

Department of the United States Air Force



Office of Small Business Programs

Where small businesses are provided with an opportunity to deliver innovation, agility and cost-savings.



eProgram Guide

<http://www.airforcesmallbiz.org/>



The United States Air Force is committed to small businesses that can deliver innovation, agility and cost-savings. Small businesses continue to demonstrate flexibility as acquisition partners and are committed to delivering entrepreneurial ideas to AF capabilities.

The President and Congress have recognized the contributions of small businesses to the United States' industrial base. The United States Air Force promotes policies, procedures, and practices that provide maximum opportunities for Small Business Programs to participate in acquisitions.

The Office of Small Business Programs is an independent AF directorate that:

- Promotes effective outreach efforts to interest, encourage, and assist Small Business Programs to provide innovative, efficient and agile capabilities to support the Air Force mission.
- Places the maximum practical portion of its purchases, contracts and subcontracts with SB, SDB, HUBZone, SDVOSB, VOSB and WOSB.
- Aids, counsels, and assist small businesses in doing business with the Air Force.
- Ensures small business programs are aligned with the Air Force strategic focus.

The Assistant Secretary of the Air Force Acquisition office is responsible for:

- Aligning small business programs with Air Force requirements and within an overall Air Force acquisition strategy.
- Managing the Small Business Innovation Research/Small Business Technology Transfer program, including oversight, developing policy for Secretary of the Air Force approval, and issuing implementing guidance and procedures.
- Ensuring maximum practical opportunities for small businesses.





The Secretary of the Air Force's Office of Small Business Programs (SAF/SB) was created to promote Small Business opportunities across the Air Force enterprise.

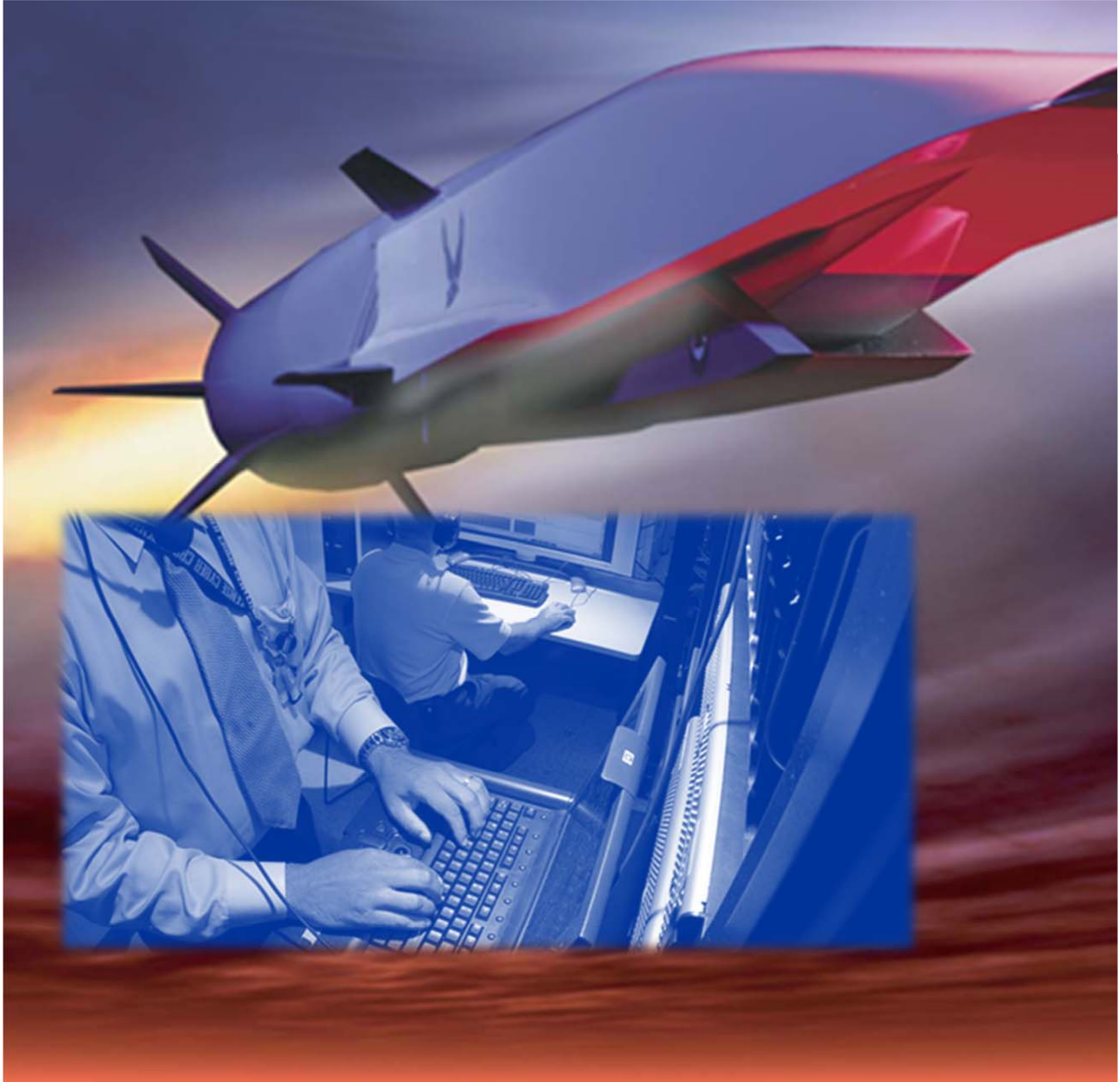
VISION

Create a culture that values the benefits of increased small business and competition to enhance the industrial base and deliver small business capability to Air Force decision-makers, ensuring warfighter needs are met with innovation and efficiency in air, space, and cyberspace.

