NOTICE ID: DIA-SBP-22-0018

THIS SPECIAL NOTICE APPLIES TO SMALL BUSINESSES ONLY

PLEASE READ THE ATTACHMENT CAREFULLY

The Defense Intelligence Agency (DIA), Office of Small Business Programs (SBP), will conduct virtual "Introduction to DIA for Small Business" briefings via MS Teams.

Discussion(s) will focus on the basics of doing business with the Agency and program highlights. A question and answer period will follow the discussion. The briefs generally take place on the 2nd and 4th Wednesday of the month between 9:30am – 11:30am and 1:00pm – 3:00pm (all times are Eastern Time Zone).

Registrants must be US Citizens and representatives of a U.S. owned firm to attend. Companies will be limited to one (1) registrant, on a first come, first serve basis. Registrants will be provided an attendance date based on the order received. Requests for specific dates will not be honored. Briefing attendance will be limited. Registration request instructions are provided below.

In the event of inclement weather or other unscheduled incident which could cause connection issues, SBP will determine whether to postpone an individual briefing. If there is a Government shutdown per OPM in the Washington DC area, we will cancel or reschedule to a later date.

Please note it is our intent to share collected contact information with all attendees in an effort to promote networking. Agreeing to attend implies agreement to share contact information.

Registration: Please follow the below instructions carefully to prevent your registration from being diverted, mishandled, or potentially deleted. One individual registration per email.

The registration email should only contain the file as outlined below

Register by sending an email to smallbusiness@dodiis.mil. The subject line should read exactly:

SBP Brief: Introduction to DIA for Small Business

Do not alter the subject line, as emails with this subject line will be automatically routed. Making any changes may result in the loss or delay of your registration. Using the

spreadsheet included with this notice, enter the requested information, and return with your registration email. Do not alter the sheet in any way, as individual registrations will be gathered in one location, and any alterations will hinder the transfer process. Only one individual registration per email will be accepted to preserve the request order. When returning the spreadsheet with the registration email/request, save the file by changing the end of the file name from "…_AA_Template" to "…_company name_last name" (company acronyms may be used).

Example:
Original file name: SBP_Intro_AA_Temp
New file name: SBP_Intro_ABC Inc_Jones (color added for emphasis only)

Again, please follow the instructions and format above to ensure your registration is properly received and not diverted, mishandled, or deleted.

Presentation Media: MS Teams. An MS Teams account is not required. Additional information will be provided to confirmed registrants.

Point of Contact:
Email: smallbusiness@dodiis.mil.