

Summary Report

Company Name

	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	UGC	Coord		7	DS	Coord	(only if ktr uses gov't space)
3	JA	Coord		8	OC or CV	Approve	(if over \$50,000)
Grade and Surname of Action Officer			Symbol	Phone		Suspense Date	
Subject							SSS Date
Requirements: Package for SETA Services							

Summary

- 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.
- The type of workload the contractor will accomplish.
- How the work is being done today.
- The impact if not approved and funded.
- Under what contract this support is being requested.
- The source of funding to cover the costs of the proposal.
- Anticipated timeframe support is required. Requests exceeding one year, if warranted, should be staffed for approval in order to reduce future annual reviews.
- 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

- Determination Decision Document (if A&AS)
- Statement of Work
- Independent Government Cost Estimate
- AF Form 9
- Contract Security Classification (DD254)
- Nomination of Contract Representative
- Sole Source Letter (if follow-on)
- Past Performance Evaluation (if follow-on)

Example Of Summary Report

L Cohen



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