

Office of the Associate Director for Small Business
U.S. Army Medical Command

Small Business Training
DD form 2579
Presented by
Nancy Villarreal

Purpose of a DD Form 2579

- The DD Form 2579 is a tool used to screen proposed acquisitions to insure:
 - Consideration has been afforded small and small disadvantaged business concerns
 - Small and small disadvantaged business concerns receive an equitable opportunity to participate in the proposed acquisition.
 - A subcontracting plan required by FAR 19.7 is included where appropriate.

When to prepare a DD Form 2579:

- For all procurement actions in excess of \$10,000, including those set-aside for small business participation
- When a modification is needed that adds additional sites, categories or specialties to an established contract which changes the scope of the contract.

When a DD Form 2579 is not required:

- For acquisitions not exceeding \$10,000, the contract specialist is not required to prepare a DD Form 2579
- Delivery orders/task orders against established contracts do not require a DD Form 2579

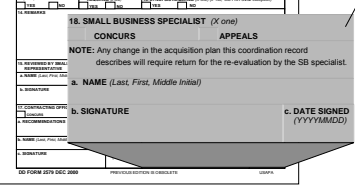
- to dissolve the automatic small business set-aside a standardized form and/or pre-printed folder, approved by the contracting officer, are acceptable as documentation in the contract file.

SMALL BUSINESS SPECIALIST

The Small Business Specialist reviews the DD form 2579 for accuracy and concurs or appeals by completing block 18, a through d.

*Prior to submission to the PCR, the Small Business Specialist resolves any discrepancies or disagreements.

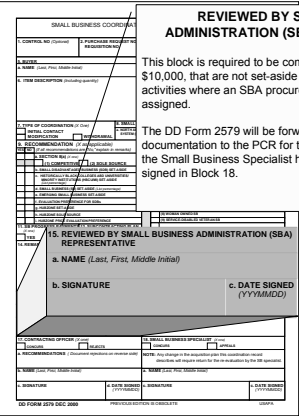
****Note: After completion by the PCR, copies of the 2579s are provided to the contracting officer and a copy is maintained by the Small Business Specialist. At the end of the month copies of the DD forms 2579 are provided to the ADSB office on a transmittal sheet identifying the 2579s provided and a brief explanation of each missing DD form 2579.**




REVIEWED BY SMALL BUSINESS ADMINISTRATION (SBA) REPRESENTATIVE

This block is required to be completed on acquisitions over \$10,000, that are not set-aside under the SB Program, at activities where an SBA procurement center representative is assigned.

The DD Form 2579 will be forwarded with supporting documentation to the PCR for their review and approval after the Small Business Specialist has reviewed, completed and signed in Block 18.





QUESTIONS ??

POC: Nancy Villarreal or Dan Shackelford
295-4425 or 221-4266
