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KAFB

DEPARTMENT OF THE AIR FORCE
PHILLIPS LABORATORY (AFMC)

For K [initials]
Steve P [initials]
[initials]
ENTERED

MEMORANDUM FOR ALL VENDORS/SUPPLIERS

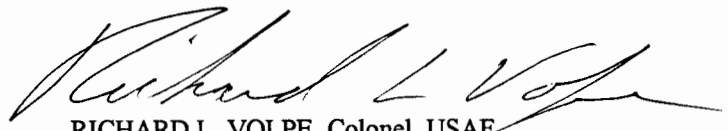
22 NOV 1995

FROM: PL/PKO
2000 Wyoming Blvd. SE
Kirtland AFB NM 87117-5606

JAN 24 1996

SUBJECT: EDI/FACNET Implementation

1. The enactment of the Federal Acquisition Streamlining Act (FASA) required the Federal Government to transform the acquisition system from a cumbersome paperwork process to a computer-based system readily accessible to government and private sector users, including small businesses. In September of 1995, Kirtland AFB expanded its capabilities to award contracts utilizing Electronic Data Interchange (EDI) by the Federal Acquisition Network, known as FACNET. By federal mandate, Kirtland AFB must use EDI/FACNET for all acquisitions under \$100,000 by 1999. We enthusiastically support electronic commerce, as it is an efficient way of conducting business. It significantly reduces acquisition lead time, paperwork, and waste.
2. With the enactment of FASA, the need has increased for small and medium sized enterprises to utilize electronic commerce. With EDI, vendors will find themselves with access to an expanding, national and global marketplace. Electronic commerce will significantly reduce transaction costs and cycle times. We want to continue doing business with you using EDI.
3. To assist you in implementing EDI and accessing FACNET, there are eleven regional Electronic Commerce Resource Centers (ECRC's) that Congress has established to educate and assist enterprises in implementing electronic commerce. A list of regional offices is included at attachment one. For vendors in the New Mexico area, the San Antonio Regional ECRC will be happy to provide information and assistance to help you implement electronic commerce. They will provide information, to include: a list of ECRC's, a list of Value Added Networks (VAN's), an implementation guide, a software directory, an internet guide and RFQ search tool, and a list of scheduled classes and seminars.
4. Information can be obtained by contacting the San Antonio ECRC at (210) 732-1141. You may also contact the Defense Information System Agency (DISA) by calling 1-800-334-3414. To do business with us on EDI/FACNET, you will also need to obtain a Commercial and Government Entity (CAGE) Code. A sample DD Form 2051 and instructions is included at attachment 2 for your information.
5. We are excited about conducting business using electronic commerce and invite you to join us in this exciting new venture. We look forward to doing business with you in the future. I have designated Capt Lauren Kominowski as the Kirtland AFB Contracting focal point for EDI/FACNET. Feel free to contact her at (505) 846-4877.


RICHARD L. VOLPE, Colonel, USAF
Director of Contracting

- Attachments:
1. List of ECRC's
 2. DD Form 2051

KAFB1697



For more information

National ECRC Program - Technology Hub

Peter R. Walker
Concurrent Technologies Corporation
1450 Scalp Ave.
Johnstown, PA 15904
800-318-9223
e-mail: walker@ctc.com

Atlantic Regional ECRC

Robert Fulton
Georgia Institute of Technology
813 First Drive, Room 452
Atlanta, GA 30332-0140
404-894-7409
e-mail: robert.fulton@me.gatech.edu

Bremerton Regional ECRC

Ed Wilson
Hearthstone Center
4312 Kitsap Way, Suite 104
Bremerton, WA 98312
360-478-0333
800-478-3933
e-mail: wilson@ctc.com

Cleveland Regional ECRC

Kent Kemmerer
CAMP
2415 Woodland Ave.
Cleveland, OH 44115
800-991-3272
e-mail: kent.kemmerer@camp.org

Dayton Regional ECRC

Joe Homan
RJO Enterprises, Inc.
240 West 5th St., Room 13000
Dayton, OH 45402-2302
513-449-6060
e-mail: jhoman@cole.sinclair.edu

Fairfax Regional ECRC

Bill Young
Dimensions International Inc.
10640 Page Ave., Suite 400
Fairfax, VA 22030
703-691-1507
e-mail: byoung@ecrc.gmu.edu

Johnstown Regional ECRC

Larry Michalec
Concurrent Technologies Corporation
1450 Scalp Ave.
Johnstown, PA 15904
800-231-2772
e-mail: michalec@ctc.com

Oakland Regional ECRC

Michael Shaw
12500 Campus Drive
Oakland, CA 94619
510-531-1777
e-mail: shaw@ctc.com

Orange Regional ECRC

Paula DeWitte
Knowledge Based Systems Inc.
300 North Fourth St.
Orange, TX 77630-5702
409-882-3950
e-mail: pdewitte@ecrc.kbsi.com

Palestine Regional ECRC

Michael LaBeau
I-NET Inc.
2000 S. Loop 256, Suite 11
Palestine, TX 75801
800-209-2772
e-mail: mikelabeau@ptxecrc.com

San Antonio Regional ECRC

Jarrett (Butch) McGehee
Sunset Resources Inc.
4318 Woodcock Dr., Suite 200
San Antonio, TX 78228
210-732-1141
e-mail: butch@saecrc.org

Scranton Regional ECRC

Mason Linn
University of Scranton
Harper-McGinnis Wing
St. Thomas Hall, Rm T583
Scranton, PA 18510-4693
800-575-3272
e-mail: linnm1@lion.uofs.edu

