



**DEPARTMENT OF THE AIR FORCE**  
WASHINGTON, DC

Office Of The Assistant Secretary

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**MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)**

**FROM: SAF/AQC**  
1060 Air Force Pentagon  
Washington, DC 20330-1060

**SUBJECT: Air Force Quick Guide for A-76 Requests For Proposals (RFPs)**

Several recent reviews of the A-76 process have resulted in recommendations to improve the process. One of the recommendations was to provide clearer, more detailed Section L and M language in RFPs for both industry/Interservice Support Agreement offerors and the government's Most Efficient Organization Development Team. Lessons learned from Staff Assistance Visits conducted on cost comparisons of 300 or more positions also highlighted other areas of RFPs that could be improved. As a result, SAF/AQC, in conjunction with AF/XPMS and SAF/GCQ, has developed the attached Air Force Quick Guide for A-76 RFPs (Atch). The guide will also be available on the SAF/AQC Homepage. Although this guidance is not mandatory, I strongly recommend its use, particularly inclusion of a cross-reference compliance matrix and the Section L/M language.

Any questions related to this guide may be addressed to Ms Betsy Matich, SAF/AQCP, at DSN 425-7026 or commercial 703-588-7026, or e-mail at [Betsy.Matich@pentagon.af.mil](mailto:Betsy.Matich@pentagon.af.mil).

**TIMOTHY A. BEYLAND**  
Associate Deputy Assistant  
Secretary (Contracting)  
Assistant Secretary (Acquisition)

**Attachment:**  
Air Force Quick Guide for A-76 RFPs

**cc:**  
AF/XPMS  
SAF/GC