



**DEFENSE LOGISTICS AGENCY  
DISPOSITION SERVICES  
74 WASHINGTON AVENUE NORTH  
BATTLE CREEK, MICHIGAN 49037-3092**

**APR 22 2016**

**MEMORANDUM FOR USABLE AND RECYCLING SALES BRANCH**

As a DoD designated Sales Center, DLA Disposition Services considers it important to ensure that a "fair proportion of the total sales of Government property" it makes result in the sale of such property to small business concerns. See 13 CFR§ 125.2(a)(4). After review of the historical participation of small business in our sales programs, and the range and type of sales currently conducted by DLA Disposition Services, I have determined that the appropriate annual goal for our organization is 30% of total sales, when measured by dollar value and/or % of sales to small business concerns. For purposes of applying our small business goals, we will consider sales to be made to a small business when they are made to an individual or business with less than 25 employees.

Since the purpose of our Commercial Venture and other sales broker and partnership arrangements is to affect further resale of former government property, DLA Disposition Services will measure its performance on its small business goals with regard to these partnerships by assessing the proportion of such resales that are made to individuals and small businesses.

DLA Disposition Service's past success in accomplishing its small business goals has resulted in the removal of several "small business incentives" from our partnerships as, historically, DLA Disposition Services has documented many annual reporting periods in which small business participation in its sales exceeded 70%. While such results are laudable, it is important that the organization continue to monitor and document the proportion of total sales that results in the transfer of former government property to small businesses. While Program Managers will retain discretion regarding the appropriate means to meet the Agency goals within their individual programs, all Sales Contracting Officers and sales program managers should consider any potential impact on small business participation when developing their sales offerings, and must consider their ability to track and demonstrate accomplishment of our targeted goals when drafting the terms and conditions for such offerings.

DLA Disposition Services will monitor its results in accomplishing these goals on an annual basis, and will consider whether it is appropriate to adjust or increase the target goal at least every three years.

A handwritten signature in blue ink, appearing to read "Tina Aldrich", is positioned above the printed name.

TINA ALDRICH

Customer Support Director