



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND

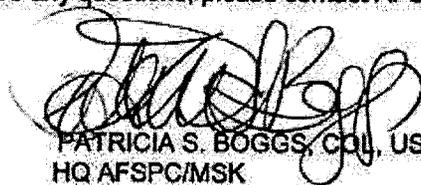
29 September 2004

MEMORANDUM FOR AFSPC CONS

FROM: HQ AFSPC/MSK
150 Vandenberg St Ste 1105
Peterson AFB CO 80914-4350

SUBJECT: Info Letter 2004-^{08 RD}~~07~~, Review and Clearance Electronic Submission Format

1. AFSPC contracting squadrons have been evolving effectively toward the paperless contracting environment. In recognition of this fact, and in an effort to preserve resources, it makes sense for the review and clearance processes to also be electronic. This letter outlines processes for CONS to use when it chooses to transmit files electronically to the major command for review and for clearance.
2. All electronic review and clearance packages sent to AFSPC will be in the electronic contract file format. This format is available on the AFSPC Contracting Homepage.
 - a. File documents in the electronic contract file folder structure, following the AFSPC Form 33. Add additional subfolders for each offeror or other information as is necessary to make the file orderly. Highlight on the electronic AFSPC Form 33 the documents included in the folders. Delete all empty folders so that only folders that contain documents are included in the review or clearance submission.
 - b. Once all documents have been filed in the folder structure and empty folders deleted, zip the folders and the electronic AFSPC Form 33 into a single zipped password protected file. Do not create an auto-extracting file. All files with the extension ".exe" will be deleted by the firewall.
 - c. E-mail the zipped file, including the completed electronic AFSPC Form 33 to the appropriate HQ analyst. Through separate communications, inform the analyst of the password used to protect the file.
 - d. Ensure that all e-mails including source selection or contract sensitive information is PKI encrypted using the CAC card. If your organization has not implemented the CAC card, then send the file over DMS.
 - e. If for some reason e-mail is not an option, use the same procedures as outlined above and place the file on a CD for delivery to HQ. Mark the CD as source selection or contract sensitive as appropriate.
3. This letter is not intended to imply that paper based files are unacceptable. Paper based files are allowed, provided they are filed in accordance with the AFSPC Form 33.
4. Hopefully you will find this process to be easy to use and less demanding on your resources than staffing paper copies of files. Should you have any questions, please contact AFSPC/PKP at DSN: 692-5251 or (719) 554-5251.


PATRICIA S. BOGGS, COL, USAF
HQ AFSPC/MSK
Chief, Contracting Division