

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.

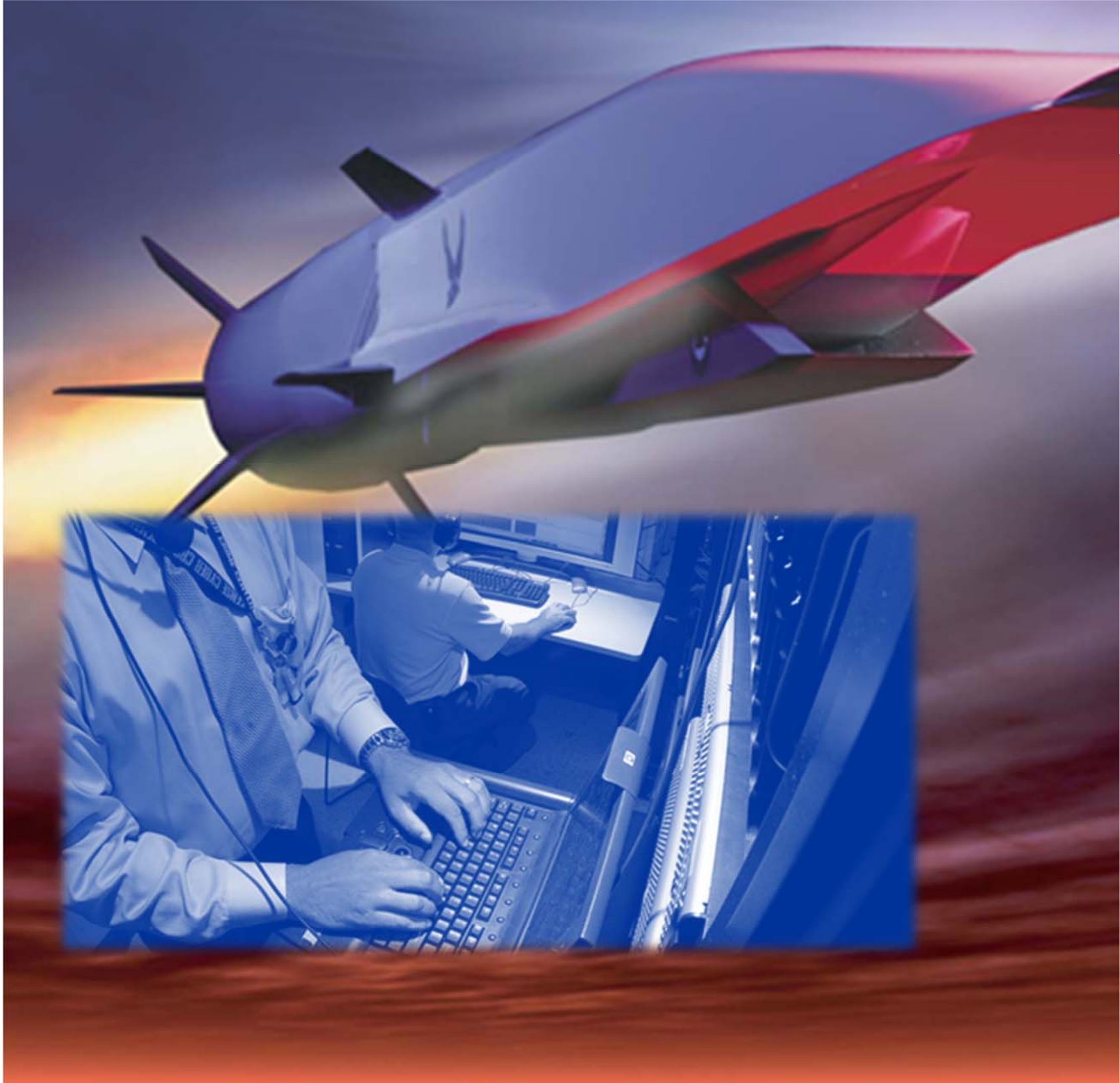
VISION

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

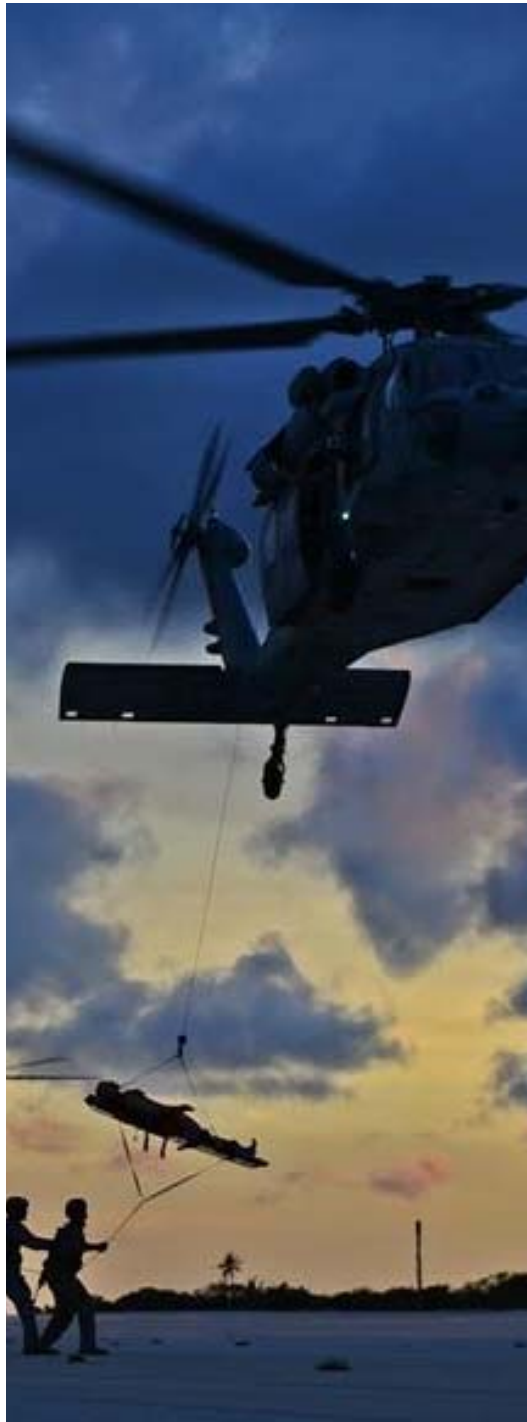
- Know the Federal Supply Class or Service (FSC/SVC) codes (<https://psctool.us/>) and the North American Industry Classification System (NAICS) codes (<http://www.census.gov/naics/>) for your products or services.
- Prepare a printed and electronic Capability Statement that demonstrates/emphasizes Department 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.ptac-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

