



**Soaring to Success:
Small Business Industry Guide
to Air Force Materiel
Command**

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ABOUT THE AFMC SMALL BUSINESS OFFICE

The mission of the [Headquarters Air Force Materiel Command Small Business Office \(HQ AFMC/SB\)](#) is to champion the ability of Small Businesses to provide relevant solutions to meet the needs of the warfighter. We advocate for acquisition strategies that provide maximum practical small business participation, perform industry outreach, and connect the best small business partners and their solutions with the right Air Force requirement.

Think of us as the front door to the Command and a guide to navigating our large, complex organization. We can be your initial entry point to [Air Force Materiel Command \(AFMC\)](#) program offices, requirement owners, and acquisition teams. Our Small Business Office network extends throughout AFMC at each of our Center locations. That means there will be a Small Business Professional (SBP) available to help you with acquisitions across the Command.

To schedule a meeting with our office, please use [our booking link](#). For general questions or assistance we can be reached via email at afmc.sb.workflow@us.af.mil or by phone at **937-257-3211**. Contact information for our Center Small Business offices is provided later in this guide.

Please note that our office does not generate requirements, provide funding, make purchases, or guarantee business for your company.

GENERAL SMALL BUSINESS RESOURCES

There are **free** government resources to assist you during your Federal contracting journey, whether you are brand new or a seasoned government contractor.

An indispensable resource for new and experienced companies, is the [APEX Accelerators Program](#). Under management of the Department of War (DoW) Office of Small Business Programs (OSBP), APEX Accelerators help businesses enter and participate in the government space. The APEX Accelerators program provides the education and training to ensure that businesses become capable of participating in Federal, state, and local government contracts. To get started, use the [locator tool](#) to identify your nearest office and engage with a counselor who serves your area.

The [Small Business Administration \(SBA\) Contracting Guide](#) is a great overview of the fundamentals of Federal government contracting. Pay particular attention to the [Basic Requirements module](#) detailing mandatory items such as [System for Award Management registration](#) and determining your relevant [NAICS Code\(s\)](#)

The [SBA Small Business Development Centers \(SBDCs\)](#) deliver individualized business advising and technical assistance to existing small businesses and pre-venture entrepreneurs. SBDCs provide problem-solving assistance to help small businesses access capital, develop and exchange new technologies, and other areas required for small business growth and expansion, management improvement, increased productivity and innovation.

ABOUT AIR FORCE MATERIEL COMMAND

What is a “Command”?

The United States Air Force (USAF) is organized on a functional basis in the United States and a geographical basis overseas. A major command (MAJCOM) represents an Air Force organization executing a specific portion of the Air Force mission. Each MAJCOM is directly subordinate to Headquarters Air Force.

Materiel vs. Material

No, our Command’s name isn’t misspelled. Material with an “a” refers to the elements, constituents, or substances of which something is made. Materiel with an “e” refers to the equipment, apparatus, and supplies used by an organization, especially the military. That distinction is the first clue to what AFMC is all about.

Mission:

Powering the world’s greatest Air Force...we deliver readiness and war-winning capabilities for today and tomorrow. AFMC delivers war-winning expeditionary capabilities to the warfighter through development and transition of technology, professional acquisition management, exacting test and evaluation, and world-class sustainment of all Air Force weapon systems. From cradle-to-grave, AFMC provides the work force and infrastructure necessary to ensure the United States remains the world's most respected Air Force.

Vision:

[One AFMC Team](#) — integrated, collaborative, innovative, trusted, and empowered...indispensable to our nation, disruptive to our adversaries.

Strategic Plan:

Familiarize yourself with the [AFMC Strategic Plan](#) to identify areas where your business can potentially offer solutions to support the Command. Check out the latest [AFMC videos](#) for news and further insight.

AFMC ORGANIZATIONAL STRUCTURE

Air Force Materiel Command Headquarters (HQ AFMC)

The HQ AFMC staff organizations ensure the command successfully manages its research, development, acquisition, test and logistics services that keep Department of the Air Force weapon systems and warfighters ready for combat. The acquisition mission of AFMC is executed through its six Centers, which are discussed below, with links to each Center Small Business Office.

