 2016, DOJ OSDBU used .02% of the budget of the Director for travel.
Department of Labor (DOL)	On April 19- 21, 2016, the DOL OSDBU provided a three day training workshop for fifty Service-Disabled Veteran-Owned small businesses. The workshop's primary objective aimed at heightening the awareness of the small business community to the department's prime contracting, subcontracting and grant opportunities, available resources,	02% (\$265) The cost to conduct the training workshop at the Department of Labor only included preparation of the training materials valued at \$270. The cost, as a	.02% (\$270) The cost to travel to Norfolk, VA and participate in the VETS 2016 was valued at \$265. The cost, as a percentage of the total budget of \$1,158,710, represents .02% for

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Labor (DOL) (continued)	procurement strategies and appropriate acquisition contacts, to help determine how best to market products and services and succeed in today's competitive Federal marketplace.	percentage of the total budget of \$1,158,710, represents .02% for this category.	this category.
Department of State (State)	The Office of Small and Disadvantaged Business Utilization (OSDBU) provided an average of 1-2 monthly classroom trainings and one monthly webinar, hosted by the Small Business Administration (SBA), for the acquisition workforce, Program Managers and Foreign Service Officers. The training sessions had approximately 30-40 participants each. Each class focused primarily on educating contracting staff and program office personnel on an array of small business-related subjects including 8(a) Business Development Program, HUBZone Program, Service-Disabled Veteran-Owned Small Business Program, Woman-Owned Small Business Program; Subcontracting Program, Size Determination, Non-Manufacturer Rule, and Market Research. In addition to trainings provided by the OSDBU staff, OSDBU invited subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, and the use of small business set asides in schedule contracts. In addition, the OSDBU Director along with a Senior Procurement Analyst travelled to Frankfurt, Germany to provide five-day	1.2% (\$3,000) Since the training outlined in (16) (A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$3,000. Note, were funded via the Department's acquisition organization working capital fund. Out of the total State Department OSDBU budget of \$244,000, the \$3,000 used for training represents approximately 1% of the total budget.travel costs	9.8% (\$24,040) The State Department OSDBU spent \$24,040 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total OSDBU budget of \$244,000, the \$24,040 used for travel represents 9.8% of the total budget.

Agency	Training Provided	Cost as percentage	Travel Cost
Department of State (State) (continued)	training on small business programs for the employees of the Department of State's Regional Procurement Center in Frankfurt, Germany. The decision to train U.S. Department of the State's overseas procurement personnel was adopted based on Section 1631(c) of the FY 2013 National Defense Authorization Act, which amended the government-wide small business procurement goaling provisions established under section 15(g) of the Small Business Act (Pub. L. No. 112-239) and SBA's determination to include overseas contracting in the agency's annual goaling report.		
Department of Transportation (DOT)	<p>Training provided by the OSDDBU Director:</p> <ol style="list-style-type: none"> 1. U.S. Department of Transportation Small Business Day Opportunity Knocks: Transportation is the Answer <p>Training hosted by or with OSDDBU participation:</p> <ol style="list-style-type: none"> 1. ProcureCon NOVA 2015 Pan Asian Opportunity Fair, Fairfax, VA 10/1/15 2. Fairfax Chamber of Commerce Sub & Prime Contractor Procurement Forum, Fairfax, VA 10/21/15 3. National HUBZone Conference, Chantilly, VA 10/29/15 4. National Gay and Lesbian Chamber of Commerce National Dinner, Washington DC 11/18/15 5. GovConnect Winter Outreach Seminar and Matchmaker, Falls Church, VA 1/21/16 6. U.S. Women's Chamber of Commerce National Small 	0%	0.25%

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Transportation (DOT) (continued)	Business Federal Contracting Summit, Washington, DC 3/16/16 7. Women as Veteran Entrepreneurs Small Business Seminar, Arlington, VA 3/17/16 8. U.S. Black Chamber National Meeting, Washington, DC 5/18/16 - 5/19/16 9. U.S. DOT Federal Highway Administration Small Business Presentation by OSDBU, Washington, DC 5/26/16 10. U.S. DOT 2016 Asian American & Pacific Islander Heritage Month Celebration, Washington, DC 5/26/16 11. 2016 Capacity Building Conference for Broward County, Tampa, Florida 6/8/16-6/8/16 12. DC Procurement Technical Assistance Center (PTAC) Small Business Summit, Washington, DC 6/15/16 13. American Express Open for Government Contracting, Summit for Success, Washington, DC 6/28/16 14. US Women's Chamber of Commerce National Small Business Contracting Summit, Washington, DC 7/14/16 15. GovConnect Summer Outreach Seminar and Matchmaker, Falls Church, VA 8/11/16 16. Congressional Black Caucus Meet and Match sponsored by Congresswoman Sheila Jackson Lee, Washington, DC 9/16/16		

Agency	Training Provided	Cost as percentage	Travel Cost
<p>Department of the Treasury (Treasury)</p>	<p>The Treasury OSDBU provided 2 separate small business training sessions, for the most completed fiscal year (2016). The first was provided on May 17, 2016 at the IRS. Target audience: acquisition community. Topics: eSRS and Subcontracting.</p> <p>The second training was provided on June 1, 2016, as part of Treasury's Small Business Awards Program. The target audience: Treasury's Small Business Specialists. Topics: FPDS-NG and Subcontracting.</p>	<p>0% (\$0)</p> <p>As all training sessions were conducted in federal government space, the only cost involved was preparation of the training materials, which were provided by Treasury's Printing and Graphics office, at no cost to the OSDBU budget. Therefore, it represents 0% of Treasury OSDBU's total budget.</p>	<p>0.65% (\$5,406)</p> <p>Treasury's spent \$5,406 for out of town business travel in FY 2016 to participate in a variety of small business outreach events, for the most completed fiscal year (2016). Out of Treasury's OSDBU total budget of \$196,393 (non-salary dollars) the \$5,406 used for travel represents 0.65% of the total budget.</p>
<p>Department of Veterans Affairs (VA)</p>	<p>OSDBU significantly expanded its use of webinars in FY 2016. The OSDBU provided sessions on applying, maintaining, and renewing verified SDVOSB and VOSB status. OSDBU conducted more than 20 webinars on elements of the "Framework of Success" describing the elements necessary for a small business to compete effectively for VA contracts. OSDBU developed the "Framework of Success" as a conceptual approach for small businesses to assess their procurement-readiness and to grasp the importance of each of 5 factors:</p> <ol style="list-style-type: none"> 1. Awareness, including small business awareness of opportunities and contracting personnel awareness of capable small businesses; 	<p>0.11%</p>	<p>0.33%</p>

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Veterans Affairs (VA) (continued)	<p>2. Risk Mitigation, referring to the need for contracting personnel to seek successful outcomes on contracts, and of small business obtaining necessary certifications, including VA verification of SDVOSB or VOSB status;</p> <p>3. Access, enabling small businesses to meet and market themselves effectively to procurement decision-makers;</p> <p>4. Procurement Mechanisms, providing a means for contracting personnel to compete requirements effectively among procurement-ready small businesses; and</p> <p>5. Performance, providing contracting officers with useful information on a small business' actual contract performance to support future contract opportunities</p> <p>OSDBU, in collaboration with VA's Office of Acquisition, Logistics, and Construction, relied heavily on webinars to train small businesses and contracting officers on policy and process adaptations necessary to respond to the U.S. Supreme Court's decision in <i>Kingdomware Technologies v. United States</i> (June 16, 2016). To implement the VA Rule of Two, concerning review of market research to determine whether an SDVOSB or VOSB set-aside can be used on a particular contracting requirement, contracting officers received guidance on improving and documenting market research efforts, obtaining OSDBU review of acquisition strategies, use of VA's Vendor Information Pages database of verified SDVOSBs</p>		

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Veterans Affairs (VA) (continued)	<p>and VOSBs, and application of these processes to various contracting arrangements. The response to the <i>Kingdomware</i> decision highlighted the value of using webinars as a training delivery method. Webinars provided fast, low-cost, and widely accessible training on a rapidly developing policy matter, while maintaining an interactive approach enabling participants to ask questions. In FY 2016, OSDBU and OALC jointly conducted three webinars on <i>Kingdomware</i> implementation, with over 600 total participants.</p> <p>As in past years, OSDBU provided training presentations for trade associations and stakeholder organizations, including the HUBZone Contractors National Council, U.S. Women’s Chamber of Commerce, Women as Veteran Entrepreneurs (WAVE), the Asian Chamber of Commerce, American Legion, the National Veterans Small Business Coalition, the Society of American Military Engineers (SAME), and the National 8(a) Association. OSDBU also supported industry days and outreach events conducted by other VA components, such as the Technology Acquisition Center and the Veterans Health Administration.</p> <p>At the NVSBE in Pittsburgh, Pennsylvania, November 17 - 19, 2015, OSDBU conducted a learning session on “Doing Business with OIT Quality, Performance & Oversight,” to aid</p>		

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Veterans Affairs (VA) (continued)	small businesses interested in VA's Office of Information and Technology (OIT). Other VA components conducted learning sessions unique to their needs while at the NVSBE, but these were not conducted by OSDBU staff.		
Environmental Protection Agency (EPA)	OSDBU funded the following training events, which included outreach to small businesses: 1. Region 5 Service-Disabled Veteran-Owned Small Business Conference; 2. National Veteran Small Business Engagement Conference; 3. Veteran Entrepreneur Training Symposium; 4. HUBZone Summit; 5. Congressman Cedric Richmond's Small Business Expo in Louisiana; 6. Region 3 ChallengeHER Conference; 7. Women Impacting Public Policy for Women-Owned Small Businesses; 8. National Minority Enterprise Development Week Conference; 9. National Association of Minority Contractors Conference; 10. Blacks in Government Procurement Training Conference; 11. Simplified Acquisition Contracting Officers Peer Review; 12. International Environmental Youth Symposium; 13. OSDBU Monthly Small Business Informal Training Sessions; 14. OSDBU Women-Owned Small Business Counseling Session;	2.47% (\$62,422) During FY 2016 the EPA OSDBU spent approximately \$62,422 on the above training events for small business, and the internal EPA contracting community. Out of the total EPA OSDBU budget of \$2,519,045, the \$62,422 expended on training represents 2.47% of the total EPA OSDBU budget.	1.79% (\$45,274) In FY 2016, the EPA OSDBU expended a total of \$45,274 for out-of-town business travel to participate in a variety of small business training and outreach events. This amount represents 1.79% of the total EPA OSDBU budget of \$2,519,045.

