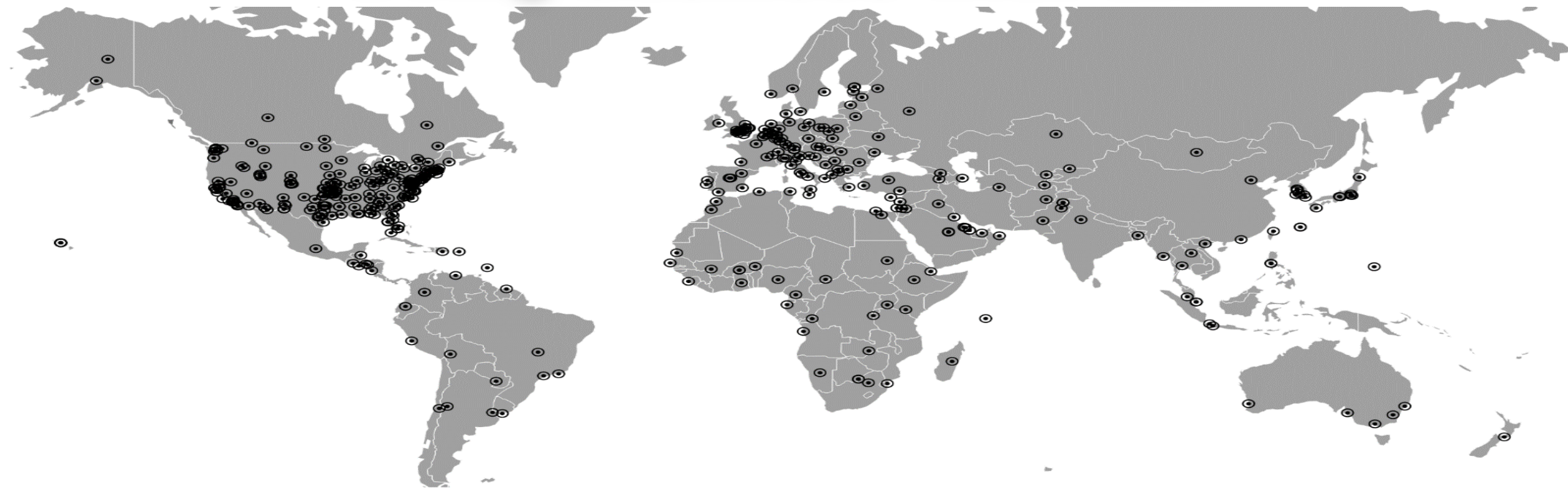




U.S. AIR FORCE



Doing Business with the



Air Force District of Washington (AFDW)



U.S. AIR FORCE



The Air Force District of Washington

Mission: Deliver contingency response, offer ceremonial honors, and provide operational support across the Nation's Capital and Worldwide.

