

Staff Summary Sheet

	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date
1	XPM	Coord		6	CE	Coord	(only if ktr uses gov't bldg space)
2	LGC	Coord		7	DS	Coord	(only if ktr uses gov't space)
3	JA	Coord		8	CC or CV	Approve	(If over \$50,000)
4	DPC	Coord		9	LGCQ	Coord for Actionr	
5	FM	Coord		10			

Grade and Surname of Action Officer	Symbol	Phone	Suspense Date
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Subject Requirements Package for SETA Services	SSS Date
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Summary

1. Justification for contractor support, including unfunded category in accordance with the definitions (Mission Critical, Mission Essential, or Quality of Life) and prioritized along with other unit/directorate unfunded requirements.
2. The type of workload the contractor will accomplish.
3. How the work is being done today.
4. The impact if not approved and funded.
5. Under what contract this support is being requested.
6. The source of funding to cover the costs of the proposal.
7. Anticipated timeframe support is required. Requests exceeding one year, if warranted, should be staffed for approval in order to reduce future annual reviews.
8. The office space required by the contractor. Include one of the following statements in the staff summary sheet:
 - Contractor employees do not require and will not occupy government office space.
 - Contractor employees require and will occupy existing office space within Bldg X. In this case, HQ AFSOC/CE coordination and HQ AFSOC/DS approval is required prior to submitting the A&AS contractor support request.

SIGNED

Tabs

1. Determination Decision Document (if A&AS)
2. Statement of Work
3. Independent Government Cost Estimate
4. AF Form 9
5. Contract Security Classification (DD254)
6. Nomination of Contract Representative
7. Sole Source Letter (if follow-on)
8. Past Performance Evaluation (if follow-on)