Agency	Training Provided	Cost as percentage	Travel Cost
Environmental Protection Agency (EPA) (continued)	15. OSDBU Service-Disabled Veteran-Owned Small Business Counseling Session; 16. OSDBU HUBZone Small Business Counseling Session; and 17. EPA Environmental Counseling Session		
General Services Administration (GSA)	<p>General Services Administration (GSA) Office of Small Business Utilization (OSBU) hosted at least 300 events advocating for more than 50,000 small businesses throughout the country in 2016. GSA OSBU updated its 2016 training to not only include in-person events but also virtual training classes that included GSA, SBA, and other advocacy groups. GSA OSBU also redesigned its website so that the information small businesses need to access is in one location (www.gsa.gov/smallbiztraining). In social media, GSA OSBU had a goal to increase its following from over 13,000 to 15,000. GSA OSBU exceeded this goal with an overall following of more than 20,000 vendors and contracting professionals. GSA will continue to utilize Twitter and Interact while looking at new communication resources as they become available to stay connected in the modern network. GSA OSBU is posting information through weekly blogs that share news, events, information on procurement opportunities, and policy changes that affect small businesses. GSA OSBU continued to provide robust training to the acquisition staff. Highlights involved conducting a national initiative which encompassed virtual and in-</p>	.69% (\$36,937) GSA OSBU's total budget for FY 2016 totaled \$5,352,817. In FY 2016, OSBU spent \$36,937 for training, which represents 0.69 percent of the overall budget.	1.68% (\$89,747) GSA OSBU's total budget for FY 2016 totaled \$ 5,352,817. In FY 2016, OSBU spent \$89,747 for travel, which represents 1.68 percent of the overall budget.

Agency	Training Provided	Cost as percentage	Travel Cost
General Services Administration (GSA) (continued)	<p>person “Small Business First” training for the entire GSA acquisition workforce; enhancing the internal GSA online resources to include an entire section dedicated to Consolidation and Bundling; updates to GSA’s Small Business Hot Topics webpage; and conducting “Subcontracting and eSRS Training,” which were provided to specific regions via webinar and in the classroom setting. As a result, our acquisition workforce has a robust and elevated education regarding utilization of small businesses in both routine and very complex procurements. Not only did GSA provide training that was more general in terms of thinking “Small Business First,” GSA also provided specific training in many other areas such as:</p> <ol style="list-style-type: none"> 1. Contracting Officer Training Subcontracting (Pre-Award and Post Award) 2. How to review ISRs and SSRs in eSRS 3. Consolidation and Bundling 4. Federal Strategic Sourcing Initiative 5. Utilization of the Contracting Opportunities Map 6. Category Management 7. 8(a) Partnership Agreement 		

Agency	Training Provided	Cost as percentage	Travel Cost
National Aeronautics and Space Administration (NASA)	<p>In fiscal year (FY) 2016, the National Aeronautics and Space Administration (NASA) Office of Small Business Programs (OSBP) provided training to small business concern and contract specialists:</p> <ol style="list-style-type: none"> 1. Small Business Training for the Acquisition Professional; 2. Small Business Market Research Workshop; 3. Small Business Training for Technical Coordinators and Technical Personnel; 4. NASA Small Business Joint Venture & Teaming Training; 	<p>3.5% In FY16 NASA OSBP allocated 3.5% of its program budget to training for the Associate Administrator.</p>	<p>2.7% In FY16 the percentage of the program budget that the NASA OSBP Associate Administrator used for travel was 2.7%.</p>
National Science Foundation (NSF)	<p>NSF leveraged small business trainings provided by other agencies: SBA First Wednesday Virtual Learning 2016 sessions and DoD Small Business on-line course (SBP-101 – Introduction to Small Business Programs). Ad hoc training at various outreach events to individual small business contractors on topics such as interacting with the NSF, how to read the NSF’s Acquisition Forecast, registering in the NSF’s Vendor Resource Library (VRL), and when to consider applying to the Small Business Innovative Research (SBIR) program.</p>	<p>0% (\$0) There were no costs for training in FY 2016 since the trainings identified were not conducted by the NSF. The budget for the OSDBU is \$100,000. Consequently, 0% of the NSF total OSDBU budget was used for training in FY 2016.</p>	<p>3.23% (\$3,234) The NSF OSDBU spent \$3,234 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total NSF OSDBU budget of \$100,000, the \$3,234 used for travel represents 3.2% of the total budget.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
<p>Nuclear Regulatory Commission (NRC)</p>	<p>The Small Business Program director briefed the NRC Commission and staff on plans to increase engagement with acquisition staff and small businesses, provided an update on the Small Business Administration’s Scorecard performance measures, and highlighted progress towards meeting agency small business prime contract goals. The Small Business Program staff assisted with the development of small business training offered to acquisition staff at the agency’s onsite training center and online portal, educated participants in the Veterans Institute for Procurement training program on identifying and responding to agency prime and subcontract opportunities, and informed businesses at the Business Service Center of the Federal initiatives that foster business development. Small Business Program staff maintained weekly counseling sessions with senior business executives to explain the resources available under agency web-based Small Business Tool Box and provided technical assistance to acquisition staff on how to evaluate small business marketplace capability and the mechanics of conducting set-asides under various rules associated with the Federal portfolio of small business programs.</p>	<p>0% (\$0)</p> <p>While there are costs associated with the training and resources identified, the costs were incurred by other NRC offices, Federal agencies, and organizations. As a result, the Small Business Program did not fund any training costs from its budget (other than the time and effort expended by Small Business Program staff). Therefore, there are no direct costs attributed to the Small Business Program’s budget.</p>	<p>8.4% (\$9,924)</p> <p>The Small Business Program spent \$9,924.00 for out of town business travel to participate in a variety of small business outreach events. Out of the total Small Business Program budget of \$117,542.00, the \$9,924.00 used for travel represents 8.4% of the Small Business Program budget.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
Office of Personnel Management (OPM)	<p>The OPM OSDBU provided a month-long business training sessions during May 2016 for a group consisting of OPM Office of Procurement Operations and OPM Program Contracting Officer Representatives. In partnership with the U.S. Small Business Administration topics included recent changes to the WOSB program, 8(a) Business Development Program, OPM/SBA 8(a) Partnership Agreement and the HUBZone Program. In addition OPM OSDBU updates its annual eLearning training available on OPM's Learning Management System which focuses on Conducting Business with Small Business Concerns and How to Conduct Market Research.</p>	<p>.24% (\$1000) Since the training was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$1,000. Out of the total OPM OSDBU budget of \$417,277 the \$1,000 used for training represents .24% of the total budget.</p>	<p>.96% (\$4000) The OPM OSDBU spent \$4,000 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. The \$4000 used for travel represents .96% of the total budget.</p>
Small Business Administration (SBA)	<p>In accordance with public law, the Small Business Administration is exempt from the requirement to have an Office of Small and Disadvantaged Business Utilization (OSDBU). As a result, there is no OSDBU Director. Thus, there are no travel and training expenses to report.</p>	0%	0%

Agency	Training Provided	Cost as percentage	Travel Cost
<p>Social Security Administration (SSA)</p>	<p>In April 2016, the Office of Small and Disadvantaged Business Utilization (OSDBU) provided small business training to first-year purchasing agents participating in a six-month training program. The instruction included many topics, such as the definitions of the various socio-economic programs, the “Rule of Two”, and the proper selection of NAICS codes. The training incorporated active learning, requiring the purchasing agents to conduct market research for various requirements, and to make a size determination of the companies in relation to the identified NAICS code.</p> <p>In addition, the OSDBU and the agency Small and Disadvantage Business Utilization Specialist addressed agency employees attending a three-day training session on “Contracting with Small Business Concerns.” Agency contracting employees learned the roles and responsibilities of the OSDBU, agency socio-economic goals, and how contracting staff directly affect achievement of our small business goals.</p>	<p>0%</p> <p>The OSDBU conducted identified training on federal government premises. No costs were involved.</p>	<p>The SSA OSDBU spent \$706 for business travel in FY 2016 to participate in a variety of small business outreach events. Incurred expenses attending the Small Business Procurement Advisory Council meetings. Travel represented .36% of the total budget.</p>
<p>U.S. Agency for International Development (USAID)</p>	<p>In FY 2016, USAID’s Office of Small and Disadvantaged Business Utilization (OSDBU) provided training sessions to educate 124 program and contracting officials on U.S. Small Business Programs. USAID conducted three training sessions in Washington, D.C. and one session each at USAID Missions in El Salvador, Honduras, and Guatemala. The training sessions included such topics as USAID’s small business utilization goals, the impact of U.S. small</p>	<p>03.4% (\$126,000)</p> <p>In FY 2016, USAID utilized a small business contractor with highly-qualified instructors to provide the training sessions. The Agency’s contract expenditures for the training sessions were</p>	<p>2.3% (\$9506)</p> <p>In FY 2016, OSDBU incurred \$9,506 (not inclusive of the \$3,904 figure above) in travel expenses to carry out OSDBU’s small business outreach requirements and coordinate with senior USAID officials stationed in</p>

Agency	Training Provided	Cost as percentage	Travel Cost
U.S. Agency for International Development (USAID) (continued)	<p>business utilization on the U.S. economy, statutory and regulatory requirements for incorporating small businesses in decision making, market research, subcontracting, and contract bundling.</p> <p>During visits to overseas missions, the OSDBU Director conducted briefings to Mission Directors, Deputy Mission Directors, Office Directors, and other senior managers. Training sessions, coupled with the senior level briefings, have resulted in broader awareness of the small business program and its requirements, deepened engagement with acquisition officials, and</p>	<p>\$126,000, inclusive of travel-related costs of \$3,904 for the instructor.</p> <p>OSDBU's FY 2016 operational expense budget was \$414,240. Therefore, the \$12600 represents 30.4 percent of OSDBU's operational expense budget.</p> <p>OSDBU FY 2016 training expenses represents an increase of approximately 21 percent from FY 2015.</p>	<p>El Salvador, Honduras, and Guatemala. This travel expense equates to two percent of OSDBU's FY 2016 operational expense budget. The OSDBU training-related travel expenses for FY 2016 represents a decrease of approximately 72 percent from FY 2015.</p>

