DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

26 APR 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PK
4375 Chidlaw Road, Suite S208
Wright-Patterson AFB OH 45433-5006

SUBJECT: Transmittal of SAF/AQ Memo (Attendance at Source Selection Briefings)

1. The attached subject memo is forwarded for your information concerning limitations for attendance at source selection briefings.

2. In order to prevent inappropriate disclosure of source selection information, the Source Selection Evaluation Team (SSET) Chair and Contracting Officer (CO) are responsible for ensuring attendance at source selection meetings is limited to members of the source selection organization. These members must have already signed the required Source Selection Information Briefing and Debriefing Certificate.

3. If you have any questions, please contact Ann Marie Telepak, HQ AFMC/PKPA, at DSN 986-0378, or e-mail at AnnMarie.Telepak@wpafb.af.mil.

Milt Ross

MILTON C. ROSS, SES
Deputy Director of Contracting

Attachment:
SAF/AQ Memo, 10 Apr 01

DISTRIBUTION:

AAC/PKC
AEDC/PK
AFFTC/PKC
AFRL/PK
ASC/PKC
ESC/PKX
OC-ALC/PKC
OO-ALC/PKP
SA-ALC/PKC
SMC/PKC
WR-ALC/PKP

CC:
AFOSR/PK

DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

APR 10 2001

MEMORANDUM FOR SAF/AQI/AQL/AQP/AQR/AQQ/AQS/AQX
AFPEO/AT/FB/C2&CS/WP/SP

FROM: SAF/AQ

SUBJECT: Attendance at Source Selection Briefings

Frequently, members of SAF/AQ organizations are required to participate in source selection briefings as members of a source selection organization. When a source selection briefing is conducted or a meeting is held where source selection information is discussed/disclosed, attendance is limited to only those persons who have been designated as the Source Selection Authority (SSA), as members of the Source Selection Evaluation Team (SSET) or Source Selection Advisory Council (SSAC), or as advisors to the SSET/SSAC; and who have signed the required Source Selection Information Briefing and Debriefing Certificate.

For example, at a competitive range briefing to the SSA or other meeting where source selection information is disclosed, government personnel or support contractors who support or work the program on a day-to-day basis shall not attend unless they have been duly designated as members of the source selection organization. The SSET Chair and the Contracting Officer are responsible for ensuring attendance at source selection meetings is limited to members of the source selection organization. Members of the source selection organization are responsible for ensuring they do not disclose source selection information to anyone not involved in the source selection. If you have any questions, please contact Ms. Kathy James, SAF/AQCP, at 703-588-7059.

DARLEEN A. DRUYUN
Principal Deputy Assistant Secretary
(Acquisition & Management)