

# Air Force Installation Contracting Agency Small Business Office

**Mission:** Partner with industry and the acquisition community to execute the Air Force Small Business Program while accomplishing the AFICA mission.

**Vision:** Maximize small business opportunities while accomplishing the AFICA mission.

## AFICA Small Business Leadership



**Mary Urey**  
Small Business Director  
AFICA/SB  
Small Business Director  
AFICA/SB JBSA OL



**David Boris**  
Small Business Director  
AFICA/SB WPAFB OL



**L. Nicole Perry**  
Small Business Director  
AFICA/SB DTIC OL

## AFICA Small Business Points of Contact

### AFICA/SB and AFICA/SB Joint Base San Antonio Operating Location, TX (AFICA/SB JBSA OL) supporting 772 ESS (AFCEC), 773 ESS (AFMSA, AFMOA), & 338 SCONS

Contact Us: [AFICA.sbjbsa@us.af.mil](mailto:AFICA.sbjbsa@us.af.mil)

Director: 210-395-8907

Small Business Specialist: 210-395-8818

Small Business Specialist: 210-395-8819

Small Business Specialist: 210-395-8816

338 SCONS Small Business Specialist: 210-652-7084

Contact Us: [afica.kxr.sb338sconsworkflow@us.af.mil](mailto:afica.kxr.sb338sconsworkflow@us.af.mil)

### AFICA/SB - Wright-Patterson AFB , OH (WPAFB OL) supporting 771 Enterprise Sourcing Squadron (ESS)

Contact us: [AFICA.SB.Workflow@us.af.mil](mailto:AFICA.SB.Workflow@us.af.mil)

Director: 210-395-8907

Small Business Specialist: 937-257-2602

Small Business Specialist: 937-257-1864

### AFICA/SB DTIC OL - Fort Belvoir, VA supporting AFICA/KD

Contact Us: [afica.sbdticol.workflow@us.af.mil](mailto:afica.sbdticol.workflow@us.af.mil)

Director: 703-767-8226

### Maxwell AFB – Gunter Annex, AL supporting Information Technology Commodity Council

Small Business Specialist: 334-416-4137

## AFICA SPECIALIZED CONTRACTING SQUADRONS/FLIGHTS:

### 763 SCONS – Scott AFB, IL supporting AMC

Small Business Specialist: 618-256-9953

Contact Us: [afica.sb.763sconsworkflow@us.af.mil](mailto:afica.sb.763sconsworkflow@us.af.mil)

### 765 SCONF – Hurlburt Field, FL supporting AFSOC

Small Business Specialist: 850-884-2376

Contact Us: [afica.sb.765sconsworkflow@us.af.mil](mailto:afica.sb.765sconsworkflow@us.af.mil)

### 766 SCONS – Joint Base Pearl Harbor-Hickam, HI supporting PACAF

Small Business Specialist: 808-448-2903

Small Business Specialist: 808-448-2904

Small Business Specialist: 808-448-2966

Contact Us: [afica.sb.766sconsworkflow@us.af.mil](mailto:afica.sb.766sconsworkflow@us.af.mil)

### AFICA/KGO – Barksdale AFB, LA supporting GLSC

Small Business support provided by AFGSC/SB

Small Business Specialist: 318-456-1603

Contact Us: [anita.jackson.2@us.af.mil](mailto:anita.jackson.2@us.af.mil)

## Steps for Doing Business with SBO

1. Make yourself known in the Federal procurement arena. Email, call, or schedule a visit to meet with an AFICA Small Business Specialist to discuss your capabilities
2. Register your capabilities and experience with the [System for Award Management \(SAM\)](#). SAM is a free website that consolidates the capabilities you used to find in Central Contractor Registration (CCR), Online Reps and Certs (ORCA), and Excluded Parties List Systems (EPLS). Future phases of SAM will add the capabilities of other systems used in federal procurement and award processes
3. Complete all other registrations:

[Dun & Bradstreet  
Wide Area Workflow  
North American Industry Classification Codes  
Data Universal Numbering System](#)

4. For Federal Business Opportunities go to [FedBizOpps](#) for information on proposed procurements exceeding \$25,000. FedBizOpps lists awards of contracts by DoD of \$100,000 or more, as well as all federal contract awards of \$50,000 or more for potential subcontracting opportunities. You can view all opportunities by clicking on the following links [AFICA on FBO](#) and [AFICA/KD \(DTIC\) Business Opportunities](#).

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5. Be alert for announcements of conferences, trade fairs, and other federally attended or sponsored industrial liaison meetings in your area.

6. Participate in Market Intelligence by responding to: requests for information (RFIs), follow-up questionnaires or requests for site visits, and Sources Sought Synopses. Attend Industry Days. Your responses are important to AFICA and can affect our acquisition strategy including small business set-asides.

## Resources

[Small Business Administration \(SBA\)](#)

[Air Force Small Business](#)

[DoD Small Business](#)

[Procurement Technical Assistance Center \(PTAC\)](#)

[Small Business Development Center \(SBDC\)](#)

[Service Corp of Retired Executives \(SCORE\)](#)

[Federal Acquisition Regulations](#)

[US General Services Administration](#)

[Women-Owned Businesses Selling to the Government](#)

[Acquisition Central](#)