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### AF PGI 5319.303 Determining North American Industry Classification System (NAICS) Codes and Size Standards

The table below may be used to help select a NAICS code as part of the determination of small business status for small business programs.

**NAICS Selection Checklist**

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| --- | --- | --- |
| 1 | **Identify the Key Requirements**  - Estimated workload allocations  - Principle purpose in the PWS/SOW | FAR Part 19 |
| 2 | **Initial NAICS Selection**  - Review previous Government procurement actions  -- Has anything changed?  -- Do not choose previous code w/o verifying applicability  - Look at FAR 19.202 for guidance  - Search code at Census | [NAICS Website](http://www.census.gov/eos/www/naics/)  FAR Part 19 |
| 3 | **Select Size Standards and Exceptions**  - Examine chart and definitions  - Read Footnotes for guidance | [Part 121 - SB Size Regulations](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=17a8b75b6d39a91bd4e087a6f4339059&rgn=div5&view=text&node=13:1.0.1.1.17&idno=13%3e)) |
| 4 | **Engage with Local SB Office**  - Guidance  - NAICS Appeals  - Other considerations | [Air Force SB Directories](https://cs2.eis.af.mil/sites/10969/SitePages/Home.aspx) |
| 5 | **Communicate NAICS to Industry**  - Early interaction w/ industry through market research  - MaxPrac = Picture of SBs in Industry  - Top 25 NAICS codes | [Market Research Checklist](https://org2.eis.af.mil/sites/22610/SB/Field%20Utilities/Forms/AllItems.aspx?RootFolder=%2Fsites%2F22610%2FSB%2FField%20Utilities%2FBest%20Practice%20Tools&FolderCTID=0x012000E9F942388A135B4CBE574F7F26BF53C3&View=%7B08174D6B%2D3117%2D4FAF%2D988A%2DB5F6B48DA636%7D) |
| 6 | **Is Selected NAICS Available for WOSB or EDWOSB Set-Aside?**  - If yes and expect 2 or more – you may set it aside | [WOSB Program](http://www.sba.gov/content/women-owned-small-business-program) |
| 7 | **Identify PSCs for Key Functions of Acquisition.**  - Assigned to each CLIN  - Select PSC for acquisition  - Align with NAICS scope | [PSC Manual](https://www.acquisition.gov/PSC_Manual)  [PSC Tool](https://psctool.us/) |
| 8 | **Document NAICS Determination**  - Identify NAICS in acquisition slides  - Consider Memo if  -- NAICS changed  -- New Market  -- High visibility |  |
| 9 | **Clearly Confirm the NAICS to Industry**  - Transparency is key | Best practice – Confirm NAICS to industry after ASP if there is a break before RFP release. Allows contractors to better plan for small business opportunities (Sub or Prime) |
| 10 | **Ensure Acquisition Structure Supports the Selected NAICS Considering the following:**  - Performance Work Statement  - Labor Categories  - Contract Clauses  - Evaluation Criteria  - Deliverables  - Performance Measurements | [Supply Vs. Services Tool](https://cs2.eis.af.mil/sites/10263/projects/Services/SST/default.aspx) |