

ARC REGISTRATION

www.nsaarc.net

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Thank you for your interest in the National Security Agency's Acquisition Resource Center (ARC). This guide is designed to assist you in preparing for registration with the ARC. A complete and accurate registration is essential in order to best showcase your organization's capabilities and to facilitate collaborative partnerships with the government.

ARC Mission and Background:

The Acquisition Resource Center (ARC) provides industry with a one-stop source for acquisition information at NSA. It also serves as a market research tool for NSA requirements personnel and as a means to expand our industrial base, which in turn will increase NSA's competitive contracting opportunities.

One of the key benefits of the ARC is that it provides a means for NSA and industry to better exchange acquisition information. NSA provides industry with current, relevant acquisition information that supports industry strategic business planning such as near-term solicitation schedules and long-term government business forecasts. Companies registered in the ARC that have the appropriate security clearances may visit the ARC, located in Hanover, MD, to review NSA Technology Forecasts, Market Surveys, Broad Area Announcements, Requests For Information (RFIs) and Requests For Proposals (RFPs), both draft and final versions. Companies also can perform searches of the ARC's Business Registry to identify potential subcontractors or teaming opportunities.

NSA Contracting Officers, Program Managers, Business Managers, Contracting Officer's Representatives, Technical Directors, Small Business Specialists, and the Competition Advocate use the ARC Business Registry to identify potential sources for satisfying acquisition requirements.

We have established this service so that vendors can register for possible future business opportunities with NSA. We encourage you to tell us about your organization and its capabilities so we can contact you for any future acquisition that would suit your products and services. Please do not submit any information that you consider proprietary, as the government currently will not protect information so provided. By registering in this database, you will receive notification of specific NSA acquisition efforts, Broad Area Announcements (BAA) and Requests for Information (RFI). This Web-based tool is the front door for business opportunities with NSA. We look forward to learning more about your business.

The information contained in the ARC Business Registry is intended solely to advise the government, its vendors, and prospective vendors of the possible sources of supplies and services to be acquired by the National Security Agency and to establish a single database for the dissemination to vendors of certain current and future NSA acquisition information. Any government generated e-mails or internet announcements may simply advise a vendor to visit the ARC located in Hanover, Maryland or to contact the Agency concerning a particular unclassified acquisition. The messages will all have a return address of nsaarc@nsaarc.net, where more details related to the announcement will be available.

ARC REGISTRATION

Section 1- Getting Started

The first form that you will be presented with asks for your firm's Dunn and Bradstreet number (DUNS), and your Commercial And Government Entity (CAGE) Code.

For more information about these and other questions, please refer to the affiliated section immediately following each screenshot throughout this guide.

Acquisition Resource Center *Vendor Registration*

CCR VERIFICATION

Enter your Dun and Bradstreet number and CAGE Code and click 'Continue'. The information you enter will be verified against Central Contractor Registration (CCR). If you are not registered in CCR then you will not be able to register in the ARC. Click [here](#) for more information about registering in CCR.

KEY: ? CLICK FOR HELP + REQUIRED FIELD

? + DUNS Number:

? + CAGE Code:

Continue

SCREENSHOT A - Getting Started

DUNS Number:

A DUNS number, provided by Dun & Bradstreet, is required for registration in The Acquisition Resource Center (ARC). Dun & Bradstreet may include your basic information (i.e. vendor name, address) in some of their products, such as mailing lists. If at anytime you do not wish to be included in these Dun & Bradstreet products or have questions please contact them at 1-800-333-0505.

CAGE Code:

The Commercial And Government Entity (CAGE) code is a five character ID number used extensively within the Federal Government. The Defense Logistics Information Service (DLIS) administers the CAGE code system. Visit www.ccr.gov to learn more.

Once you submit your DUNS and CAGE information, the ARC will attempt to match your submission with existing data held at Central Contractor Registration (CCR). If successful, the matching data will be displayed (see screenshot B of the following page).

Follow the instructions to verify that the information is accurate prior to continuing with your registration in the ARC.

ARC REGISTRATION

Section 1- Getting Started (Continued)

CCR INFORMATION

The following information was found in Central Contractor Registration (CCR) based on the DUNS Number and CAGE Code you entered. If this information reflects the organization you are trying to register click 'Continue'. If the information below does not reflect your organization, please verify the accuracy of your DUNS Number and CAGE code and try again. If you need assistance please contact the ARC toll free at (866) 91-GO-ARC (866-914-6272), or by e-mail at nsaarc@nsaarc.net.