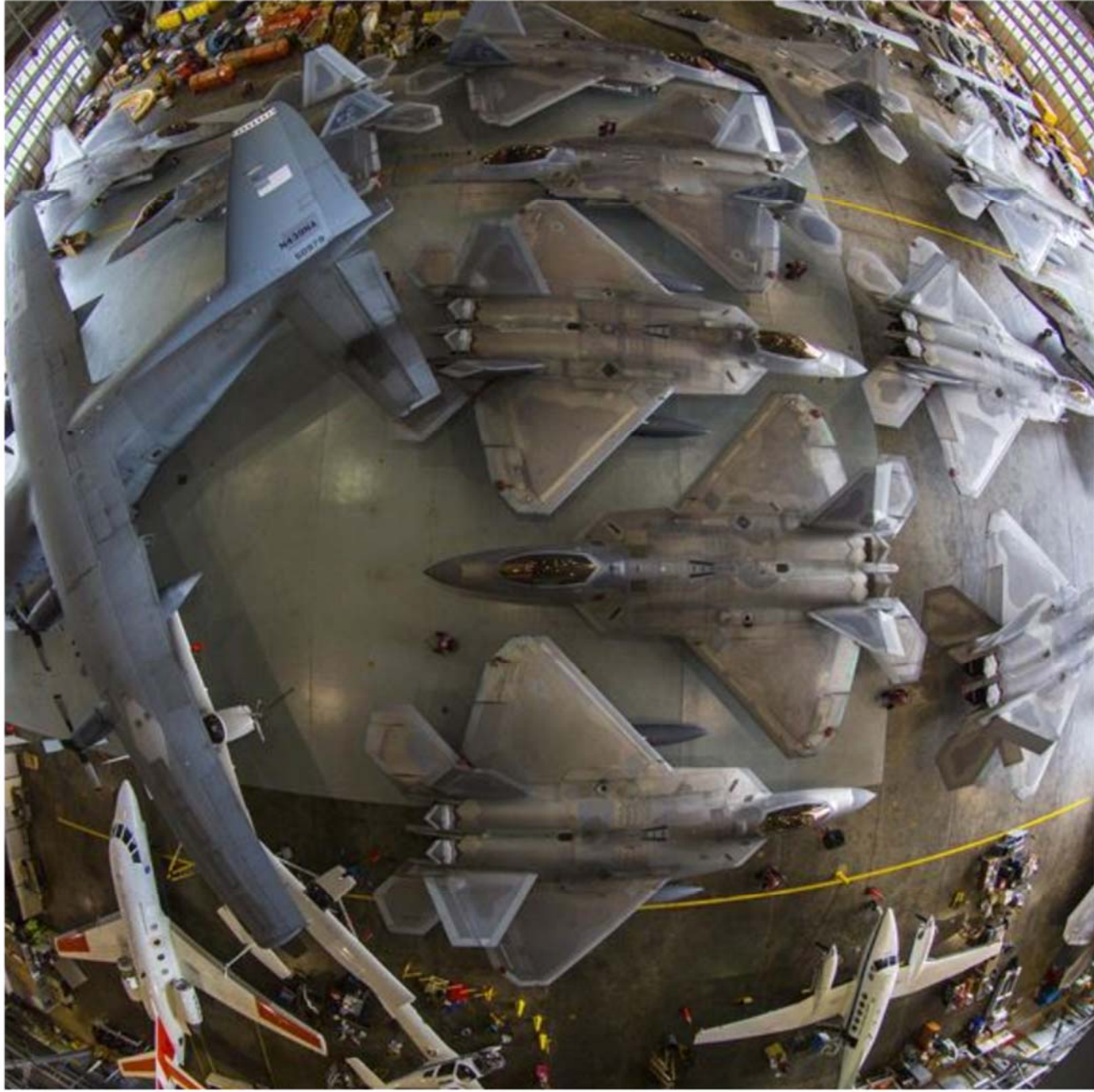
- Research or ask your local AF SBP about frequently used or mandatory contract vehicles for your product or service.

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!



Historically Underutilized Business Zone (HUBZone)

Purpose

- It is AF policy to provide the maximum practicable number of acquisition opportunities to HUBZone small businesses.

Eligibility Requirements

- Must be a small business by SBA standards.
- Must be owned and controlled at least 51-percent by U.S. citizens, or a Community Development Corporation, an agricultural cooperative, or an Indian tribe.
- Must have its principal office located within a HUBZone, which includes lands considered “Indian Country” and military facilities closed by the Base Realignment and Closure Act.
- At least 35-percent of its employees must reside in a HUBZone.

Certification Requirement

- The Small Business Administration conducts the HUBZone certification.

Procurement Incentives

- A Federal Government-wide statute established goals of 3-percent of the total contract and subcontract value.
- AF goals are 3-percent of the total prime and subcontract value.
- There is set-aside authority in the Federal Acquisition Regulations (FAR) for HUBZone set-asides.
- Competitive and sole-source contracting.
- 10-percent price evaluation preference in full and open contract competitions, as well as subcontracting opportunities.
- More information on HUBZone small businesses can be found at <https://www.sba.gov/contracting/government-contracting-programs/hubzone-program>.