ENCLOSURE

Department of Agriculture (USDA)

Agency: United States of Agriculture (USDA)

(16)(A)

The USDA OSDBU provided small business one-day training sessions for the following groups:

Training	Date	Number of Participants	Topics
Webinar Training (Washington, DC)	12/8/2015	200	Clearance Process for Contracts Not Set-Aside or Reserved for Small Business Participation
Socio-Economic Programs for Small Business Training (Washington, DC)	1/14/2016	187	HUBZone, WOB, SDVOB and 8(a)
Rural Small Business Connections (Tallahassee, FL)	5/4/2016	85	Doing Business with USDA; How to get started as a new Business w/SBA and PTAC
Rural Small Business Connections (Billings, MT)	6/29/2016	77	Doing Business with USDA; How to get started as a new Business w/SBA and PTAC
Rural Small Business Connections (Kansas City, MO)	8/17/2016	90	Doing Business with USDA; How to get started as a new Business w/SBA and PTAC
Rural Small Business Connections (Pittsburgh, PA)	8/31/2016	105	Doing Business with USDA; How to get started as a new Business w/SBA and PTAC
eSRS	as needed	by agency	System
Procurement Forecast	as needed	by agency	System

(16)(B)

Since the training outlined in (16)(A) was (not conclusive of federal government space) conducted in federal government space, the only cost involved was preparation of the training materials/meeting space valued at \$27, 840.00. Out of the total USDA OSDBU's \$1.3 million the \$27, 840.00 used for training represents .021% of the total budget.

(16)(C)

The USDA OSDBU spent \$32,202.00 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total USDA OSDBU budget of \$1.3 million, the \$32,202.00 used for travel represents .025 % of the total budget.

Department of Commerce (DOC)

U.S. Department of Commerce
Office of Small and Disadvantaged Business Utilization
FY 2016 Training and Travel Report

The DOC Office of Small and Disadvantaged Business Utilization (OSDBU) is staffed by two FTEs: a director and one GS-13 small business specialist. The FY 2016 budget for OSDBU was \$335,000: 96% covered personnel salaries and benefits; 4% covered operating expenses. DOC had very limited resources to allocate to OSDBU in support of the agency’s Small Business Program resulting in the deminimis amount of travel and training budget.

In FY 2016, the OSDBU’s budget allocated \$3,000 to cover travel expenses and the organization spent \$4,895 to cover the travel costs and conference fees to participate in four small business outreach events. This represented 1% of OSDBU’s total budget. The OSDBU did not provide training to small business concerns or contract specialists.

The OSDBU Director effectively overcame resource and budget constraints by leveraging the resources of the bureaus and other administrative offices. DOC’s bureaus organized conferences throughout the year to educate small business concerns on DOC’s programs and provide useful information on potential contract opportunities. (See attachment 1 –List of DOC Small Business Training Events). The OSDBU also teamed with the agency’s Senior Procurement Executive on the agency’s annual acquisition training conference held May 24, 2016. There were roughly 1,000 employees in attendance and over 200 participated via video conference. Participants included contract specialists, contracting officers, purchasing agents, contracting officer representatives (CORs), small business specialists, contracting supervisors, program managers, and other members of the acquisition community. Participants received continuous learning credit toward satisfying required acquisition training. The conference included a one-hour session on “Contracting with HUBZone Certified Small Businesses,” led by Mariana Pardo of SBA, who discussed the program and SBA regulations.

Finally, DOC is pleased to report that we successfully met all FY 2016 prime and subcontracting small business and socio-economic small business goals. This achievement is the culmination of a deliberate and concerted effort led by DOC’s leadership to create new opportunities and broaden existing opportunities for small business concerns, and to support the OSDBU’s effort to continuously strengthen the agency’s Small Business Program.

FY 2016 Prime Contracting Achievement

Program	SBA-Assigned Goal	Achievement
Small Business	40.00%	42.34%
Small Disadvantaged Business	5.00%	17.66%
Women-Owned Small Business	5.00%	11.70%
Service-Disabled Veteran-Owned	3.00%	4.99%
HUBZone Small Business	3.00%	4.33%

Based on information taken from the Federal Procurement Data System 01/03/2017

Attachment 1 – List of DOC Small Business Training Events

Event	Description
Industry Day on NOAA Commercial Weather Data Pilot	Held 07/07/2016. NOAA hosted an industry day to discuss pending solicitation in support of the Commercial Weather Data Pilot. NOAA officials fielded questions and comments on the draft solicitation prior to its finalization and release scheduled for August 2016.
ProTech Satellite Domain Industry Day	Held 03/03/2016. NOAA hosted industry day to provide vendors more information about the satellite domain requirements prior to release of solicitation.
2016 NIST Industry Day	Held 02/10/2016. One-day event included plenary session where directors described key aspects of their programs and discussed upcoming contracts.
DOC Shared Services Initiative – Industry Day	Held 01/06/2016. Ellen Herbst, the Chief Financial Officer/Assistant Secretary for Administration provided an overview of DOC Shared Services Initiative for Human Resources program goals, acquisition process, and promotion of vendor teaming and small business subcontracting.
FCDAS Industry Day	Held 12/02 – 12/03/2016. NOAA, Fairbanks Command and Data Acquisition Station (FCDAS) held an Industry Day to provide vendors with the opportunity to learn more about FCDAS mission, tour the facility and to participate in match making event to learn about planned contract opportunities.
NOAA Ship Repair Industry Day, WAD	Held 11/05/2015. NOAA hosted a pre-solicitation event to provide vendors with information concerning the requirement for management of life cycle ship repair and maintenance, and discuss best practices. Event also provided an opportunity for vendors to partner/team.

Department of Defense (DoD)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) Shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) The training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) May provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2016 Annual Report

Agency: Department of Defense (DoD)

(16)(A) The DoD OSBP provided a four day training session in collaboration with Small Business Administration in May 2016 for the entire Small Business workforce. The group consisting of Component Small Business Professional, DoD Contract Specialists, Procurement Technical Assistance Center Representatives and Small Business Administration's Procurement Center Representatives. The combined total of participants for the annual training event was over 600 Federal employees. Topics highlighted during the conference included Small Business Workforce, Legislative updates, DoD 4205.1 Instruction, and FAR and DFAR updates. This provided the Small Business Workforce with detailed information on changes that will impact the Small Business Community. DoD OSBP launched several Small Business training courses to continue the development of the Small Business workforce.

(16)(B) The training outlined in (16) (A) was conducted at a contracted location by the government. The cost to conduct the preparation and

execution of the conference and course development for the Small Business Professional was valued at \$2,032,034. Out of the total DoD OSBP budget of \$2,113,761, the \$2,032,034 used for training represents 96% of the total budget.

(16)(C) The DoD OSBP spent \$81,727 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total DoD OSBP budget of \$2,113,761, the \$81,727 used for travel represents .03% of the total budget.

Department of Education (Education)

U.S. Department of Education
FY16 Training and Travel Annual Report

(16)(A)

The U.S. Department of Education's Office of Small and Disadvantaged Business Utilization (OSDBU) provided small business training sessions in conjunction with the two contract operations groups, Contracts and Acquisitions Management and Federal Student Aid, for groups of 40-50 acquisition professionals per each training session. Training topics included the following:

- Reviewing Subcontracting Plans
- Small Business Awards Off of Multiple Award Schedules
- Why Choose Alaska Native corporations
- Improving the Effectiveness of ED's Small Business Participation Efforts

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, there was \$.00 cost involved in preparation of the training materials. Outside training was provided for OSDBU's four individual staff members during FY 2016. Out of the total the U.S. Department of Education's OSDBU budget of \$64,614.00 the \$4,236 used for training represents 6.55% of the total budget.

(16)(C)

The U.S. Department of Education's OSDBU spent \$8,860 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total U.S. Department of Education's OSDBU budget of \$64,614.00, the \$8,860 used for travel represents 13.71% of the total budget.

Department of Energy (DOE)



U.S. DEPARTMENT OF
ENERGY

Office of Small and Disadvantaged
Business Utilization (OSDBU)

U.S. DEPARTMENT OF ENERGY
FISCAL YEAR 2016
Agency Training and Travel Report

**U.S. DEPARTMENT OF ENERGY FISCAL YEAR 2016
Agency Training and Travel Report**

The Department of Energy (DOE) Office of Small and Disadvantaged Business Utilization (OSDBU) Fiscal Year 2016 Agency Training and Travel Reports is hereby submitted to the Small Business Administration in accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644) and as requested in support of the referenced Small Business Act.

The DOE hosted and supported a wide variety of training opportunities to the Agency staff, which included government employees, contractor staff and other employment categories in support of DOE's mission, and consistent with the criteria as outlined in Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644) and other training opportunities beyond the scope of the Small Business Act.

Invitations are numerous and broad, and include training announcements disseminated throughout the DOE, such as those offered and announced through the Agency's internal broadcasting email tool, DOECAST, other email blasts, and as made available through the following on-line tools: Office of Learning and Workforce Development; Online Learning Center; Training programs; External Training and Rotation Opportunities; Federal Training Centers; training in individual offices; other training-related pages in Powerpedia; Archive 8.1 DOE Virtual University; and the external links 9.1 CHRIS Training Catalog.

As required by the reporting requirements (In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644):

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year;

In support of the paragraph (A) above, the OSDBU Director provided the following training directly to the Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, Small Businesses, and other attendees as per the invitations:

1. **Small Business Program Managers Monthly Meetings:** These meetings were held throughout the fiscal year with invitations to all SBPMs, and shared with contracting officers, DOE Goaling submitters and other DOE staff members who have a vested interest in the subject matter. The purpose of these monthly training meetings was to provide tools, information and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, DOE Goaling process, small business outreach opportunities, and other important information concerning small business. Copies of the agendas can be made available upon request.

**U.S. DEPARTMENT OF ENERGY FISCAL YEAR 2016
Agency Training and Travel Report**

2. Additional training was provided as listed below:

- a. October 1, 2015 - September 30, 2016: The OSDBU provided one-on-one training on a daily basis across the complex in response to questions and needs of the SBPMs, such as subcontract reporting requirements and DOE Goaling and reporting requirements through internal DOE data bases.
- b. May 26, 2016: Small Business Program Managers (SBPMs) met for a one day training meeting following our Annual DOE Small Business Forum & Expo.
- c. March 28-30, 2016: The OSDBU held CON260-B, The Small Business Program, Part A was offered to Small Business Program Managers and the entire OSDBU staff. This event was held in Washington, DC, at DOE Headquarters.