DUNS Number:	000000000
CAGE Code:	00000
Legal Business Name:	ABC Company
Doing Business As:	ABC
Address 1:	12345 Market Place
Address 2:	
City:	New York
State:	NY
ZIP Code:	10001

SCREENSHOT B - CCR Information

Once you have verified that you are registering the correct business unit for your organization, you will be asked to provide standard personal information. This will be used to verify your email address, so, DO NOT submit any information other than your own!

REGISTRANT INFORMATION

You are registering:

ABC Company

Address 1: 12345 Market Place

City: New York

State: NY

ZIP Code: 10001

Please enter YOUR contact information in the form below and click 'Continue'. **We will send an e-mail to the address you provide below. You will need to follow the enclosed instructions to continue the registration process.**

KEY:  REQUIRED FIELD

 Your Name:

 Your Phone Number:

Example: xxx-xxx-xxxx

 Your E-mail Address:

A confirmation e-mail will be sent to THIS address.

 How did you hear about the ARC?

If you selected 'Other' above, please describe:

SCREENSHOT C - Personal Information

ARC REGISTRATION

Section 1- Getting Started (Continued)

In order to ensure that your e-mail system is compatible with the ARC, you will be sent an e-mail with an enclosed link (screenshot D). Once you open the e-mail and click on the link, a new window will launch in your web browser (screenshot E) which will welcome you back to the ARC registration process. This step is necessary to ensure that your email server recognizes the ARC as 'friendly', and gives you the opportunity to tune your spam and spwarefilters to accept mail from the ARC.

From: ARC Webmaster
Subject: ARC Registration Initiation for ABC Company (000000000)
Date: January 29, 2007 10:10:15 AM EST
To: email@abc.com

This e-mail confirms your initiation of the registration process for the NSA ARC Business Registry. Your entry will not be submitted to the ARC until you have completed your registration. In order to allow time for you to gather the required information for registration, you can leave the registration process at any time and return at your convenience using the following link. THIS LINK WILL EXPIRE FEB 5, 2007 AT 11PM EST. After that time, you will need to contact the ARC staff to make changes.

To continue your registration, please follow this link:

<http://qa.nsaarc.net/continue?cid=-1161134496956144717>

Sincerely,



The ARC Webmaster

SCREENSHOT D - Email Confirmation


WELCOME BACK

Thank you for continuing your ARC registration. The information below briefly explains the format of this website and will help you understand how to use it. Click 'Continue' when you are ready to proceed.

Registration Progress

The progress indicator to the right uses an arrow  to the left of a section to indicate where you are in the registration process. You will also notice a checkmark  to the right of a section if that section's requirements have been satisfied. For example, you'll notice a checkmark already next to **Products and Services**. That is because there is no **required** information in that section. You may provide information for that section, but it is not required.

CCR Information


Your ARC registration has been pre-populated with information from your record in Central Contractor Registration (CCR). This information is labeled throughout the site using this image . Information that has been provided by CCR is read-only and cannot be updated via the ARC. To update your CCR information you will first need to update your registration with CCR. Changes you make to your CCR record will then be automatically updated in your ARC registration. Note: Please allow two business days for updates to your CCR record to take effect in your ARC registration.

[Continue](#)

THE MIL CORPORATION

Registration Progress

General Information 
 Security 
 Addresses 
 Business Types 
 Contract Vehicles 
 NAICS Codes 
 Capability Statement 
 White Papers 
 Products and Services 

* a checkmark () indicates that section requirements have been satisfied

ARC Documents

 [ARC Registration Guide](#)
 (3512 KB)
 [ARC Capabilities Statement Tutorial](#) (293 KB)

SCREENSHOT E - Email Confirmation Complete

ARC REGISTRATION

Section 2 - General Information

Now that you have verified your business unit and your email address, you are ready to begin the registration process. Throughout the process you will be presented with information derived from CCR - these fields are clearly marked by the green CCR icon as shown below in screenshot F. Any field designated as CCR can only be modified on the CCR website itself at www.ccr.gov and you will need to allow up to 48 hours for these changes to take effect.

GENERAL INFORMATION

Data from CCR is read-only and cannot be modified via the ARC.

KEY: [CLICK FOR HELP](#) **CCR** DATA FROM CCR

DUNS Number:	000000000 CCR
CAGE Code:	CCR
Legal Business Name:	ABC Company CCR
Doing Business As:	ABC CCR
Vendor Acronym (if applicable):	<input type="text" value="ABC"/>
? Division:	<input type="text"/>
Name of Parent Company (if applicable):	<input type="text"/>
? Internet Website URL:	<input type="text" value="www.abccomputers.com"/> Example: www.abccomputers.com

SCREENSHOT F - General Information

Vendor Acronym, and Division

If applicable, enter your acronym and the name of the division you are registering. Please do not use the word 'Division'.