Authority/References

- Title VI of the Small Business Reauthorization Act (1997) (15 U.S.C. 631)
- Federal Acquisition Regulation 19.13

HUBZone Small Business Goals

- Increase the number of annual contract actions and contract dollar value to HUBZone small businesses.
- Increase the number HUBZone small businesses in high-tech areas by expanding the Mentor-Protégé Program.
- Monitor the performance HUBZone small business subcontracting through the use of Individual Subcontract Reports (ISRs) at each Major Command, Direct Reporting Unit, and wing.
- Monitor annual HUBZone small business subcontracting dollars through the Summary Subcontract Report (SSR).
- Provide outreach to HUBZone small businesses through small business events and matchmaking opportunity outreach events.
- Increase communication with HUBZone small businesses through the use of the OSBP Web site.
- Train AF acquisition workforce on HUBZone small businesses.
- Monitor the Federal databases to ensure all data is entered accurately and reviewed regularly.

Contact Information

- Web Site: <http://www.airforcesmallbiz.org/>
- Email Address: answerdesk@airforcesmallbiz.org



Woman-Owned Small Business (WOSB)

Eligibility Requirements

- Must be at least 51-percent owned by one or more women who are U.S. citizens; or, if publicly owned, it must be small in its primary industry in accordance with the U.S. Small Business Administration's (SBA's) size standards.
- The owner of the company must control and manage the daily business operations.
- In order for a WOSB to be deemed "economically disadvantaged," its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule.

Certification Requirement

- WOSBs may self-certify or use a third-party certifier.

Procurement Incentives

- AF goals are 5-percent of the total prime and subcontract value.
- The Federal Acquisition Regulations (FAR) grants authority to award sole-source contracts to WOSBs and Economically Disadvantaged WOSBs. There is set-aside authority in the FAR for set-asides for Women-Owned Small Businesses in certain NAICS codes.
- Refer to the links in this section for more information on Women-Owned Small Businesses.

Authority/References

- Executive Order 12138 (1979) created the National Women's Business Enterprise Policy and established the Women-Owned Business Program.
- The Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) (enacted October 10, 1994)
- established the annual Government-wide goal for WOSB concerns at 5-percent of the total value of all prime contract and subcontract awards.

Women-Owned Small Business Goals

- Increase the number of annual contract actions and contract dollar values to WOSBs.
- Increase the number of WOSBs in high-tech areas by expanding the Mentor-Protégé Program.
- Monitor the performance of WOSB subcontracting through the use of Individual Subcontract Reports at each organization.
- Monitor annual WOSB subcontracting dollars the Summary Subcontract Report (SSR).

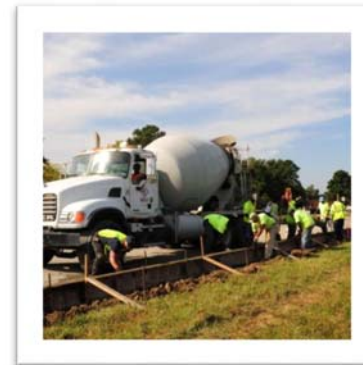
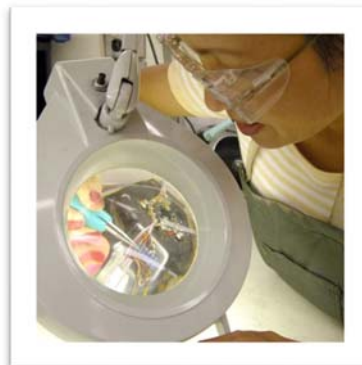
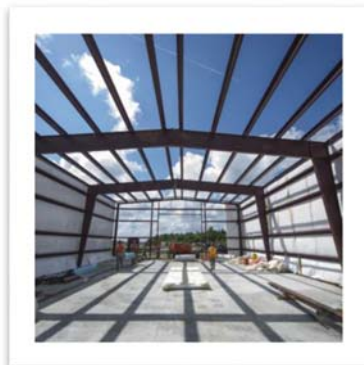
- Provide outreach to WOSBs by participating in U.S. Women's Chamber of Commerce events and attending other conferences.
- Increase communication to WOSBs through the greater use of the OSBP Web site.
- Train AF acquisition workforce on WOSBs.
- Monitor the Federal databases to ensure that all data are entered accurately and reviewed regularly.
- Require USAF organizations to report initiatives in support of Women-Owned Small Businesses on a semiannual basis.
- Use an enterprise model to execute these goals and track accomplishments.