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year:

In support of the paragraph (B) above, the OSDBU Director provided 0.318% of the office budget towards training during Fiscal Year 2016.

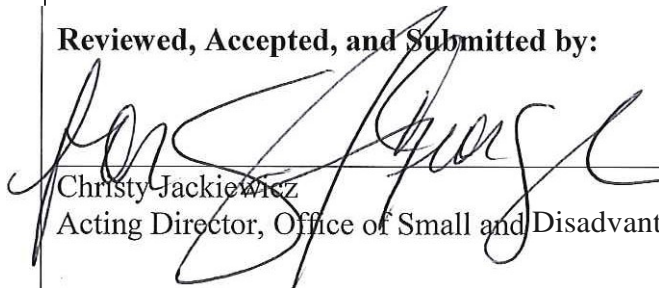
(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year:

In support of the paragraph (C) above, the OSDBU Director provided 3% of the office budget towards travel during Fiscal Year 2016.

Agency Information:

U.S. Department of Energy
Office of Small and Disadvantaged Business Utilization
1000 Independence Avenue, SW
Washington, DC 20585

Reviewed, Accepted, and Submitted by:


Christy Jackiewicz
Acting Director, Office of Small and Disadvantaged Business Utilization


Date

Department of Health and Human
Services (HHS)

**Department of Health and Human Services
FY 2016 Travel and Training Report**

A. The training provided by the OSDBU Director under paragraph (13) in the most recently completed fiscal year;

In Fiscal Year 2016, HHS OSDBU trained 3,162 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. The monthly acquisition training webinars allow us to enhance training assistance for internal and external customers through web-based training initiatives that will lower travel costs while reaching a larger audience in a shorter time period.

Date:	Title:	HHS:
10/8/2015	What the SBA PCR Expects When You Conduct Market Research	631
11/19/2015	Tips and Tactics for awarding SBA Women-Owned Small Business Contracts	246
12/1/2015	Teamwork, The 8(a) Partnership Agreement	301
1/15/2016	Don't Stop that Acquisition – How to avoid an SBA Form 70	352
2/11/2016	How to Prepare for an SBA Surveillance Review	374
5/12/2016	GWAC to include GWAC II	257
6/9/2016	Crushing the Goal – How to Set-Aside a Requirement under the SBA HubZone Program	334
7/14/2016	NIH Information Technology Acquisition & Assessment Center (NITAAC)	302
8/11/2016	GSA Schedules and the Utilization of Small Business	365
	Total Registrants:	3,162

B. The percentage of the budget used by the OSDBU Director for Small Business Acquisition personnel training listed above was 2.45%.

OSDBU Director also provided OSDBU staff group training in FY16 which equated to 1.02% of the FY16 operating budget. The training sessions provided were: 1) Strategic Portfolio and Resource Management; and 2) “Surfing the Swamp” Conflict Resolution. The classes provided critical skill-sets needed for OSDBU to implement the requirements of their duties and responsibilities, as delineated by the Small Business Act.

C. The percentage of the budget used for traveling by the OSDBU Director in Fiscal Year 2016 was 1.55%.

The purpose of training/conferences is to engage, equip and inform small business participants of the federal procurement process so that they become more effective in pursuing contracting opportunities at HHS and assist the HHS OpDivs with achieving their missions. Specifically, 1) familiarize small businesses with the processing of procedures associated with federal Government contracting; 2) gain insight on identifying and pursuing contract opportunities with HHS; 3) provide an opportunity for small businesses to attend matchmaking and networking sessions to meet with Government representatives in pre-scheduled meetings.

Department of Homeland Security
(DHS)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2016 Annual Report

Agency: Department of Homeland Security (DHS)

(16)(A)

The DHS OSDBU provided a three day small business training session on May 3-5, 2016 for a group consisting of DHS OSDBU staff, DHS Component Small Business Specialists, DHS Contract Specialists, and DHS Procurement Analysts. Topics included recent changes to the WOSB program, FY 2016 small business goal progress, FY 2017 revisions to the SBA annual scorecard, an update from SBA on legislative changes and implementation, and strategic sourcing.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$1,000. Out of the total DHS OSDBU budget of \$2,000,000, the \$1,000 used for training represents .05% of the total budget.

(16)(C)

The DHS OSDBU spent \$30,000 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total DHS OSDBU budget of \$2,000,000, the \$30,000 used for travel represents 1.5% of the total budget.

Department of Housing and Urban
Development (HUD)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2016 Annual Report

Agency: Department of Housing and Urban Development (HUD)

(16)(A)

The HUD OSDBU provided small business training sessions on small business related topics as delineated in the chart below.

HUD Acquisition and Program Office Staff Training	
Training	Date
Introduction to Small Business Requirements: Overview of procedures, usage and the small business roles in HUD's contracting activities.	01/13/2016 2:00pm – 4:00pm
Understanding the Women-Owned Small Business Federal Contract Program	03/10/2016 2:00pm – 4:00pm

Understanding and using the Historically Underutilized Business Zone (HUBZone) Program	07/19/2016 2:00pm – 3:00pm
Contract Performance Assessment Reporting System (CPARS)	07/14/2016 10:00am – 11:00am
Market Research	07/28/2016 2:00pm – 3:00pm
Contract Bundling	08/22/2016 11:00am – 12:00pm
Market Research	08/11/2016 2:00pm – 3:00pm

Small Business Concerns and Entrepreneur Training	
Training	Date
2016 Small Business Entrepreneurs Training Conference: Strategies & Best Practices for Doing Business in the Federal Marketplace.	06/16/2016 9:00am – 3:00pm
2016 HUBZone Small Business Conference	07/19/2016 9:00am – 3:00pm

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$81.00. Out of the total HUD OSDBU budget of \$688,600.00 the \$81.00 used for training represents .01% of the total budget.

(16)(C)

The HUD OSDBU spent \$15,931.97 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total HUD OSDBU budget of \$688,600.00, the \$15,931.00 used for travel represents approximately 2.31% of the total budget.

Department of Interior (DOI)

Department of the Interior
Annual Report on Travel and Training for Fiscal Year 2016

Requirement: 15 U.S. Code § 644 (k)

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

...

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

FY 2016 Annual Report

Agency: Department of the Interior

(16)(A)

The DOI OSDBU provided training on the small business screening process to DOI's acquisition staff in Fiscal Year 2016. This training included detailed information on the role of the small business specialist and the process for reviewing planned acquisitions to ensure that the acquisition strategy maximizes opportunities for small businesses. This training was delivered on multiple occasions throughout the year, both virtually and in-person, with each session lasting 60 – 90 minutes.

(16)(B)

The training outlined in (16)(A) was delivered and developed by OSDBU staff, and conducted in federal government space or virtually. The only cost involved was obtaining web-conferencing capability to deliver the training virtually. This cost represents 0.3% of the total OSDBU budget.

(16)(C)

The DOI OSDBU engaged in out of town business travel in FY 2016 to participate in a variety of small business outreach events. The cost of travel for these events represented 0.7% of the total OSDBU budget.

Department of Justice (DoJ)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2016 Annual Report

Agency: Department of Justice

(16)(A)

In FY 2016, the OSDBU Director provided training on its small business procedures to Contracting Officers and Contracting Specialists, at one of its major procuring components and small business training to two new small business specialists assigned to DOJ components.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was the OSDBU Director's time. The percentage of the budget of the Director for such training represented 0.13% of the OSDBU Director's budget.

(16)(C)

In FY 2016, DOJ OSDBU used .02% of the budget of the Director for travel.

Department of Labor (DOL)



MAR 8 2017

Mr. John W. Klein
Acting Associate Administrator
Office of Government Contracting and Business Development
U. S. Small Business Administration
409 3rd Street, SW, 8^h Floor
Washington, DC 20416

Dear Mr. Klein:

The purpose of this letter is to transmit the Department of Labor's (DOL) Fiscal Year (FY) 2016 Training and Travel Report in accordance with paragraphs (16)(A), (16)(B), and (16)(C) Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644).

On April 19- 21, 2016, the DOL OSDBU provided a three day training workshop for fifty Service-Disabled Veteran-Owned small businesses. The workshop's primary objective aimed at heightening the awareness of the small business community to the department's prime contracting, subcontracting and grant opportunities, available resources, procurement strategies and appropriate acquisition contacts, to help determine how best to market products and services and succeed in today's competitive Federal marketplace.

On June 20 - 23, 2016, DOL OSDBU traveled to Norfolk, VA to participate in the Veteran Entrepreneur Training Symposium (VETS 2016) matchmaking one-on-one sessions. The OSDBU connected with many veteran entrepreneurs seeking to increase their ability to win government contracts by establishing best business practices.

The cost to conduct the training workshop at the Department of Labor only included preparation of the training materials valued at \$270.00. The cost to travel to Norfolk, VA and participate in the VETS 2016 was valued at \$265.00. Therefore, the department is reporting that the percentage of the Director's total budget of \$1,158,710.00 used for training and travel in 2016 represents .02% for each category.

If you have any questions or concerns, please contact me at (202) 693-7244, or by email at Bailey.Gladys@dol.gov.

Sincerely,



Director, Office of Small and Disadvantaged Business Utilization

Department of State (State)



United States Department of State

Washington, D.C. 20520

March 7, 2017

Mihaela Ciomeiu
Acting Goaling Manager
U.S. Small Business Administration
409 3rd Street, SW
Washington, DC 20024

Dear Ms. Ciomeiu:

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644): I am writing to provide a report on the Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) training and travel for the Fiscal Year (FY) 2016. Please find below the Department's responses for the referenced sections of 15 U.S.C. 644.

(16)(A)

The Office of Small and Disadvantaged Business Utilization (OSDBU) provided an average of 1-2 monthly classroom trainings and one monthly webinar, hosted by the Small Business Administration (SBA), for the acquisition workforce, Program Managers and Foreign Service Officers. The training sessions had approximately 30-40 participants each. Each class focused primarily on educating contracting staff and program office personnel on an array of small business-related subjects including 8(a) Business Development Program, HUBZone Program, Service-Disabled Veteran-Owned Small Business Program, Woman-Owned Small Business Program; Subcontracting Program, Size Determination, Non-Manufacturer Rule, and Market Research. In addition to trainings provided by the OSDBU staff, OSDBU invited subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, and the use of small business set asides in schedule contracts.

