

Charlotte T. Brooks-Dale Biography



Mrs. Charlotte T. Brooks-Dale currently serves as the Small Business Professional for the United States Air Force, Air Combat Command (ACC), Acquisition Management and Integration Center (AMIC) at Langley Air Force Base, Virginia. In this role, Mrs. Brooks-Dale is responsible for leading the day-to-day operations of the ACC AMIC's Small Business Program. ACC AMIC provides contracting, program management, and quality assurance to a wide variety of Air Combat Command requirements supporting warfighter readiness. Combat Air Forces/Contracted Air Support (CAF/CAS), Precision Measurement Equipment Laboratory (PMEL), Remotely Piloted Aircraft (RPA), War Reserve Materiel (WRM), Counternarcotics and Global Threats (CN>), Air Forces Central Command (AFCENT) are a few of the programs within ACC AMIC. As her husband retired from the United States Army and became a small business owner for his own trucking company, Mrs. Brooks-Dale has a better understanding of how small businesses operate and can support the Federal Government in various ways.

Prior to her current role, Mrs. Brooks-Dale was the lead Contracting Manager for the ACC AMIC PMEL program. This program provides critical equipment calibration support across the Air Force. ACC AMIC PMEL team won the SAF AQC Fiscal Year (FY) 2023 Outstanding Performance in an Enterprise Source Selection award

Mrs. Brooks-Dale has 20 years of federal government experience within the Acquisition and Procurement career field. This experience includes serving in the capacity of Contract Administrator, Procurement Analyst, Grants Officer, Contracting Officer and Contract Manager with the United States Air Force, United States Naval Research Laboratory (NRL), Air Force Office of Scientific Research (AFOSR), Department of Homeland Security Transportation Security Administration (TSA), and Defense Contract Management Agency (DCMA). The experience has been served in both CONUS and OCONUS locations.

Mrs. Brooks-Dale holds a Bachelor of Science in Administrative Systems Management from Virginia State University, and Master of Arts in Procurement and Acquisitions Management from Webster University.

She is a wife, mother of twin 7-year-old boys and 3 adult bonus children. In her spare time, Mrs. Brooks-Dale enjoys spending time with family, and traveling.