Name of Parent Company

If applicable, enter the name of your parent company. This section is designed for wholly owned subsidiaries and other hierarchical business relationships that signify ownership (NOT DBAs)

Vendor's Internet Website URL

Enter the World Wide Web address (URL) for your company's website. If possible, please use your domain name only rather than pointing to a specific directory that may change over time.

ARC REGISTRATION

Section 2 - General Information (Continued)

The next form that you will be presented with asks you to provide your security-related information. If this is your first time pursuing business within the Intelligence community, there may be acronyms and concepts that are unfamiliar to you. Use the guide on the following pages to thoroughly review these questions prior to initiating your registration and feel free to contact the ARC if you have any questions or special circumstances.

SECURITY

KEY: ? CLICK FOR HELP REQUIRED FIELD

Does your organization employ any personnel with an active NSA clearance? Yes No

Does your organization employ any personnel with other US Government clearance(s)? Yes No

Do foreign interests own or have a controlling interest in your organization's securities? Yes No

If foreign interests DO own or have a controlling interest in your organization's securities, please list the foreign interests (e.g. Japan, France, etc.):

Do non-U.S. citizens hold executive positions? Yes No

SCREENSHOT G - Security Information

Does your organization employ any personnel with an active NSA clearance?

For this purpose, an active NSA Clearance is defined as a TS/SI/TK clearance with an NSA Full Lifestyle Polygraph. Military clearances and/or expired clearances are not valid.

Does your organization employ any personnel with other US Government Clearance(s)?

There are different types of security clearances allowing a person to access classified material; Confidential (C), Secret (S), Top Secret (TS), and Sensitive Compartmented Information (SCI). Military clearances and/or expired clearances are not valid.

Do foreign interests own or have a controlling interest in your organization's securities?

A Foreign Interest is defined as any non-US entity.

If foreign interests DO own or have a controlling interest in your organization's securities, please list the foreign interests (e.g. Japan, France, etc.):

Enter as much detail as you feel necessary.

Do non-U.S. citizens hold executive positions?

Any position that includes responsibilities for a material segment of the operation or management of a business. This would include a position on a Board of Directors.

ARC REGISTRATION

Section 3 - Locality Information

Physical street information is automatically populated by D&B. In order to edit this information, registrants must go to the Dun and Bradstreet website, <http://fedgov.dnb.com/webform/>, and edit the information that is currently in their D&B record.

If you are unable to receive mail at your physical address, you will be given the opportunity to provide a mailing address on a subsequent screen.

County information is provided by the United States Post Office - If your county is incorrect, please alert the ARC staff at nsaarc@nsaarc.net

PHYSICAL ADDRESS

The address shown below is your physical address from CCR. CCR data cannot be edited via the ARC. TODO: be more verbose?

KEY: ? CLICK FOR HELP ➔ REQUIRED FIELD CCR DATA FROM CCR

? DUNS Number:	000000000 CCR
? CAGE Code:	00000 CCR
➔ Street Address:	12345 Market Place CCR
➔ City:	New York CCR
➔ State:	NY CCR
➔ ZIP Code:	10001 CCR
County:	NEW YORK
? Toll-Free Phone Number:	<input type="text"/>
	Example: xxx-xxx-xxxx
? ➔ Primary Main Phone Number:	<input type="text" value="123-345-5678"/>
	Example: xxx-xxx-xxxx

SCREENSHOT H - Physical Address

Vendor's Toll-Free Phone Number

Enter the toll-free business telephone number for your company. If you do not have a toll-free number, please leave this field blank.

Primary Vendor Main Phone Number

Enter the primary (local) business telephone number for your company. ex - (410) 694-0750

ARC REGISTRATION

Section 3 - Locality Information (Continued)

This form asks you to provide your security-related information for the physical address that you just reviewed on the previous page. If this is your first time pursuing business within the Intelligence community, there may be acronyms and concepts that are unfamiliar to you. Use the guide on the following pages to thoroughly review these questions prior to initiating your registration and feel free to contact the ARC if you have any questions or special circumstances.

ADDRESS SECURITY INFORMATION

Answer the questions below regarding security at the following address:

Physical Address CCR
 12345 Market Place
 New York, NY 10001

KEY: ? CLICK FOR HELP + REQUIRED FIELD

? + Does your organization hold a Top Secret (TS) facility clearance for this facility? ● Yes ○ No

The next five questions will be required if you answer 'Yes' to this question.

