

## Appendix M

**SMALL AND DISADVANTAGED BUSINESS UTILIZATION OFFICE**

1. Serves as expert advisor on all policy and procedural matters to the Commanding General and Division Engineer and staff on issues related to the Small Business Program.
2. Represents and acts for the Commanding General and Division Engineer on Small Business policies and procedures.
3. Reviews and interprets Small Business policies from higher headquarters and formulates policies for the Division Office and two Districts.
4. Educates management and staff personnel, small and small disadvantaged businesses, large business contractors, and other federal agencies through personal contact, formal training courses, workshops, and trade association meetings and other forums concerning the U.S. Army Corps of Engineers (USACE) Small Business program policy and procedures.
5. Evaluates the Small Business Program execution through communications and command inspections/staff visits.
6. Performs regional interface with the Small Business Administration (SBA); other Department of Defense (DOD), Federal, State, and local minority business development agencies; HQ USACE Office of Small Business; contractor associations; contractors; and special interest groups on matters concerning the Small Business Program.