AFMC CENTERS:

Note: Most of the Center Small Business websites below include email addresses for their offices. In addition, a complete list of Small Business points of contact at all Center locations can be found on our [AFMC Small Business website](#) – just click on **How to Connect to an AFMC Small Business Office** to download the current brochure. You’re welcome to reach out to the Center Small Business offices that align with your capabilities, for more information or to schedule a capability briefing.

Air Force Research Laboratory (AFRL)

Tech discovery, maturation, and application for air, space, and cyber domains. Leads the discovery, development, and integration of affordable warfighting technologies for our forces.

[Partner With AFRL](#)

[AFRL Small Business Office](#)

Air Force Life Cycle Management Center (AFLCMC)

Acquires and support war-winning capabilities. Life cycle management and technical baseline control for nearly every Air Force weapons system and sub-system.

[AFLCMC Small Business Office](#)

Air Force Nuclear Weapons Center (AFNWC)

Delivers nuclear capabilities warfighters use every day to deter and assure. Life cycle management and technical baseline control for Intercontinental Ballistic Missile (ICBM) systems; air-delivered nuclear weapons; and nuclear command, control, and communications systems.

[AFNWC Small Business News](#)

Air Force Test Center (AFTC)

Develops, tests, and evaluates air, space, and cyberspace systems to deliver war-winning capabilities. Development Test and Evaluation for all Air Force weapons systems and sub-systems, as well as test and experimentation of concepts and prototypes.

[AFTC Small Business Office](#)

Air Force Sustainment Center (AFSC)

Forges readiness and accelerates innovation for America's warfighters. Aircraft, engine, and commodity depot maintenance; supply chain management; and software development and support.

[AFSC Small Business Office](#)

Air Force Installation and Mission Support Center (AFIMSC)

Delivers globally integrated installation and mission support, enhancing warfighter readiness and lethality for forces.

[AFIMSC Small Business Office](#)

WHAT DO WE BUY?

Learning the mission and profile of our six Centers will bring insight into the types of supplies, services, and other requirements that each organization procures. Of course, procuring military aircraft is what first comes to mind when thinking about Air Force acquisition. Yet there is so much more: nuclear and

conventional armament, communications equipment, spare parts, flight testing, building construction, professional services, research & development, security forces, software...anything needed to fly, fight, and win.

Our AFMC Expiring Contracts list will also shed light on our past acquisitions and “who is buying what you’re selling”. It includes a description of the contract, NAICS, Product and Service Code (PSC), buying office, Center, and other data. To obtain a copy, simply email our office at afmc.sb.workflow@us.af.mil

NAICS Codes

AFMC procurements, span a wide range of North American Industry Classification System (NAICS) codes, making it impractical to list them all in this guide. However, as a starting point for research, the [Appendix](#) lists our top NAICS codes.

SPECIAL REQUIREMENTS

Pay close attention to any government or military unique requirements specified in solicitations. A few examples are:

Cybersecurity

Small businesses looking to contract with AFMC will have to show the ability to safeguard their systems and data. Each Solicitation will list a Cybersecurity Maturity Model Certification (CMMC) level required to bid the work. To help small businesses with the tools and training to meet this standard, the DoW developed Project Spectrum, a **free** platform that assists in CMMC certification and cybersecurity hygiene. Visit [Project Spectrum](#) to sign up, learn about what you need to get certified and complete a self-assessment of your company’s cyber readiness.

Security Clearances

A common question is whether a company’s employees must have security clearances and/or the company needs a facility security clearance (FCL), in order to perform any work for AFMC. Security clearances are not universally required and each solicitation will specify what, if anything, is needed for that contract.

Bonds and Insurance

Any bonding or insurance requirements will be specified in each solicitation and vary depending on the particulars of the acquisition.