? Do you have an accredited Top Secret Special Compartmented Information Facility (SCIF) at this address? ● Yes ○ No

? If you do have an accredited SCIF at this address, please tell us the square footage:

? If you do have a SCIF, do you also have NSAnet connectivity? ○ Yes ● No

? If your organization holds a Top Secret (TS) facility clearance for this facility, who is your Security Point of Contact?

? What is your Security Phone Number?

Example: xxx-xxx-xxxx

+ Does your organization have the ability to host meetings or conferences for outside parties, to include the government? ● Yes ○ No

If you answer 'Yes' you will be able asked for the details of this venue on the next page.

SCREENSHOT 1 - Physical Security

Does your company hold a TOP SECRET facility clearance for your facility?

A Facility Security Clearance (FCL) is an administrative determination that, from a national security standpoint, a facility is eligible for access to classified information at the same or lower classification category as the clearance being granted. The FCL may be granted at the Confidential, Secret, or Top Secret level. The FCL includes the execution of a Department of Defense Security Agreement (DD Form 441). Under the terms of the agreement, the Government agrees to issue the FCL and inform the contractor as to the security classification of information to which the contractor will have access. The contractor, in turn, agrees to abide by the security requirements set forth in the National Industrial Security Program Operating Manual, commonly referred to as the NISPOM. See http://www.dss.mil/isec/pcl_index.htm for more information.

ARC REGISTRATION

Section 3 - Locality Information (Continued)

Do you have an accredited Top Secret Special Compartmented Information Facility (SCIF) at this address?

If the contract requirements mandate that the Contractor must store classified information at the Contractor's site, the Contractor must be prepared to provide facilities that meet the security standards set forth in the National Industrial Security Program Operations Manual (NISPOM). A Sensitive Compartmented Information Facility (SCIF) is an accredited area, room, group of rooms, buildings, or installation, where SCI may be stored, used, discussed, and/or processed. SCI is classified information concerning or derived from intelligence sources, methods, or analytical processes, which is required to be handled within formal access control systems established by the Director of Central Intelligence.

If you do have an accredited SCIF at this location, please tell us the square footage:

The government uses SCIF Square footage in a number of different ways (i.e. Internal metrics, determining potential overflow sites for growing programs, etc). Other contractors can use this information to research sublease and sharing arrangements.

If you do have a SCIF, do you also have NSAnet connectivity?

NSAnet is the official National Security Agency intranet network.

If your organization holds a Top Secret (TS) facility clearance for this facility, who is your Security Point of Contact?

Your security point of contact is typically your Facilities Security Officer (FSO). FSO responsibilities include planning and monitoring classified information systems and controlled areas, investigating and reporting security violations and adverse information reports with the cognizant government security agency, and directing employees in the proper application process for security clearances.

What is your Security Phone Number?

A direct number to your security office. This number must be open (unclassified).

Does your organization have the ability to host meetings or conferences for outside parties, to include the government?

Please disclose your firm's willingness and capability to host gatherings at your location. Listing this ability on the ARC does not obligate your organization in any way, it only serves as an additional capability that the government may consider valuable to meeting their requirements. If you answer Yes to this question, you will be given the ability to post your conditions, fees, and, contact information, on subsequent registration forms.

ARC REGISTRATION

Section 3 - Locality Information (Continued)

The following form only appears if you answer “yes” to the following question: Does your organization have the ability to host meetings or conferences for outside parties, to include the government? By providing your conference venue information in the ARC, you are advertizing your capabilities to government and corporate conference planners for Industry Days, conferences, off-sites, and other acquisition-related meetings.

ADDRESS VENUE INFORMATION

Answer the questions below regarding venue information at the following address:

Physical Address CCR
 12345 Market Place
 New York, NY 10001

KEY: ? CLICK FOR HELP * REQUIRED FIELD

* Contact Name:

* Contact Phone Number:
Example: xxx-xxx-xxxx

* Contact E-mail Address:

How many total seats do you have available at this location?

How many separate meeting rooms are available?

* Do you provide overnight lodging at this location? Yes No Max Capacity:

* Please provide a short description of this facility (500 words max):

SCREENSHOT J - Venue Capabilities

Contact Name:

Your facility point of contact is typically your receptionist or meeting coordinator.

How many total seats do you have available at this location?

By “seats” we are referring to your potential capacity to seat meeting participants. Your facility’s maximum capacity is typically assessed by the Fire Marshall, not by the number of chairs available at any given time.

