

**Dryden Policy Directive**

**Directive: DPD 5160.1**

Effective Date: April 2, 1999  
Expiration Date: April 2, 2004

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**RESPONSIBLE OFFICE:** A/Acquisition Management Office

**SUBJECT:** Minority Business Enterprise Program (MBEP) Council

**1. POLICY**

The Dryden Minority Business Enterprise Program (MBEP) Council is established to serve the Center Director in an advisory/planning capacity to ensure that the Center has an effective Minority Business Enterprise Program that will (a) support the attainment of "The NASA Plan to Award Eight Percent of Prime and Subcontracts to Socially and Economically Disadvantaged Businesses", (b) meet the goals for the Small and Disadvantaged Business and Women-Owned Businesses that are established annually for Dryden by NASA Headquarters and derived from goals established by the Agency and the Small Business Administration (SBA), and (c) address any other significant socioeconomic contracting issues as they may occur.

**2. RESPONSIBILITIES**

The MBEP Council serves as a central planning and reviewing authority to assist the Center Director in developing plans, policies, and goals which will result in a fully effective Minority Business Enterprise Program. The Council will ensure that proper emphasis and support are provided by all levels of Center management on a continuing basis. To this end, the Council develop a full range of program activities to include technical and management assistance, education and training, minority business community relations, and other external program coordination. Primarily, the Council is responsible for developing a comprehensive annual Minority Business Procurement Plan and evaluating progress towards its objectives.

**3. APPLICABILITY**

This directive applies to the MBEP Council, which represents Dryden. Membership is shown in Attachment 1.

**4. PROGRAM ACTIVITIES**

The Minority Business Enterprise Program includes the following activities:

ALL DOCUMENTS ON THIS SITE  
<http://www.dfr.nasa.gov/DMS/dms.html>  
ARE FOR REFERENCE ONLY  
THIS SITE IS UPDATED EVERY 30 DAYS

A. The Annual Minority Business Procurement Plan identifies specific procurement opportunities developed for minority firms. It provides maximum exposure to NASA prime contracting and subcontracting for minority firms, women-owned businesses, those procurements to be made under authority of Section 8(a) of the Small Business Act, and those included in any agency-wide Determination and Findings (D&Fs) for competitive set-asides. It further identifies particular efforts or arrangements which may be made for minority businesses, Historically Black Colleges and Universities (HBCU), and Other Minority Educational Institutions (OMEI) to stimulate and facilitate participation in procurement opportunities.

B. Technical and Management Assistance involves the development of Center policy for, and the ability to provide particular assistance to, minority business firms, and institutions with predominately minority enrollment, in both the pre-contract and contract situation. This is applicable to contracts, grants, cooperative agreements, and consortium agreements. The Council keeps itself advised of available minority business enterprise and HBCU/OMEI assistance programs to ensure they are used effectively for and by the Center's minority contractors and institutions.

C. Education and Training ensures that DFRC personnel are educated and trained in all aspects of the Minority Business Enterprise Program. The principal purpose is to create an awareness and sensitivity to the requirements of the Minority Business Enterprise Program.

D. Minority Business Community Relations - ensures that careful consideration is given to the development and maintenance of viable, harmonious relations with the minority business community. This aspect of the Council's activities ensures that effective procedures are followed when interfacing with minority business representatives to enhance their potential for participation in NASA's work.

E. External Program Coordination gives full consideration to the need for developing effective coordination with local and regional agencies supporting the objectives of the Minority Business Opportunity Committee (MBOC) of the Federal Executive Board.

F. Special Working Committees may need to be established from time to time to carry out the detailed work of the MBEP Council. These committees will be appointed by the Chairperson or Alternate Chairperson, and meet as required at the call of the Executive Secretary.

G. Council Meetings will be called by the Council Chairperson or Alternate Chairperson. In addition, the Small Business Specialist may request, through the Council Chairperson or Alternate Chairperson, a special meeting of the MBEP Council if there are critical issues relating to a specific award or if it appears that Dryden is facing difficulty in meeting socioeconomic goals.

H. Reports as requested by the Center Director will be submitted by the MBEP Council. These will include a summary progress report on Dryden's achievement of the NASA 8% plan and the annual SBA minority business and women-owned business goals.

5. **REFERENCE**

A. Executive Order 12482

B. P.L. 101-144/507 Approp. Act FY 1990/91; 8% Small and Disadvantaged Business Goal

C. The NASA Plan to Award 8 Percent of Prime and Subcontracts to Socially and Disadvantaged Businesses

Kevin L. Petersen  
Director

Attachment 1

**ATTACHMENT 1****MBEP Council Organization**

The Center Deputy Director functions as Chairperson of the MBEP Council. The Associate Director functions as the Alternate Chairperson. The Staff Assistant to the Deputy Director functions as the Executive Secretary. Council members include:

- A. Comptroller
- B. Chief, Flight Operations Directorate
- C. Chief, Aerospace Projects Directorate
- D. Chief, Research Engineering Directorate
- E. Chief, Research Facilities Directorate
- F. Chief, Acquisition Management Office
- G. Chief, Office of the Chief Counsel
- H. Chief, Equal Opportunity Office
- J. Small Business Specialist