

INSTRUCTIONS

ITEM 1 – APPLICANT

“DBA” is an abbreviation for “doing business as”. A company registers a DBA when they plan to operate their business under a name that differs from the company’s legal name.

ITEM 2 – TO (NAF Procurement Activity)

The NAF Procurement Activity should complete this section.

ITEM 5 – DUNS NUMBER

“DUNS Number” is a unique nine digit identification number assigned to each physical location of a business by Dun & Bradstreet (D&B). DUNS Number assignment is **FREE for all businesses** required to register with the US Federal government for contracts. For more information visit <http://fedgov.dnb.com/webform>.

ITEM 8 – AFFILIATES OF APPLICANT

“Affiliates” means that business concerns are affiliates of each other if, directly or indirectly, either one concern controls or has the power to control the other, or a third party controls or has the power to control both. In determining whether affiliations exist, consideration is given to all appropriate factors including common ownership, common management, and contractual relationships.

“Concern” means any business entity organized for profit (even if its ownership is in the hands of a nonprofit entity) with a place of business located in the United States and which makes a significant contribution to the U.S. economy through payment of taxes and/or use of American products, materials and/or labor, etc. “Concern” includes but is not limited to an individual, partnership, corporation, joint venture, association, or cooperative. For the purpose of making affiliation findings, any business entity, whether organized for profit or not, and any foreign business entity, i.e., any entity located outside the United States, shall be included.

ITEM 10 - SYSTEM FOR AWARD MANAGEMENT (SAM)

Access <https://www.sam.gov/portal/SAM/#1>. Register your Entity (business, individual, or government agency) to do business with the Federal Government. Register or update your Entity, by creating a user account. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/Fed Reg, ORCA, and EPLS. There is **NO fee to register** for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

BENEFIT: By registering it increases visibility of vendor sources (including their geographical locations) for specific supplies and services; and establishes a common source of vendor data for the government **All prospective contractors will be verified through the SAM database before awarding a contract or agreement.**

ITEM 13 – TYPE OF BUSINESS

“Manufacturer” means any concern that owns, operates or maintains a factory or establishment that produces on the premises the materials, supplies, articles or equipment of the general character of those listed in Item 11.

“Service Establishment” means a concern that owns, operates, or maintains any type of business which is principally engaged in the furnishing of non-personal services, such as (but not limited to) repairing, cleaning, instruction/training, or transportation services, including the furnishing of necessary repair parts or other supplies as a part of the services performed.

“Regular Dealer” means a concern that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in Item 11 are bought, kept in stock, and sold to the public in the usual course of business.

“Surplus dealer” means a concern that owns, operates, or maintains a store, warehouse, or other establishment in which used or reconditioned material, former Government surplus property, or residual inventory of the general character listed in Item 11 are bought, kept in stock, and sold to the public in the usual course of business.

ITEM 14 – EXPERIENCE WITH GOVERNMENT CONTRACTS

“Nonappropriated Funds (NAF)” are funds derived from sources other than congressional appropriations and commissary surcharge funds, primarily from the sale of goods and services to DoD military and civilian personnel and their dependents that are used to support and provide Morale, Welfare and Recreation programs that are designed to improve the well-being of military and civilian personnel and their dependents.

“Appropriated Funds (APF)” are funds authorized and appropriated by Congress for specified purposes.

PLEASE SEND THE COMPLETE FORM TO THE NAF PROCUREMENT ACTIVITY LISTED IN ITEM 2 FOR UPLOADING INTO THE NAF CONTRACTING AUTOMATED PROCUREMENT SYSTEM.