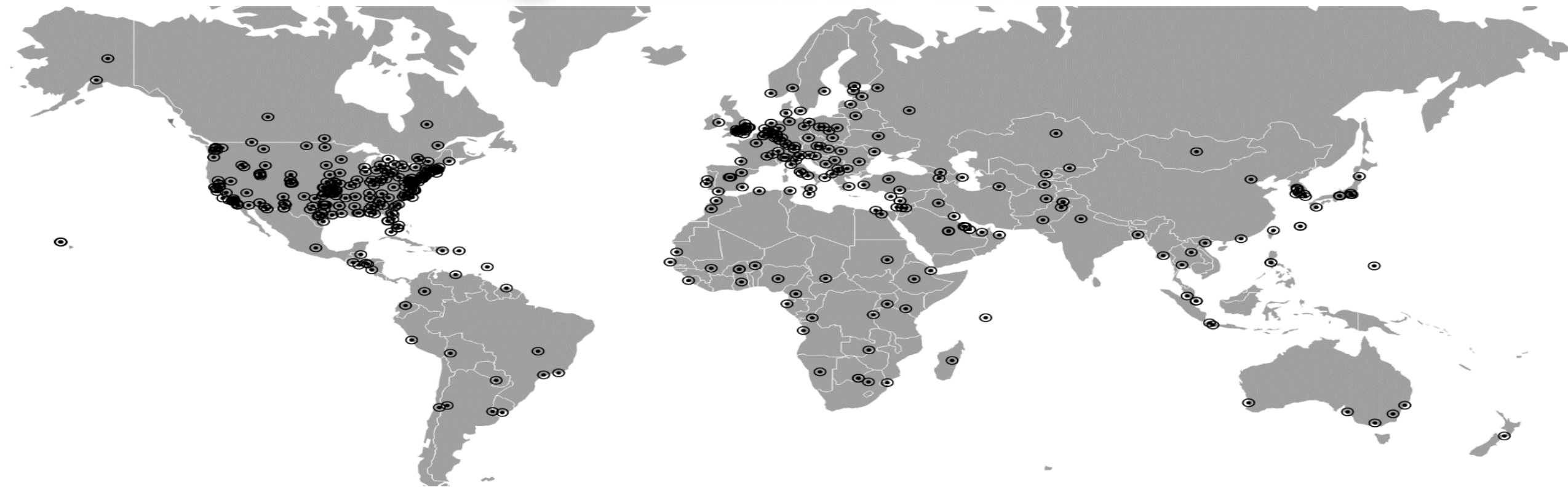




U.S. AIR FORCE



# Doing Business with the



# Air Force District of Washington (AFDW)



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# The Air Force District of Washington

