



## Small Business Learning Center

The online Small Business Learning Center is an interactive training program designed for both Air Force acquisition professionals and small businesses. The curriculum of 20 interactive training modules, with more in development, can be accessed at [www.selltoairforce.org/sell2AF\\_sblc](http://www.selltoairforce.org/sell2AF_sblc).

### **Courses include:**

#### **Bundling & Consolidation**

Designed to provide guidance for Acquisition Strategy Teams when considering to consolidate and/or bundle solicitation requirements. The course describes actions you can take to avoid or mitigate the potentially negative impact on small businesses when bundling is necessary and justified.

#### **Ethical Guidelines for Small Business**

Designed for small businesses to understand ethical guidelines for maintaining positive relations with the government. It introduces the key issues and references more detailed information.

#### **Introduction to Contingency Planning**

Identifies the many items to consider when writing a contingency plan. Key areas include command types of disasters, basic planning needs, management responsibilities and protecting vital records.

#### **Source Selection**

Consists of three modules focusing on Air Force competitive negotiated acquisitions over \$100,000. The course is based on Acquisition Center of Excellence training. It is specifically designed for use by Acquisition Personnel, but also provides valuable procurement information for small businesses.

#### **Project Management**

Specifically designed for the small business owner and employees, this course includes project management overview, project management processes and successful project fundamentals.

#### **Source Approval Requirements**

Many commercial items are required by the Air Force to meet budget and readiness needs. To acquire those items, the government has created a process to approve the small business as a supplier. Key discussion areas are spare parts breakout program, source approval requirements document, spare parts categories, requirements and technical orders.

#### **Indian Incentive Program**

Introduces acquisition personnel and small businesses to program legislation, funding and processes for participation.



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### **Small Business Primer**

Helps small businesses understand the federal procurement process to maximize their business opportunities with the Air Force. Includes information on Requests for Information, Requests for Proposals and other acquisition information.

### **How to Do Market Research**

This course helps acquisition professionals bridge the gap between customer needs and acquisition strategy formulation, leading to successful contract actions. Proper market research optimizes the use of commercial products and services.

### **Central Contractor Registration**

The CCR is the primary vendor database for the U.S. Government. The tutorial discusses areas such as the purpose of the CCR, the search interface, the fundamentals of doing a search, registering in the CCR and updating a profile.

### **Small Business Utilization**

This course explains the importance of increasing small business utilization and provides an overview of the various programs that assist different types of small businesses, such as 8 (a), woman-owned and veteran-owned.

### **How to Sell to Air Force**

Our most popular course covers the marketing basics of doing business with the Air Force, step by step. Provides valuable tips and vital procurement information for small firms interested in providing goods and services to the Air Force.

### **Shop Math**

Students are instructed on fundamental shop floor math principles. This course is offered as part of the Manufacturing Technical Assistance Production Program's (MTAPP) continuing education for small business manufacturers.

### **Reading Blueprints**

Designed to instruct newly hired employees in reading manufacturing blueprints. It is also offered as part of the MTAPP technical assistance and continuing education for participating small business manufacturers.

### **Lean Manufacturing**

Key discussion areas are Introduction to Lean Manufacturing, The Nature of Lean, Getting Started, Lean and the People, and The Next Level. This course is an excellent primer for small manufacturers in the principles of Lean.

### **The HUBZone Program**

This course discusses the Historically Underutilized Business Zone program, which promotes utilization of businesses located in economically distressed geographic areas.

More courses are available online and others are under development.

The Learning Center also contains a reference library of additional training resources and links to other on-line training. For acquisition professionals, completion of each course provides credit toward your continuous learning requirement. For small business owners, these courses will assist you in becoming a successful, valued supplier to the federal government. It's all conveniently available to you on-line, 24/7!