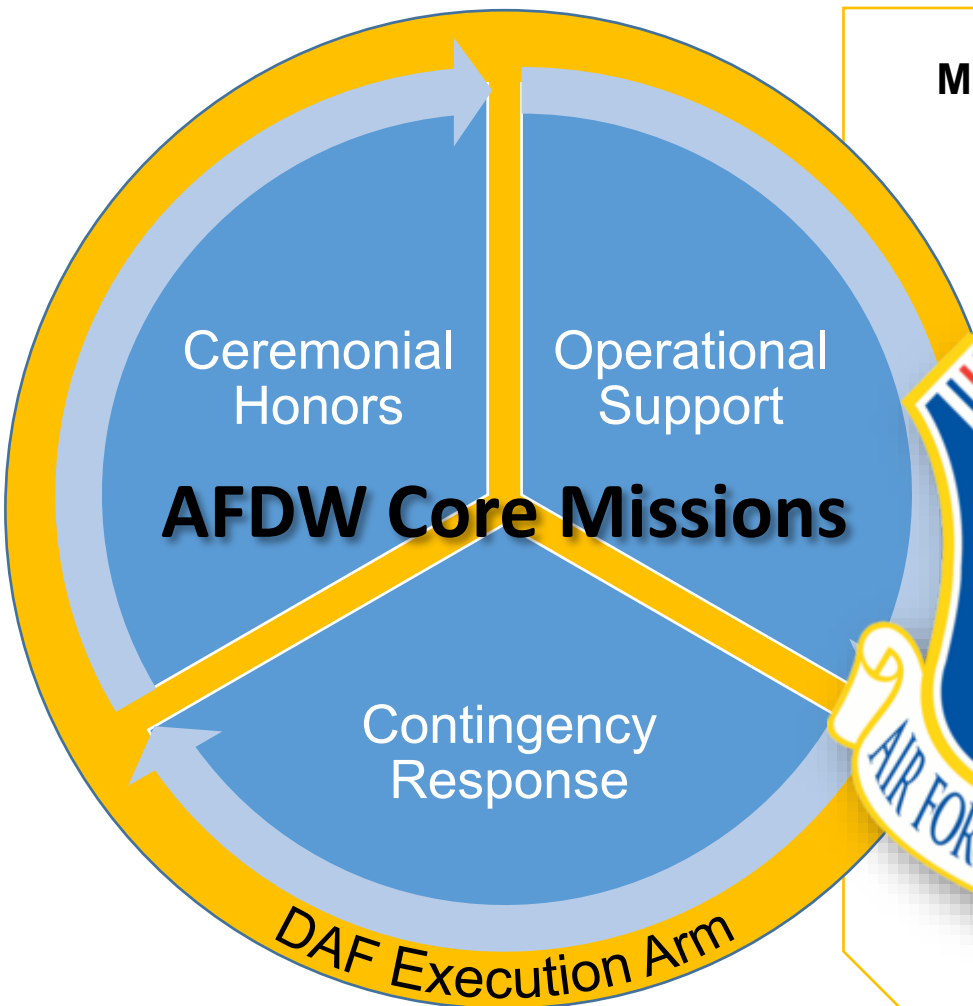
Command Type: Direct Reporting Unit, reporting to the Air Force Chief of Staff. AFDW is responsible for the administration, organization, training, and readiness of assigned force.

Headquarters: Joint Base Andrews, MD

Date of Current Designation: 7 July 2005

Total Personnel: 6,890

Supporting: AF personnel in the National Capital Region (NCR) and global Airman not attached to an AF Major Command



Vision: Ready Airmen, Renowned For Excellence, Worldwide



U.S. AIR FORCE

Mission: Contingency Response



Air Force Component to Joint Task Force-NCR (JTF-NCR)

- Support NORTHCOM contingency plans
- Present AF Forces to JTF-NCR
- Provide an airfield and support for any event/contingency



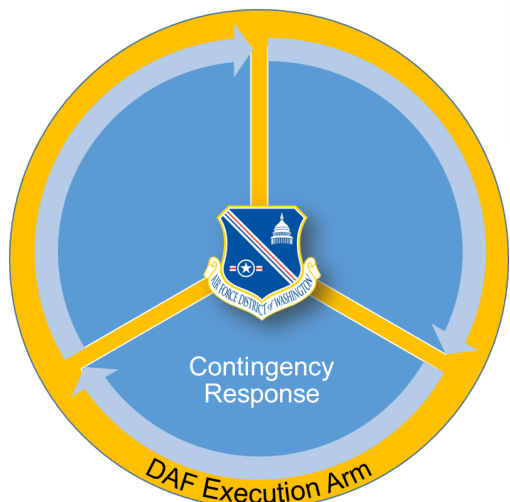
Prepared to respond to disasters and emergencies

- Support to civil authorities
- Respond with military capabilities
- Support continuity of government



National Special Security Events

- Presidential Inaugurations
- State of the Union Addresses/Joint Sessions of Congress
- State Funerals





U.S. AIR FORCE



Mission: Ceremonial Honors



Arlington
Funerals

USAF Arlington Chaplain Corps

- Directs all Air Force aspects at Arlington National Cemetery (ANC)
- Honors our fallen Airmen and their families with dignity
- Over 1,300 ceremonies annually