HOW WE ACQUIRE GOODS & SERVICES

AFMC program teams make use of all available strategies to fulfil the Air Force mission as efficiently as possible. It all depends on market conditions, sources, the nature of the requirement, and other factors. This can include enterprise contract vehicles awarded by Air Force organizations or other government agencies (e.g., GSA), government purchase card (GPC) buys, single-award contracts, and grants, to name a few.

Market research is vital to identifying sources and crafting an acquisition strategy. This includes supporting the decision to make a Small Business or Socio-Economic Category set-aside or sole-source award. Responding to Requests for Information/Sources Sought Synopses, attending Industry Days, and providing Capability Statements to the Small Business Office are all important ways you can inform our market research and help us maximize small business participation in our procurements.

HOW TO FIND AFMC OPPORTUNITIES

AFMC procurement opportunities are posted on the [System for Award Management \(SAM.GOV\)](https://sam.gov). This includes Solicitations, Requests for Information, Sources Sought Synopses, and events such as Industry Days. Grant opportunities will be posted to [GRANTS.GOV](https://grants.gov). There is no fee to register for and use these sites. Your [APEX Accelerator](#) counselor can assist with registering for and using SAM.gov.

Some AFMC Center organizations publish acquisition forecasts and the Center Small Business office can advise about the latest information within their organization. While at this time AFMC does not have a consolidated Command-wide forecast, the AFMC Expiring Contracts List mentioned above can provide valuable data. Not every contract on the list will have a follow-on or recompetes, but many will.

Most AFMC Centers periodically hold Industry Days and similar events to share mission needs or strategic goals. These can also be good opportunities for building relationships with AFMC requirement owners and mission partners. Monitor SAM.gov and check with our Center Small Business Offices, provided earlier in this guide, for event announcements. In addition to this guide, most of our Centers have similar industry guides which can be found on their websites listed earlier.

Department of Defense Activity Address Code

A Department of Defense Activity Address Code (DoDAAC) is a unique six-position alphanumeric code that acts as a standard business identifier for procurement, logistics, and financial purposes. It will be the first six characters in solicitations, contracts, and orders. If, for example, you have a contract with a particular buying office, you can use their DoDAAC to refine searches on SAM.gov for future opportunities from that organization.

CUSTOMER DISCOVERY & ENGAGEMENT

Engage and Establish Working Relationships

There are different marketing strategies for the various organizations within AFMC. As with any customer, it is best to do some research about the entity first. It is important to focus on the problems you can solve and the innovation you can bring to AFMC. Tailor your Capability Statement to be concise and tailored to the audience.

Pursue engagement with AFMC personnel at events such as Industry Days, professional groups, trade associations, innovation institutes, and consortia. Have your “elevator pitch” well-rehearsed.

Using the links in the Center descriptions earlier in this guide, reach out to the AFMC Small Business Office associated with the Center that best match your products or services – this could be multiple

Centers, too. If you need guidance on where to connect, please feel free to contact our Headquarters AFMC Small Business Office afmc.sb.workflow@us.af.mil.

SUBCONTRACTING & PARTNERING

Receiving a prime contract is not the only way to become involved in our mission. Many small businesses have their first entry into government contracting under a subcontract or partnering/teaming arrangement. Partnering/teaming with other small businesses can be a viable method of competing for work by leveraging each firm's strengths and capabilities. These approaches can be a good way to build relevant past performance that will contribute to success in future proposals for prime contracts.

The SBA maintains a [directory of federal government prime contractors with subcontracting plans](#). The directory is intended for small business concerns seeking to find subcontracting possibilities with Federal Government prime contractors. It can be used as a tool to identify which primes a small business should investigate to find information about their subcontractor processes.

MENTOR-PROTÉGÉ PROGRAMS

Mentor-Protégé Programs (MPP) are designed to assist small business development, focusing on enhancing the protégé's capacity to serve as either a prime contractor or a subcontractor in Federal government contracts. Protégés may receive financial, technical, or management assistance from mentors in obtaining and performing federal contracts or subcontracts, or serving as suppliers under such contracts or subcontracts, whereas mentors may receive credit toward subcontracting goals, reimbursement of certain expenses, or other incentives for assisting protégés.

