



**DEFENSE HUMAN RESOURCES ACTIVITY**  
4800 MARK CENTER DRIVE, SUITE 06J25-01  
ALEXANDRIA, VA 22350-4000

**MEMORANDUM FOR CENTER AND OFFICE DIRECTORS DEFENSE HUMAN  
RESOURCES ACTIVITY**

**SUBJECT: Defense Human Resources Activity Fiscal Year 2025 Small Business Goals**

Thank you for your dedication to supporting small businesses in achieving our objectives. Your efforts play a crucial role in bolstering the nation's economic strength by involving small businesses in our procurement processes. Small business plays a vital role in supporting Defense Human Resources Activity (DHRA) missions.

Small businesses make up more than 99% of all employer firms, are top contributors to innovation and technology, and are important to the nation's economic strength. These businesses are essential in maintaining our military's readiness, including by providing essential components, advanced technology, and exceptional services. They also strengthen our defense supply chains, especially in crises.

In Fiscal Year 2024, with your support, DHRA awarded over 30% of eligible small business spend to small business, exceeding the goal. Additionally, DHRA marked strong support in all of the small business subcategories:

	Goal	Achievement
Small Business	30%	31.8%
Small Disadvantaged Business (SDB)	25%	20.5%
Service-Disabled Veteran-Owned Small Business (SDVOSB)	3%	10.2%
Woman-Owned Small Business (WOSB)	5%	6.9%
HUBZone Small Business	3%	1.2%

*Source: SAM.gov*

For the Fiscal Year 2025 (FY 25), our Small Business goal will remain at 30%. This will be a significant challenge and your full support will be required. Our FY 25 socio-economic category goals reflect the Government's statutory goals:

<b>Socio-Economic Categories</b>	
SDB	5%
SDVOSB	5%
Woman-Owned Small Business	5%
HUBZone Small Business	3%

The DHRA Office of Small Business Programs (OSBP) oversees all small business matters. However, maximizing small business opportunities is a shared responsibility across all center and office leaders managing budgets and resources. DHRA staff involved in acquisitions should prioritize small business involvement and work closely with OSBP to ensure these businesses have ample opportunities to participate as both prime and subcontractors.

I am proud of DHRA's small business program and our achievements. Your continued leadership and support of small business utilization and initiatives will continue to contribute significantly to the overall strength of the Defense industrial base and the Nation.

Each Center and program with contracts should engage early with OSBP to identify and support small businesses. You are asked to designate a primary contact for these interactions. DHRA's OSBP points of contact are Tammy J. Proffitt, (703) 332-9347, [tammy.j.proffitt2.civ@mail.mil](mailto:tammy.j.proffitt2.civ@mail.mil) and Natalie S. Rosa, (202) 845-4368, [Natalie.s.rosa.civ@mail.mil](mailto:Natalie.s.rosa.civ@mail.mil), for further information and support.

Jeffrey R. Register  
Director