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

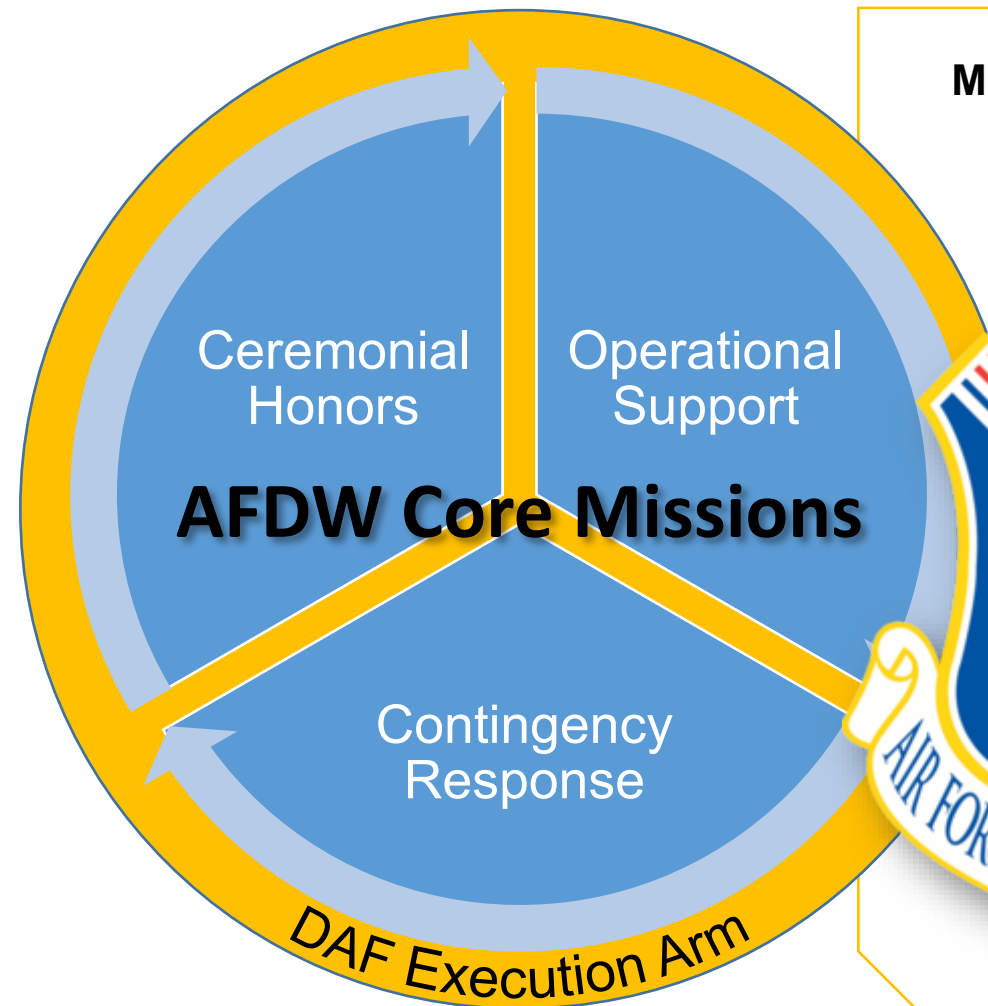
**Command Type:** Direct Reporting Unit, reporting to the Air Force Chief of Staff. AFDW is responsible for the administration, organization, training, and readiness of assigned force.

**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



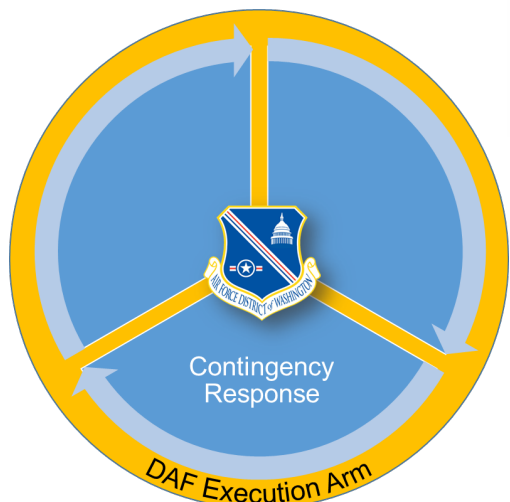
## Prepared to respond to disasters and emergencies

- 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







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# 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



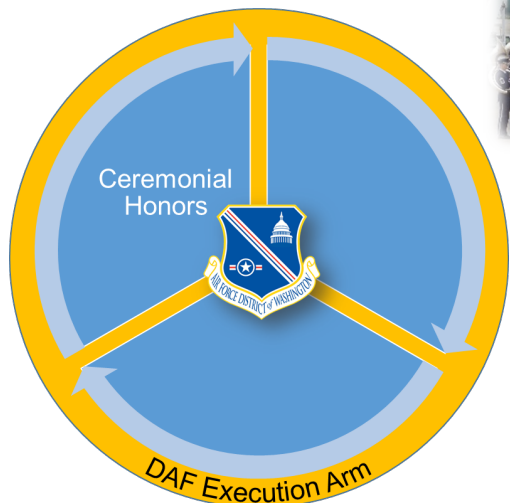
DV Ceremonial  
Events

## 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”

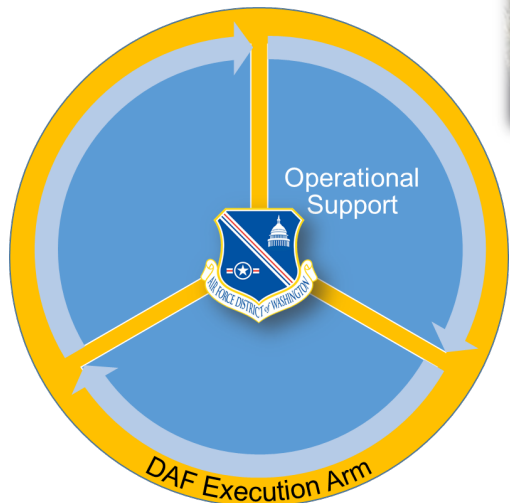
- 1 Wing / 2 HQs / 70 mission partners
- 11th Wing (AF Honor Guard, AF Band, AF Arlington Chaplain Corps)
- Defense Intelligence Agency HQ
- USMC HMX-1 Detachment (Marine One)