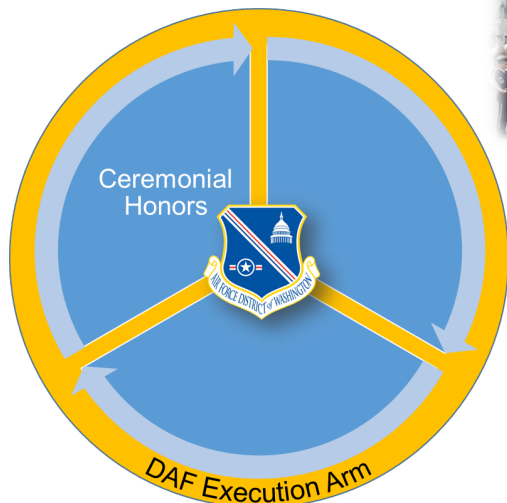
DV Ceremonial
Events

USAF Honor Guard and Band

- Congressionally mandated (10 USC 1491)
- Ceremonial support
 - Inaugurations, State Funerals, ANC burials
 - White House / DoD and AF Leaders
- AF Honor Guard manages Pentagon Tours Pgm
- Strategically Communicates AF message
 - Annual outreach to over 18 million people



National
Outreach





U.S. AIR FORCE



Mission: Operational Support

JB Andrews: “America’s Airfield”

- 6 Wings / 2 HQs / 80 mission partners
- 316th Wing (UH-1)
- 89th Airlift Wing (Air Force One)
- AF Reserve (KC-135)
- DC Air National Guard (F-16)

JB Anacostia-Bolling: “Guardians of the Capital”

- 1 Wing / 2 HQs / 70 mission partners
- 11th Wing (AF Honor Guard, AF Band, AF Arlington Chaplain Corps)
- Defense Intelligence Agency HQ
- USMC HMX-1 Detachment (Marine One)

844th Communications Group

- Sole AF communications unit servicing NCR – 18K+ customers
- Executive Travel for SecDef, CJCS, SecAF, CSAF, and CSO
- National Military Command Center Executive Agent – all C2 and facility support
- Eastern Comm hub for DoD – phone & circuits (DISA)

Contracting / Financial Management / Small Business

- AFDW Rqmts: IT Services, A&AS; Installation Spt; Construction
- \$32B portfolio; \$1.4B annual obligations; 2900 actions
- 44% of annual obligation/\$622M directed to Small Businesses
- AFDW Outreach Activities: Industry Days, Let’s Reverse it Market Research Forum, Time for Small Talk, Ask the SB Professional





U.S. AIR FORCE

A Few AFDW Mission Partners



- **Secretary of the Air Force (SAF)**
 - AF Cost Analysis Agency (AFCAA), Concepts, Development & Management (CDM), Joint Artificial Intelligence Center (JAIC), Office of Business Transformation (MG)
- **Headquarters Air Force (HAF)**
 - Logistics, Engineering & Force Protection (A4), Studies, Analysis & Assessments (A9), Surgeon General (SG)
- **HQs Space Force**
 - Chief Technology & Innovation Officer (CTIO), Personnel & Logistics (S1/4)
- **HQs AFDW**
 - Air Force Office of Special Investigations (AFOSI), Department of Defense Cyber Crime Center (DC3), 844th Communications Group (844/CG)



U.S. AIR FORCE

AFDW Procurement Matters



Top NAICS Codes in FY20

- 541611 - Administrative Management and General Management Consulting Services
- 541211 – Offices of Certified Public Accountants
- 541330 – Engineering Services
- 518210 – Data Processing, Hosting, and Related Services
- 514380 – Testing Laboratories
- 517110 – Wired Telecommunications (NETCENTS 2)
- 514720 – R & D in the Social Sciences and Humanities
- 541511 – Custom Computer Programming Services
- 541512 – Computer Systems Design Services
- 541219 – Other Accounting Services



U.S. AIR FORCE

AFDW Procurement Matters (cont'd)



Market Research, Common Procurement Methods, & Vehicles

- Request for Information and Sources Sought Notices are posted
- Socio-economic groups are targeted In Accordance With (IAW) FAR Subpart 19.203
- Requirements are set-aside IAW FAR Subpart 19.502 or competed using Full & Open procedures via SAM.gov and GSA
- Commercial Solutions Opening, DoD ESI, SBEAS (replaces NETCENTS 2 IDIQ), SBIR, etc.
- Government-Wide Acquisition Contracts
 - GSA OASIS/OASIS SB, NASA SEWP, etc.