Department of War (DOW) MPP

DoW's Mentor-Protégé Program is the oldest continuously operating federal mentor-protégé program in existence. Originally established in the midst of the First Gulf War, the MPP helps eligible small businesses expand their footprint in the defense industrial base. In the past five years, DoW's MPP has successfully helped more than 190 small businesses fill unique niches and become part of the military's supply chain. Many mentors have made the MPP an integral part of their sourcing plans. Protégés have used their involvement in the MPP to develop technical capabilities. Successful mentor-protégé agreements provide a winning relationship for the protégé, the mentor and the DoW. Visit the [DoW Mentor-Protégé Program Portal](#) for the Mentor-Protégé Program Application Process

Department of the Air Force MPP

[The Air Force Mentor-Protégé Program](#) assists eligible Small Businesses 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 Air Force 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.

Small Business Administration MPP

Another avenue for your small business to learn from an experienced contractor is through [the SBA's Mentor-Protégé Program](#).

WRAP-UP

We hope that this guide has provided valuable initial insight into AFMC, the Command's Small Business offices, and other resources. Please feel free to reach out to us or any of our Center Small Business team members. Thank you for being valuable industry partners in executing our mission.

APPENDIX - AFMC TOP NAICS CODES

Includes data for statutory categories as established by Public Law 85-536, The Small Business Act (as Amended) and related Small Business statutes.

TOP 10 SMALL BUSINESS NAICS CODES

541712/541715 Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)
236220 Commercial And Institutional Building Construction
541330 Engineering Services
336413 Other Aircraft Parts And Auxiliary Equipment Manufacturing
541511 Custom Computer Programming Services
541519 Other Computer Related Services
541512 Computer System Design Services
336411 Aircraft Manufacturing
334111 Electronic Computer Manufacturing
561210 Facilities Support Services

TOP 10 SMALL DISADVANTAGED BUSINESS (SDB) NAICS CODES

541712/541715 Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)
541330 Engineering Services
236220 Commercial and Institutional Building Construction
541511 Custom Computer Programming Services
541519 Other Computer Related Services
541512 Computer Systems Design Services
336413 Other Aircraft Parts and Auxiliar Equipment Manufacturing
336411 Aircraft Manufacturing
541990 All Other Professional, Scientific, and Technical Services
561210 Facilities Support Services

TOP 10 SERVICE DISABLED VETERAN OWNED SMALL BUSINESS (SDVOSB) NAICS CODES

541712/541715 Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)
336413 Other Aircraft Parts and Auxiliar Equipment Manufacturing
541511 Custom Computer Programming Services
541512 Computer System Design Services
541330 Engineering Services
541519 Other Computer Related Services
236220 Commercial and Institutional Building Construction
334111 Electronic Computer Manufacturing
561210 Facilities Support Services
541990 All Other Professional, Scientific, and Technical Services

TOP 10 WOMAN OWNED SMALL BUSINESS (WOSB) NAICS CODES

541712/541715 Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)

541511 Custom Computer Programming Services

541519 Other Computer Related Services

541330 Engineering Services

334111 Electronic Computer Manufacturing

236220 Commercial And Institutional Building Construction

336411 Aircraft Manufacturing

541512 Computer System Design Services

541990 All Other Professional, Scientific, and Technical Services

237310 Highway, Street, and Bridge Construction

TOP 10 HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZONE) NAICS CODES

336413 Other Aircraft Parts and Auxiliaries Equipment Manufacturing

236220 Commercial and Institutional Building Construction

541519 Other Computer Related Services

334111 Electronic Computer Manufacturing

541512 Computer System Design Services

541990 All Other Professional, Scientific, and Technical Services

541715 Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)

562910 Remediation Services

236210 Industrial Building Construction

541330 Engineering Services

HQ AFMC/PA Approved Case # 2026-0025