ARC REGISTRATION

Section 3 - Locality Information (Continued)

How many separate meeting rooms are available?

Meeting rooms are defined as any segregated, enclosed space, professionally finished for office use. Meetings rooms must seat four (4) adults at a minimum.

Do you provide overnight lodging at this location? If so, what is your maximum capacity?

If you are licensed to operate a lodging facility at this location, please enter the number of available beds.

Please provide a short description of this facility (500 words max):

Please provide a general description of your facility, to include rates, availability, and links to more information.

ARC REGISTRATION

Section 3 - Locality Information (Continued)

Once you are finished entering information about your conference venue (if applicable), you will have the opportunity to list points of contact for your company. The first point of contact you list will be, by default, the account manager for your ARC account. This means that many administrative functions will be restricted to this person. It is recommended that your ARC account manager have free and easy access to e-mail, and hold a position within your organization that will enable him/her to identify and designate appropriate recipients to receive solicitation and contract-related material from the government.

POINT OF CONTACT

Use the form below to add a point of contact for the following address:

Physical Address **CCR**
12345 Market Place
New York, NY 10001

KEY: ? CLICK FOR HELP → REQUIRED FIELD

? → Title:
The title is limited to 50 characters.

→ First Name:

→ Last Name:

? → Unclassified Phone: Ext.
Example: xxx-xxx-xxxx

? Unclassified Fax:
Example: xxx-xxx-xxxx

? → Unclassified E-mail Address:

Contact Roles - To designate a contact to serve in one of the following roles, you will need to edit that contact.

- ARC Account Manager**
Check this box if you want this contact to serve as your ARC account manager. The ARC account manager assumes responsibility for your ARC profile, to include future updates and corrections.
- Business Contact**
Check this box if you want this contact to serve as your primary business contact.
- Technical Contact**
Check this box if you want this contact to serve as your primary technical contact.
- Market Survey Contact**
Check this box if you want this contact to serve as the primary recipient of market surveys.

ABC Company

Registration Progress

- General Information ✓
- Security ✓
- Addresses
- Business Types
- Contract Vehicles ✓
- NAICS Codes
- Capability Statement
- White Papers ✓
- Products and Services ✓

* a checkmark (✓) indicates that section requirements have been satisfied

ARC Documents

- [ARC Registration Guide \(3512 KB\)](#)
- [ARC Capabilities Statement Tutorial \(293 KB\)](#)

SCREENSHOT K - Primary Point of Contact

ARC REGISTRATION

Section 3 - Locality Information (Continued)

Once you designate your account manager, you'll have the opportunity to review and edit the address information that you've provided thus far. Clicking "Add Address" will allow you to add additional locations, typically forward-deployed offices and secondary business units and/or divisions. You will be allowed to designate points of contact and capabilities for each address that you list! You may include an unlimited number of locations and points of contacts.

ADDRESSES

The list below shows addresses on file for your organization. Click 'Add Address' to add another address or office location for your organization. Click 'Continue' when you are finished entering address information.

CONTACT ROLES: **A** - ARC ACCT MANAGER **B** - BUSINESS **T** - TECHNICAL **M** - MARKET SURVEY

Physical Address CCR

ADDRESS INFORMATION [edit](#)

12345 Market Place, New York, NY 10001
 DUNS: 000000000, CAGE: 00000, County: NEW YORK, Toll-Free Phone: none, Main Phone: 123-345-5678

SECURITY INFORMATION

Top Secret (TS): Yes, SCIF: Yes (1500 sqft), NSAnet: No, Security POC: John Doe !, Security Phone: 123-345-6789

VENUE INFORMATION

Venue Provider: Yes, Contact: John Smith Phone: 123-345-6789, E-mail: ken@abccomputer.com, Seats: 250, Rooms: 4, Lodging: No
 Description: Auditorium seating 250; 4 meeting rooms for groups of no more than 12; [more...](#)

POINTS OF CONTACT [add contact](#)

Title	Name	Phone	E-mail	A	B	T	M
FSO	John Doe	123-345-6789	johnd@abccomputer.com	✓		✓	edit
Business Manager	John Smith	123-345-6788	johns@abccomputer.com		✓		edit

SCREENSHOT L - Locality Summary

Tip!

You can designate an unlimited number of POCs to receive and disseminate business information originating from NSA. One person must be dedicated as an ARC Account Manager. The ARC Account Manager serves as the principle contact for this record and assumes responsibility for its content, to include future updates and corrections. Once you designate an account manager, it is highly recommended that you enter more than one POC to lessen the risk of missing a notification. You may enter as many points of contact as you feel necessary for your organization. You can even designate a dedicated recipient for Market Surveys, as well as dedicating special technical contacts and business contacts.