Women-Owned Small Business Federal Contract Program

- The Small Business Administration revised the WOSB contracting program, effective April 1, 2011, with the aim of expanding Federal contracting opportunities to WOSBs and Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs).
- There are 83 NAICS Codes designated eligible for Federal contracting under the WOSB program: 45 NAICS codes in which WOSBs are underrepresented (Economically Disadvantaged Women-Owned Small Businesses [EDWOSBs]) and 38 NAICS codes in which women are substantially under represented. A contracting officer may set aside requirements if it is deemed that there are two or more capable WOSBs and there is a reasonable expectation that a contract can be awarded at a fair and reasonable price.
- For further information on the WOSB program, including the complete list of eligible NAICS codes and certification information, please visit <http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses>.

Contact Information

- Web Site: <http://www.airforcesmallbiz.org/>
- Email Address: answerdesk@airforcesmallbiz.org (include "WOSB" in the subject line)



**Veteran-Owned Small Business (VOSB)
&
Service-Disabled Veteran–Owned Small Business (SDVOSB)**

Veteran-Owned Small Business (VOSB)

Eligibility Requirements

- Must be a small business, as determined by the Small Business Administration.
- Must be at least 51-percent owned by at least one veteran, as defined in 38 U.S.C. 101(2); or, if a publicly owned business, at least 51-percent of the stock must be owned by at least one veteran.
- Must have management and daily operations controlled by at least one veteran.

Certification Requirement

- Veteran status may be self-certified in accordance with FAR 52-219-1.
- Procurement Incentives
- There is no set-aside program for Veteran-Owned Small Businesses.

Service-Disabled Veteran–Owned Small Business (SDVOSB)

Purpose

- The USAF adheres to Section 2(a) of Presidential Executive Order 13360.

Eligibility Requirements

- Must be a small business, as determined by the SBA.
- Must be at least 51 percent owned by at least one service-disabled veteran, as defined in 38 U.S.C. 101(16); or, if a publicly owned business, at least 51-percent of the stock must be owned by at least one service-disabled veteran.
- Management and daily operations must be controlled by at least one service-disabled veteran or by the spouse or permanent caregiver of the service-disabled veteran if such veteran has a permanent and severe disability.

Certification Requirement

- Veteran status may be self-certified in accordance with FAR 52-219-1.

Procurement Incentives

- Set-aside opportunities may apply.
- There is set-aside authority in the FAR for SDVOSB set-asides.
- 8(a) Program eligibility may apply on a case-by-case basis if the SBA determines that a service-disabled veteran is also disadvantaged.
- For more information, please visit <http://www.airforcesmallbiz.org>, <http://www.va.gov/osdbu>, and <http://www.vetbiz.gov>.

Veteran Goals

- Increase the number of annual contract actions and contract dollar value to VSOBs.
- Increase the number of VSOBs in high-tech areas by expanding the Mentor-Protégé Program.
- Monitor the performance of VSOB subcontracting through the use of Individual Subcontract Reports at each Center.
- Monitor annual VSOB subcontracting dollars through the Summary Subcontract Report.
- Provide outreach to Veteran-Owned Small Businesses by participating in small business events and attending other conferences.
- Increase communication to VSOBs through increased use of the AF Web site.
- Train AF acquisition workforce on VSOBs.
- Monitor the Federal databases to ensure that all veteran-owned data are entered accurately and reviewed regularly.
- Require AF organizations to report initiatives in support of veteran programs annually.

