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### SMC PGI 5319.201-90 General Policy

(a) The DD Form 2579 is completed by a contracting official, signed by the contracting officer, and submitted to the SMC Small Business Office for coordination. Submit the DD Form 2579 to the [SMC/SB SMALLBUS workflow](mailto:smallbus@us.af.mil). The following documents, as applicable, should accompany the DD Form 2579:

(1) Approved J&A/LSJ

(2) PR, SOW/SOO, and/or Component Breakout Review

(3) Approved (Signed) Acquisition Strategy document (to include the SASS)

(4) Work Breakdown Structure or related documents

(5) List of potential sources

(6) Market research report

(b) SMC/SB requires five (5) workdays to review and provide comments on the DD Form 2579 coordination package. Upon receipt of an appropriately completed package, SMC will forward the documentation to the Small Business Administration/Procurement Center Representative (SBA/PCR), who will review the form within 10 working days. A copy of the completely coordinated and signed copy of the document should be filed in the official contract file.