ARC REGISTRATION



Section 4 - Business Information

Business types are almost exclusively derived from CCR. Check this section carefully to insure that all of your socio-economic business categories are accurately reflected.


Note! The SBA has recently changed the way that it tracks small businesses. SBA establishes a numerical definition for each for-profit industry using the North American Industry Classification System (NAICS). A small business size standard is numerical and represents the largest a concern can be and still be considered a small business. This numerical definition is called a "size standard." For several NAICS codes, certain industry characteristics exist that have warranted a separate segmented size standard for a segment of the industry. These are known as Size Standard Exceptions. The standard can be higher or lower than the general size standard for that industry (see SBA's Table of Size Standards at www.sba.gov/size for a complete listing of NAICS codes and size standards). The Small Business Types will display if a vendor qualifies as a small business for the general size standard or for each segmented standard.


BUSINESS TYPES

The list below shows various business types from CCR.





KEY:  REQUIRED FIELD  DATA FROM CCR

Business Types

Veteran Owned Business 

Service Disabled Veteran Owned 

Small Business Types

Small Business	Yes 
SBA Certified HUBZone Firm	Yes 
 Please enter your HUBZone expiration date:	<input type="text" value="02/29/2008"/> <small>Date format should be 'MM/DD/YYYY'.</small>
SBA Certified 8(a) Program Participant	No 

SCREENSHOT M- Business Types

ARC REGISTRATION

Section 4 - Business Information (Continued)

Once you designate your account manager, you'll have the opportunity to review and edit the address information that you've provided thus far. Clicking "Add Address" will allow you to add additional locations, typically forward-deployed offices and secondary business units and/or divisions. You will be allowed to designate points of contact and capabilities for each address that you list! You may include an unlimited number of locations and points of contacts.

CONTRACT VEHICLES

The list below shows contract vehicles on file for your organization. Click 'Add Contract Vehicle' to add a contract vehicle for your organization. Click 'Continue' when you are finished.

There were no contract vehicles found.

SCREENSHOT N - Add Contract Vehicle

CONTRACT VEHICLES

Use the form below to enter contract vehicles for your organization.

KEY: CLICK FOR HELP REQUIRED FIELD

Description:
Example: GSA, GWAC, etc.

Number (if applicable):

Expiration Date:
Date format should be 'MM/DD/YYYY'.

SCREENSHOT O - Contract Vehicle

Contract Vehicle:

Use this form to enter contract vehicles for your organization.
Description: Example: GSA, GWAC, etc.
Number (if applicable):
Expiration Date: Date Format should be 'MM/DD/YYYY'.

ARC REGISTRATION

Section 5 - Capabilities

Enter the NAICS codes that correspond to your business specialties. The North American Industry Classification System (NAICS, pronounced "Nakes") was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. Visit <http://www.census.gov/epcd/www/naics.html> for more information.

NAICS CODES

The list below shows NAICS Codes on file for your organization. Click 'Add NAICS Code' to add a NAICS Code for your organization. Click 'Continue' when you are finished entering NAICS Codes.

Code	Description	Small Bus	
541511	Custom Computer Programming Services	Yes	edit delete
541512	Computer Systems Design Services	Yes	edit delete
541513	Computer Facilities Management Services	Yes	edit delete
541519	Other Computer Related Services	Yes	edit delete
541611	Administrative Management and General Management Consulting Services	Yes	edit delete
561110	Office Administrative Services	Yes	edit delete
561210	Facilities Support Services	Yes	edit delete

SCREENSHOT P - NAICS Codes

ARC REGISTRATION

Section 5 - Capabilities (Continued)

The following form captures very important information - you now have the ability to enter your firm's capabilities by NAICS code. This means that you'll be able to compete against other vendors in your own specialty field. Do you offer Programming Services? Here's your chance to elaborate! Tell us about your proficiency in programming languages, your past accomplishments, the award-winning methodology that you pioneered, etc. And, for each NAICS code, you'll be able to annotate your small business status by size standard.

The small business size standard is numerical and represents the largest a concern can be and still be considered a small business. For several NAICS codes, certain industry characteristics exist that have warranted a separate segmented size standard for a segment of the industry. These are known as Size Standard Exceptions. The standard can be higher or lower than the general size standard for that industry (see SBA's Table of Size Standards at www.sba.gov/size for a complete listing of NAICS codes and size standards).