- Use an AF enterprise analysis model to execute these goals and track accomplishments.

Contact Information

- Web Site: <http://www.airforcesmallbiz.org/>
- Email: answerdesk@airforcesmallbiz.org (include “SDVOSB or VOSB” in the subject line)



Mentor-Protégé Program (MPP)

Purpose

The Air Force Mentor Protégé Program (MPP) assists eligible Small Businesses (Protégés) in developing their qualifications and ability to compete for prime contract and subcontract awards by partnering with large businesses (Mentors), who provide developmental assistance under individual, project-based agreements to help meet the (AF) mission. A broad range of industries are represented in the AF MPP including: manufacturing, information technology systems, engineering/consulting services, environmental services and cyber security.

Eligibility Requirements

The Mentor and Protégé must both meet the established eligibility requirements in order to participate in the MPP, as defined in DFARS Appendix 1 and summarized below. A list of active participants is available for review on the Department of Defense (DOD) Office of Small Business Programs (OSBP) site at http://www.acq.osd.mil/osbp/sb/programs/mpp/participants/active_agreements.shtml.

Mentors

- Must be currently performing under at least one active approved subcontracting plan negotiated with DoD or another Federal agency pursuant to FAR 19.702, and be currently eligible for the award of Federal contracts.
- New Mentor applications must be submitted to and approved by the DoD OSBP prior to submitting to the AF program.

Mentor Benefits

- Develop long term business relationships with small businesses
- Develop a high quality subcontracting pool
- Enhance the technical capability of the firm
- Pursue new market opportunities as part of a team
- Issue subcontracts to their Protégé on a non-competitive basis
- Gain a source selection past performance evaluation factor
- Receive cost reimbursement or SDB credit

Protégés

- Establish relationships with major AF contractors.
- Develop necessary business and technical capabilities to perform significant work on Air Force and other DoD contracts. A protégé may not participate in the DOD MPP more than twice. In addition, a protégé may have only one DOD mentor at any given time. Protégés must be one of the following:
 - A Small Disadvantaged Business (SDB);
 - A Women-Owned Small Business (WOSB);
 - A Service-Disabled Veteran-Owned Small Business (SDVOSB);
 - A qualified Historically Underutilized Business Zone Small Business (HUBZone);
 - A qualifying organization employing the severely disabled; or
 - A small business that provides goods or services that enhance the critical capabilities of the DoD.

Benefits of being a Protégé:

- Technology transfer
- Engineering and technical training
- Business infrastructure enhancement
- Develop long term business relationship with a Prime Contractor
- Expand subcontracting opportunities
- Business development and planning training
- Leverage technical expertise of the Mentor to bid on SB set-aside contracts
- Improve competitive advantage

Program Design

- Mentors and Protégés are solely responsible for finding their counterparts. The Air Force Office of Small Business Programs does not participate in the teaming of Mentors and Protégés. Interested firms are encouraged to explore existing business relationships in an effort to establish a Mentor Protégé relationship. Mentors may have multiple Protégés however Protégés may only have one Mentor. Only Mentors may submit for the program. The agreement with the AF is solely with the Mentor.

AF Responsibilities

- AF Contracting Officer's Representatives (CORs) act as liaisons between the Mentor and the Contracting Officer (CO). A signed endorsement letter from the COR must be added to the agreement package before submission to the CO.
- COs are responsible for generating approved Mentor Protégé Agreements (MPAs) into stand-alone contracts.
- Mentor-Protégé Program Managers are responsible for the overall administration and management of their respective organization's MPAs.
- Review monthly Mentor submitted progress reports.
- Conduct overall administration, policy, and oversight of the program. Review mentor applications and conduct quarterly program management reviews that highlight the progress and accomplishments of active MPAs.