U.S. AIR FORCE

AFDW Financial Matters



Funds Availability

- No officer or employee of the Government may create or authorize an obligation in excess of the funds available, or in advance of appropriations, unless otherwise authorized by law.
- Release of Request for Proposal (RFP)
 - Written assurance adequate funds are available, or
 - Expressly condition the contract upon the availability of funds
- RFP subject to availability of funds
 - Authority used for operations, maintenance, and continuing services
 - Necessary for normal operations
 - For which congress previously had consistently provided funds



U.S. AIR FORCE

AFDW Financial Matters (cont'd)



Award/Contract Payment

- Key elements for prompt payment
 - Contract Award w/ proper pay office
 - Adherence to Period of Performance & Deliverables
 - Invoice submission via Wide Area Workflow (WAWF)
 - Gov't Rep Receipt & Acceptance w/in 7 days
 - DFAS pays w/ required documentation (contract, invoice & receiving report)
 - Invoice and/or receiving report rejects by DFAS should be corrected and resubmitted promptly



U.S. AIR FORCE

AFDW Financial Matters (cont'd)



Billing

- Invoice submission
 - WAWF (Wide Area Workflow)
<https://piee.eb.mil/xhtml/unauth/home/login.xhtml>
 - Ensure Contracting Officer's Rep (COR) knows invoices are submitted – support's timely receipt/acceptance
 - If Navy funding, requires extra certification step - Local Processing Office (LPO) certification – ref and ensure LPO point of contact info included on contract (under WAWF statement)
 - Annotate “Final Invoice” on last/final billing – will directly support closing out contract and residual funds will be returned to AF organization



U.S. AIR FORCE

AFDW/SB Priorities



- Maximize SB prime and subcontracting opportunities by ensuring
 - Opportunities are publicized as widely as possible
 - Request for Information and Sources Sought Notices are clear and concise
 - A special emphasis is on Women-owned Small Businesses
 - Businesses' interest in opportunities are properly assessed
 - Businesses' concerns are heard and addressed
 - Prospective businesses are informed and educated
- Evaluate the SB Program's performance quarterly or as needed



U.S. AIR FORCE

AFDW/SB Outreach Events



Hosted October through August (flexible scheduling in Nov, but no meetings usually scheduled in Dec)

- Let's Reverse it Market Research (MR) Forums (2nd Thur from 1-4pm)
 - Supplementing real-time MR via one-on-ones
- Time for Small Talk (3rd Thur from 1-4pm)
 - Barriers to entry, Success Stories, "Things to Consider"
- Ask the Small Business Professional (4th Thur from 1-3pm)
 - Accepting open-ended questions

*Primarily hosted via MS TEAMS...Promoted on SAM.gov and/or Eventbrite



U.S. AIR FORCE

AFDW SB Goal Achievements



	FY19		FY20		FY21		FY22	
	<u>Goal</u>	<u>Actual</u>	<u>Goal</u>	<u>Actual</u>	<u>Goal</u>	<u>Actual</u>	<u>Goal</u>	<u>Actual</u>
SB	31.52%	34.30%	34.79%	48.23%	39.00%	39.18%	36.50%	43.99%
SDB	20.05%	14.72%	14.95%	21.07%	13.90%	9.29%	13.39%	21.59%
SDVOSB	9.49%	9.13%	8.46%	14.16%	10.02%	8.04%	7.66%	8.03%
WOSB	8.87%	5.42%	5.27%	5.86%	4.63%	6.03%	6.03%	11.06%
HUBZ	2.00%	0.61%	1.66%	2.77%	.40%	1.13%	1.54%	3.62%



U.S. AIR FORCE

Contact Us



AIR FORCE DISTRICT of WASHINGTON **SMALL BUSINESS**

Mission: Maximize contract opportunities for small businesses by providing support throughout the acquisition process (including with market research, solicitation reviews, evaluations and post-award issues), conduct training for government personnel, and counsel small businesses on how to do business with AFDW

Vision: Make small business the solution of choice

AFDW Small Business Office (DoDACC FA7014)

Email: AFDW.SB.Workflow@us.af.mil

11th Wing Small Business Office (DoDACC FA7060)

Email: 11WG.SBO.Workflow@us.af.mil

316th Wing Small Business Office (DoDACC FA2860)

Email: 316WG.316-CONS.SMALLBUSINESS@us.af.mil