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COMPANY DATA

CAGE 9Q5Z2
UEI LQKTFZMD19B3

NAICS

561110

Office Administrative Services

SERVICES

Front Desk Data Entry
Administrative Support
Business Process Support

ENVIRONMENTS

Military Family Services
Air Force Installation

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CASE STUDY · DEFENSE

Front desk data entry for the Military and Family Readiness Center at Minot AFB, North Dakota

Performed on-base front desk data entry for Air Force Global Strike Command family readiness services at Minot AFB, following selection from a field of 34 bids.



CLIENT

Department of the Air Force, Air Force Global Strike Command, Military and Family Readiness Center, Minot AFB, North Dakota

34 Bids received for the requirement

REQUIREMENTS



Operational need. The Military and Family Readiness Center, which serves airmen and their families at Minot AFB, required contractor data entry support at its front desk.

SOLUTION DELIVERED



Readiness center data entry

Performed data entry at the center's front desk from the start of performance in April 2026, as the contracted administrative support for the installation's military and family readiness services.