NAICS CODES

Use the form below to enter NAICS Codes for your organization. Click the 'Search NAICS Codes' button to search current NAICS codes and descriptions to find the codes that apply to your organization.

KEY: CLICK FOR HELP REQUIRED FIELD

NAICS Code:

Are you considered a small business for this NAICS code? Yes No

Provide up to a 500-word MAXIMUM vendor abstract describing your corporate capabilities. A strong capability statement should include key words, products, services and acronyms, rather than marketing verbiage. Please do not use any structured formatting such as bullets, line breaks, HTML, etc. No classified or proprietary information may be included here. Exercise caution on identifying past contracts or experience with NSA that may be deemed classified. **Please do not use any structured formatting such as bullets, lines breaks, html, etc.**

SCREENSHOT Q - NAICS Codes Capabilities

ARC REGISTRATION

Section 5 - Capabilities (Continued)

ARC registration includes helpful tools such as the NAICS Code Search. Simply enter a keyword related to your business activity, and use the search tool to find all of the related codes.

NAICS CODE SEARCH

Search for NAICS codes using the form below. Click the 'add' link next to any NAICS code to add it to your organization. Click the 'Back to NAICS Codes List' button when you are finished.

Enter keyword(s) or NAICS code prefix:

There were 11 codes found matching '5416'.

Code	Description	
5416	Management, Scientific, and Technical Consulting Services	add
54161	Management Consulting Services	add
541611	Administrative Management and General Management Consulting Services	add
541612	Human Resources and Executive Search Consulting Services	add
541613	Marketing Consulting Services	add
541614	Process, Physical Distribution, and Logistics Consulting Services	add
541618	Other Management Consulting Services	add
54162	Environmental Consulting Services	add
541620	Environmental Consulting Services	add
54169	Other Scientific and Technical Consulting Services	add
541690	Other Scientific and Technical Consulting Services	add

SCREENSHOT R - NAICS Code Search

ARC REGISTRATION

Section 5 - Capabilities (Continued)

The capabilities statement is arguably the most important piece of information that you will be asked to provide. The presentation of your firm's capabilities is a critical step in establishing a business relationship with the National Security Agency (NSA). Once submitted, your Capabilities Statement will be available to NSA procurement agents and program offices, as well as to prime contractors in need of a sub-contractor, as they conduct market research for goods and services in support of NSA.

Questions? Please feel free to contact the ARC toll free at (866) 91-GO-ARC (866-914-6272), or by e-mail at nsaarc@nsaarc.net.

SCREENSHOT 5 - Capability Statement

CAPABILITY STATEMENT

Provide up to a 500-word MAXIMUM vendor abstract describing your corporate capabilities. A strong capability statement should include key words, products, services and acronyms, rather than marketing verbiage. Please do not use any structured formatting such as bullets, line breaks, HTML, etc. No classified or proprietary information may be included here. Exercise caution on identifying past contracts or experience with NSA that may be deemed classified. **Please do not use any structured formatting such as bullets, lines breaks, html, etc.**

KEY: ? CLICK FOR HELP → REQUIRED FIELD

? →

Continue

ARC REGISTRATION

Section 5 - Capabilities (Continued)

Capabilities Statement Guidelines

1. Your capabilities statement will be limited to 500 words.
2. Please do not use any structured formatting such as bullets, lines breaks, html, etc.
3. Our search Engine reads all UPPER CASE type as acronyms.
4. Update your statement at least once a year. It's important!

The three components of a good capabilities statement:

1. Clearly state what your company or organization offers:

The vision of the ABC Company is to set the standard for information technology services and innovation within the Federal Government. ABC's core competencies are JAVA programming, secure eCommerce web services, and securing transactions using Public Key Infrastructure (PKI).

2. Brag about your success! Tell us what you have done and what you are doing:

ABC Company developed and maintains the Automated Procurement System (APS) for the National Intelligence Agency (NIA). The NIA APS combines state-of-the-art software with a 50,000sq ft secure (SCIF) acquisition facility for the management of source selection-sensitive material in a multi-classification environment. We are experts at conference planning and execution, source selection team management, document management, PKI-enabled security, biometric access control, and a host of other technologies associated with the daily operations of a secure acquisition facility.

3. List acronyms and keywords associated with your industry, especially those related to breaking technologies, or problems/solutions to current challenges faced by our government.