MISSION

Direct, manage, and oversee the Air Force Small Business Programs to ensure maximum practicable small business opportunities in acquisitions, including advocating strategies in requirements and acquisition processes, and through industry outreach, seeking small business capabilities for Air Force needs and priorities.







From the Director of Small Business Programs

I am honored to serve and provide opportunities to Small Businesses throughout the Air Force. If you would like to learn more, additional information is available 24/7 at our Small Business Program website:

<http://www.airforcesmallbiz.org/>

Valerie L. Muck

Director, Small Business Programs
Department of the Air Force



USAF Office of Small Business Programs



How to do Business with the United States Air Force

Identify Your Product or Service

- Know the Federal Supply Class or Service (FSC/SVC) codes (<https://psctool.us/>) and the North American Industry Classification System (NAICS) codes (<http://www.census.gov/naics/>) for your products or services.
- Prepare a printed and electronic Capability Statement that demonstrates/emphasizes Department of Defense (DOD) or DOD like work your business has accomplished or is capable of doing.

Register Your Business

- Obtain a Data Universal Numbering System (DUNS) number (<http://www.dandb.com/fedgov>).
- Register with the System for Award Management (SAM) (<http://www.sam.gov>).

Prepare to market your business to the Air Force

- Get acquainted with each AF Major Command, Major Command, Direct Reporting Unit or wing (<http://www.airforcesmallbiz.org/majcoms-and-others/>). Review their top NAICS codes.
- Review the Air Force Long Range Acquisition Forecast (<http://www.airforcesmallbiz.org/long-range-acquisition-forecast/>).
- Review our web site (<http://www.airforcesmallbiz.org/>) and the listed AF organizational websites found in this guide.
- Contact a Small Business Professional (<http://www.airforcesmallbiz.org/locate-small-business-specialist>), located at each Air Force Major Command, Direct Reporting Unit or wing, and ask for assistance on how to do business with their particular organizations.



Identify Current Air Force Procurement Opportunities

- Identify current procurement opportunities in your product or service area by checking the Federal Business Opportunities Web site (<https://www.fbo.gov>), which can assist you in identifying Air Force requirements and send you e-mail notifications of requirements.

Familiarize Yourself with Air Force Contracting Procedures

- Be familiar with the Federal Acquisition Regulations (FAR) (<http://farsite.hill.af.mil>) and the Air Force Federal Acquisition Regulation Supplement (<http://farsite.hill.af.mil/vfaffara.htm>).
- Investigate Federal Supply Schedule (FSS) Contracts. Contact the U.S. General Services Administration (GSA) (<http://www.gsa.gov/portal/category/100611>) for information on how to obtain a Federal Supply Schedule contract. Many AF purchases are, in fact, ordered on FSS contracts.

Seek Additional Assistance as Needed

- Request training and counseling on marketing, financial, and contracting issues at minimal or no cost from Procurement Technical Assistance Centers (PTACs) (<http://www.aptac-us.org/>). PTACs are located in most states and are partially funded by the U.S. Department of Defense (DOD) to provide you with information on how to do business with DOD and other Government agencies.
- Consult with the U.S. Small Business Administration's (SBA) Procurement Center Representatives (PCRs) (<https://www.sba.gov/tools/local-assistance/ptac>) and the SBA Business Development Centers (<https://www.sba.gov/tools/local-assistance/sbdc>).
- Obtain free and confidential mentoring from former Business Leaders through SCORE (<http://www.score.org>).



Explore Subcontracting Opportunities

- Obtain information on subcontracting opportunities through the SBA's SUB-Net (<http://web.sba.gov/subnet/search/index.cfm>)

Understand Strategic Sourcing and Mandatory Use Contracts

- Research or ask your local AF SBP about frequently used or mandatory contract vehicles for your product or service.

Investigate Air Force Small Business Programs

- Explore other small business programs, such as the Air Force Mentor-Protégé Program (<http://www.airforcesmallbiz.org/mentor-protege/>), the Small Business Innovation Research Program (<http://www.airforcesmallbiz.org/small-business-innovation-research-small-business-technology-transfer-programs/>). Information on these and other programs is available on the U.S. Air Force Small Business Web site (<http://www.airforcesmallbiz.org/>).

Market Your Capability Smartly!!!

- After you have identified your customers, researched their requirements, and familiarized yourself with AF procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to AF organizations that buy your products or services. If your capability aligns to AF requirements—be prepared to deliver innovation, demonstrate agility and introduce cost-savings to the warfighter. Good luck!

Aim High —

Join your local, regional or global AF Team and assist us in delivering enduring world-class capabilities to assure Air, Space, and Cyberspace dominance for the nation and our allies.



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