In addition, the OSDBU Director along with a Senior Procurement Analyst travelled to Frankfurt, Germany to provide five-day training on small business programs for the employees of the Department of State's Regional Procurement Center in Frankfurt, Germany. The decision to train U.S. Department of the State's overseas procurement personnel was adopted based on Section 1631(c) of the FY 2013 National Defense Authorization Act, which amended the government-wide small business procurement goaling provisions established under section 15(g) of the Small Business Act (Pub. L. No. 112-239), and SBA's subsequent determination to include overseas contracting in the agency's annual goaling report.

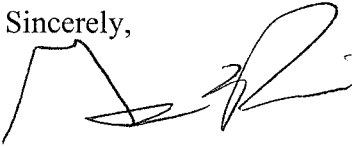
(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$3,000. Note, travel costs were funded via the Department's acquisition organization working capital fund. Out of the total State Department OSDBU budget of \$244,000, the \$3,000 used for training represents approximately 1% of the total budget.

(16)(C)

The State Department OSDBU spent \$24,040 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total OSDBU budget of \$244,000, the \$24,040 used for travel represents 9.8% of the total budget.

Sincerely,

A handwritten signature in black ink, appearing to read "George L. Price". The signature is stylized with a large, looped initial "G" and a long, sweeping underline.

George L. Price

Director

Office of Small and Disadvantaged Business Utilization

Department of State

Department of Transportation (DOT)

FY16 Agency Training and Travel Report

In compliance with requirements from the “National Defense Authorization Act (NDAA) for Fiscal Year 2016”, Sections 15(k)(A) through (C), the **U.S. Department of Transportation (DOT)** submits the information below for Fiscal Year 2016 (FY16).

Small Business Act Citation	Description	Response (FY2016)
Section 15(k)(16)(A)	Training provided by the Director	See Attachment A
Section 15(k)(16)(B)	Percentage of the budget of the Director used for training	0.0%
Section 15(k)(16)(C)	Percentage of the budget of the Director used for travel	0.25%

For FY2016, we continued with our commitment to provide outreach, technical and financial assistance to small business concerns, and maximized the use of the Small Business Transportation Resource Centers (SBTRC).

Furthermore, we would like to highlight that the U.S. Small Business Administration (SBA) released the Small Business Procurement Scorecard for all federal agencies, reflecting each agency’s contracting accomplishments for FY15 and the Department received an “A+” rating. Also, preliminary data for FY16 shows that the Department will meet all socioeconomic goals.

In FY2016 DOT continued providing acquisition training for Small Business Specialist and DOT acquisition officials on procurement rules and regulations impacting socioeconomic procurements. DOT’s Office of Small and Disadvantaged Business Utilization (OSDBU) participated in the agency wide Acquisition Conference held at DOT. OSDBU conducted monthly Small Business Specialist Training meetings geared toward procurement and programmatic updates impacting small business socioeconomic procurements.

OSDBU participated and hosted several outreach sessions (Attachment B) for small businesses which are duties and responsibilities for the OSDBU Director as indicated in the Small Business Act.

ATTACHMENT A

**U.S. DEPARTMENT OF TRANSPORTATION
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)
REPORT TO CONGRESS NATIONAL DEFENSE AUTHORIZATION ACT (NDAA)
FOR FISCAL YEAR 2016**

TRAINING PROVIDED BY THE OSDBU DIRECTOR

U.S. Department of Transportation Small Business Day Opportunity Knocks: Transportation is the Answer

ATTACHMENT B

U.S. DEPARTMENT OF TRANSPORTATION OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU) REPORT TO CONGRESS NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) FOR FISCAL YEAR 2016 OUTREACH ACTIVITIES

1. ProcureCon NOVA 2015 Pan Asian Opportunity Fair, Fairfax, VA 10/1/15
2. Fairfax Chamber of Commerce Sub & Prime Contractor Procurement Forum, Fairfax, VA 10/21/15
3. National Hubzone Conference, Chantilly, VA 10/29/15
4. National Gay and Lesbian Chamber of Commerce National Dinner, Washington DC 11/18/15
5. Govconectx Winter Outreach Seminar and Matchmaker, Falls Church, VA 1/21/16
6. U.S. Women's Chamber of Commerce National Small Business Federal Contracting Summit, Washington, DC 3/16/16
7. Women as Veteran Entrepreneurs Small Business Seminar, Arlington, VA 3/17/16
8. U.S. Black Chamber National Meeting, Washington, DC 5/18/16 - 5/19/16
9. U.S. DOT Federal Highway Administration Small Business Presentation by OSDBU, Washington, DC 5/26/16
10. U.S. DOT 2016 Asian American & Pacific Islander Heritage Month Celebration, Washington, DC 5/26/16
11. 2016 Capacity Building Conference for Broward County, Tampa, Florida 6/8/16-6/8/16
12. DC Procurement Technical Assistance Center (PTAC) Small Business Summit, Washington, DC 6/15/16
13. American Express Open for Government Contracting, Summit for Success, Washington, DC 6/28/16
14. US Women's Chamber of Commerce National Small Business Contracting Summit, Washington, DC 7/14/16
15. Govconect Summer Outreach Seminar and Matchmaker, Falls Church, VA 8/11/16
16. Congressional Black Caucus Meet and Match sponsored by Congresswoman Sheila Jackson Lee, Washington, DC 9/16/16

Department of the Treasury (Treasury)

FY 2016 Annual Report (REVISED - 5.9.17)
Travel and Training
U.S. Department of the Treasury (Treasury)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2016 Annual Report

Agency: U.S. Department of the Treasury (Treasury)

(16)(A)

The Treasury OSDBU provided 2 separate small business training sessions, for the most completed fiscal year (2016). The first was provided on May 17, 2016 at the IRS. Target audience: acquisition community. Topics: eSRS and Subcontracting.

The second training was provided on June 1, 2016, as part of Treasury's Small Business Awards Program. The target audience: Treasury's Small Business Specialists. Topics: FPDS-ng and the Subcontracting.

(16)(B)

Since the training sessions outlined in (16)(A) were conducted in federal government space, the only cost involved was preparation of the training materials, which were provided by Treasury's Printing and Graphics office, at no cost. Therefore, it represents 0% of Treasury OSDBU's total budget. Employees traveled via the metro.

(16)(C)

Treasury's spent \$5,406 for out of town business travel in FY 2016 to participate in a variety of small business outreach events, for the most completed fiscal year (2016). Out of Treasury's OSDBU total budget of \$827,816 (labor and non-labor dollars) the \$5,406 used for travel represents .65% of the total budget.

Department of Veterans Affairs (VA)

Training and Travel
by the
Office of
Small and Disadvantaged
Business Utilization
(OSDBU)

Fiscal Years 2014-16



Introduction

As required by section 15(k)(16) of the Small Business Act (15 U.S.C. 644(k)(16)), the Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU) submits this report describing its training activities conducted for small business concerns and for contracting personnel. The report also includes data on the share such training represents as a percentage of the total OSDBU budget, as well as the percentage of the OSDBU budget expended for travel.

OSDBU participates in a range of small business outreach activities, which often include training presentations as part of the agenda. These may be conducted by other VA organizations, other Federal agencies, and trade associations. Consistent with the priorities established by the law authorizing VA's Veterans First Contracting Program (38 U.S.C. 8127-28), OSDBU and other VA organizations tend to emphasize Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs). Small businesses holding other socioeconomic status will likely improve their access to VA contracting opportunities by obtaining verified SDVOSB or VOSB status as well, so they may also benefit from such training sessions.

As part of OSDBU's efforts to support and assist SDVOSBs and VOSBs gain access to economic opportunities, OSDBU has developed training to help them become procurement-ready through increased awareness, reduced risk, enhanced access, improved procurement mechanisms, and better performance. OSDBU made extensive use of this "Framework of Success" training through webinars in FY 2016. See the section below on FY 2016 for additional information.

OSDBU conducts limited training for small businesses and contracting personnel as part of its signature event, the National Veterans Small Business Engagement (NVSBE). Instead of a training focus, the NVSBE primarily seeks to connect small businesses with contracting and program personnel, to support market research and provide insight into small business capabilities to fill VA contracting requirements. SDVOSBs and VOSBs will find it advantageous to have completed necessary training prior to the NVSBE, so they may arrive as procurement-ready firms able to take full advantage of opportunities to market themselves to procurement decision-makers. Because OSDBU receives extensive support from other VA activities, as well as other Federal agencies, the NVSBE offers matchmaking and direct access to procurement decision-makers on a scale hard to find elsewhere.

Accordingly, for the training portion of this report, OSDBU has included learning sessions conducted by OSDBU staff as part of the NVSBE. Travel costs to the NVSBE are included in the percentage of OSDBU's budget expended on travel, since the statutory mandate for this report covers all travel and not just travel associated with a training activity.

With respect to contracting personnel, OSDBU training addresses processes for which OSDBU is responsible. For example, section 15(k)(10) of the Small Business Act

(15 U.S.C. 644(k)(10)) directs OSDBU to make recommendations to contracting officers on use of set-aside acquisition strategies to improve the likelihood of small business participation as prime contractors. Contracting officers who submit a proposed acquisition strategy and supporting documentation, as outlined in OSDBU's Procurement Review Policy, can obtain timely concurrence or recommendations for alternative approaches. Clarifying expectations through appropriate training on this OSDBU process can reduce the risk of unnecessary delays.

This report covers fiscal years 2014 through 2016.

Fiscal Year 2014

In fiscal year 2014, OSDBU presented training as part of various outreach events to encourage small business participation in VA contracting requirements. These included two Advanced Planning Briefing for Industry (APBI) sessions at VA's Technology Acquisition Center, one focused on information technology (IT) and the other focused on non-IT requirements. OSDBU also provided presentations at three opportunity showcases on prosthetics, medical supplies, and information technology, although these events were sponsored by the Veterans Health Administration and the Office of Information and Technology.