ABC's expertise is in web application development, database development and a range of programming environments. ABC programmers are experienced in all major JAVA disciplines (Servlets, J2EE, RMI, JDBC, Swing) as well as C/C++, ASP, PHP, Cold Fusion and PERL. Our database architects are skilled in SQL, PL/SQL, ODBC, JDBC, Native-driver connections, Entity Relationship Modeling and Relational Database Design. Additional skills include network design/setup/management and Internet/network security with such "hot topics" as penetration testing, intrusion detection, and network/server hardening, as well as specialized network situations/configurations.

ARC REGISTRATION

Section 5 - Capabilities (Continued)

This form is closely related to the capabilities statement, but allows you to align your capabilities directly with potential NSA requirements. (IT Vendors only) Not all products and services are listed! Do your best to align your products and services with the provided list.

PRODUCTS AND SERVICES

Check all services that apply to your organization.

- Data Communications (5 sub-services)
 - Network Services (3 sub-services)
 - Data Transport Services (2 sub-services)
 - File Forwarding Services
 - Stream Forwarding Services
 - Voice Services (4 sub-services)
 - Security Services (4 sub-services)
 - Video Services (2 sub-services)
- End User Computing (4 sub-services)
- Application Services (2 sub-services)
- Processing Services (4 sub-services)

Continue

SCREENSHOT - Products and Services

ARC REGISTRATION

Section 6 - Summary

You are almost finished! Now is your chance to review your submission for typos and completeness. You can exit this screen and use the link in your e-mail to return later as long as you don't pass your expiration date.

SUMMARY

Your registration is **incomplete**. Please review your registration below for errors. You can also click 'Exit' and return to edit your registration later using the link you received via e-mail.

[Exit](#)

Click on a section name to the right to jump to that section. To edit a section just click the 'edit' link at the top of the section.

General Information [\[edit\]](#)

Legal Business Name:	ABC Company CCR
Doing Business As:	ABC CCR
Vendor Acronym:	ABC
Division:	
Name of Parent Company:	
Internet Website URL:	www.abccomputers.com

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Security [\[edit\]](#)

Does your organization employ any personnel with an active NSA clearance?	Yes
Does your organization employ any personnel with other US Government clearance(s)?	Yes
Do foreign interests own or have a controlling interest in your organization's securities?	No
If foreign interests DO own or have a controlling interest in your organization's securities, please list the foreign interests (e.g. Japan, France, etc.):	
Do non-U.S. citizens hold executive positions?	No

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SCREENSHOT U - Summary Screen

ARC REGISTRATION

Section 6 - Summary

EXIT

Thank you for initiating your ARC registration. We have sent an email to johns@abccomputer.com with instructions for returning to this website and completing your registration. You have seven (7) calendar days to complete the ARC registration process.

ARC Servers are updated twice a week on Tuesday and Thursday between 12:00 and 1:00 PM Eastern Time.

The Acquisitions Resource Center is located in Hanover, Maryland. Visits are available by appointment only for cleared contractors. Before you schedule an appointment to the ARC please submit a Visit Request (VR) to the ARC Security Department. For directions on how to submit a VR please contact the ARC Security Department arcsecurity@nsaarc.net or the ARC Webmaster nsaarc@nsaarc.net.

The information contained in the ARC Business Registry is intended solely to advise the government, its vendors, and prospective vendors of the possible sources of supplies and services to be acquired by the National Security Agency and to establish a single database for the dissemination to vendors of certain current and future NSA acquisition information. Any government generated emails or internet announcements may simply advise a vendor to visit the ARC located in Hanover, Maryland or to contact the Agency concerning a particular unclassified acquisition. The message will all have a return address of nsaarc@nsaarc.net.

It is strongly recommended that you register more than one point of contact to lessen the risk of missing an important announcement or invitation. In addition, your ARC record must be kept current. Please inform the ARC when your capabilities and /or POC information changes.

This concludes the ARC Registration Guide

The Acquisitions Resource Center is located in Hanover, Maryland. Visits are available by appointment only for cleared contractors. Before you schedule an appointment to the ARC please submit a Visit Request (VR) to the ARC Security Department. For directions on how to submit a VR please contact the ARC Security Department arcsecurity@nsaarc.net or the ARC Webmaster nsaarc@nsaarc.net.

Once you register, you will be enabled to receive notification of specific NSA acquisition efforts, Broad Area Announcements (BAA) and Requests for Information (RFI). This is the front door for future business opportunities with NSA.

The information contained in the ARC Business Registry is intended solely to advise the government, its vendors, and prospective vendors of the possible sources of supplies and services to be acquired by the National Security Agency and to establish a single database for the dissemination to vendors of certain current and future NSA acquisition information.

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