




Department of Energy
National Nuclear Security Administration
Washington, DC 20585
AUG 29 2002

OFFICE OF THE ADMINISTRATOR

MEMORANDUM TO DEPUTY AND ASSOCIATE ADMINISTRATORS

FROM: Linton F. Brooks
Acting Administrator 

SUBJECT: NNSA Commitment to Small Business Programs

Last year, then Administrator Gordon's Small Business Report to Congress highlighted the National Nuclear Security Administration's (NNSA) strong commitment **to** meaningfully increasing the involvement of the Nation's small business community in supporting our technical, scientific, and security endeavors. More recently, Secretary Abraham announced the Department's renewed commitment to meeting its **small** business goals.

I wish to reemphasize this Administration's continuing dedication to the full inclusion of the entire small business community – small business, small disadvantaged businesses, 8(a) certified firms, woman-owned small businesses, **HUBZone** small businesses, and veteran **owned** small businesses – in all of NNSA's activities. **In** addition, due consideration should be given to contracting with Native American entities, which in certain cases are treated within the small business framework.

To meet the Secretary's and NNSA's small business contracting objectives, I am establishing the policy that, in NNSA, we will reserve for small business all new NNSA non-management and operating (M&O) contract requirements, as well as all **expiring** NNSA non-M&O contracts where the requirement continues. The only exceptions to this policy will be where you determine, in consultation with the Director of Procurement and Assistance Management, NNSA, that: (1) there are not two or more responsible small businesses that can provide the product or service; or (2) there exists compelling programmatic reasons not to reserve this requirement for small businesses.

I want all of you to take a full and fresh look at your current and projected procurement requirements and your plans for meeting those requirements. I expect you to provide small business with the maximum practicable opportunity to participate in providing the goods and services needed to satisfy these requirements. Not later than 30 days from the date of this memorandum, I would like you to provide **me** with your strategic small business acquisition plans and goals for Fiscal Years 03, 04 and 05.



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