

Army Contracting Command Office of Small Business Appointment Request Form

Complete first page of this form, then email form to: usarmy.redstone.acc.mbx.acc-sb@mail.mil

For emergency, in-person meetings, please contact the office calendar administrator at (256) 955-7632. You must already have Redstone Arsenal Access.

Privacy Act Notice

Authority: The Small Business Act of July 30, 1953 and the Competition in Contracting Act (CICA) of 1984 (41 U.S.C. 253) (FAR Subpart 6.1" Full and Open Competition") authorizes the collection of this information.

Purpose: The Army Contracting Command Office of Small Business Programs will use this information to aid, counsel, and assist insofar as is possible, small business concerns.

Routine Uses: The information will be used by the Army Contracting Command and supported activities and disclosed to internal and external organizations to further aid, counsel, and assist insofar as is possible, small business concerns.

Disclosure: Furnishing this information is voluntary but necessary in order to receive assistance from this office. Not furnishing the requested information may result in our office not being able to provide assistance.

Company Info

1. Company Name
2. Company Address
3. Company UEI
4. Company DUNS
5. Company CAGE
6. Company Website
7. Company MS TeamsAccess
8. MS Teams Contact
9. NAICS Codes

Company Socioeconomic Status
(select all that apply using Ctrl or Shift click)

**Please be sure to submit
Capabilities statement as an
attachment along with the PDF
form when emailing**

Company POC

- Contact Name
- Contact Title
- Contact Phone
- Contact Email

Do you have access to Redstone Arsenal?

*** If you do not have access to post, you will need to complete a badge request form 3 days in advance to the day of the meeting or your appointment will be canceled***

Appointment Request

Meeting Topic Summary:

Date

Time

Opt#1

Reason For Meeting:

Opt#2

Opt#3

ACC OSBP Employees only Processing Section

The following functions/buttons are reserved for OSBP Personnel ONLY!

VENDOR DIRECTORY INSTRUCTIONS:

- Go to the Vendor Directory on the OSBP SharePoint site and verify if a vendor with this DUNS already exists there.

- If not, select "Submit New Vendor" below. This button will NOT work if the DUNS already exists in the Directory.

- If it DOES exist in the Directory, you may update that entry with the data from this form by entering the ID number for the vendor (from the Directory in SharePoint), and selecting "Update Existing Vendor" below.

The following create Calendar Reservations on the OSBP SharePoint Calendar:

ID# (from SP List)