Agreement Evaluation

- The evaluation of all proposed agreements will be based on the following criteria:
 - Relevance of proposed technology to current AF requirements
 - Overall technical approach to providing a minimum of 70-percent technology transfer and developmental assistance to Protégé
 - Capacity and capability to achieve the objectives of this solicitation and the Mentor-Protégé Program commitment to program subcontracting
 - The estimated cost of the proposed assistance

Contact Information

- Web Site: <http://www.airforcesmallbiz.org/>
- Email Address: answerdesk@airforcesmallbiz.org (*include "Mentor-Protégé" in the subject line*)



Air Force Major Commands and Direct Report Units

Get to know their vision, mission, & capability needs

USAF Organizations

Major Commands:

Air Combat Command (ACC), Langley AFB, VA: <http://www.acc.af.mil>
Air Education and Training Command (AETC), Randolph AFB, TX: <http://www.aetc.af.mil>
AF Global Strike Command (AFGSC), Barksdale AFB, LA: <http://www.afgsc.af.mil>
AF Materiel Command (AFMC), Wright Patterson AFB, OH: <http://www.afmc.af.mil>
AF Reserve Command (AFRC), Robins AFB, GA: <http://www.afrc.af.mil>
AF Special Operations Command, Hurlburt Field, FL: <http://www.afsoc.af.mil>
AF Space Command, Peterson AFB, CO: <http://www.afspc.af.mil>
Air Mobility Command (AMC), Scott AFB, IL: <http://www.amc.af.mil>
Pacific Air Forces (PACAF), Joint Base Pearl Harbor-Hickam, HI: <http://www.pacaf.af.mil>
United Air Forces in Europe & U.S. Air Forces Africa (USAFE-AFAFRICA), Ramstein Air Base, Germany: <http://www.usafe.af.mil>
AF District of Washington, Andrews AFB, MD: <http://www.afdw.af.mil/>
AF Operational Test and Evaluation Center, Kirtland AFB, NM: <http://www.afotec.af.mil/>
United States AF Academy, Air Force Academy, CO: <http://www.usafa.af.mil/>

Other Organizations:

AF Acquisitions & Contracting, AF Pentagon, Washington D.C.: <http://ww3.safag.hq.af.mil/>
AF Installation Contracting Agency, Wright-Patterson AFB, OH: <http://www.wpafb.af.mil/afica>

USAF Organizations



Useful Websites

- USAF OSBPs: <http://www.airforcesmallbiz.org/>
- USAF OSBPs Facebook: <https://www.facebook.com/airforcesmallbiz>
- USAF OSBPs Twitter: <http://www.twitter.com/AFSmallBiz>
- USAF OSBPs LinkedIn: <http://www.linkedin.com/company/airforcesmallbiz>
- North American Industry Classification System: <http://www.census.gov/eos/www/naics>
- System for Award Management: <http://www.acq.osd.mil/osbp>
- Federal Business Opportunities: <https://www.fbo.gov>
- Federal Procurement Data System - Next Generation: <https://www.fpds.gov>
- Federal Procurement Data System - Product and Service Codes Manual: <https://www.fpds.gov>
- Federal Acquisition Regulations: <http://farsite.hill.af.mil>
- General Services Administration: <http://www.gsa.gov>
- Procurement Technical Assistance Centers: <http://www.dla.mil/HQ/SmallBusiness/PTAC.aspx>
- SBA Small Business Size Standards: <https://www.sba.gov/content/small-business-size-standards>
- Electronic Subcontracting Reporting System: <http://www.esrs.gov>
- Past Performance Information Retrieval System: <http://www.ppirs.gov>
- Subcontracting Opportunities (SUB-Net): <http://web.sba.gov/subnet>
- Department of Defense Office of Small Business Programs: <http://www.acq.osd.mil/osbp>
- Product and Service Code (PSC) Selection Tool: <https://psctool.us/>
- Federal Supply Codes and Product Service Codes: <http://support.outreachsystems.com/resources/tables/pscs/>

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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