INSTRUCTIONS FOR COMPLETING DD FORM 2051

GENERAL NOTE FOR PERSONNEL PREPARING OR PROCESSING THIS REPORT

Coding must be as indicated in the instructions. In cases where specific coding instructions are provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DoD 5000.12-M. Noncompliance with either the coding instructions contained herein or those published in referenced manual will make the organization which fails to comply responsible for required concessions in data base communication. ▶

SPECIFIC INSTRUCTIONS

SECTION A - TO BE COMPLETED BY THE INITIATING GOVERNMENT ACTIVITY	SECTION B - (Continued)
Item 1: Self-explanatory.	Item 4: Self-explanatory.
Item 2: Mark the type of code being requested. <ul style="list-style-type: none"> a. Type A - Manufacturers Code which is used in the Federal Catalog System to identify a certain facility at a specific location which is a possible source for the manufacture and/or design control of items cataloged by the Federal Government; or, b. Type F - Non-manufacturers Code which is required for identifying an organization/function in MILSCAP. These are assigned to contractors which are non-manufacturers or are manufacturers not qualifying for a Type A Code. 	Item 5: A disadvantaged business firm is defined as a firm that is 51%, or more, owned, controlled, and operated by a person(s) who is socially and economically disadvantaged. "Controlled" is defined as exercising the power to make policy decisions. "Operated" is defined as actively involved in the day-to-day management of the firm.
Item 3: If applicable, enter the exception DoD Activity Address Code for the Servicing Contract Administration Office (CAO) or ADP point.	Item 6: Enter the number of employees. This number should include the employees of all affiliates.
Item 4: Self-explanatory.	Item 7: A woman-owned business is defined as a firm that is 51%, or more, owned, controlled, and operated by a woman or women. "Controlled" and "Operated" are as defined in Item 5.
	Item 8: The SIC Code is a Government Index used to identify business activity and indicates the function (manufacturer, wholesaler, retailer, or service) and the line of business in which the company is engaged. If multiple SIC Codes, indicate the primary first, next important, etc.
SECTION B - TO BE COMPLETED BY THE FIRM TO WHICH THE CODE WILL BE ASSIGNED	Items 9 and 10: Self-explanatory.
Items 1a and 1b: Self-explanatory.	NOTE: When any future changes are made to the coded facility; i.e., name change, location change, business sold or operations discontinued, etc., written notification stating the appropriate change should be sent to:
Item 1c: If a CAGE Code (Type A or Type F) was previously assigned, enter it in this block.	
Item 2: Self-explanatory.	
Item 3: If a block other than "None" is marked, identify the Parent company by a (P) beside the firm name.	
	MAIL TO THIS ADDRESS Commander Defense Logistics Services Center ATTN: DLSC-FBA Federal Center 74 North Washington Battle Creek, MI 49017-3084

REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE

(See Instructions on Reverse)

Form Approved
OMB No 0704-0225
Expires May 31 1990

SECTION A - TO BE COMPLETED BY INITIATOR

1. REQUESTING GOVERNMENT AGENCY / ACTIVITY

a NAME
PHILLIPS LABORATORY #146

2. TYPE CODE REQUESTED (X one) | 3. EXCEPTION CODES

a TYPE A	a. CAO
b TYPE F	b ADP

b. ADDRESS (Street, City, State and Zip Code)
**2000 WYOMING BLVD SE
KIRTLAND AFB, NM 87117-5606**

4. INITIATOR

a TYPED NAME (Last, First, Middle Initial) KAY WOODS	b OFFICE SYMBOL PL/RC	c SIGNATURE <i>Kay Woods</i>	d. TELEPHONE NO (505) 846-8515
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SECTION B - TO BE COMPLETED BY FIRM TO BE CODED

1. FIRM

a NAME (Include Branch of, Division of, etc.)	b. ADDRESS (Street, City, State and Zip Code)
c. CAGE CODE (If previously assigned)	

2. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAME(S) OR OTHER ADDRESS(ES) SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES) (Use separate sheet of paper, if necessary)

3. PARENT COMPANY AND AFFILIATED FIRMS (X one, and complete as applicable)

a. NONE
b. CURRENTLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)
c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)

4. PRIMARY BUSINESS CATEGORY (X one)	5. DISADVANTAGED SMALL BUSINESS STATUS (X one)	6. NUMBER OF EMPLOYEES
a MANUFACTURER	a. APPROVED BY SMALL BUSINESS ADMINISTRATION (SBA) FOR SECTION 8(a) PROGRAM	7. WOMAN OWNED BUSINESS (X one)
b DEALER / DISTRIBUTOR	b OTHER DISADVANTAGED SMALL BUSINESS FIRM	a. YES
c CONSTRUCTION FIRM	c. NOT DISADVANTAGED SMALL BUSINESS FIRM	b. NO
d SERVICE COMPANY		8. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S)
e SALES OFFICE		a PRIMARY
f OTHER (Specify)		b. OTHER (Specify)

PL/BC FAX (505) 846-4919
DSN 246-4919

MAILING ADDRESS:
(IF DIFFERENT FROM ABOVE)

MAIL THIS APPLICATION TO THE ADDRESS ON THE BACK OF THIS FORM

10. FIRM OFFICIAL

a TYPED NAME (Last, First, Middle Initial)	b DATE SIGNED (YYMMDD)	c SIGNATURE	d TELEPHONE NO
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