OSDBU presented briefings at seminars and conferences sponsored by trade associations and stakeholder organizations, including the U.S. Women's Chamber of Commerce, Women as Veteran Entrepreneurs (WAVE), the Southern Maryland Black Chamber of Commerce, the National Association of State Directors of Veterans Affairs, the Association of the U.S. Army, and the American Council for Technology and Industry Advisory Council (ACT-IAC).

OSDBU participated in two conferences conducted by the Association of Procurement Technical Assistance Centers (APTAC), and a third conducted by the Wisconsin Procurement Institute and Wisconsin Department of Veterans Affairs. Such train-the-trainer events leverage OSDBU participation by using information learned as part of the training and counseling they deliver directly to small businesses.

For acquisition personnel, OSDBU conducted training on revisions to its Procurement Review Policy process on how to obtain OSDBU concurrence on a proposed acquisition strategy. These were conducted as virtual meetings through Microsoft Lync, four times weekly through December and January, and had a total of approximately 2,500 contracting officers and contracting specialists as participants. OSDBU also conducted periodic conference calls with the various Small Business Liaisons located in VA contracting activities. These calls typically had 25 or 26 participants.

Since most of these events were conducted in the Washington, DC, area, or through virtual delivery, the associated travel costs were exceptionally low. In addition,

OSDBU did not conduct an NVSBE in FY 2014. For calendar year 2014, the NVSBE was held December 9 – 11, 2014, which was FY 2015. For this report, these travel costs are included in FY 2015.

Training for Small Business Concerns and Contracting Personnel	0.05%
Travel (All)	0.19%

Figure 1. Outlays for Training and Travel as Percentage of Total OSDBU Outlays, Fiscal Year 2014.

Fiscal Year 2015

For FY 2015, OSDBU provided extensive training focused on issues related to obtaining and keeping VA verification as an SDVOSB or VOSB. OSDBU’s Center for Verification and Evaluation conducted webinars on “Pre-Application” for obtaining verification, “How to Stay Verified,” and “Re-Verification” for firms needing to renew their verified status upon expiration of their previous verification. During the year, CVE conducted 29 webinars on these topics.

Other issues included during the year were “How to Become a Procurement-Ready Small Business” and two sessions for the Women as Veteran Entrepreneurs (WAVE) organization. At the NVSBE in Atlanta, Georgia, December 9 – 11, 2014, OSDBU conducted additional learning sessions related to verification, including “Verification Assistance,” “Verification Program Overview,” and “How to Stay Verified & Preparing for Re-Verification.” OSDBU also provided training on procurement-readiness and on the VA subcontracting program.

As in FY 2014, OSDBU again conducted training on revisions to its Procurement Review Policy process for submission of proposed acquisition strategies and supporting documentation for OSDBU concurrence or alternative recommendations. These were again conducted as virtual meetings through Microsoft Lync, four times weekly through December and January, reaching approximately 2,500 contracting officers and contracting specialists.

By emphasizing webinars and on-line meetings, OSDBU significantly re-tooled its training efforts to be more cost-effective, while increasing the availability of this information to a wider audience. As a result, training and travel costs remained small. Even with the added cost of the NVSBE, in FY 2015 the total OSDBU travel cost remained less than half of one percent.

Training for Small Business Concerns and Contracting Personnel	0.02%
Travel (All)	0.43%

Figure 2. Outlays for Training and Travel as Percentage of Total OSDDBU Outlays, Fiscal Year 2015.

Fiscal Year 2016

OSDBU significantly expanded its use of webinars in FY 2016. As in FY 2015, OSDBU provided sessions on applying, maintaining, and renewing verified SDVOSB and VOSB status. In addition, OSDBU provided sessions on the “Framework of Success” describing the elements necessary for a small business to compete effectively for VA contracts. OSDBU developed the “Framework of Success” as a conceptual approach for small businesses to assess their procurement-readiness and to grasp the importance of each of 5 factors—

- Awareness, including small business awareness of opportunities and contracting personnel awareness of capable small businesses;
- Risk Mitigation, referring to the need for contracting personnel to seek successful outcomes on contracts, and of small business obtaining necessary certifications, including VA verification of SDVOSB or VOSB status;
- Access, enabling small businesses to meet and market themselves effectively to procurement decision-makers;
- Procurement Mechanisms, providing a means for contracting personnel to compete requirements effectively among procurement-ready small businesses; and
- Performance, providing contracting officers with useful information on a small business’ actual contract performance to support future contract opportunities.

OSDBU conducted more than 20 webinars on elements of this “Framework of Success.”

Finally, OSDBU, in collaboration with VA’s Office of Acquisition, Logistics, and Construction, relied heavily on webinars to train small businesses and contracting officers on policy and process adaptations necessary to respond to the U.S. Supreme Court’s decision in *Kingdomware Technologies v. United States* (June 16, 2016). To

implement the VA Rule of Two, concerning review of market research to determine whether an SDVOSB or VOSB set-aside can be used on a particular contracting requirement, contracting officers received guidance on improving and documenting market research efforts, obtaining OSDDBU review of acquisition strategies, use of VA's Vendor Information Pages database of verified SDVOSBs and VOSBs, and application of these processes to various contracting arrangements.

The response to the *Kingdomware* decision highlighted the value of using webinars as a training delivery method. Webinars provided fast, low-cost, and widely accessible training on a rapidly developing policy matter, while maintaining an interactive approach enabling participants to ask questions. In FY 2016, OSDDBU and OALC jointly conducted three webinars on *Kingdomware* implementation, with over 600 total participants.

As in past years, OSDDBU provided training presentations for trade associations and stakeholder organizations, including the HUBZone Contractors National Council, U.S. Women's Chamber of Commerce, Women as Veteran Entrepreneurs (WAVE), the Asian Chamber of Commerce, American Legion, the National Veterans Small Business Coalition, the Society of American Military Engineers (SAME), and the National 8(a) Association. OSDDBU also supported industry days and outreach events conducted by other VA components, such as the Technology Acquisition Center and the Veterans Health Administration.

At the NVSBE in Pittsburgh, Pennsylvania, November 17 - 19, 2015, OSDDBU conducted a learning session on "Doing Business with OIT Quality, Performance & Oversight," to aid small businesses interested in VA's Office of Information and Technology (OIT). Other VA components conducted learning sessions unique to their needs while at the NVSBE, but these were not conducted by OSDDBU staff.

Training for Small Business Concerns and Contracting Personnel	0.11%
Travel (All)	0.33%

Figure 3. Outlays for Training and Travel as Percentage of Total OSDDBU Outlays, Fiscal Year 2016.

Summary

Over the period FY 2014-16, OSDDBU improved its delivery of training to small business concerns and contracting personnel through increased reliance on virtual delivery, principally through webinars. This enabled OSDDBU to reach a broader audience than was possible through in-person events, while minimizing costs to the taxpayer.

Environmental Protection Agency (EPA)



**OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION
U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Small Business Training and Travel Report
Fiscal Year 2016**

March 7, 2017

Fiscal Year 2016 Small Business Training and Travel Report

The Office of Small and Disadvantaged Business Utilization (OSDBU) of the U.S. Environmental Protection Agency (EPA) is pleased to submit this report providing the Fiscal Year (FY) 2016 training and travel information required under Section 15(k)(16) of the Small Business Act, 15 U.S.C. § 644(k)(16). In particular, Section 15(k)(16) requires the OSDBU Director for each agency to submit an annual report describing the following:

- (A) Training provided by the OSDBU Director for the most recently completed FY;
- (B) Percentage of the budget of the OSDBU Director for this training in the most recently completed FY; and
- (C) Percentage of the budget of the OSDBU Director for travel in the most recently completed FY.

As reflected below, in carrying out the OSDBU functions under Section 15(k) of the Small Business Act, the EPA OSDBU has provided effective procurement training to small business concerns and the EPA contracting community. Specifically, the EPA OSDBU has worked in partnership with EPA officials to identify potential training needs to maximize understanding of small business requirements and to enhance small business participation in EPA procurements. The training has included EPA participation in government-wide small business training conferences. It has also included various OSDBU-hosted training events targeting various categories of small businesses. Further, to effectively leverage EPA resources, OSDBU funded the participation of EPA regional small business staff in local training events.

Training Provided (Section 15(k)(16)(A) of the Small Business Act)

During FY 2016, OSDBU funded the following training events, which included outreach to small businesses on doing business with the EPA:

- Region 5 Service-Disabled Veteran-Owned Small Business Conference;
- National Veteran Small Business Engagement Conference;
- Veteran Entrepreneur Training Symposium;
- HUBZone Summit;
- Congressman Cedric Richmond's Small Business Expo in Louisiana;
- Region 3 ChallengeHER Conference;
- Women Impacting Public Policy for Women-Owned Small Businesses;
- National Minority Enterprise Development Week Conference;
- National Association of Minority Contractors Conference;
- Blacks in Government Procurement Training Conference;
- Simplified Acquisition Contracting Officers Peer Review;
- International Environmental Youth Symposium;
- OSDBU Monthly Small Business Informal Training Sessions;
- OSDBU Women-Owned Small Business Counseling Session;
- OSDBU Service-Disabled Veteran-Owned Small Business Counseling Session;
- OSDBU HUBZone Small Business Counseling Session; and
- EPA Environmental Counseling Session.

Percentage of Training Budget (Section 15(k)(16)(B) of the Small Business Act)

During FY 2016 the EPA OSDBU spent approximately \$62,422 on the above training events for small business, and the internal EPA contracting community. Out of the total EPA OSDBU budget of \$2,519,045, the \$62,422 expended on training represents 2.47% of the total EPA OSDBU budget.

Percentage of OSDBU Director Budget used for Travel (Section 15(k)(16)(C) of the Small Business Act)

In FY 2016, the EPA OSDBU expended a total of \$45,274 for out-of-town business travel to participate in a variety of small business training and outreach events. This amount represents 1.79% of the total EPA OSDBU budget of \$2,519,045.

General Services Administration (GSA)



GSA Office of Small Business Utilization

March 7, 2017 (*Revised as of May 9, 2017*)

Mr. Joseph P. Loddo, Acting Associate Administrator
Office of Government Contracting and Business Development
U.S. Small Business Administration
409 3rd Street, SW, Suite 8000
Washington, DC 20024

Dear Mr. Loddo:

The U.S. General Services Administration (GSA) is pleased to provide the enclosed fiscal year (FY) 2016 Training and Travel Report. This report has been revised as of May 9, 2017 at the request and direction of Michael McLaughlin, Assistant Director in the Office of Policy & Research, U. S. Small Business Administration.