## 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





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# 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), 844<sup>th</sup> Communications Group (844/CG)



# 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



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# 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





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# 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



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# AFDW Procurement Matters



## Top NAICS Codes in FY24

- 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



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# 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.



# AFDW Office of Small Business Programs (AFDW/SB)



**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:** Foster an acquisition environment that considers small businesses first to fulfill AFDW mission partner requirements





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# AFDW/SB Priorities



- Maximize SB prime and subcontracting opportunities by ensuring
  - Contract opportunities are publicized as widely as possible
  - Request for Information and Sources Sought Notices are clear and concise
  - Outreach emphasis on identifying companies certified in/as Historically Underutilized Business Zones (HUBZ)
  - Businesses' interest in opportunities are adequately assessed
  - Businesses' concerns are heard and timely addressed
- Evaluate the SB Program's performance quarterly or as needed



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# AFDW/SB Outreach Events



Hosted October through August (flexible scheduling in Nov and early Dec due to major holidays)

- Reverse the Market Research (MR) Forums
  - Supplement MR efforts via one-on-ones
  - Discuss capabilities, upcoming requirements, barriers to entry, sharing Success Stories, “Things to Consider”, etc.
- \*\*Monthly Small Business Forums held in-person on Joint Base Andrews, MD (typically, from March – August)

\*Primarily conducted via MS TEAMS

\*Topics rotate and will be promoted on SAM.gov and/or Eventbrite



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# FY25 AFDW SLPEs/Goals



	SB	SDB	SDVOSB	WOSB	HUBZ
SLPEs/Goals	38.50%	21.15%	7.28%	8.56%	1.57%

- SLPE - Senior Leader Performance Expectations
- SB - Small Business
- SDB - Small Disadvantaged Business
- SDVOSB - Service-Disabled Veteran Owned Small Business
- WOSB - Women Owned Small Business
- HUBZ - Historically Underutilized Business Zone



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# Past AFDW Goal Achievements

	FY21		FY22		FY23		FY24	
	<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	39.00%	39.18%	36.50%	44.00%	35.18%	38.11%	36.00%	43.43%
SDB	13.90%	9.29%	13.39%	21.58%	14.06%	19.18%	15.00%	27.14%
SDVOSB	10.02%	8.04%	7.66%	8.02%	4.02%	6.84%	5.00%	12.71%
WOSB	4.63%	6.03%	5.90%	11.06%	8.05%	8.26%	8.00%	10.03%
HUBZ	.40%	1.13%	1.54%	3.62%	2.25%	1.63%	2.00%	1.42%





U.S. AIR FORCE

# Contact Us



## **AFDW Small Business Office (DoDACC FA7014)**

**Email:** [AFDW.SB.Workflow@us.af.mil](mailto:AFDW.SB.Workflow@us.af.mil)

- Supports AFDW/PK to procure Advisory & Assistance and Information Technology Services for HAF, SAF, HQs USSF, HQs AFDW, AFOSI

## **11th Wing Small Business Office (DoDACC FA7060)**

**Email:** [11WG.SBO.Workflow@us.af.mil](mailto:11WG.SBO.Workflow@us.af.mil)

- Supports 11 CONS to procure base support requirements (e.g., services, construction, etc.) for Joint Base Anacostia Bolling, DC

## **316th Wing Small Business Office (DoDACC FA2860)**

**Email:** [316WG.316-CONS.SMALLBUSINESS@us.af.mil](mailto:316WG.316-CONS.SMALLBUSINESS@us.af.mil)

- Supports 316 CONS to procure base support requirements (e.g., services, construction, transient alert services, etc.) for Joint Base Andrews, MD