This submittal outlines the training and travel requirements that have been established in accordance with Subsection (k) of Section 15 of the Small Business Act (15 U.S.C. 644) for small business concerns and Contract Specialists associated with the GSA.

We would welcome any follow-up discussion regarding our small business and acquisition personnel training. Please feel free to contact me at karen.poole@gsa.gov or (202) 694-2989.

Sincerely,

A handwritten signature in black ink that reads "Karen A. Poole".

Karen A. Poole
Acting Associate Administrator
Office of Small Business Utilization
General Services Administration

U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405-0002
www.gsa.gov

Response to: In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644) training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection.

A. Training for small business and acquisition staff:

General Services Administration (GSA) Office of Small Business Utilization (OSBU) hosted and participated in at least 300 events advocating for more than 50,000 small businesses throughout the country in FY 2016. GSA OSBU updated its FY 2016 training to not only include in-person events but also virtual training classes that included GSA, SBA, and other advocacy groups. GSA OSBU also redesigned its website so that the information small businesses need to access is in one location (www.gsa.gov/smallbiztraining). In social media, GSA OSBU had a goal to increase its following from over 13,000 to 15,000. GSA OSBU exceeded this goal with an overall following of more than 20,000 vendors and contracting professionals. GSA will continue to utilize Twitter and Interact while looking at new communication resources as they become available to stay connected in the modern network. GSA OSBU is posting information through weekly blogs that share news, events, information on procurement opportunities, and policy changes that affect small businesses.

During FY 2016, GSA OSBU continued to provide robust training to the acquisition staff. Highlights involved conducting a national initiative which encompassed virtual and in-person “Small Business First” training for the entire GSA acquisition workforce; enhancing the internal GSA online resources to include an entire section dedicated to Consolidation and Bundling; updates to GSA’s Small Business Hot Topics webpage; and conducting “Subcontracting and eSRS Training,” which were provided to specific regions via webinar and in the classroom setting. As a result, our acquisition workforce has a robust and elevated education regarding utilization of small businesses in both routine and very complex procurements.

Not only did GSA provide training that was more general in terms of thinking “Small Business First,” GSA also provided specific training in many other areas such as:

- Contracting Officer Subcontracting Training (Pre-Award and Post Award)
- How to review ISRs and SSRs in eSRS
- Consolidation and Bundling
- Federal Strategic Sourcing Initiative
- Utilization of the Contracting Opportunities Map
- Category Management
- 8(a) Partnership Agreement
- Market Research and Small Business Set-Aside Analysis Record

B. The percentage of the budget of the Director used for such training in the most recently completed fiscal year

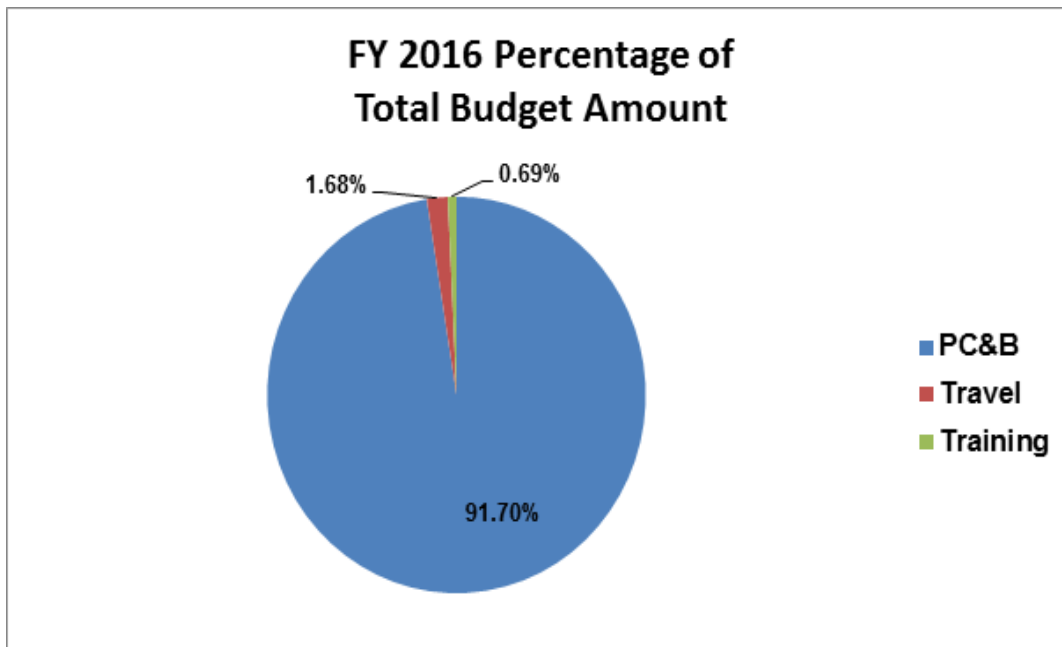
GSA OSBU’s total budget for FY 2016 totaled \$5,352,817. In FY 2016, OSBU spent \$ 36,937 for training, which represents 0.69 percent of the overall budget.

FY 2016	Total Budget	Actual Training Expenses	% Percentage
Training	\$ 5,352,817	\$36,937	.69%

C. The percentage of the budget of the Director used for travel in the most recently completed fiscal year

GSA OSBU’s total budget for FY 2016 totaled \$ 5,352,817. In FY 2016, OSBU spent \$89,747 for travel, which represents 1.68 percent of the overall budget.

FY 2016	Total Budget	Actual Expenses	% Percentage
Travel	\$ 5,352,817	\$89,747	1.68%



National Aeronautics and Space
Administration (NASA)



- (k) Office of Small and Disadvantaged Business Utilization; Director
In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644):
 - (13) May provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;
 - (16) Shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—
- (A) The training provided by the Director under paragraph (13) in the most recently completed fiscal year;

In fiscal year (FY) 2016, the National Aeronautics and Space Administration (NASA) Office of Small Business Programs (OSBP) provided training to small business concern and contract specialists as follows:

Small Business Training for the Acquisition Professional: NASA provided 512 hours of small business training workshops to its acquisition staff across all NASA centers. The course, entitled “Small Business Training for Acquisition Personnel” is a two-day sixteen-hour formal classroom-training course. Key topics include but are not limited to small business definition, SBA size standards, non-manufacturer rule, and a subcontracting basic overview.

Small Business Market Research Workshop: NASA provided 88 hours of in class workshop sessions that trained acquisition personnel on how to conduct and analyze market research. This computer-assisted instruction course includes hands-on market research exercises in the System for Award Management (SAM) for NASA acquisition professionals. In addition to the data gathering, learners are trained on analyzing data that leads to an acquisition recommendation for small business set-aside or full and open competition.

Small Business Training for Technical Coordinators and Technical Personnel: NASA conducted a four-hour training totaling 192 hours to the technical community, which provided an understanding of the small business area. The course addresses issues that may be encountered by technical personnel who are involved in the pre-award phase as well as those technical personnel who are involved in the post-award phase of the acquisition process.

NASA Small Business Joint Venture & Teaming Training: NASA provided 288 hours in a high-level, instructor-led course designed for NASA acquisition professionals involved in the pre-award or post-award phase of contracting. The course also gives guidance for those engaged in simplified acquisition procurements and who already have a basic understanding of the NASA small business program. Key topics include, Types of teaming arrangements (joint ventures,



subcontracting, etc.), Size standard/affiliation application and exceptions, and Limitations on subcontracting as well as ostensible subcontracting.

Progress Monitoring: NASA rigorously tracks the progress of all training provided to acquisition and senior management personnel throughout the Agency via two avenues; the first is through the System for Administration, Training, and Educational Resources for NASA (SATERN) which is NASA's Learning Management System (LMS). It tracks all of the small business courses and assigns learners continuous learning points throughout the year. The second vehicle is the Small Business Program Report which is submitted to the OSBP in June and December of each year from every Center.

(B) The percentage of the budget of the Director used for such training in the most recently completed fiscal year;

In FY16 NASA OSBP allocated 3.5% of its program budget to training for the Associate Administrator.

(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year;

In FY16 the percentage of the program budget that the NASA OSBP Associate Administrator used for travel was 2.7%.

National Science Foundation (NSF)

National Science Foundation (NSF) Small Business Training and Travel
Report for FY 2016, dated March 6, 2017 (updated May 10, 2017)

The following report is provided in accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S. Code § 644 - Awards or contracts).

1. Paragraph (16) of Subsection (k) states that the officer or employee serving as the agency Director of the Office of Small and Disadvantaged Business Utilization (OSDBU) “shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (paragraph (13) states that the Director “may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and”

2. Below is the National Science Foundation (NSF) input which corresponds to the requested information in subparagraphs (A), (B) and (C) listed above.

(A) The NSF leveraged small business trainings provided by other agencies in FY 2016. The NSF acquisition community was informed of small business training sessions that were available throughout the year such as the SBA First Wednesday Virtual Learning 2016 sessions and the DoD Small Business on-line course, SBP-101 – Introduction to Small Business Programs. In addition, the NSF’s OSDBU conducted ad hoc training at various outreach events to individual small business contractors on topics such as interacting with the NSF, how to read the NSF’s Acquisition Forecast, registering in the NSF’s Vendor Resource Library

(VRL), and when to consider applying to the Small Business Innovative Research (SBIR) program.

(B) There were no costs involved for training in FY 2016 since the trainings discussed in subparagraph (A) above were not conducted by the NSF. The budget for the NSF OSDBU is \$100,000. Consequently, 0% of the NSF total OSDBU budget was used for training in FY 2016.

(C) The NSF OSDBU spent \$3,234 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total NSF OSDBU budget of \$100,000, the \$3,234 used for travel represents 3.2% of the total budget.

Nuclear Regulatory Commission (NRC)



**U.S. Nuclear Regulatory Commission
Fiscal Year 2016
Small Business Training and Travel Report**

**U.S. Nuclear Regulatory Commission
Fiscal Year 2016 Small Business Training and Travel Report**

In accordance with Section 15(k)(16) of the Small Business Act, as amended, the U.S. Nuclear Regulatory Commission (NRC) Small Business Program is submitting this report describing the training it provided, the percentage of its budget used for training, and the percentage of its budget used for travel in fiscal year 2016 for small business outreach activities.

Section 15(k)16(A) - Training Provided

The Small Business Program director briefed the NRC Commission and staff on plans to increase engagement with acquisition staff and small businesses, provided an update on the Small Business Administration's Scorecard performance measures, and highlighted progress towards meeting agency small business prime contract goals. The Small Business Program staff assisted with the development of small business training offered to acquisition staff at the agency's onsite training center and online portal, educated participants in the Veterans Institute for Procurement training program on identifying and responding to agency prime and subcontract opportunities, and informed businesses at the Business Service Center of the Federal initiatives that foster business development. In addition, Small Business Program staff maintained weekly counseling sessions with senior business executives to explain the resources available under the agency's web-based Small Business Tool Box and provided technical assistance to acquisition staff on how to evaluate small business marketplace capability and the mechanics of conducting set-asides under the various rules associated with the Federal portfolio of small business programs.

Section 15(k)16(B) - Percentage of Budget Used for Training

While there are costs associated with the training and resources mentioned above in Section 15(k)16(A), the costs were incurred by other NRC offices, Federal agencies, and organizations. As a result, the Small Business Program did not fund any training costs from its budget (other than the time and effort expended by Small Business Program staff). Therefore, there are no direct costs attributed to the Small Business Program's budget.

Section 15(k)16(C) - Percentage of Budget Used for Travel

The Small Business Program spent \$9,924.00 for out of town business travel to participate in a variety of small business outreach events. Out of the total Small Business Program budget of \$117,542.00, the \$9,924.00 used for travel represents 8.4% of the Small Business Program budget.



United States Nuclear Regulatory Commission
2017



@NRCgov



Office of Personnel Management (OPM)



Training and Travel Report FY16

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2016 Annual Report

Agency: Office of Personnel Management (OPM)

(16)(A)

The OPM OSDBU provided a month-long business training sessions during May 2016 for a group consisting of OPM Office of Procurement Operations and OPM Program Contracting Officer Representatives. In partnership with the U.S. Small Business Administration topics included recent changes to the WOSB program, 8(a) Business Development Program, OPM/SBA 8(a) Partnership Agreement and the HUBZone Program. In addition OPM OSDBU updates its annual eLearning training available on OPM's Learning Management System which focuses on Conducting Business with Small Business Concerns and How to Conduct Market Research.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$1,000. Out of the total OPM OSDBU budget of \$40,000 the \$1,000 used for training represents 2.5% of the total budget.



(16)(C)

The OPM OSDBU spent \$4,000 for out of town business travel in FY 2016 to participate in a variety of small business outreach events. Out of the total OPM OSDBU TRAVEL budget of \$4,000 all funding was utilized.

Desmond A. Brown
Director
Office of Small & Disadvantage Business Utilization
Office of Personnel Management

March 06, 2017

Small Business Administration (SBA)

U. S. Small Business Administration

FY2016 Travel and Training Report

In accordance with public law, the Small Business Administration is exempt from the requirement to have an Office of Small and Disadvantaged Business Utilization (OSDBU). As a result, there is no OSDBU Director. Thus, there are no travel and training expenses to report.

Kristian Jovanovic
Senior Procurement Executive

Social Security Administration (SSA)

Training and Travel Report

The following is a report to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate

(A) The training provided by the Director in the most recently completed fiscal year.

In April 2016, the OSDBU provided small business training to first-year purchasing agents participating in a six-month training program. The instruction included many topics, such as the definitions of the various socio-economic programs, the “Rule of Two”, and the proper selection of NAICS codes. The instruction incorporated active learning, requiring the purchasing agents to conduct market research for various requirements, and making size determination of the companies in relation to the identified NAICS code.

In addition, the OSDBU and the agency Small and Disadvantage Business Utilization Specialist addressed SSA employees attending a three-day training sessions on “Contracting with Small Business Concerns”. Employees learned the roles and responsibilities of the OSDBU; the agency socio-economic goals; and, how the contracting staff have a direct impact on the achievement of our small business goals.

(B) The percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

Conducted the training outlined in (A) on federal government premises. No cost were involved. Training accounted for 0% of the total budget.

(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year.

The SSA OSDBU spent \$706 for business travel in FY 2016 to participate in a variety of small business outreach events. Incurred expenses attending the Small Business Procurement Advisory Council meetings. Travel represented .3% of the total budget. The following chart provides an itemization of travel expenses.

The OSDBU budget for fiscal year 2016 was \$196,985

\$153,730	Salary
\$ 42,549	Fringe Benefits
<u>\$ 706</u>	Travel
\$196,985	Total

<u>Travel Event and Date</u>	<u>Actual Expense</u>
OSDBU Director's Interagency Council Meeting -- 9/22/2016	\$37
Small Business Procurement Advisory Council Meeting -- 8/30/16	\$37
Small Business Procurement Conference -- 8/2/16	\$30
Small Business Procurement Advisory Council Meeting -- 8/1/16	\$37
National Small Business Federal Contracting Summit -- 7/14/16	\$24
HUBZone Small Business Conference -- 6/16/16	\$23
Acquire Conference and Expo -- 6/8/16	\$36
White House National AAPI Summit -- 5/25/16	\$22
Small Business Procurement Advisory Council Meeting -- 05/24/16	\$37
OSDBU Director's Interagency Council Meeting -- 5/19/16	\$37
Montgomery County Chamber of Commerce/GovConNet -- 5/12/16	\$24
US Hispanic Chamber of Commerce Summit - 4/21/16	\$38
26th Annual Gov't Procurement Conference -- 04/6/16	\$36
Unisys Strategic Partnering Session -- 04/5/16	\$57
Small Business Procurement Advisory Council Meeting -- 3/22/16	\$37
Small Business Procurement Advisory Council Meeting -- 2/23/16	\$37
OSDBU Director's Interagency Council Meeting -- 1/21/16	\$37
Small Business Procurement Advisory Council Meeting --12/15/15	\$39
Small Business Procurement Advisory Council Meeting --10/27/15	\$39
OSDBU Director's Interagency Council Meeting -- 10/8/15	\$39
Travel Subtotal	\$706

U.S. Agency for International
Development (USAID)



U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT REPORT ON SMALL BUSINESS PROGRAMS TRAINING EXPENSES FISCAL YEAR 2016

Introduction

This report is provided pursuant to Section 1691(c) of P.L. 112-239, amending the Small Business Act, to require a report detailing: *“the training provided by the Director [of the USAID Office of Small and Disadvantaged Business Utilization]...in the most recently completed fiscal year; the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and the percentage of the budget of the Director used for travel in the most recently completed fiscal year.”*

USAID’s small business training is essential to ensure that acquisition and technical officials fully understand regulatory requirements of considering small businesses for award opportunities, and that United States small businesses are afforded maximum practicable opportunities to participate in U.S. Agency for International Development (USAID) procurements.

In Fiscal Year (FY) 2016, a provision of the FY 2013 National Defense Authorization Act (P.L. 112-239) took effect whereby overseas acquisition obligations are now included in USAID’s small business goals and metrics in addition to domestic acquisition obligations. Previously, only domestic acquisition obligations were accounted for and this change more than doubled USAID’s base for measuring small business utilization and USAID focused its training efforts on staff in overseas missions. Post-training survey results have consistently indicated that the students rated the training as “very good” to “excellent.”

Overview of Training Provided

In FY 2016, USAID’s Office of Small and Disadvantaged Business Utilization (OSDBU) provided training sessions to educate 124 program and contracting officials on U.S. Small Business Programs. USAID conducted three training sessions in Washington, D.C. and one session each at USAID Missions in El Salvador, Honduras, and Guatemala. The training sessions included such topics as USAID’s small business utilization goals, the impact of U.S. small business utilization on the U.S. economy, statutory and regulatory requirements for incorporating small businesses in decision making, market research, subcontracting, and contract bundling.

During visits to overseas missions, the OSDBU Director conducted briefings to Mission Directors, Deputy Mission Directors, Office Directors, and other senior managers. Training sessions, coupled with the senior level briefings, have resulted in broader awareness of the small business program and its requirements, deepened engagement with acquisition officials, and

significant increases in prime and subcontracting awards for small businesses. For FY 2016, we expect to exceed our official small business goals that are negotiated annually with the Small Business Administration. Preliminary data shows that USAID obligated approximately \$553,683,813 million (of which \$120,585,634 million was overseas) on prime contracts to U.S. Small Businesses - our biggest achievement to date by far.

Training Expenses

In FY 2016, USAID utilized a small business contractor with highly-qualified instructors to provide the training sessions. The Agency's contract expenditures for the training sessions were \$126,000, inclusive of travel-related costs of \$3,904 for the instructor. OSDBU's FY 2016 operational expense budget was \$414,240. Therefore, 30.4 percent of OSDBU's operational expense budget was utilized to provide small business programs training in FY 2016.

At the end of FY 2015, the contract expenditures for the training sessions were approximately \$104,405. The OSDBU training expenses for FY 2016 represents an increase of approximately 21 percent from FY 2015.

Training-Related Travel Expenses

In FY 2016, OSDBU incurred \$9,506 (not inclusive of the \$3,904 figure above) in travel expenses to carry out OSDBU's small business outreach requirements and coordinate with senior USAID officials stationed in El Salvador, Honduras, and Guatemala. This travel expense equates to two percent of OSDBU's FY 2016 operational expense budget. At the end of FY 2015, the travel expenses were \$33,973. The OSDBU training-related travel expenses for FY 2016 represents a decrease of approximately 72 percent from FY 2015.

CLEARANCE PAGE FOR FY2016 SMALL BUSINESS TRAINING EXPENSES FOR REPORT TO CONGRESS re: Public Law 112-239, Part VIII, Section 1691(c)

Clearance:

OSDBU/OD: M Vera	clear	Date: 12/2/2016
LPA/CL: THurley	clear	Date: 12/7/2016
LPA/LRD: JKennedy	w/ edits	Date: 12/7/2016
DAA/LPA: TStubbendieck	clear	Date: 12/9/2016
AA/LPA: JBever	clear	Date: 12/9/2016

Drafter: OSDBU: EEncarnacion, 202-567-5145:afterhours: 703-969-0414